



Best Practices for Hosting a Registration Day

Successful registration days are a collaboration of careful planning, coordination among committee members, and effective promotion to ensure a smooth and engaging experience for athletes and volunteers.

Setting Up the Registration Day:

1. Venue Booking:

- Secure a suitable space for the event, such as a computer lab for online registrations or a general area for paper forms.

2. Committee Collaboration:

- Coordinate with various committee members and your Community Development Coordinator to discuss this event during monthly meetings (see specific role responsibilities below).

3. Volunteer Support:

- Arrange volunteers to:
 - Set up and take down event space
 - Set up online and/or paper registrations depending on needs
 - Assist athletes with online registration at a computer lab
 - Provide extra registration packages and guide athletes through paper forms or online registration
 - Support the Treasurer with registration payments and receipts

4. Timing Considerations:

- Plan the event at least one month in advance.
- **Example:** Kelowna pre-books for the fall well in advance, while Vernon starts discussions in June and intensifies planning in August for a September registration day.

Decision on Presence:

Decide on attendance based on the Local Committee's discretion. Aim to have all administrative members present, with CDC's attending when possible. The Local Committee typically handles the logistics of this event.

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Responsibilities of Key Roles for Registration Day:

- **Program Coordinator:**
 - Book an appropriate space for the event and provide in-person support if needed
 - Communicate with coaches to help spread the word to all current/returning athletes
- **Registration Coordinator:**
 - Liaise with SOBC's Data & Systems Administrator at registration@specialolympics.bc.ca to confirm any new processes and/or forms that will be required for the upcoming season
 - Prepare and distribute registration package including registration forms, payment information and program schedule to everyone
- **Volunteer Coordinator:**
 - Recruit volunteers to help support day-of operations
 - Communicate event details to volunteers in advance and provide training if needed
- **Local Coordinator:**
 - Oversee event planning and communicate with CDC's on the details of the event
- **CDC (Community Development Coordinator):**
 - Update the Marketing and Communications team regarding event details which should be added to our website calendar and e-newsletter
 - Provide Local registration document templates and support the logistics of the event if needed
 - Attend the registration day to offer assistance if available
 - Promote the event to the public and current athletes
- **Treasurer:**
 - Manage in-person payments and issue receipts
 - Contact our Financial Manager if you have any payment questions



Event Types to Consider:

1. Pizza Party/Outdoor Barbecue:

- Fun and engaging way to attract participants.

2. Try It Day/Registration Day:

- Promote physical activity alongside registration for the upcoming sports season. Involves more CDC involvement.

3. Pop-Up Registration:

- Local parks or day program centers as venues. Admin volunteers assist with computer registration.

4. Online Registration Party/Webinar:

- Provide online support and guidance during a scheduled event.

5. Registration Table at Competitions (June/July):

- Set up tables during competitions to capture interest and registrations.