



### Pre-Registration for Events not sponsored by ORNCC

We recommend that your flyers include instructions for how to register, an e-mail address, phone number, and possibly mail to address. Have them all sent to the same person, the “Local Registration Coordinator” who can organize and track them using “Pre-Registration Log.” If your event is posted on the ORNCC website, and the “Pre-registration” box is checked, the Local Registration Coordinator will be e-mailed a notice indicating who pre-registered (which they can then enter onto the Pre-Registration Log.)

### Pre-Registration for ORNCC Sponsored Events

The four ways people can register for ORNCC Sponsored Events, they are:

1. **Website Registration.** Registrants enter information and pay with credit card or e-check directly on ORNCC website (estimated 70% will register this way). A receipt of this will be automatically e-mailed to the ORNCC State Coordinator.
2. **Mail-In Registration.** Registrants will download off the website, or be sent a registration form for the event from a local team member. They will submit to the ORNCC State Coordinator with a check or credit card information.
3. **Phone Registration.** The Local Registration Coordinator will call them and collect all of their registration and payment information for one of two payment options:
  - A) If the registrant wants to pay by credit card, the local registration coordinator will simultaneously enter their registration/payment information into the payment platform of the ORNCC website.
  - B) If the registrant wants to pay by check, the Local Registration Coordinator will guide them to download a mail-in registration form, or mail or fax them a mail-in registration form.Both A) and B) payment options will be processed in the same way as described above.
4. **Scholarship.** The registrant either downloads from the website, or is sent a “Scholarship Form,” which they send to the Local Scholarship Coordinator. After coming to agreement, the Local Scholarship Coordinator writes the agreed-upon payment amount on the form, initials it, and periodically sends a stack of forms to the ORNCC State Coordinator. (More details on this below).

**Processing and Tracking Pre-Registration:** The ORNCC State Coordinator will collect and organize all the above information on a “Pre-Registration Log”, showing who registered for each workshop and how much they paid. The State Coordinator will:

- Periodically send it to the Local Registration coordinator for an update of how many people registered.
- Sent it to the Local Registration Coordinator the evening before the event. The Local Registration Coordinator will print out two copies and make them available at the event's registration table.

## Recommended Scholarship Process

Each regional team or each event will have Local Scholarship Coordinator to do “the NVC dance” with people who choose not to pay within the requested sliding scale. We recommend that this person do the following:

### Preparation

- Read, thoroughly understand (and seek clarity for) the ORNCC “Sliding Scale Primer” as posted on the website.
- Consider how it applies to their life. For example, what does money mean to them? Where in their life are they living from scarcity consciousness? Where in their life are they investing financially that especially is or is not meeting their needs?
- Practice having the conversation with at least two others on the local team by providing empathy to connect with the needs behind the strategy suggested by the participant, expressing the needs of the trainer and organization, and making requests of the participant that meets needs for mutuality and support.
- Decide a cut-off date that meets their needs, after which you will not entertain any more scholarship conversations. (Recommend two days before the event)

### Process

- Receive Scholarship Forms, and call or write the sender to have/begin the dance, taking notes on the back of each form for future reference.
- In making requests, use the suggestions on the Scholarship Form. (i.e. monthly installments, volunteering, etc.)
- When you’ve come to negotiated agreement with them, write that specific agreement on the front of the form, and initial it. If it’s volunteering, ask them to contact the Local Volunteer Coordinator. Inform the Local Volunteer Coordinator they will be calling (along with their contact information).
- After agreement, request that the registrant download and mail in a registration form to ORNCC (regardless of how much they are contributing), and that they note on the form they talked with you, the scholarship coordinator. This way, they will be tracked and put on the pre-registration log, which will indicate they have a scholarship.

## Organizing Pre-Registration and Registration at the Event

Place registration table just outside, or just inside, the training room. Consider placement that allows for people to comfortably be in a line. Divide the Registration Area into three areas: Pre-Registration, Registration, and Welcome.

### Pre-Registration Area

If a large event, split into two or three by using alphabet (last names). Check each pre-registrant in using Pre-registration Log. If relevant, request that they contribute the balance within the sliding scale amount. If they have paid the minimum of the requested sliding scale, direct them to name tags, handouts, refreshments, etc.

#### **Scholarship Registrants**

If they are attending with partial or full scholarship, ask them to check in with the Scholarship Coordinator (and potentially Volunteer Coordinator if they will serve at the event).

### Registration Area

Ask each participant to complete a registration form and collect payment. Direct any requests surrounding scholarships to the Local Scholarship Coordinator.

### Materials Needed for Registration Areas

Make sure to have the following support materials available, and that each volunteer at the table understands how to use them, in order to check people in ways the meet needs for organization, ease, and consideration.

<b>DOCUMENTS</b>	<b>FORMS</b>	<b>SUPPORT MATERIALS</b>
Pre-Registration Log Event Flyers Credit Card Procedures	Registration Forms Registration Forms for Other Events Receipts Credit Card Slips Training Certificate	"Pre-Registration" Sign "Registration" Sign "Make Checks to" Signs Credit Card Machine Pens Locking Money Box Tables and chairs Donation signs (intros) Donation baskets (intros)

### Welcome Area

Provide nametags, markers (for name tags), handout packets, and "Join Our Community Cards." If it is for an introduction, people will hold the donation baskets and signs near the entrance to the training room.