

March ' * Check in Procedures

Team #: _____
Teacher: _____
Team Name: _____

INSTRUCTIONS:
Arrive between 7:00 – 8:00 am
Go to registration in the CREOL Lobby
Have this document available.
Attach it to the following documents:

DO YOU HAVE THE FOLLOWING? PLEASE ATTACH THEM IN THIS ORDER:

- _____ THIS DOCUMENT WITH YOUR TEAM NUMBER AND COACH'S NAME.
- _____ FINAL REGISTRATION FORM, SIGNED BY THE COACH AND THE PRINCIPAL.
- _____ CODE OF CONDUCT SIGNED BY STUDENTS AND COACH.
- _____ WEB PAGE/PRESS RELEASE FORMS: ONE FOR EACH PERSON
- _____ EMERGENCY CONTACT SHEET
- _____ ENSURE FORMS ARE **NOT STAPLED** – we scan in your documents.

You will receive an envelope with:

- _____ 15 WRISTBANDS WITH TEAM NUMBERS
- _____ 16 SCHEDULES
- _____ 16 MAPS

When you arrive at UCF, CREOL (BUILDING 53) we will:

- STAPLE ALL OF THESE FORMS TOGETHER WITH THIS SHEET ON TOP.
- GIVE YOU A REGISTRATION PACKET.
- MAKE SURE EACH STUDENT HAS A WRISTBAND WITH YOUR TEAM # PRINTED ON IT. You will sign a form to verify.
- REMIND TEAMS OF THE COACH'S MEETING AT 7:40 AM IN CREOL LOBBY.
- IMPOUND LASTS UNTIL 9:50AM
- CHOOSE A SITE FOR CAMP OUTSIDE AROUND CAMPUS. TEAMS SHOULD CHOOSE SPACE TO MEET/LEAVE BELONGINGS. DO NOT SET UP CAMPS IMMEDIATELY IN FRONT OF THE HEC ENTRANCE (on grassy area).

REMEMBER:

- Please bring along supplies to clean up your camp site (garbage bags)
- Bring along supplies to make any last minute repairs to your devices.
- Remind parents that they can observe but allow the students to compete without interference.
- Only students can arbitrate an event supervisor ruling.