



# Instructions for Registration Table Volunteers

**Registration tables need to be set up with the appropriate materials needed such as registration forms, registration cards, clipboards, pens or pencils, participant kits, and any hand outs. Registrars have a most important responsibility during the Diabetes Undone Workshop. Three very important items are:**

1. Please be at your posts by 1 hour before the program starts each evening.
2. Ensure one person is responsible for accepting the funds to pay for the participant kits. This person should not be the same person as the registrars, it is better to have a separate person responsible only for the funds.
3. Please make sure **everyone**, church members and community guests register. Remember, if our guest see our members not registering they will follow suit. Every once in a while you may run into a guest who will not want to register. Let it go, but let them know they are still welcomed.
4. As an Important ice breaker with the participants, ask if they have any food allergies, and annotate this information on the back of their registration card. Please write “No Food Allergies” if this is the case, or write what allergies the participant has. This ensures no food allergy issues during the food sample section each night.
5. While working, please refrain from engaging in conversation with one another or with other Adventist friends. Be polite but brief. We want to ensure that the participants are able to fully focus on the presentations each night. 100% percent concentration for the participants is vital, as well as the volunteers with their work at hand is vital.

## **Things to Remember When Registering Guests:**

1. Please remember to wear your name badge.
2. Greet each person with a smile and a warm welcome.
3. **For the opening night:** All registration materials will be placed on the tables in an effort to expedite the registration process. On the table they will have: **registration forms, registration cards, clipboards, pens or pencils, participant kits, receipt book, and any hand outs.**

4. Registration will take place at the registration table. This includes program payments.
5. When participants have filled out the registration form, check it over for completion, then wish them a *“good evening”* and they are welcomed to sit anywhere.
6. **Registration Tracking Card.** This is to be filled out by the registration team for every guest that has registered. The card will be used to track attendance and will be followed up by our visitation team. One quick way to determine attendance is by seeing which “Name Tags” are left on the table.
7. **Name tag table:** As them to leave their name tags on table at end of each evening, and they will be ready for them the next study.
8. Please be sure to wear appropriate attire. We want to represent our Lord and King of the Universe in the best way possible.

**Beginning the second evening you may have a mixture of new and regular people attending. As soon as you can, start learning people’s names as they leave, however, never ask a person their name until you have first introduced yourself using your full name. Greeting people or saying good-bye to people using their name, even if it is just the first name, is the warmest and friendliest way of expressing yourself. It is the first step in conveying to them that you want to begin a friendship.**

**NOTE:**

**The second night of the program is the last night that new participants can sign up. From the 3rd night on, as hard as it seems, people must not be allowed to join the program. Attempt to get their contact info and tell them that they will be signed up for the next program.**