

A BETTER WAY TO REGISTER



EVENT TYPE:

▶ VOLUNTEER MANAGEMENT



Submit the information below, and GMR will create your secure online volunteer form to support your current online registration form on Get Me Registered. You will receive a username and password which will allow you to view registrations, email registrants, and download your event database 24/7, generally within 24 hours.

SET-UP INSTRUCTIONS & REQUIRED INFORMATION:

If you have a digital copy of the event application (*MS Word or PDF*) this is all we would need. If not, basically we'll need the same information and attachments that you would include on your printed entry form.

- **Event name:**
- **Date and time** (i.e; mm/dd/yy - hh:mm AM/PM):
- **Location/Venue/City/State:**
- **Where to send event funds** (pay to with mailing address or direct deposit option):
- **Participant waiver** - if applicable:
- **T-shirt style/sizes & merchandise** (i.e. Youth S-L, Adult S-XXL) - if applicable:
- **Registration jobs/tasks** (i.e; packet pickup, setup, starting line, awards, water station, etc.):
- **Fees and when** (if) they change (include dates & times):
- **If you have a digital logo for the event** (gif, jpg, png, psd, eps and ai file formats accepted):
- **Custom questions for participants, if any** (i.e; company name or organization, emergency contact, other):
- **If there is a charity or cause that funds are being collected for** (provide recipient charity name, cause, or organization that funds are being collected on behalf of):
- **Contact person's information** (if registrants have event questions):
- **Website, Facebook, Twitter and Instagram links** - if applicable:

▶ **SUBMIT EVENT DETAILS TO:** Service@GetMeRegistered.com

FOR QUESTIONS, PLEASE CONTACT US:

e: Service@GetMeRegistered.com, p: 317-846-0078 or at: www.GetMeRegistered.com

* Online registration is FREE for event organizers, unless they choose to absorb the participants' costs. We add a fee to entry fees. We've made sure all fees are listed during the registration process, prior to any charges taking place.

SECURE ONLINE REGISTRATION FOR:

- ▶ RUNNING
- ▶ MULTISPORT/TRIATHLON
- ▶ CYCLING
- ▶ SEMINAR CONFERENCE
- ▶ ATHLETIC CLINIC
- ▶ CLUB MEMBERSHIP
- ▶ SPORTING EVENT
- ▶ DINNER/BANQUET
- ▶ GOLF TOURNAMENTS
- ▶ CHARITY EVENTS
- ▶ FUNDRAISING
- ▶ REUNIONS
- ▶ EXPOS/TRADESHOWS
- ▶ VOLUNTEERS
- ▶ and more...



OUR PROMISE

Registrants' personal information will never be sold, traded, or disseminated in any way.