

# REGISTER participants for your event

## Important Forms in the registration process:

1) Master Record Sheet – To keep track of the whole event – Follow Steps A to E

**A**

Enter relevant information regarding the **EVENT COORDINATOR** and **ORGANIZATION** as seen below

Prizes associated with level reached

Master Record Sheet													
1	Heather Beard												
2	Event Coordinator Name												
3	Fit Fitness Studio												
4	416-855-8555												
5	Facility/Organization Name												
6	Phone												
7	July 24th, 2008												
8	Step-a-thon												
9	Event Date												
10	Event Type												
11	Prizes associated with level reached												
12	Level 1 Heart and Stroke T-shirt												
13	Level 2 L2 Prize + Heart and Stroke T-shirt												
14	Level 3 L3 Prize + Heart and Stroke T-shirt												
15	Level 4 L4 Prize + Heart and Stroke T-shirt												
16	Level 5 L5 Prize + Heart and Stroke T-shirt												
17	Level 6 Veitech Pullover												
18	Level 7 Nike Triax Watch												
19	Prize Structure (Amount: \$0.00)												
20	Level 1 Digital Stopwatch \$50-\$99.99												
21	Level 2 Compact T-shirt \$100-\$174.99												
22	Level 3 Sport Bag \$175-\$299.99												
23	Level 4 Pulse Calculator \$300-\$499.99												
24	Level 5 Exercise Kit \$500-\$999.99												
25	Level 6 Veitech Pullover \$1000-\$1999.99												
26	Level 7 Nike Triax Watch \$2000+												
27	NAME OF PARTICIPANT (First/Last)												
28	PHONE #												
29	email address												
30	\$ AMOUNT RECEIVED												
31	Level 1 Digital Stopwatch \$50-\$99.99												
32	S M L XL XXL												
33	Level 2 Compact T-shirt \$100-\$174.99												
34	S M L XL XXL												
35	Level 3 Sport Bag \$175-\$299.99												
36	S M L XL XXL												
37	Level 4 Pulse Calculator \$300-\$499.99												
38	S M L XL XXL												
39	Level 5 Exercise Kit \$500-\$999.99												
40	S M L XL XXL												
41	Level 6 Veitech Pullover \$1000-\$1999.99												
42	S M L XL XXL												
43	Level 7 Nike Triax Watch \$2000+												
44	Ladies Mens												
45	1 Erin Johnson 555-7894 ej@google.ca \$125.00 1												
46	2 Robb Fry 555-8862 robb@hotmail.com \$290.00 1												
47	3 Jennifer Gagnon 555-6235 gagnon25@yahoo.com \$50.00 1												
48	4 Lori Rowley 555-8654 RowLori@hst.ca \$100.00												
49	5 Kim McIntyre 555-8961 mac@google.ca \$1,000.00 1												
50	6 Nicole Chan 555-8795 Chan@hst.ca \$2,880.00 1												
51	7												
52	8												
53	9												
54	10												
55	11												
56	12												
57	13												
58	14												
59	15												
60	16												
61	17												
62	TOTALS \$4,393.50 5 1 1 1 1 1												
63	INSTRUCTIONS ON HOW TO DISTRIBUTE THANK YOU PRIZES												
64	The Fit For Heart thank you prize structure is 1 level semi-cumulative												
65	Any participant that raises \$50 or more will receive a Digital Stopwatch												
66	Sheet1 / Sheet2 / Sheet3 /												

**B**

Enter relevant information regarding the individual **PARTICIPANTS** including: name, phone #, email and amount received

**D**

Indicate level achieved according to amount raised. NOTE different sizes are offered for the T-shirt

**C**

Mark quantity of level 1 per participant  
NOTE: Level 1 is always achieved if the participant raises \$100 or more

**E**

Ensure all rows are tallied properly

