

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										
Event Coordinator Name					Level 1 Heart and Stroke T-shirt					
Fit Fitness Studio					Level 2 Aluminum Water Bottle + Heart and Stroke T-shirt					
Facility/Organization Name					Level 3 Exercise Mat + Heart and Stroke T-shirt					
416-555-5555					Level 4 Duffel Bag + Heart and Stroke T-shirt					
Phone					Level 5 iPod nano + Heart and Stroke T-shirt					
February 8th, 2011										
Event Date					Step-a-thon					
Event Type										
PRIZES FOR ELIGIBLE PARTICIPANTS (MIN. \$100.00)										
NAME OF PARTICIPANT (First/Last)	PHONE #	Email Address	\$ AMOUNT RECEIVED	Level 1 Heart and Stroke T-shirt \$100-\$174.99			Level 2 Aluminum Water Bottle \$175-\$299.99	Level 3 Exercise Mat \$300-\$499.99	Level 4 Duffel Bag \$500-\$999.99	Level 5 iPod nano \$1000 +
				S	M	L XL XXL				
1 Eryn Johnson	555-7894	ei@google.ca	\$127.00	1						
2 Robb Fry	555-8562	robb@hotmail.com	\$29.00							
3 Jennifer Gagnon	555-6235	gagnon25@yahoo.ca	\$350.00		1			1		
4 Lori Rowley	555-8654	bevlori@hsf.ca	\$150.00		1					
5 Kim McIntyre	555-8941	mac@google.ca	\$1,010.00			1				1
6 Nicole Chan	555-8795	chan@hsf.ca	\$2,889.00							1
TOTALS			\$4,555.00	1	2	1		1		2
INSTRUCTIONS ON HOW TO DISTRIBUTE THANK YOU PRIZES										
The Fit For Heart thank you prize structure is Level 1 semi-cumulative										
*Any participant that raises \$100 or more will receive a Heart and Stroke T-shirt										

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 received if the participant raises \$100 or more

E

Ensure all rows are tallied properly

