

## GROUP LEADER PACKET

Pre-registering a group will make your arrival check-in experience go quickly and smoothly. A group can be from a chapter, a state, a church, or a family. A group registration is for 2 or more people arriving together.

### PAIN FREE GROUP PRE-REGISTRATION INSTRUCTIONS:

#### Before the Event

1. Distribute Individual Registration/Health/Release Forms
2. Collect Individual Registrations with payments. Make sure "Group" information is complete on each form.
  - a. Payments can be made to the group, with the group sending a combined payment to CMA, or can be made individually to "CMA" with attendee name in memo field of individual checks
  - b. Payments by credit card are noted on Individual Registration form
  - c. **Release signature required on every form whether for an adult or for a student.** Registrations will be delayed when "RELEASE & AUTHORIZATION FOR MEDICAL TREATMENT" is not signed.

*Note: Single payments applying to more than one registration need to be clipped together and noted.*

3. Fill out Group Registration form
4. Mail Group Registration form, Individual Registration forms and payments to CMA

*NOTE: Groups can send multiple registration packets to CMA as registration forms and payments are gathered.*

#### Event Check In - 12/29 3:00-6:00 PM

**PLEASE NOTE: Early arrivals will need to make lodging arrangements offsite until December 29**

1. Bring registration confirmation received via email
2. Group Leader checks in upon arrival (students and additional adults do not need to check in)
3. Group Leader receives Registration Packet with armbands and pre-purchased T-shirts
4. Have a blast!

*Note: Individuals that do not note their "Group" will not be in the group packet, they will have an individual packet.*

**See Frequently Asked Questions for more great information!**

*Send completed registration/health/release form and full payment by 12/1/17 by phone/fax (postmark by 11/21/17)*

*Mail: CMAEvents, PO Box 9, Hatfield, AR 71945*

*Email: events@cmausa.org*

*Fax: 870-389-6199*

*Pre-reg closes 12/1. Cancellations by 12/21 are subject to \$20 refund fee. No refunds after 12/21. 870-389-6196 opt. 7 events@cmausa.org*