

Paper Registration Instructions...

If you plan to have team members register via paper, it is important to know your responsibility as the Team Captain. Please read through the following information to ensure that your teammates are registered correctly.

Paper Registration Forms: Fill out your team information in the designated area at the bottom of a blank Paper Registration Form. Do this BEFORE making copies for distribution to your team members so that the information is complete, consistent and only has to be filled out once.

IMPORTANT: When collecting your team's registration forms, please double check the following:

- An **separate entry form** must be filled out for **each member** of your team, including children and babies.
- Every form must be signed by the participant or their parent/guardian. Unsigned forms will be returned for signature causing a delay in their registration.
- Verify that the entry form has been completed in its entirety and signed.
- If a team member wishes to be timed, confirm that they have selected that option on their form and added an additional \$5 to their registration fee for a timing tag.

Team Roster: Your Team Roster will help you and the Race Registration Committee verify and track information to avoid errors and oversights. Enter the data for each paper entry form you receive. Submit a copy of your completed roster with your team's forms and money, but keep the original for your records.

Registration Fees: When collecting registration fees from your teammates, verify that the amount given equals the total amount indicated on the form. Remember that if someone wishes to be timed, \$5 will be added to his/her registration fee.

TIP: Designate a date for all paper forms and fees to be turned in to you and let all of your team members know the deadline. **In order to qualify for the Largest Team Award, all entries must be submitted by April 22, 2011.**

Submitting Entry Forms: Bundle together all of your team member's entry forms, the Team Roster, registration fees and any pledges or donations. You may then choose to drop them off or mail them in.

- **Drop-Off:** Bring your entry forms to the Komen Office at 4850 W. Flamingo Rd, Ste 25, Las Vegas, NV 89103 during the following designated times:
 - April 18-22, 2011 between 10am-4pm
 - April 25-29, 2011 between 10am-4pm
- **Mail-In (Checks Only):** Mail your entry forms to Komen Southern Nevada Race for the Cure, PO Box 98809, Las Vegas, NV 89193. **MUST BE MAILED NO LATER THAN APRIL 27TH.**

Race Packets Pick-Up: Packet Pick-Up will be held at the Meadows Shopping Center at 320 S. Decatur on the SW corner of Decatur & Meadows, next to the Dollar Tree. Packet Pick-Up hours are as follows:

- May 4, 2011 - 3pm-7pm
- May 5, 2011 - 3pm-7pm
- May 6, 2011 - 12pm-4pm

Important Notice to Team Captains: As Team Captains you will be responsible for picking up the Race Packets for all members of your team who have submitted a paper entry form or who have missed the online registration deadline to qualify for Race Packet mailing.