Men's and Women's Registration Duties and Tasks

Registration Overview

1. Receive and process applications from Pilgrims.
2. Send confirmation of application.
3. Send postcards to confirm Pilgrim is attending and receive answer back.
4. Deposit funds as they come in and send deposit slips to Treasurer.
5. Make name and bed tags.
6. Attend send-off and check Pilgrims in.
7. Run Sponsor's Hour after send-off.
8. Provides an alphabetic pilgrim list with addresses, phone numbers and email addresses to the walk Lay Director, Sponsorship and Education Chairperson, Good Shepherd, Secretary, Historian, and Newsletter Editor.
9. The Men's/Women's Registrar serves in their role a full calendar year, January through December, and may serve in that role up to three years

Registration General Tasks
YOU WILL NEED A PC, MICROSOFT WORD, MICROSOFT EXCEL, AND ACCESS TO A COLOR PRINTER. THIS PROCESS WILL CREATE:

• Pilgrim name and address rosters for the third day packet
• Pilgrim name and address rosters for sponsor's hour
• A sheet to use at send-off and pass onto the treasurer
• Bed tags for the pilgrims
• Bed tags for the team
• Name tags for the pilgrims and team
• Pilgrim name and address info sheet for the community historian
• Letters and envelopes to the pilgrims including what to bring and an emergency medical form.
• Letters and envelopes to the sponsors including instructions about agape letters, a sample agape letter, the times of events during the Emmaus weekend, and a map with directions to the camp.

IF THIS IS YOUR FIRST TIME AS AN EMMAUS REGISTRAR:

• Create a folder on your PC called "Heart of Ohio Emmaus Registration" (or something similar). Copy the CD to the root of the registration folder.

• Create two sub-folders within the registration folder. Label one folder as the walk number of the current walk and the second folder as the walk number for the subsequent walk. The reason for this will become evident further in the document. For purposes of clarification, these folders will be referenced as 58M and 59M. As time progresses, you will add new folders for each new walk.

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- Copy the file "Heart of Ohio Emmaus Registrar's Workbook v5.0" to both the 58M and 59M folders. Rename the file adding the walk number to the end of the file name (e.g. Heart of Ohio Emmaus Registrar's Workbook v5.0 - 58M and Heart of Ohio Emmaus Registrar's Workbook V5.0-59M).

- Open each workbook and enter the weekend information in each workbook.

- Edit the Word document "Pilgrim Envelopes.docx". When asked to associate the file with a data source, click NO. Edit the return address, save the document, and exit.

- Edit the Word document "Pilgrim Letters.docx". When asked to associate the file with a data source, click NO. At the bottom of page 1, change the name and address to your own.

NOTE: It is very helpful to have a stamp or labels made of your NAME AND ADDRESS to make it easier instead of writing it on every piece of mail. You can have labels made or use MS-WORD to create sheets of NAME AND ADDRESS GUMMED LABELS.

WHEN AN APPLICATION IS RECEIVED

- Immediately record the following information at the bottom of the application. This is especially important if you do not process the application upon receiving it. That way you can process them in the order they were received.

  1. Date received
  2. Amount received
  3. Check number (or "Cash")
  4. Endorse the check using the stamp in the file folder
  5. Put the check in the money bag in the file folder

  SCHOLARSHIPS: Sometimes a sponsor will request a scholarship to help pay for part or all of the fee. When this happens, the only people to know about this is the SPONSOR, REGISTRAR AND THE TREASURER. Be sure to update the EXCEL workbook to reflect the amount of the scholarship. At send-off be sure you **DON'T** mention about a scholarship, but say "NO MONEY IS OWED." (The sponsor should have checked this out with the Emmaus Board prior to the walk.)

  IF A PILGRIM HAS ATTENDED THE PRIOR WALK, HIS/HER SPOUSE WOULD QUALIFY FOR PREFERENTIAL STANDING. The Registrar is to send a list of the names and towns of married men/women that have come off the walk regarding their spouses wanting to attend the next walk.
  NOTE: You should save at least 2-3 spots for spouses up to 2 weeks.

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- Open the correct workbook for the weekend (e.g. "Heart of Ohio Emmaus Registrar's Workbook v5.0 - 58W)
- Enter the pilgrim's personal information in the Data tab of the workbook for the weekend. If more than 36 applications have been received, file any above and beyond 36 in the file folder.

  - Last Name - (e.g. Smith)
  - First Name - (e.g. Robert)
  - Name for name tag - (e.g. Bob) - enter this field only if different from first name
  - Street address - Abbreviate where possible, using the following abbreviations: .
    - Ave – Avenue, Blvd – Boulevard, Rd – Road, St – Street, St Rt - State Route, Co Rd - County Road, Twp Rd - Township Rd or TR, US Rt - instead of US Hwy, Apt - Apartment
    - Do not use periods - (e.g. 123 Main St, Apt 456)
  - Post Office Box (if applicable)
    - Use the format PO Box 123
  - City
    - Abbreviate Mt - Mount (e.g. Mt Vernon)
  - State
    - Use 2-character state code (e.g. OH, MI, IN, etc.)
  - Five digit ZIP code
  - Home phone - ###-###-#### - leave blank if no home phone
  - Cell phone - ###-###-#### - leave blank if no cell phone
  - Email address - leave blank if no email address
  - Dietary restrictions as noted on the application
    - E.g. Diabetic, gluten-free, lower bunk (separate by commas)
    - Note if person takes medications on a time-of-day schedule
  - Church name - abbreviate as possible
    - UMC - instead of United Methodist Church
    - If church name begins with "First", "Second", etc., enter the city name as a part of the church name (e.g. Bellevue First UMC)
  - Church City - abbreviate (e.g. Mt Vernon instead of Mount Vernon)
  - Is pilgrim a clergy person? - y or n
  - Sponsor Name - first last (e.g. Sally Smith)
  - Sponsor Address - (e.g. 123 Main St)
  - Sponsor City, ST, ZIP - (e.g. Mt Vernon, OH 43050)
  - Sponsor Home Phone - ###-###-#### - leave blank if no home phone
  - Sponsor Cell Phone - ###-###-#### - leave blank if no cell phone
  - Sponsor Email - leave blank if no email
  - Date received - date you received the application and check - yyyy-mm-dd
  - Amount - amount of the deposit received
  - Check # or "Cash" (e.g. 1234 or Cash)

Save the updated workbook and exit

SIX WEEKS PRIOR TO THE WALK

- All applications that had turned down previous walks get placed at the front of the next walk's file.

- Pull the first 36 Applicants and write the date you are sending their packet out in the appropriate box on the worksheet AND at the bottom of the application.

- Write the weekend # at the bottom of the application (e.g. 58M).

- If you have not entered the information into the registrar's workbook, now is the time to do so.

- THE APPLICANT CAN ONLY BE ASKED 3 TIMES BEFORE THE APPLICATION IS RETURNED TO THE SPONSOR. HE/SHE WILL FORFEIT THE DEPOSIT. THE PERSON MAY RE-APPLY BUT WILL REQUIRE A NEW DEPOSIT.

- **Print the welcome letters to the pilgrims**
    - Open the file "**Pilgrim Letter.docx**"
        - When prompted, associate the Word document with the Excel workbook for the walk (*e.g. folder 58M, Heart of Ohio Emmaus Registrar's Workbook v5.0 - 58M*). See screen shots at the end of this document for examples.
        - Perform a mail merge for all applications received to date.
        - Export each pilgrim letter to a PDF (FILE -> Export -» Create PDF).
        - Save each pilgrim letter using an appropriate name in the appropriate file folder (e.g. folder 58M, save "*Pilgrim Letter - Bob Smith.pdf*)
        - Print the pilgrim letter

- **Print the envelopes for the pilgrims**
    - Open the file "**Pilgrim Envelopes.docx**".
        - When prompted, associate the Word document with the Excel workbook for the walk (e.g. *folder 58M, Heart of Ohio Emmaus Registrar's Workbook v5.0 - 58M*). See screen shots at the end of this document for examples.
        - Perform a mail merge for all applications received to date.
        - Print all envelopes; there is no need to save the envelopes.

- **Mail the letter to the pilgrim**
    - Each pilgrim letter contains:

- A welcome letter requesting an email, text, or phone response from the pilgrim
- A page listing the items to bring, what to leave home, and contact numbers
- An emergency medical form
- Confirmation post card- HIGHLIGHT THE WORDS "CIRCLE ONE" YES/NO

- **Print the letters to the sponsors**
  - Open the file "Sponsor Letter.docx"
    - When prompted, associate the Word document with the Excel workbook for the walk (e.g. *Heart of Ohio Emmaus Registrar's Workbook v5.0 - 58M*). See screen shots at the end of this document for examples.
    - Perform a mail merge for all applications received to date.
    - Export each sponsor letter to a PDF
    - Save the sponsor letter using an appropriate name in the appropriate file folder (e.g. folder 58M, save "*Sponsor Letter - Susie Queue.pdf*")
    - Print the sponsor letter

- **Print the envelopes for the sponsors**
  - Open the file "Sponsor Envelopes.docx"
    - When prompted, associate the Word document with the Excel workbook for the walk (e.g. *folder 58M, Heart of Ohio Emmaus Registrar's Workbook v5.0 - 58M*). See screen shots at the end of this document for examples.
    - Perform a mail merge for all applications received to date.
    - Print all sponsor envelopes; there is no need to save the envelopes

- **Mail the letter to the sponsor**
  - Each sponsor letter contains:
    - Instructions to the sponsor pertaining to:
      - Acknowledging receipt of the letter
      - Obtaining agape letters
      - Contacting the pilgrim to ensure the pilgrim received the pilgrim letter
      - Being available to the pilgrim's family during the weekend
      - Bringing the pilgrim to send-off
      - The pilgrim's fee balance (if any)
      - Time of candlelight
      - Time of closing
      - A note to avoid contact with the pilgrim during the weekend
      - A map to the camp
      - A sample request for agape letters

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TWO WEEKS PRIOR TO THE WEEKEND AND UP THROUGH THE SUNDAY IMMEDIATELY PRECEDING THE WALK

- You may accept applications via email. Obviously you will not receive a deposit but you MUST have sponsor contact info.

- Print the emailed application and write the weekend # at the bottom of the application (e.g. 58M).

- Open the appropriate registrar workbook and enter the pilgrim and sponsor information as noted above.

- **Create a welcome letter to the pilgrim**
  - Open the file "**Pilgrim Letter.docx**"
    - When prompted, associate the Word document with the Excel workbook for the walk (e.g. *folder 58M, Heart of Ohio Emmaus Registrar's Workbook v5.0 - 58M*). See screen shots at the end of this document for examples
    - Perform a mail merge as above
    - Export the pilgrim letter to a PDF
    - Save the pilgrim letter using an appropriate name in the appropriate file folder (e.g. *folder 58M, "Pilgrim Letter - Bob Smith.pdf*)
    - Send an email to the pilgrim, copy the sponsor, copy the weekend lay director, and attach the PDF copy of the letter.
    - **If you have received an email application AFTER the final team meeting,** give the weekend lay director a call to ensure he/she realizes there is another pilgrim. The lay director should contact the pilgrim.

- **Create a letter for the sponsor**
  - Open the file "**Sponsor Letter.docx**"
    - When prompted, associate the Word document with the Excel workbook for the walk (e.g. *folder 58M, Heart of Ohio Emmaus Registrar's Workbook v5.0- 5814*). See screen shots at the end of this document for examples.
    - Perform a mail merge for all applications received to date.
    - Export each sponsor letter to a PDF
      - Save the sponsor letter using an appropriate name in the appropriate file folder (e.g. *folder 58M," Sponsor Letter - Susie Queue.pdf*)
    - Send an email to the sponsor, copy the weekend lay director, and attach the PDF copy of the letter.

Men's and Women's Registration Duties and Tasks

- ▪ **If you have received an email application AFTER the final team meeting,** give the sponsor a call to ensure he/she has received the email and understands the tasks of the sponsor.

EACH FRIDAY PRECEDING THE SATURDAY TEAM MEETINGS

- Open the registrar's workbook
- Open the "**Team Calling List**" tab.
- Export the list to a PDF (File ⬜Export ⬜ Create PDF)
- Save the PDF in the appropriate weekend folder (e.g. 58M)
- **Send an email to the weekend end lay director and attach the PDF: send a copy to the Emmaus Kitchen Chairperson in the event any pilgrim has a food allergy, gluten issues, diabetes, etc.**
- From this point forward DO NOT SORT THE PILGRIMS IN THE DATA TAB UNTIL THE WEEK OF THE WALK. As you add future applicants, the team will find the new pilgrims have been added to the bottom of the list.
- Ask the lay director for an updated list of team members. Enter the team member names on the Data tab in the workbook. You will use these names to make bed tags and name tags for the team members. You need a complete list prior to the Monday of send-off week.

Men's and Women's Registration Duties and Tasks

IF PILGRIM WILL NOT ATTEND THE WALK

- Note the response on the application and file it in the folder "Future Walks"
- Include the check in the money bag. Add a note to the community treasurer explaining the check is for the pilgrim for a future weekend.
- Open the registrar's workbook for the current weekend (e.g. folder 58M, "*Heart of Ohio Emmaus Registrar's Workbook v5.0 - 58M*").
- Open the registrar's workbook for the following weekend (e.g. folder 59M, "*Heart of Ohio Emmaus Registrar's Workbook v5.0 - 59M*")
- In the workbook for the current weekend (e.g. 58M) highlight the information for the pilgrim who has refused the weekend. Highlight cells in columns B - Y only and press CTRL-C to COPY the data.
- In the workbook for the next weekend (e.g. 59M), select an empty row for pilgrims. Right click the cell in column B and paste the values (do NOT use CTRL-V or paste: you will unintentionally create links between the workbooks that you do not want).
- In the workbook for the current weekend (e.g. 58M) delete the data in columns B -Y. Highlight columns B - Y in the row and press the DELETE key. **DO NOT delete the entire row - AND - DO NOT cut and paste the row from one workbook to another.** If you delete the row or use cut for the row, you will lose formulas in hidden columns Z - BA. The formulas in these columns reformat the data you have entered in columns B - Y and are used in other sheets. Please delete the data in columns B - Y only.

  IF POSTCARDS ARE NOT RETURNED:

  If you haven't received a post card in a reasonable time frame of 2-3 weeks after you mailed the pilgrim packet:
  Call/or email the pilgrim and their sponsor who have not responded and explain that you need to know if she/he will be attending the walk as soon as possible.

SUNDAY EVENING OF SEND-OFF WEEK

- Send the lay director and the kitchen coordinator a final list of pilgrims. This is especially important for the kitchen chairperson if there are any pilgrims with food allergies, issues with gluten, diabetes, etc. The kitchen chairperson will contact the camp on Monday morning.

MONDAY THROUGH WEDNESDAY OF SEND-OFF WEEK

- Sort the pilgrim names in alphabetical sequence
  - In the registration workbook, highlight all the pilgrim data and the column headers (currently cells B29-Y65). Click Data ▢ Sort. When the pop-up appears,

Click "My Data Has Headers". Sort by last name, first name, and name for name tag.

Sort					?	✕
+ Add Level	✕ Delete Level	▢ Copy Level	^ ⌄	Options...		☑ My data has headers
Column			**Sort On**		**Order**	
Sort by	Last	⌄	Cell Values	⌄	A to Z	⌄
Then by	First	⌄	Cell Values	⌄	A to Z	⌄
Then by	Name for Name Tag	⌄	Cell Values	⌄	A to Z	⌄
					OK	Cancel
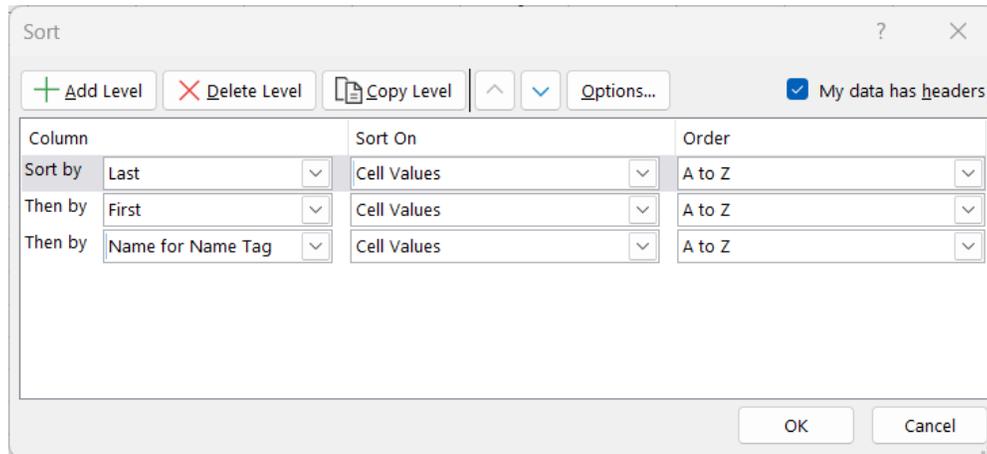
- **Print bed tags for the pilgrims and team**
  - o Load the printer with card stock (available from any office supply store, Walmart, etc.) Card stock is a heavy paper, generally 65 lb. or heavier. Any pastel color or white will do.
  - o Open the registration workbook; go to the **Bed_Tags** tab. Print the bed tags; only print the pages containing names. The sheet is set up to print 18 pages for 36 pilgrims, but if you have fewer than 36 pilgrims, you will not want to waste card stock for blank bed tags.
  - o Open the registration workbook; go to the **Team Bed Tags** tab. Print the bed tags; only print the pages containing names. The sheet is set up to print 16 pages for 32 team members, but if you have fewer than 32 team members, you will not want to waste card stock for blank bed tags.

- **Print name tags for the pilgrims and team**
  - o This process is designed to use Avery name badges, 2 1/4'" H x 3 1/2" W. Product numbers change but I have used both 74549 (prints two name tags across) or 74652 (prints one name tag across)
  - o Load the printer with the appropriate form.
  - o Open the file "**Name Tags - Two Across**".docx or "**Name Tags - One Across**".docx depending upon the printer form you are using.
  - o When prompted to associate the source file, use the name of the registrar workbook and the Name Tags tab. See the sample screen shot further down.
  - o Print the pilgrim name tags and the team name tags; note that some name tags will be wasted depending upon the number of pilgrims and team members.

- **Print the list for the Third Day Packet**
  - o Open the tab "List for 3rd Day Packet". Print a minimum of # of pilgrims + # of team members + 5. The list will be two pages. If your printer handles duplexing

(printing on both sides), you can save paper by printing on both sides. Otherwise, print both pages and staple them together. If the number of pilgrims does not flow to the second page, print only page 1. Put them in an envelope and bring them to send-off.

- **Print the list for sponsors' hour**
  - o Open the tab "**Pilgrim_List_For_Sponsor's_Hour**". Print a minimum of # of pilgrims + a few extras. This is a one-sided form. You will hand these out at sponsors' hour. Put them in an envelope and bring them to send-off.

REGISTRAR/STAFFING

- It helps to have a second person with you while checking in the pilgrims.
- Be at camp as early as possible. (4:30 or 5:00 to avoid mass confusion)
- In the foyer at the dormitory, set up two 3' x 3' tables, one on each side of the foyer. As you enter the double doors, the team sleeps on the right side; the pilgrims sleep on the left side.
  - o Place the team bed tags in alphabetical order on the table on the right side.
  - o Place the pilgrims' beg tags in alphabetical sequence on the table on the left side.
  - o On the pilgrim side, add the signs:
  - 1. The registrar has all name tags in the front entrance to the dining hall.
  - 2. People who requested a tower bunk will find Reserved tags on several bunks.
- Set out RESERVED signs on the bunks of pilgrims who requested them.
- In the dining hall, set up one table for the team name tags against the wall between the sets of double doors that enter the dining hall. Place the team name tags on this table in alphabetical sequence.
- Set up two more tables end to end in front of the team name tag table. Place the pilgrim name tags in alphabetical sequence on the far right facing the dining hall. Put out sign that reads, "Make checks payable to Heart of Ohio Emmaus".
- Have extra Emergency Forms and Blank Envelopes for those who forget to bring theirs.
- Complete the Registration Worksheet as they come in. Put money in the zipper bag; give the bag and Registration Worksheet to the Treasurer.
- As the pilgrims come in, be welcoming. Explain that watches, cell phones and pagers are not allowed and that we don't talk about occupations.
- All Medical Forms collected go to one of the ALDs.
- Give the envelope containing the pilgrim address lists to the ALD who is the runner for the evening.
- Inform the ALDs if there are any no-shows.
- The logistics team will remove the tables after send-off.

Men's and Women's Registration Duties and Tasks

SPONSOR'S HOUR (REGISTRAR/STAFFING)

- Registration is in charge of Sponsors' Hour
- The lay director should have placed a copy of the pilgrims' table assignments on the podium.
- The pilgrims' crosses should be hanging on the cross holder in table sequence and in alphabetical order by table.
- Print one copy of the Sponsors' Hour - Leader Sheet and 18-20 copies of the Sponsors' Hour - Sponsor Sheet. Cut the sheets in half to provide 36-40 copies of the sheets.
- Place the copies of the sponsors' hour handout near the entrance where the community enters. Please ensure that they sign in as they enter on the SIGN IN SHEET SPONSOR HOUR. The sign in sheets is given to the Leadership Chairperson.
- The Agape Chairperson will be introduced and she/he will hand out information sheet relating to the agape cabin, letters and etc.
- Follow the sequence of events in the Sponsors' Hour Leader Sheet. This may be changed to suit your personal tastes but it is imperative that you read the pilgrims' names while the sponsors receive the crosses and bring them back.
- It helps to have an assistant to help hand out crosses to each Sponsor and replacing the crosses on the Large cross.
- After Sponsors' Hour is done, pick up your RESERVED signs from the bunks and the two signs that were placed on the pilgrims' name tag table.

Up Dated September 2, 2023 by Evy Buchanan