



Instructions for Registrars:

Thank you for helping as a Registrar at our Spelling Bee! Below you will find the Instructions for Registrars for use during Registration of contestants on the day of the Bee.

You should have the following:

- **Copy of the Registration List of contestants**
- **Number tags for contestants to wear**
- **Container with numbers (equal to the number of contestants)**
- **Certificates of Participation**
- **Name tags (if used)**

Proper Registration procedure:

- As a contestant enters, check his/her name on the Registration List.
- Ask the contestant to pick a number from the container. This becomes their placement for the competition. The contestant cannot re-pick or trade the number.
- Record the number next to the contestant's name on the Registration List.
- Give the contestant that number to wear, ask him/her to take that numbered seat, if marked. Also ask the student to return the number on their way out.
- Give the contestant his/her Certificate of Participation and name tag or they may be presented at the end of the Bee

Be aware of how many more contestants are still to arrive. Let the Spelling Bee Chairperson know when everyone is registered, or if anyone needs to be called.

Watch the door during the competition. Do not allow anyone to enter the room while a round is in process. During break periods people will be allowed to enter and exit.

