1. **REGIONAL REGISTRATION PROCEDURES**

CCLs or their designated Chorus Registration Chairperson are responsible for following all registration procedures**. *Registration Deadline is February 17, 2023.***

**NEW: Registration will be completed online. Click** [**here**](https://docs.google.com/forms/d/e/1FAIpQLSeuhOG8nUoRb_Gqhy_iIUII5AoYAyDNbQT5HVxvXqucN3yTiQ/viewform?usp=sf_link) **or you may go to the Region 15 Website, click the link to Contest 2023 and look for the information regarding Regional Registration. A spreadsheet, available for download on the website, will be provided for your usage. All registration will be done online.**

1. An ALPHABETICAL LIST of all your MEMBERS, competing and non-competing as well as guests who will be attending the Convention, will be completed on the online spreadsheet.

* This list is essential for making badges (AEB’s) for entrance into the competition arena. As in previous years, there is NO transferring of AEB’s from one member to another or to a spouse, as per the RCC decision and per Covid guidelines.
* Please make note of New/First Timers so there will be First Timers ribbon ready for them at the registration desk.
* Please indicate if a member would like a nickname on their badge, i.e. if Christine wants Chris on her badge, etc.
* If a member is a dual member, please indicate their primary and secondary chorus beside their name. The badge will be with their primary chorus. No duplicate badges will be made.
* In accordance with our Regional Standing Rules, all Region 15 members must pay the FULL registration fee. On the list indicate those who have joined since you prepaid the All Events when you remitted the Regional Assessment in October, 2022.
* For those new members, and for any non member director, you will need to include the registration fee of $55.00 for adults and $27.50 for New Youth Members.
* If you have a new member who joins your chorus after the registration deadline, please complete a new registration form via the website and send name and payment to Eileen Welsh, welsh984@comcast.net and 20 Emery Way, Delanco, NJ 08075. Every effort will be made to have their AEB printed ahead of time.
* Fees are not refundable and WILL NOT be transferable within the chorus.

2. Note the guest column for any/all non-member GUESTS. The type of registration for AEB and single event tickets will need to be indicated on the spreadsheet.

* Those for whom you want All-Events pre-printed badges @ $65.00 for Adults.
* Those for whom you want individual event tickets.

- $35.00 each for Adult for either the Quartet or Chorus contest

- $15.00 each for Youth for either contest.

- Remember to indicate for which event you are ordering.

* All guest badges will be at the registration desk under your chorus name if registered in advance.
* **Note that proof of vaccination status must be provided for each guest registrant. No exceptions.**
1. ALL BADGES/INDIVIDUAL TICKETS WILL BE AVAILABLE FOR PICK-UP AT THE REGISTRATION DESK STARTING FRIDAY MORNING. No other arrangements will be made in advance. Another member can pick up your AEB on Friday. That person will have to sign for it and be responsible for it. Once the AEB leaves the registration desk, we will not be responsible for it.
2. Use the “Registration Summary Form” to enter totals for NEW MEMBERS and GUESTS, via your online registration and if applicable, mail your chorus check made payable to GREATER NY/NJ REGION 15 to Eileen Welsh, TRAP, 20 Emery Way, Delanco, NJ 08075. If you have any questions regarding these procedures, please contact Eileen Welsh directly at (856) 520-4968, or welsh984@comcast.net