

## District 5170 Training Assembly

West Valley Community College, 14000 Fruitvale Avenue, Saratoga

Saturday, April 14, 2018 - 8 AM - 2 PM

### DTA Club Registration Instructions – PLEASE READ CAREFULLY

1. To coordinate registration sign-up we recommend:
  - a. Clubs **Register as a Group**.
  - b. Each club assign **A Primary Club Contact**.
  - c. **The Primary Club Contact** might be the club secretary or treasurer.
  - d. **The Primary Club Contact** is responsible for processing payment of registration fee of \$49 per club member and is customarily paid by the club.
  - e. **Full Registration fee of \$49 required whether or not member attends lunch.**
2. **Do NOT wait to register names!** Building the registration numbers as they are collected insures forum room assignments and minimizes errors due to delays.
  - a. Do not worry about duplicates as the database prevents duplication of names.
3. **Registration fee is customarily paid by the club.**
4. **Registration fees are NOT required at time of registration** but are due at the event or with the final registration list.
5. Changes to registration, either member cancellations or member additions should be submitted to Registrar in advance if possible.
6. Registered names can also be swapped with another member after submitted to registrar.
7. E-mail registration list to: [admin@rotarydistrict5170.org](mailto:admin@rotarydistrict5170.org) or Fax to (408) 273-4555 see below.
8. Advance notification of swapped names will ensure printed badge name.
9. Late registrations are accepted at the event, but badge name will not be typed.
10. Final list of registered names must be submitted to **District Administrator/Registrar on or before April 9<sup>th</sup>. No refunds for cancellations received after April 13<sup>th</sup> at 5 PM.**
11. Methods for registration:
  - a. Print and complete attached DTA Registration and Instruction form. Or download forms from District website at [www.rotarydistrict5170.org](http://www.rotarydistrict5170.org).
    - i. Distribute registration form during club meeting. Instruct club members to print name and club role.
    - ii. Scan and E-mail completed registration form to: [admin@rotarydistrict5170.org](mailto:admin@rotarydistrict5170.org) OR
    - iii. Fax the completed registration form to (408) 273-4555.
      1. Note on fax cover: **Attention: Rotary District 5170.**
      2. Send in weekly or after multiple entries.
12. Additional questions: Contact – Olivia Poe, District Administrator/Registrar [admin@rotarydistrict5170.org](mailto:admin@rotarydistrict5170.org) or (408) 273-4577