

## **WUSPBA Registration and Roster Update Instructions 2011 (Manual)**

All bands, please note the following: (While the manual system still exists)

1. The band registration form is the same for both Competing and Associate bands.
2. The PDF form is built to be filled out by anyone with the latest version of the Adobe reader. Open the file and fill out the form as indicated. Alternatively, the Word version is also available and may be filled out and emailed to [tannerreg@comacast.net](mailto:tannerreg@comacast.net).
3. Once you have filled out the form data, to send the data to the registrar via email, click the email button (the WUSPBA email address does not accept attachments)
4. After emailing the data to me, click on the "Print for Treasurer" button. I recommend printing two copies, one for your records and one to mail to the Treasurer.
5. Please note the fee schedule for 2011 at the bottom of the registration form.
6. Please send your registration form with your check to the Treasurer:

### **WUSPBA TREASURER**

**P.O. Box 2344  
Costa Mesa, CA 92628  
[treas@wuspba.org](mailto:treas@wuspba.org)**

Competitive Bands Only:

1. Please open your registration roster. It is still under the old system, so it cannot be electronically altered unless you have Adobe PDF. Please print a copy and make changes to existing roster members only.
  - a. For corrections, please update the information below each field
  - b. For deletions, simply mark a line through the entire entry.
  - c. If you intend to compete in the Juvenile category, please add the member's birth date. If you need a Juvenile roster form, one is available online.
  - d. Once you have made corrections to existing members, please scan the corrected roster and email it to me ([tannerreg@comcast.net](mailto:tannerreg@comcast.net))
2. For NEW band members, please use the separate blank roster form that is included with your packet. Please fill out the form as indicated. If you intend to compete in the Juvenile category, please add the member's birth date.
3. Please note: The only signature that is required is the Pipe Major or Band Manager who accepts responsibility for providing the correct information on the band roster. This individual will need to sign at the bottom of the roster in the space provided. Email submission will be accepted as a digital signature.

The position field on both forms is explained below:

Please indicate the member's position within the band. You may indicate a combination of positions, but the position "drummer" can no longer be used.

Administrative and non playing members may also be recorded, such as PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, BAND MANAGER, BUSINESS MANAGER, or any other position which WUSPBA may have to contact.

Corrections and additions will be entered into the membership database. The updated rosters will then be returned to the band for their records. If you have any questions please feel free to contact me at [tannerreg@comcast.net](mailto:tannerreg@comcast.net).