

# WUSPBA Registration and Roster Update Instructions 2010

All bands, please note the following:

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.
3. Once you have filled out the form data, click on the "Save a copy" button to save the data you have filled out. To send the data to the registrar via email, paste the attachment into an email and send it to [tannerreg@comcast.net](mailto:tannerreg@comcast.net) (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 2010 at the bottom of the registration form.
6. Please send your registration form with your check to the Treasurer:

**WUSPBA TREASURER**  
**2548 North 1150 West**  
**Layton, Utah 84041**  
**[treasurer@wuspba.org](mailto:treasurer@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 mark a line through the incorrect data and add the corrected information in the "Signature" area.
  - 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.
  - 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. This form is designed to be modified by anyone with the latest version of Adobe Reader. Please fill out the form as indicated. If you intend to compete in the Juvenile category, please add the member's birth date.
3. Once you have filled out the form data, click on the "Save a copy" button to save the data you have filled out. To send the data to the registrar via email, paste the attachment into an email and send it to [tannerreg@comcast.net](mailto:tannerreg@comcast.net) (the WUSPBA email address does not accept attachments)
  - a. After emailing the data to me, click on the "Print" button to print a copy for your records.
  - b. If you have additional band members that will not fit on a single form, click the "reset" button and fill out the additional data, then email it to me.

4. 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. We no longer require individual signatures from the band members. 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. Chose PIPE MAJOR, PIPE SGT, PIPE CPL, PIPER, PIPING INSTRUCTOR, DRUM MAJOR, DRUM SGT, DRUM CPL, DRUMMER, SIDE DRUMMER, TENOR DRUMMER, BASS DRUMMER, SIDE/BASS, SIDE/TENOR, SIDE/TENOR/BASS, and TENOR/BASS.

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).