



Registrars for Solos

Please report to the Contest Office at the time advised by the Volunteers Coordinator.

Your role is to mark off competitors on the electronic event run sheet as they make themselves known and record any known scratchings

A copy of the program will be provided to help you with identifying which events are being run in the room that you have been assigned and for you to be able to identify where other events are being held so you can direct competitors to the correct desks to register at.

Players in the events in your room should report to you at least 20 minutes before the start of their events, although this may not always be the case.

Using technology provided, mark the names of confirmed competitors and any scratchings

In Own Choice events, check that the competitor has uploaded their correct music via the BANSW website. If not, receive the hard copies of the music, ensuring bars are numbered. Tag and place in folder with competitor number for collection by room supervisor. Where necessary, input the name and composer/arranger of the piece in the relevant field.

Ask the registering competitor if they are using the official accompanist or not and make a note where appropriate. Where the official accompanist is being used, accept and clearly label music. Check that the bars are numbered, place a tag identifying the competitor's draw number as per the program and place it in the relevant event folder for collection by the Room Supervisor.

In accepting a competitor's music for the adjudicator and the official accompanist, please ensure that there are no loose sheets, all bars are clearly numbered and no competitor's names appear on the music.

In the event of a line up, you may want to enquire of those waiting if they are registering for the next event and allow them to take precedence over competitors registering for a later event.

Should you become aware of a competitor pulling out of an event, please scratch them on the system. Remaining competitors will keep their draw number. Competitors are not allowed to swap draw positions, but should a competitor advise you of a clash in events, please refer the matter to either your Room Supervisor or Contest Supervisor who will deal with this matter appropriately.

Unless determined by the Contest Supervisor, all competitors who have not registered as competing for an event are deemed to be scratched at the start of the event.

It is not your responsibility to estimate when a competitor is due to play. Please limit the information provided to competitors and direct them to the Door Keeper who can advise them at what point the particular event is up to. It will then be up to the individual to monitor.

A lunch break will be scheduled.