Niagara's Big Move cancer ride

2026 Registration Tent Information Sheet

Lead: Franziska Emslie

Shift: 7:00am-11:00am

Registration Opens at 7:30am

Upon arrival, please report to the volunteer tent to check in and receive your volunteer t-shirt.

You will be assigned a specific role in one of the follow areas:

- Check-In
- Cash Handling
- Jersey Distribution

NOTE: This role requires registration volunteers to have a full understanding of the event as you will be asked questions by riders as they register. Please ensure you have an understanding of route start times and frequently asked Big Move Cancer Ride questions.

How To: Check In

1. Ask participant for last name
2. Find Participant's name on Master List (alphabetical) and highlight
3. They can **drop off pledge money** to your partner.
4. Give participant the **bike plate** # assigned to them from master list and **2 zip ties** and let them know that they need to place this on their bike so we can check them in at the finish line.
5. Give them an **orange bracelet** (19+) to wear on event day
    a. Each bracelet has three tabs: 1 = jersey, 2 = drink, 3 = lunch
    b. 18 and under get a **blue bracelet** to wear on event day
6. If they have reached $500+, collect their #1 tab and have a volunteer runner grab their jersey. Sizes will be marked on the master list.
7. If they fundraised as a team and their team has raised enough that every rider gets a jersey ($500 per person), they are each entitled to a jersey. When in doubt, give them a jersey.
8. Send them over to the **Bib Station** to grab a Cancer Survivor or Inspired to Ride Bib.

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If a rider has not met the pledge commitment, let them know they can continue fundraising until Oct. 31st to earn their jersey. If there is any dispute, please call over your lead, **FRANZISKA EMSLIE** to assist.

How To: Cash In

1. Take any cash or cheque pledges from Rider and ask them to wait to verify

2. Make sure money is accompanied by a pledge sheet (extras available). Verify a Team name (if applicable) is placed on pledge sheet, along with their name at the top.

3. Count $ entries on pledge page and record total at bottom and initial

4. Count all cash/cheques to confirm they match. Once matched, place cash/cheques in money case and put pledge forms in box for **Kim** to pickup

5. If they have listed online pledges on their sheet, please disregard. We **only** count cash/cheque pledges on event day.

6. Remind rider that donations of $20 will receive a tax receipt. Tax receipts will be mailed to them after the event. Mailing information must be received in order for tax receipts to be sent.