



Check-In Volunteer – Rhode Island, Westport, Rochester

Rider Check-In Times: Rhode Island 6-7:20am, Westport 7:30-8:50am, Rochester 10:30am-11:50am

Overview: At check-in Riders drop off donations and pick up their bibs, event wristbands, course maps, and cycling jerseys (if they pre-purchased them in advance) and also may confirm their evening shuttle reservation. Check-in is also a chance to get to know our riders, many of whom are also major donors, volunteers in other capacities, and generally people who love Buzzards Bay and support our shared cause of clean water. Many of them are raising hundreds or thousands of dollars through their Watershed Ride!

- Riders Checking-In: The majority of cyclists will be checking-in this morning to pick up their bibs, wristband, and map, and to drop off donations.
- Pre-Check-In Riders: Many riders take advantage of Early Check-In on the Friday and Saturday before the Ride and already have their bib, wristband, and map. **All Early Check-In Riders must check in with the Early Check-In Attendance volunteer before they can ride.** Please look for folks in line who already have their bibs and direct them to the Early Check-In Attendance volunteer.
- Non-Registered Walk-Ups: **There is no day-of registration allowed.** Registration is closing at midnight on Thursday, September 28th.

INSTRUCTIONS OVERVIEW:

- Greet cyclist, ask for name to find on check-in sheet
- If cyclist has an UNDER 21 ALERT by their name, hand them a pink wristband
- “Do you have any additional donations to turn in today?” If yes, direct them to the Fundraising Table.
- “Did you purchase a Watershed Ride cycling jersey? If not, would you like to?”
 - If yes, collect \$69 payment and record on check-in sheet.
- “Did you purchase a seat on the shuttle back here after the Ride? If not, would you like to?”
 - If yes, collect \$25 payment and record on check-in sheet.
- Remind cyclists to pick up t-shirts and fundraising prizes at the Rider Tent at Finish Line in Woods Hole.
- Assign cyclist a bib number, record on check-in sheet, then hand envelope to cyclist.
 - This envelope contains their bib, safety pins, route map and event wristband with Call Center Number (508-999-6363)
- Remind rider that **bibs must be displayed on front and back of outer layer at all times** throughout the day.
- Remind rider that the mandatory safety briefing begins 10 minutes prior to their start, of the Call Center number (508-999-6363), and direct them to the Information Board for route marking examples and more info.

DETAILED INSTRUCTIONS

STEP 1: Greeting

- Welcome: “Great to see you! Name please? Is this your first time riding with us?”
 - Find their name on the check in sheet (organized by last name, alpha).
 - If under 21, provide an additional pink wristband.
 - First time riders may have questions: direct them to the Information Board or ask your Start Line Captain for any questions you don’t know the answer to.

Refer cyclist to the laminated copy of Rules of the Road and ask them to read it while you find and review their check-in information.

STEP 2: Jerseys, Shuttles, Tees, Parking

- Did you purchase a **cycling jersey** when registering online?
 - If YES: Consult “Jersey” Column on Check-in Sheet. If ordered & paid, hand out and add a check mark to note “received”. If not paid, collect payment before handing out. Square reader and/or Credit Card form available.
 - If NO: Would you like to purchase one now? We have limited quantities available for sale at each start line, any extras will be available at the Merchandise Tent at the Finish Line. They are \$69 and come in Men’s and Women’s sizes.
- Did you purchase a ride on the evening return shuttle from Woods Hole? Confirm their **shuttle reservation** and if it’s paid, or needs to be paid. (Relay any shuttle rides sold to your Captain, so they can let the Event Manager know.)
- All riders receive an **event t-shirt and pint glass** [that can be collected at the Rider Tent at the Finish Line](#).

STEP 3: Bib, Logistics, Finish Line Party, and Guests

- Select a **BIB #** (can be handed out in any order, consecutive not necessary) and **note the bib # your check-in sheet before handing over**. Bibs MUST go on front AND back of cyclist’s outer layer, held on with safety pins provided.
- Envelopes with cyclist BIB #s also contain a **Route Map** and **Event Wristband**. All cyclists must wear orange event wristband for service at the after party. All riders under 21 must wear yellow wristbands. The event wristbands also allows Riders to eat free at the Lunch Stop and access waters stops and SAG support.
- Guest wristbands can be purchased at the Finish Line Merchandise Tent for a suggested donation of \$10, and includes 2 beers and food.
- Explain Call Center # (508) 999-6363 and 911: *If hurt, call 911, for everything else, Call Center*

- Road Marking/Arrowing, Route Signs, Mile Marker signs – explain & show pics
- Confirm their start location, start time, shuttle departure location

Thank you. Have a GREAT RIDE!

When done with check-in, make sure all of your notes are clear, and turn in your check-in sheets to your Check-in Captain.

Thank you for volunteering at the Buzzards Bay Watershed Ride!