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Admin Best Practices

How to Make Your Check-In Process Quick and Easy

June 2025

What Will We Cover?

- Setup
- Arrivals in the Online System
- Changing Run Groups
- Color-Coded Drivers
- On-Site Registrations
- Waitlist Management
- After the Rush
- Wrapping Up

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Setting Up

- Multi-Stage Process
  - Waiver(s) & Tablet or Laptop
  - Packets and Wristbands
  - Helmets
  - Tech Sheets
  - Swag

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Checking In Drivers

- Check Drivers Licenses
- Have non-annual waiver participants sign the paper waiver
- Mark participant as Checked -in

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Participant Info/Alerts

- Look for the "extra info" icon
  - 

- Click the row to expand for additional info
- Info displays at the bottom of the row

Changing Run Groups

- On the Check-in page expand driver's row
- Click the "Edit Session" button and select correct group
- Make sure to update driver's wristband

On Site Registrations

- Ask participant to go to my.scca.com to register
- If there is no device or technical issues with using the site have participants call the main office at 800-770-2055 opt. #1

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Waitlist Management

- Each run group can have its own waitlist
- Keep Event Lead up to date with any changes
- Keep a list of the names of waitlisted drivers in the order that they arrive
- Novices - Attend both meetings & drive Novice Paced Laps
- Advanced & Intermediates - Attend Drivers meeting, then check back in with the Admin
- Once approved from the waitlist, on-line completion of registration still required

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Helmets & Tech Sheets

- For 2025, accepting SA & M 2010 to 2020. Full list on TrackNightinAmerica.com
  - Some tracks have special rules
- Tech sheets should be filled out by the driver. Make sure they're completed and signed.

Pro Tips

- Age Limit to Drive - 18, unless special permission given from Lead, and has a completed minor waiver
- Age Limit to Ride in Touring Laps - 12, if under 18, must have a completed minor waiver
- Minor waivers are double sided and require all guardians' signatures unless pre-notarized
- Wristbands should go on the driver's left wrist

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We Are Your Resources

- Get stuck or have a question come up that you aren't sure how to answer?
- Ask the Event Lead when possible, but if you need help, call or text one of us:
  - **Justin Barbry** - 336-688-2434
  - **Carrie Lee** - 701-213-8135
  - **Jennifer McAbee** - 785-608-4490

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After the Rush

- Go through the collected tech sheets and make sure that everyone has been marked as Checked-In, as well as signed waivers (if no annual waiver).
- If you find any discrepancies, it's much easier to solve them while you're still at the track.
- Fill out the Inventory form with as much detail as you can, and mark things that you specifically need for us to send you for the next event. This will keep us from sending you more supplies than you need.

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After the Rush

- Walk the paddock and check-in with drivers to see if they are having a good time
    - Make sure to secure signed waivers, tech sheets, wristbands, and laptop or tablet before you leave the desk
- Let the drivers know about local SCCA events coming up and offer information about SCCA membership. Remind them if there is still swag they can take home for free
- Touch base with coaches and other staff to see how things are going
- While away from the check-in desk, you can leave a note with where to find you or your contact info

Wrapping Up

- Place all waivers, tech sheets, completed inventory form, and incident reports in a mailing envelope and give to the Event Lead. Leave open for the Lead to add any other docs.

Questions?

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Thank you so much!

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