

# U.S. Department of Energy Solar Decathlon 2013

## Registration Process

By Pamela Gray-Hann, Logistics Coordinator-Registration Official

### Introduction

It is the Registration's Volunteer goal to issue the Solar Decathlon Event IDs to participants in a quick, efficient, and polite manner.

Since our first U.S. Department of Energy Solar Decathlon event in 2002, we've strived to make sure each participant is authorized to be on site. The Event ID's are the number one way this is confirmed. It is my requirement that each member of the registration volunteer group follows the same procedures – this helps assure consistency and fairness.

For the 2013 Event access to the site during assembly and disassembly will be monitored by Volunteer "Badge/Event ID Checkers" so participants will need to see you, the Registration Volunteers before entering the site.

The on-line registration process opened June 6, 2013 and closed September 2. Around 700 participants registered on-line. Event ID pick-up begins on September 22 at the Orange County Great Park (OCGP). A Registration Volunteer schedule has been proposed and is **added in the appendix**.

Each Event I get the question, why isn't the registration paperless and why so involved? The answer is I haven't found a commercial registration software package that can deal with all the various categories, is smart enough to know if someone registered under the correct category, knows if someone is not eligible to be onsite during assembly (have to be at least 18 years of age), can review and highlight documents for completeness and issues, tie a person's record with their photo and print the Event ID. In addition if there is an emergency, an Emergency Medical Technician (EMT) would need quick access to the records so hard copies currently work the best. Then there is the legal issue – hard copies are currently preferred. This said, I have a vision that perhaps for the 2015 event (would be my 7<sup>th</sup>), I can find a programmer (providing I have funding of course) to design my ideal program which would stop me from having to print all documents and hand create the Event IDs – if any of you have any ideas, let's talk. It takes a lot of time to get the registration documents in the shape it is when I open onsite registration and I'd love to make my life easier. The process is what it is so mistakes happen and things aren't perfect but please don't dwell on it, let's just make this work.

### Registration Definitions/Categories

**Team Member** - Enrolled students, recent graduates, faculty members, and other people affiliated with one of the participating schools and integrally involved with a team's project activities are team members. Decathletes, faculty advisors, team crew, and involved staff from a participating school are all considered team members. Note: With the exception of team crew, all team members must be

prepared to show verification (e.g., student IDs or documents indicating they are recent graduates) that they are eligible to be team members.

Within the Team Member category, participating students may be considered Decathletes, if the eligibility criteria are met. Decathletes need to be prepared to provide verification of eligibility as per the eligibility rules (copy included in the Appendix). With this verification, closer to the start of Competition (around October 2) Decathletes can stop in to the Registration tent to receive a special red Decathlete wristband. More details on the eligibility documents will be included later in this document.

Team Crew category. A team crew person is someone who is integrally involved with a team's project, but is not necessarily affiliated with a participating school; contractors associated with a Team are examples of Team Crew. Note: The Team Crew category is mainly intended for people who will be on site for a short period of time (during assembly or disassembly; most Team Crew badges will not have photos on them and Team Crew members will also be issued a black wrist band.)

For Decathletes, Faculty Advisors, Team Members and Team Crew, you might see a special symbol (insert) on their Event ID/badge. This symbol indicates that they have taken the proper training for a Qualified Electrical Worker. Our Event Safety Officer (Steve Lappi) has the final say on whether or not the symbol should be on someone's Event ID/badge. If someone has a question why this symbol isn't on their Event ID/badge, Pam will work with Steve to address the issue.

**Juror** – An individual selected by the organizers to make subjective evaluations of the projects. Juries are: Affordability, Architecture, Engineering, Market Appeal, and Communications (3 members in each Jury). This category is for invited jurors only. This category is limited to 15 people – no Event ID's for this group should be created unless approved by the Registration Official. A list of approved Jury members is included in their binder\*.

**Observer** – Invited members of the Observer corps. This category is limited to 20 people – no Event ID's for this group should be created unless approved by the Registration Official. UCI is providing the Observers this event and they have not all registered yet but when the list is finalized, the list of approved Observers will be included in their binder\*.

**Organizer** – Department of Energy (DOE) or National Renewable Energy Laboratory (NREL) employee working on the project and having the authority to make decisions per Rule 1-4. NREL, DOE and subcontractor staff members who have been involved with the rules or have had contact with the teams on specific components of the Event are examples of organizers.

**Staff** – A DOE, NREL, OCGP staff member, subcontractors (such as the OCGP Staff, Stratacomm, PowerPlus, Microgrid and Operation, Ebberly Construction, Event Production, and Volunteer Coordination groups), and others who do not have the authority to make decisions on rules.

**Solar Decathlon and XPO Volunteers** – This group is managed by the Volunteer Manager Mary-Lyn Chambers. Once paperwork is completed, badges will be issued by her group.

**Media** – Media will be handled by the Media Team (Stratacomm). The Media Team arrives around September 30. Media arriving prior to September 30 will be stopping at the Registration tent to receive a generic Media badge. Media members must fill out the Emergency Medical and Waiver of Liability

before they are issued a badge. Members of the media who are onsite during assembly must be prepared with personal protective equipment (PPE) (which includes, at minimum, a hard hat, safety glasses, a shirt with at least 3-in. sleeves, long pants, and hard-toe boots) **and** be with an Event ID (badged) escort. After September 30<sup>th</sup>, the Media Team will take over. (Media badges will not have photos on them.)

Another group that may stop in to register is what I consider the professional crews that may be helping teams with their assembly. This group does not necessarily get a badge (some Teams did have their crane operators register however) but if the Vehicle Management group requests that they be identified as having the right to be on-site, we will give them an Emergency Medical form and Waiver of Liability to fill out, and issue them a Team Crew badge. This whole process is still being discussed however – stay tuned.

There is also a Day Pass which might be available to be issued to those that need immediate access to the site but for whatever reason didn't complete their registration. These passes are numbered and tracked. If issued, they have 24 hours to return it (you should hold their school ID or driver's license until the Day Pass is returned). No Day Passes will be issued on September 22. These Day Passes are for temporary access only and should not be handed out unless approved by the Registration Official. Note: Still determining if the Day Passes will be used for this event – again, stay tuned.

**Sponsors** – do not need to register but cannot have access to the site during assembly and disassembly unless they have the PPE and are escorted by someone authorized to be onsite.

\*Each Team and group will have a three ring binder with alphabetically filed (by last name) their Emergency Medical, Waiver of Liability and if applicable, Decathlete Eligibility documents.

If you are unsure which category someone is in, ask the Registration Official (Pam).

## Procedures

Rules state that NO ONE UNDER THE AGE OF 18 CAN BE ON-SITE DURING ASSEMBLY OR DISASSEMBLY. So even if someone has a signed Parental consent form, they cannot be on site during assembly or disassembly.

Participants can ONLY PICK UP THEIR EVENT ID. No group distribution. When an Event ID is given, ask to see another ID (their driver's license or school ID). (Restated, no one but the participant can pick up their Event ID.)

## On-line Registration Process

If participants were on top of things, they registered through the on-line registration site. What happens when one registered on-line is:

- The Registration Official receives an e-mail notifying her that someone registered.
- The Registration Official opens the e-mail and accesses the link to the registration record.
- The Registration Official verifies that the following items have been uploaded:
  1. Passport style photo (in .jpg format)
  2. Completed and signed Emergency Medical form (in .pdf format)

3. Completed and signed Waiver of Liability (in .pdf format) (Note, NREL Organizers do not need to submit a Waiver of Liability)
4. Completed and signed Parental Consent (in .pdf format) if participant is under the age of 18 as of August 31.
5. If the participant registered as a Decathlete, their Decathlete Eligibility Document. These documents can be:
  - i. transcript showing that the participant is enrolled in the Team's school as of August 31, 2013.
  - ii. a letter from the participant's school on official letterhead indicating that the participant is either currently enrolled, received a degree within 12 months prior to August 31, 2013, or
  - iii. received a degree within the past 24 months and is enrolled in at least one class at their Team's school as of August 31, 2013.

We are not just taking Decathlete's word that they are enrolled, we need proof. A student ID is not enough. In addition to the above, if Decathletes show a current (Autumn/Fall/Winter 2013) class schedule from the team's school, that is acceptable. A copy of a graduate's diploma is also accepted as long as it is from the team's school and the graduated within the stated rules (ii and iii above).

- The Registration Official reviewed each of these documents to ensure that:
  1. The photo follows the guidelines listed in the Registration Rules – which are (but not necessarily followed):
    - i. Size of photo must be approximately 1-1/2 in. x 2 in.
    - ii. Photo should be taken in color with a light-white or off-white background
    - iii. Image size should be at least 1 in. but not more than 2 in.
    - iv. Subject should wear normal street attire; no head covering, no tinted glasses
    - v. Subject should be facing the camera
    - vi. Photographs shall be submitted as JPEG. Color photos must be in RGB, 8-bit color.
  2. The participant is over the age of 18, otherwise a Parental Consent form is needed (information off the Emergency Medical). Note any medical conditions. A lot of participants don't have insurance, know when their last tetanus shot was, or have a doctor listed so don't be surprised if this information is missing – just make sure they have at least one emergency contact and that the form is signed.

3. The Waiver of Liability is signed (you can be the witness if needed).

- Once these have been verified, forms are stapled together, three-holed punched and filed alphabetically by last name in each groups binder.
- An Excel spreadsheet is created indicating of registration documents/photo were received (blank if no, yes if received).
- Event IDs are printed and grouped together by team or categories.

### On-site Registration Process

- Participant wanders into the Registration Tent.
- This participant will state that a) they have already registered; or b) they need to register.
- If they already registered, verify registration is complete by checking to make sure the forms were submitted - review spreadsheet to see if they are complete.
- Look for their Event ID – if no Event ID is there, they didn't submit a photo so one will have to be downloaded from their jump drive or CD (participants will also bring their camera and ask you to take their photo). **No photos will be taken or downloaded during the rush on September 22.**
- If the participant registered as a Decathlete, check to make sure their Decathlete Eligibility Documents were submitted. Some Decathletes will be bringing their completed forms with them. The Decathlete Eligibility documents are not required until October 2. If the Eligibility documents are accepted, a red wrist band can be issued, however red wrist bands will not be issued until around October 2 – closer to the start of competition.
- Once these have been verified, forms are stapled together, three-holed punched and filed alphabetically by last name in each Team's binder. Spreadsheet is updated.
- If they registered prior to the on-line site closing an Event ID should be printed, if they register on-site, an Event ID will have to be printed.

Each printed Event ID should have the Emergency Procedures printed on one side of the card. Use the black ribbon – not color – to print this information. I hope to have one printer set up with a black cartridge, one with color.

### Late Shift

Please keep a log of registration activity during your shift. The log should indicate who came in for what reason – needed a new Event ID because they lost theirs, picking up an Event ID because they just arrived, need to pick up their wrist band, wants to pick up their goodie bag items (if any are left), asking for directions or phone numbers for pizza take-out, etc.. Please also note in the log if any people not associated with the Event wander in.

What to do during night shifts?

Volunteers working the late shifts might discover that no one stops in so it could be a very long shift. If the tent is unlocked, we need to have someone there to keep an eye on things which is another reason I ask for two people during these late shifts (security being the top reason). If one person wants to take a bathroom break or just wander around the village, you can work things out. Just make sure if you do wander around (again, stay out of the construction zone during assembly) you identify your selves to the night time security (wear your badge).

Registration tasks that can be done during these shifts could include data entry and filing. Depending on what gets done during the day, there might be some other tasks. If there is no work, feel free to bring a book.

Regarding the data entry and filing - The end goal is to have one complete data base with all participants and Event ID's issued. A master spreadsheet will be updated daily. Where that master spreadsheet resides is yet to be determined.

### **Other tasks Registration Volunteers might be helping with**

Distribution of "goodie bags". Registered Team Member should be receiving one "goodie bag" each. There is still a question on whether or not Team Crew, Faculty Advisors, Staff or Organizers get these "goodie bags". Hopefully this will be resolved before on-site registration begins.

The Volunteer Coordinator might need help occasionally – if time allows assist. Same goes for other Organizers that might need help with a task.

Fold t-shirts and organize by size. The t-shirts that are part of the "goodie bags" always seem to need folding. Note on t-shirts and other "goodies". We occasionally get questions from the public about purchasing a hat or a shirt. Unfortunately we cannot sell or give away to the public (due to Sponsors requests that the "goodies" are for the Team Members), hats or t-shirts or other Event items (other than Event brochures of course). I am not sure if Teams will have items available for sell at their booth in the Competitors' Pavilion (part of the XPO), but suggest the requestor check there. Note: I'll check on this.

One thing we cannot do is interpret the rules. Occasionally a Team Member asks if they can do something that involves the rules. Never ever offer an interpretation of the rules. Refer them to Pam and she will refer them to a Rules Official.

During Competition week, Teams will host a dinner party – Team Members might be coming in to drop off revised menus. You need let the Team Member know that Pam will get in touch with them and will have to authorize their dinner party menu changes so you can accept the menus but please inform Pam.

## **Schedules**

Scheduling was arranged so that there is at least a 30 minute overlap between shifts so Registration Volunteers can address any issues or concerns that arose during their shifts. The schedule is included in the Appendix and will be posted in the registration tent.

## **Logistics**

No food will be provided by the Event Organizers but there are some food options during certain time periods in OCGP. The tentative schedule follows:

- Sept. 22: No food provided at OCGP
- Sept. 23 – Oct. 1: Concession Menu 7:00 a.m. - Midnight

- Oct. 2: No food provided by OCGP
- Oct. 3-6 PUBLIC EXHIBIT DAYS: Concessions Menu 11:00 a.m. – 7:00 p.m.
- Oct 7-9: No food provided at OCGP
- Oct. 10-13 PUBLIC EXHIBIT DAYS: Concessions Menu 11:00 a.m. – 7:00 p.m.
- Oct. 14-18: No food provided at OCGP

Water will be available. There should be a small (dorm-size) fridge and microwave in the registration tent. This will be used by the people working in the Registration Tent so please be courteous and clean up any mess you make.

Parking – On-site free parking is available for Volunteers. Map is added in the appendix of this document.

Uniforms – Each Registration Volunteer will be issued a t-shirt. Wear comfortable but business casual appropriate clothing (no shorts, clean, tidy slacks/pants, or length appropriate skirt). The Registration Tent could be warm during the day. If you are working the late shift, dress appropriate -the tent could get cold at night.

Footwear – no sandals or open toed-shoes.

Registration Volunteers should not have a need to be in the assembly area during assembly or disassembly. The assembly area is considered a construction zone so proper PPE is required so please don't wander into the area.

I hope to have three laptop computers available for the Registration Volunteers to use for registering participants. There are two Event ID printers available for Registration Volunteers to use.

There will also be a printer in the Registration tent which is for Organizer use only.

We cannot always count on internet access – once the IT team gets set up, we'll see how this goes.

## **Site Address and Deliveries**

For delivery purposes our address is:

U.S. Dept. of Energy Solar Decathlon 2013 Event  
Registration Tent; Care of: (need name and contact information)  
6950 Marine Way  
Irvine, CA 92618

Note that deliveries during Assembly and Disassembly will be controlled by the Vehicle Management group.

## **Contacts**

Headquarters: 303-808-4330

Emergency: 911 or on-site First Aid 949-724-7200

Note that each participant should have access to the Emergency Procedures (either on the back of their Event ID, on a separate card or available on a posted sign in a trailer or tent).

Pamela Gray-Hann (Registration Official): 720-724-3262; Personal cell: 303-726-3656

Mary-Lyn Chambers (Volunteer Manger): 442-600-1204

## Reference Lists

A list of places participants might want to find (such as coffee shops, hardware stores, office supply stores) was compiled by Destination Irvine. This list was made available to participants and a copy is available at the registration tent.

## Conclusion

There are always scenarios that arise that are unexpected or new. Don't be afraid to ask Pam for guidance. Sometimes a decision has to be made that isn't popular (denying a Team Member Decathlete status for example); it isn't your responsibility to take the heat from someone who isn't happy. Your job should be fun and is a great way to interact with the Teams. I greatly appreciate your help! Thank you for being a Registration Volunteer!

## Appendix

### Decathlete Eligibility Requirements

As indicated in the current version of the U.S. Department of Energy Solar Decathlon 2013 Rules, "Decathlete" definition, all decathletes must meet the decathlete eligibility rules outlined in this file. To be eligible for "decathlete" status, an individual must meet one or more of the following criteria:

1. Be enrolled in a degree program at a college or university participating in the U.S. Department of Energy Solar Decathlon 2013 (participating institution) as of August 31, 2013.
2. Have received a degree from a participating institution within 12 months prior to August 31, 2013.
3. Have received a degree from a participating institution within the 24 months prior to August 31, 2013 and be enrolled in at least one class (live or online) at a participating institution as of August 31, 2013.

To demonstrate eligibility, each registered individual seeking decathlete status shall submit one or more of the following items during registration:

1. A copy of his or her current transcript indicating current enrollment status
2. A copy of his or her diploma indicating the date of graduation meeting the criteria

3. A letter from the registrar's office on official institution letterhead that clearly states which of the three eligibility criteria the individual meets. This letter should be addressed to:

Pamela Gray-Hann  
NREL M/S RSF 300

16253 Denver West Parkway Golden, CO 80401-3305

The registrar's letter should be submitted by the decathlete as an attachment to the individual's online registration, as a hard copy sent with other registration documents, brought with to on-site registration, or by e-mail to [pamela.gray.hann@nrel.gov](mailto:pamela.gray.hann@nrel.gov).

We recognize that there could be a timing issue with providing this documentation as enrollments might not be finalized before the Event on-line registration begins, therefore the deadline for submitting Decathlete Eligibility documents is the start of competition week.

A template registrar letter will be made available on the online registration site as well as the registration page on the Solar Decathlon Web site ([www.solardecathlon.gov](http://www.solardecathlon.gov))

## Map

