

Registration

Thank you for being willing to work the registration (and subsequently for many of you, the exit). This is a critical piece of the event and requires some pre-work so we are ready to go!

Below are the details so you can start playing in the apps and getting familiar with the systems. Please play with them (you can't break anything) so that you are comfortable with them prior to the event. The last page has your specific assignment. Please let me know if you have any questions or see any areas we can tweak.

I would like to meet on February 6th at 6:00 at Genesis Community Church (6977 Hancock Dr.) for a run through. I know this extra so please let me know if you are able to attend. I will email everyone to confirm if enough people can make this extra training.

Before the event

Please download the following apps



Brushfire ⁴⁺
Brushfire Technology
★★★★★ 3.9 • 47 Ratings
Free



iDismiss ⁴⁺
Jesus Lopez De Nava
Designed for iPad
★★★★★ 4.1 • 15 Ratings
Free

To log into Brushfire

You will be receiving an email from Brushfire to create an admin account. Please follow the instructions and let us know if you have any issues. Please do not manipulate anything on the website and only the app.



To log into iDismiss

Login: Treasurecoastnighttoshine@gmail.com

Password: Dance2024!

What is a Buddy Card?

Buddy cards are mentioned throughout this document. A Buddy card is given to guests after they check in. This card is given to their Buddy so they have pertinent information about the guest they are matched with. It has information such as: food needs, things they like, sensory preferences etc. The caregiver or guest filled this out when they registered. When you hand it to the guest, you tell them to bring it the Buddy matching area (we will have people directing them).

Role 1- Check in guest

1. When a guest approaches, ask for their name or ticket. If they have their ticket, you can scan it. If not, use the search bar to search their name.
2. Tap their name. It will turn green for checked in. If you tap the wrong guest, tap it again and it will turn back to red. (see below).
3. Ask guest or their caregiver. "Is this guest's ride staying on site as their Buddy, visiting the caregiver room or dropping off".
4. **If their caregiver is staying with them as their Buddy**, ask if they are registered as a volunteer. If yes, ask for their volunteer ticket to scan in or search for their name. Give the guest a **GREEN** wristband.
5. Give the caregiver a volunteer badge, ask them to write their name on it. They may proceed into the event from there.
6. **If caregiver is dropping off**, ask the guest to proceed to the next registration attendee for their car label and to receive their buddy card there.
7. **If caregiver is staying in the caregiver room**, ask the Caregiver for their ticket or name. Scan and check in. Give the caregiver and the guest, a **RED** wristband
8. Retrieve the guest's card, ask them to take it with them to meet their Buddy. Direct them to sidewalk to meet their Buddy.
9. Point out the caregiver photo backdrop to all guests and caregivers.

Role 2- Guests who are being dropped off

1. Ask the guest their name.
2. Find their name on the list and corresponding guest number.
3. Write their number on car label and give to the caregiver.
4. Open app- Under "Students" enter their name. Tap and open name.
5. Tap, "Edit Photo". Tap "camera"
6. Snap a photo of the guest.



7. Explain to the parent and guest that their name and photo will pop up inside, when their vehicle returns for pick up.
8. Give guest a **BLUE wristband** and their card. Direct them to the Buddy meetup area.

Group home check in

1. Group homes should check in at the Group Home tent.
2. There are packets prepared for each group. They will contain **YELLOW** wristbands, volunteer badges and cards for the guests. There will also be extra buddy cards in case they have extra people.
3. If their staff are staying as their Buddies, they need to add their name to the Volunteer name badge and put it on.
4. If they are giving their guests to other Buddies, give each guest their card and ask them to move to the Buddy matching area as a group.
5. If staff members are staying in the caregiver room, ask them to put on a red wristband.
6. Remind them that they will pick up their guests at the side door (where the limos are) ONLY.

Volunteer Check in

1. Greet volunteer and ask for their ticket. Scan or search by name.
2. Tap the three dots next to their name to see their assignment. Remind them of it.
3. Hand them a volunteer badge and ask them to write their name on it.
4. If they do not appear in the system, ask them to sign up using the QR code on the table or the website.
5. Assign all walk-ups to the Red Carpet.
6. Refer them to the event map to find where to be. If they are a Buddy encourage them to wait in the tent no later than 5:00 and to review the Buddy guidelines posted.

Exit procedures

- Blue wristband- This Guest is a caregiver pick-up. Your Guest's name will appear on the screens toward the end of the event. Please take your Guest out the front doors and escort them to their vehicle. Do not allow them to exit until their name has been shown on the screen.
- Red wristband- The Guest's caregiver has remained on site. This guest and their caregiver should both have red wristbands. Caregivers will be allowed to enter the event at 9:00 to meet their guest and exit out the front door. Remain with them until they have met their caregiver. Those Guests will exit out the front doors and walk to their vehicles.
- Green wristband- This Guest and their caregiver are remaining together for the entire night. These guests should exit out the front doors.
- Yellow wristband- This Guest is leaving as part of a group home. Take your Guest to the back corner of the main room (towards the limo ride doors) to find their group leaders. Group homes will exit out the north doors (limo ride doors).



What happens if:

Someone shows up and doesn't appear to be registered?

Ask them to scan the QR code on the table and register under Kings and Queens for guests and volunteers if they are planning to stay with their participant. Most commonly, this is parents who didn't realize they had to be signed up as a volunteer to be their guest's Buddy. After they sign up, follow the normal steps, give them a name badge and direct them inside.

We can't find a guest's card?

Use the blank cards provided to fill in their information. Proceed as normal.

A group shows up and they are not registered as a group

Direct them to the group area so the line frees up. Use the QR code their and ask them to select the "Group" registration option by entering how many guests they have. For example, if they have 6 guests with them, they need to hit the plus sign till it says 6 and then "continue to cart." This will collect their group home information and each individual guest's information.

A caregiver wants to stay on site but says they didn't register for the caregiver room

We don't need them to register. Just give them a red wristband and direct them towards the caregiver entrance.

A group home has extra people

This only matters if they are requesting our Buddies for their guests. Ask them to fill out a blank buddy card for each extra guest.

Exit procedures using iDismiss

Role 1- Car Check In

1. Have iDismiss app open. Select the "Check in" (this refers to checking in the CAR not the guests).
2. As the car approaches the first stop (see layout below), they will stop. Ask for their guest number or (if not displayed on dash).
3. Enter the guest number and then the lane you are sending the car to.

For example: If Alicia's number is #4. Enter- #0041 (person #4- lane #1)

If Dave's number is #47. Enter-#0472 (person #47-lane #2)

If James' number is #250. Enter #2501 (person #250-lane #1)

This action is prompting their name and photo to appear on the screens inside.

4. Ask the driver to move to the lane you have selected.



Role 2- Car Check Out

1. Have iDismiss app open. Select the “Check out” screen
2. Greet guests as they begin to exit. If time allows, ask their name.
3. As they enter their vehicles, tap “check out”. This is what removes their name and picture from inside.

What happens if:

They don't have their number

Tap the student tab. Hit the search eyeglass and enter their name.

They don't have their number, and nothing is coming up when I search by name

Tap the student tab. Select the + (plus) sign to add a new student. Enter their first name, last name and where it says Teacher (very hard to see but its the line under PK3) type NTS. Give them a number (something above 350). Select save. Proceed with the regular process of adding their number and lane in the Car Check-In tab.

They were going to be parent pick up, but they have parked and exited their vehicle.

If they have parked in the pick up loop, ask them to return to their vehicle and enter the pick up line. If they parked in the main parking lot and walked up, they can enter and find their guest.

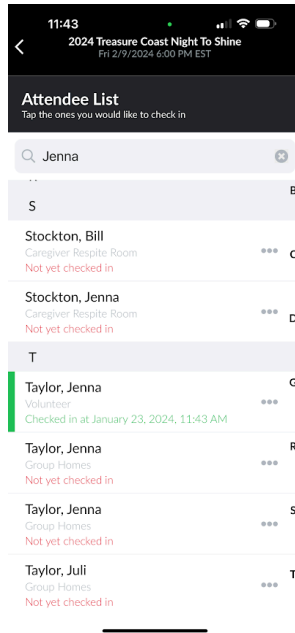
They are a group home vehicle.

Ask them to exit this line and proceed to the side door (where the limos were) and meet their guests there.

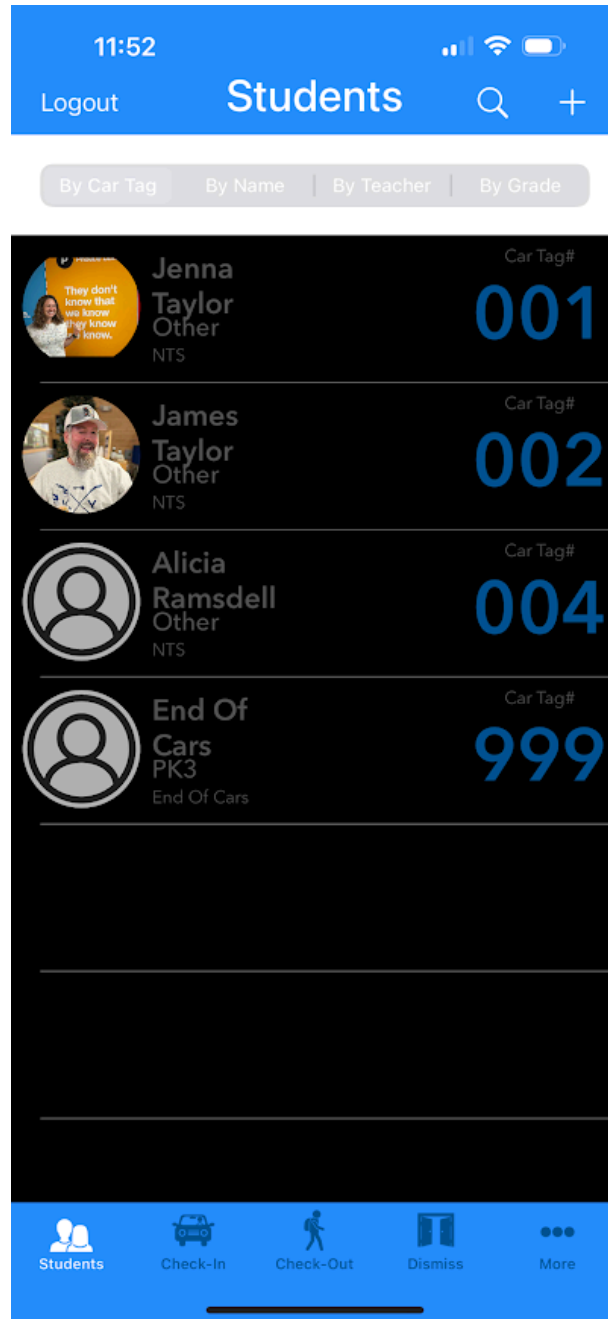
They stayed on site but need to move their car closer for their guest who is now waiting outside with their buddy.

Direct them to a pick up lane.

Screenshots



Check in screen in Brushfire



IDismiss Student page

11:53    

[← Students](#) [Edit](#)



[Edit Photo](#)

Alicia

Ramsdell

Swipe up/down to select grade

Other

NTS

004

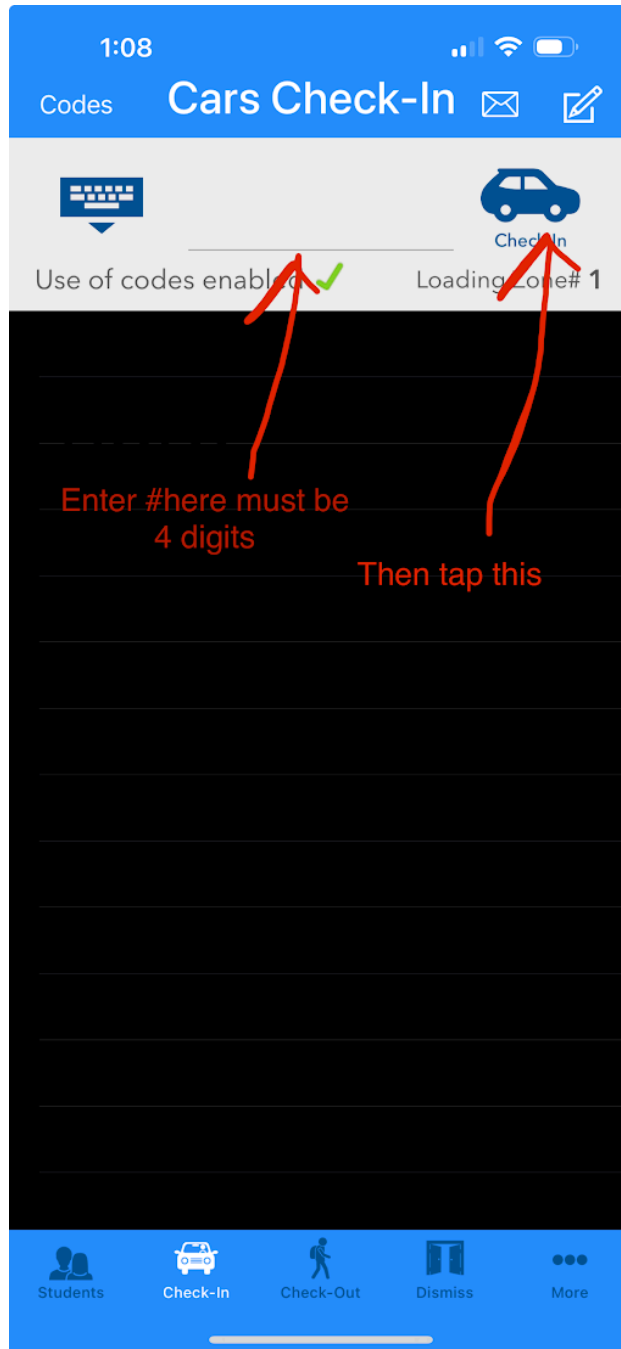
License Plates

(empty) (empty) (empty)

[Save](#) [Cancel](#)



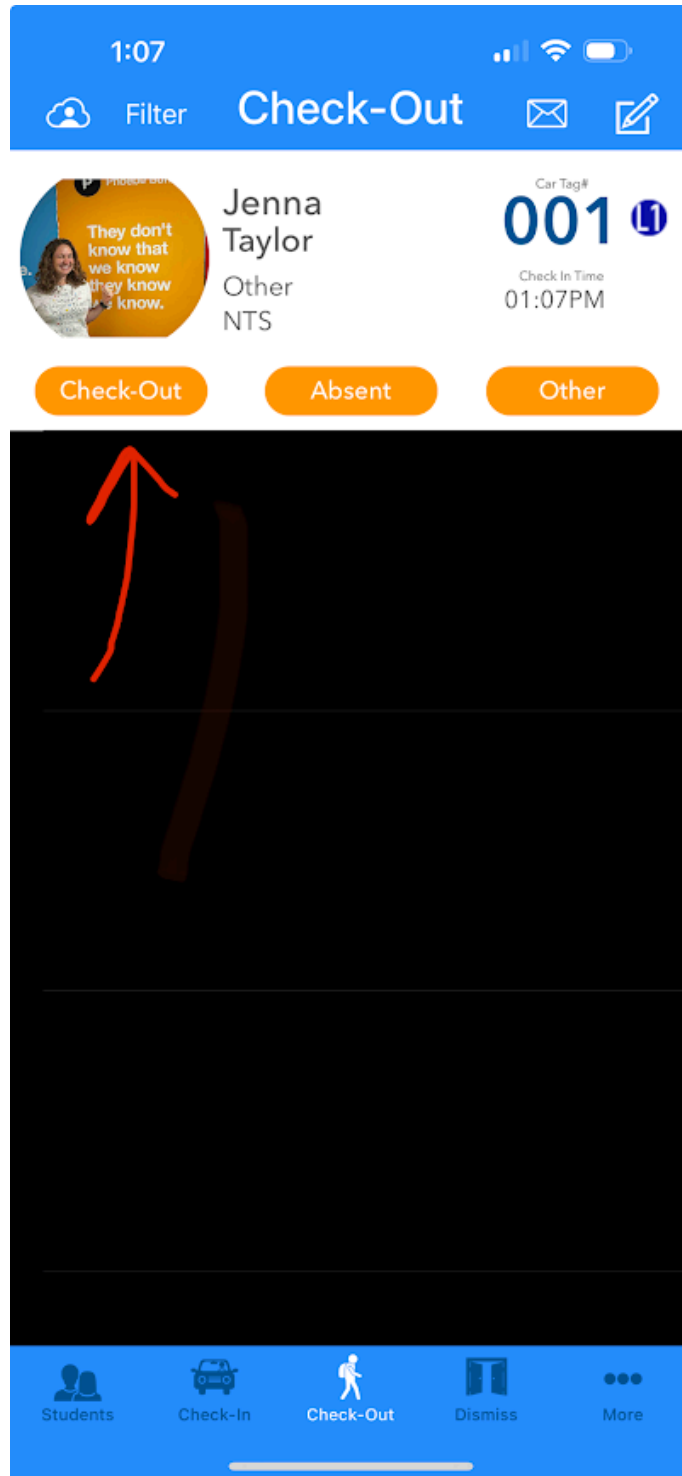
Dismiss individual student page (see edit photo)



Car Check In screen in IDismiss

NIGHT *to Shine*

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Car check out screen- After guest is in vehicle



Group Home Check In

Valerie C.
Hilary J.
Sarsi T.

Guests A-G

Rachel H. - Checking in
Gabrielle T.- Pulling guest cards
Sarah W. - Dismissal
Anaison R. - Wristbands

Guests H-M

Alicia R. - Checking in
Ryan F.- Pulling guest cards
Chelsea H. - Dismissal
Evelia O. -Wristbands

Guests N-Z

Melissa M.- Checking in
Sandy R.- Pulling guest cards
Denise H.- Dismissal
Christine S.- Wristbands

Volunteers

Michelle F.- Checking in
Joanna M.- Checking in
Linda N.- Checking in

Line assist and questions (alternates for no-shows above)

Gabriela S.
Leah D.
Michelle P.
Flora T.