



## Early Check-In Rider Attendance Volunteer – All Start Lines

**Rider Check-In Times:** Sunday: Rhode Island 6:00am-7:20am, Westport 7:30am-8:50am, Mattapoisett 10:00am-11:20am

**Overview:** Each year, over 150 people take advantage of Early Check-In on the Friday and Saturday before the Ride to save time on event day by turning in their donations and collecting their bike tags, event wristbands, and jerseys in advance. **All Early Check-In Riders must give their name to the Early Check-In Attendance volunteer before they can ride.**

**Role:** You will be given a clipboard and list of riders who have checked in early and a sign next to you that says “**Checked in Early? Attendance here.**” Please look for cyclists arriving who already have a bike tag to minimize their waiting in line. Sometimes cyclists do not come up to the check-in area, so be sure to circulate through the parking lots to look for Early Check-In folks. Whether stationed at the Check-In Tables, or roaming the crowd, **look for any rider arriving who already has a bike tag**, and ask them for their name. Locate the name on your attendance sheet, check the bike tag number, and if they match, mark the rider as “attended”. Then:

- Make sure their bike tag is secured to the front of their bike
- Make sure they are wearing their event wristband: this lists the phone number to call if they break down and allows them to access all food and drink along the course including lunch and dinner. **Give them a replacement wristband if they forgot it.** (Available at Check-In)
- Direct the rider to Bag Check (if needed) or Food Table, Restrooms, or Start Line
  - If they have additional donations to turn in, direct them to the Fundraising Table
- Let them know the mandatory Safety Briefing will take place 10 minutes before the start (7:20am for 100-mile, 8:50am for 77-mile, and 11:20am for 41-mile)
- Thank them and wish them a great ride.
- See Event FAQs for more details on the event

*When done with attendance sheet, make sure all of your notes are clear, and turn in your Sheet to your Check-in Captain.*

**Thank you for volunteering at the Buzzards Bay Watershed Ride!**