**Clubs Days for Dummies**

**Registration Process**

Registration form is at <https://ubc-badm.appspot.com/register>. (*login*: ubc-badm / *password*: coolclub)

1. Member fills form
2. check UBC card to ensure that they are affiliated with AMS
3. Accept membership fees ($50 for new; $40 for returning; $60 for non-AMS)
4. Member to sign waiver forms (**two** places where signature is required)

Once completed, enter the password “*paid*” in the “Executive Confirmation” box.

*If a member wants to change their information, write down their name/email and things they want to change*

**Membership Policies**

* All membership fees need to be paid in full (no partial payments or IOUs)
* Membership is for 2 terms (Sept – April)
* Depending on how busy it gets, may add more members in Term 2 with pro-rated membership fees
* Refund
  + No refunds during Club Days

**T-Shirt**

* $18 each

**Reminders**

1. Friends and family are great and all but keep the booth free of non-exec people hanging around.
2. For obvious reasons, **do not put the money box in the open where people can take it**. Keep an eye on the box; sit on it if you have to.