

## ATHLETE CHECK-IN GUIDE

### HOW TO PREPARE FOR THE CHECK-IN AND RECOMMENDED PROCESS FLOW

Once online Athlete registration is closed, you will receive the **Muscleware "Event Deliverables"** email. This email contains links to all of the automatically generated documents, files & resources for your event.

To prepare for the Athlete Check-in, simply print the **3 following documents**:

#### ATHLETE SHEETS

Pre-filled Check-in height/weight and class verification sheets for all Athletes who have registered online. This document is **sorted by last name** alphabetically and designed to be **printed double-sided**, resulting in a single page for each Athlete.

#### BLANK ATHLETE SHEETS

Blank Check-in registration and height/weight class verification sheets for **walk-up Athletes** (Athletes who have not registered online). There is a male version and a female version included.

Print as many copies as you anticipate will be necessary for walk-up Athletes.

#### BLANK COMPETITOR WAIVERS\*

Blank Competitor Waivers to be signed by walk-up Athletes. Only walk-up Athletes need to sign these, as the Athletes who have registered online have already signed their waiver digitally.

\* **Muscleware** also provides a digital version of the waiver as a QR code that can be scanned by the walk-up Athletes. For more information, see your "Event Deliverables" link.

With the **3 documents printed** (along with the Promoter supplied competitor number buttons), we are ready for the Check-in.

Though Promoters or Contest Officials may choose to run the Check-in differently, **Muscleware** recommends the following **3 Step Process**:

# 1

## **INITIAL CHECK-IN TABLE(S)**

Athlete identification and membership verification. Any necessary financial transactions for walk-ups or additional classes

# 2

## **HEIGHT & WEIGHT MEASUREMENT STATION(S)**

Official measurement of heights & weights, as well as competition suit checks

# 3

## **DJ, VENDOR SERVICES, GIFT BAGS**

Supply posing routine music, purchase or schedule tanning services, hair & makeup, and collect gift bags

## STEP 1: INITIAL CHECK-IN TABLE(S)

The initial Check-in table(s) can be prepared to have all of the **Athlete Sheets** laid out with the corresponding buttons beside or on top of the sheets. Additionally, a small stack of **Blank Athlete Sheets** ready for walk-ups.

**TIP:** Have staff advise Athletes to have **proper identification and proof of membership ready**. If they are not current members - with proof of membership - have them step aside to either purchase membership online, or visit a separate table for membership purchase.

Additionally, if Athletes who have **not** registered online are provided a **Blank Athlete Sheet** to complete (prior to arriving at the Check-in table) this will reduce the amount of time they spend at the table.

At the table, Athletes show identification, including proof of age for Masters / Junior / Teen classes, as well as proof of current **NPC / NPC Worldwide / CPA** membership.

If the Athlete has **registered online**, locate their existing filled-in **Athlete Sheet** and competitor button. If the Athlete has **not registered online**, they will need to fill in a **Blank Athlete Sheet**, and pay for their selected class(es).

**NOTE:** All **financial transactions** are completed at the initial Check-in table(s). Any necessary fees are paid, including walk-up Athlete entries and/or existing Athletes **adding classes**.

As such, this is a fantastic opportunity for staff to up-sell additional classes. There is an Athlete summary at the top of the back side of the **Athlete Sheet** to facilitate this.

## STEP 2: HEIGHT & WEIGHT MEASUREMENT STATION(S)

With fees paid and **Athlete Sheet** in hand, Athletes proceed to height/weight station(s) to be measured and have competition suit checks done. There can be as many stations as necessary, based on the size of the event.

**NOTE:** Smaller events may choose to have only one or two stations - one for males and one for females, perhaps.

Larger events may choose to have more stations to flow the Athletes through faster - for instance, a station for each division. The number of station(s) is only limited by how many physical scales and Contest Officials are available to facilitate measurement.

Contest Officials use the back side of the **Athlete Sheet** to record the officially measured height or weight (or both, for Classic Physique).

With the Contest Official's notes and signature on the **Athlete Sheet**, the Athlete has been Checked-in. The Athlete can proceed to **Step 3**, and the **Athlete Sheet** can be forwarded to the Statistician for processing.

**NOTE:** The Athlete doesn't need to wait for the Statistician to receive or process their **Athlete Sheet**. As long as added classes, and height/weight is clearly indicated on the **Athlete Sheet** by the Check-in staff and Contest Officials, the Athlete can move on.

The Statistician "processes" **Athlete Sheets**, making data updates as necessary. Statisticians might receive **Athlete Sheets** one by one immediately, or in batches, or all at once after Check-ins is complete. It takes only seconds per sheet to make the necessary data adjustment(s) in the **Muscleware** Statistician software.

## STEP 3: DJ, VENDOR SERVICES, GIFT BAGS

Additional tables may be set up for Athletes to visit as they exit the Check-in area, to:

- Submit posing routine **Music** to DJs  
(if they have not registered online or not uploaded their posing routine music)
- Purchase or schedule **Tanning, Hair** and/or **Makeup** services
- Purchase **Photography / Video** packages
- Purchase **Coaches Backstage Passes**
- Pick up **Athlete Gift Bags**

For any additional clarification, questions or comments, contact us at [support@muscleware.com](mailto:support@muscleware.com)