



## Registration Processing Overview

All programs are entered into MySeniorCenter software prior to registration processing.

Forms are separated into two sets:

1. In Township Residents
2. Out of Township Residents

Forms are then separated by month.

Lottery numbers are generated each newsletter cycle through [www.random.org](http://www.random.org) sequence generator. Lottery numbers 1 to 399 are randomly assigned to “in township” residents. Lottery numbers 400 to 499 are randomly assigned to “out of township” residents. Separate lottery number lists are printed for each month.

All forms turned in by the “received by” date listed at the bottom of the registration form will be processed using this lottery system. Registration forms can be mailed, faxed, dropped off (either inside Senior Center or using outside drop box) or submitted online.

Payments should be made only after program confirmation is received.

Participants are able to staple their Registration Form to one other person, (ie. husband/wife, friends). An “out of township” form cannot be stapled to an “in township” form. If stapled together, forms will be separated and assigned proper lottery numbers. All addresses are screened using the Illinois State Geological Survey website (<http://isgs.illinois.edu/plss>) to verify township.

The randomly assigned lottery numbers are written in the upper right corner of each participant’s registration form. Forms are then placed in numerical order.

Registration processing begins the first business day following the “received by” date.

Registration forms are entered into MySeniorCenter software starting with the lowest lottery number. Staff members enter participant’s program choices and circle “confirm” or “wait list” on the participant’s registration form.

After registration processing is complete, rosters of registered individuals can be accessed at the reception desk. Wait lists are generated after the program fills. When a person cancels, the next person on the wait list is called. This happens quite frequently and we do our best to call as it occurs. Ten days before the trip, the senior is called to be reminded of payment if that is still pending. Payments must be received within five days prior to the trip/event.

Once all forms are complete, they are mailed back to clients.

Any forms turned in after registration is complete will be processed in the order in which they are received.