



OPERATIONS CHALLENGE TEAM FORM

TEAM INFORMATION -

Please complete and fax the team entry and a registration form for each participating team member; captain and coach to **703-684-2492**. Please Note: The team represents the MA/OA specified. (Please type or print neatly)

Sponsoring MA/OA:	Division <input type="checkbox"/> I or <input type="checkbox"/> II (select one)
Team Name:	
Captain:	Coach:
Your Team's Contact Person:	Email:
Address:	
City/State/Zip:	
Telephone Number:	Fax Number:

Operations Challenge Registration	Fees
<input type="checkbox"/> Operations Challenge - Full Conference Registration OCTOBER 1 - 3, 2018	\$1000

WEF Membership Applications are enclosed for: <input type="checkbox"/> one <input type="checkbox"/> two <input type="checkbox"/> three <input type="checkbox"/> four	Total
Total membership fees enclosed	

Method of Payment: Amex | VISA | MC | Check **TOTAL \$** _____

Amount \$ _____

Cardholder Name _____

Card Number _____ Exp. Date _____

Signature _____

We understand that this entry fee does not cover hotel or travel costs of team members.

Signed _____ Date _____
MA/Recognized OA Officer or Executive Director

Printed Name _____ Phone # _____

Please remit to: **Mr. Steve Harrison**
Operations Challenge 2018
Water Environment Federation
601 Wythe St
Alexandria, VA 22314
 or email **opschallenge@wef.org**
 or FAX to **(703) 684-2492**

For WEF'S Use Only \$Received Date Rec'd. Check # Code OC

WEFTEC 2018 Operations Challenge Badge Registration

Registering Operations Challenge Teams

Operations Challenge Team and Guest registration must be completed online by Friday, September 7.

To access the system to register for badges, team payment must be received by August 31, 2018.

It is important to follow the instructions for registering your teams for badges. If you close out of the online registration system prematurely, your changes or additions will not be saved.

Login information

To access registration, you must enter a username and password. Once the team payment is received, the captain for the team will receive an email directly from Experient with their login information and instructions. Team Captains will receive login information approximately one week after receiving their team payment confirmation. Check your email for login credentials from Experient. (*Team payments must be received by WEF before you can receive access to the registration system.*)

To Login

- Select your team name from the drop-down menu of the login page
- Enter your team name and password (check your email for login credentials from Experient)
- Follow the instructions to request badges and export team list.

To Register Operations Challenge Team members

- **Step 1** - Login
- **Step 2** – Click **Team Contact** tab to view the information
 - *Complete Emergency Information*
- **Step 3** - Click **Team Summary** tab to
 - *Add Operations Challenge Team Participants*
 - *Complete Demographics (hover cursor over text for information)*
 - *Complete Educational Credit Information, if applicable*
- **Step 4** - Click **View Completed** Tab to
 - Send e-mail confirmations
 - Export list to Excel

Team Contact

One Team Contact person per Operations Challenge team (the primary the Team Captain) will be issued a username and password to register your team members. If your Team Captain has changed you must contact Steve Harrison at opschallenge@wef.org. Please allow one week before it reflects online.

*The Team Captain and/or Coach is **not** automatically registered, but must be added to receive a badge.*

Badge Allotment and Cost

Operations Challenge teams are allocated seven (7) complimentary badges per team (one Team Captain, one Coach and five Team Members). Operation Challenge participants may use their free badge allotment for team participation only.

Guest Badge

Each team member can bring **one guest** (*one for Team Captain, one for the Coach and five for each Team Member*) to the Operations Challenge competition. If your team does not have a Coach, the team will be allotted six complimentary Guest Expo Only badges. All Guests must be registered through the Operations Challenge online registration system to receive a (FREE) Expo Only badge. Additional guests are required to pay the applicable Expo Only fee.

Badge Pick-up

Operations Challenge Team Name Badges will **not** be mailed prior to WEFTEC but can be picked up beginning at 7:00am on Sunday, September 30 at the customer service counter located in Hall G at New Orleans Morial Convention Center.

Guest Expo Only badges will **not** be mailed but can be picked up at the event using Badge Pickup. Pre-registered Guests who provide an e-mail address when they register will receive a receipt/confirmation after submission. Print and bring your bar-code confirmation to be scanned and proceed to any Badge Pickup counter onsite.

Badge Access

Operations Challenge Badges allows team members to access to the exhibit hall and technical sessions. Workshops, tours and ticket events are optional events and will be available for purchase.

Guest Badges give access to the exhibit hall only.

Badge Policy

WEFTEC badges are required for admission to the exhibit hall and education programs. Badges are nontransferable and must be worn at all times.

Substitution Policy

Substitution requests must be received in writing on or before August 31 to be honored.

Operation Challenge Onsite Registration Hours

Operations Challenge Name Badges and Team Packet can be picked up beginning at 7:00am on Sunday, September 30 at the customer service counter located in Hall G at the New Orleans Morial Convention Center.

<i>Date</i>	<i>Time</i>
Sunday, September 30	7:00 am – 5:00 pm
Monday, October 1	7:00 am – 5:00 pm
Tuesday, October 2	8:00 am – 5:00 pm

Operations Challenge Hours

New Orleans Morial Convention Center, Hall F

Monday, October 1 / 10:00 am – 5:00 pm

Tuesday, October 2 / 8:30 am – 4:30 pm

Team Payment Information

For WEFTEC questions regarding team payment, please contact opschallenge@wef.org.

Registration Services

For WEFTEC registration questions, please contact Experiment Registration Customer Service:

- Phone: +1-240-439-2954
- Toll Free: 1-800-462-9420
- E-mail: WEFTEC@experient-inc.com

Office hours are Monday-Friday, 9:00am-6:00pm Eastern Standard Time

Click the links below to obtain additional registration information.

- [Hotel and Travel](#)
- [Operation Challenge Badge Information & Policies](#)
- [Earn Education Credits at WEFTEC](#)
- [WEF Membership](#)