**Attendee Registration/Rooming /Tests Form**

* Include EVERYONE attending convention
* Use the dropdown menu to assign rooms
* Type the full name of your school; do NOT abbreviate. E.g. Midlothian High School NOT MHS or Midlo or Midlothian School or Midlothian High.
* For student delegates –
	+ enter grade - 6, 7, 8, 9, 10, 11, 12
	+ use the dropdown menu to choose the level of Latin
	+ use the dropdown menus to choose which tests each student plans to take ***(see convention packet for level and test information)***
* For adults – use the dropdown menu to identify as Sponsor or Chaperone
* Last column – hotel notes: include special hotel information here –
	+ if a person is sharing a room with someone from another school, register each person on his own school form only and put a note of the other school in the hotel notes column
	+ if you are sharing rooms with another school, please also include that information in the email when you send in the form
	+ if you are a teacher at more than one school, put your name on only one school’s form, but add a note on the forms for the other schools, and in the email when you send in the forms
* E-mail the completed form to *convention@virginiajcl.org*
* *MEMBERS-AT-LARGE*
	+ please register as an individual – do not include your registration information with another school
* (Please be sure to keep a copy of the completed form!)

**There have been some questions about how to register middle school students with the new levels. To insure consistency, if you have students who are competing at a level that is NOT the same as the level of the Latin class they are enrolled in (e.g. middle school Latin 2 students who will compete at the MS 1 Adv. level):**

* When you fill in the test registration form, please register the students at the levels they will test in the “Level” column with the dropdown menu
* A student must compete at the same level for all tests
* For Latin Oratory and Dramatic Interpretation, students should compete at their actual level, not their testing level (e.g. Latin 2 students who compete at the MS 1 Adv. level of tests should still compete at the Latin 2 level in DI and LO)

*E-mail convention@virginiajcl.org if you have problems or questions*