soilSHOP Tutorial Series

Part 3 of 5:
Log-in/ Registration Staff
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Expectations

By the end of Part 3, you should be able to:

- Explain the role of the log-in/registration staff and why they are important.
- Identify action items for log-in/registration staff.
- Understand how a soilSHOP event works.
- Identify proper equipment and materials used at the log-in station.
- List the resources available for screeners.
Log-in/Registration

What is the role of the registration team?

The registration/log-in staff (typically a team of 2 to 3):

- Receives soil samples and collects information from participants.
- Labels samples and associated paperwork.
- Provides participants with information about the soil screening process and where to go for results and health education.
Log-in/Registration

Why is this role needed?

- The log-in procedure serves as a way to track the soil sample through the screening process and deliver results to the appropriate participant. soilSHOPs do not collect any personal identifying information.
Action Items

**Pre-event**
- Complete soilSHOP trainings.
- Learn how to use soilSHOP forms.
- Assist with development of registration materials and event signs.
- Work with planning team to develop system of organization (how soil sample and forms are processed through each station, and how participants will get results and educational information).

**During event**
- Ensure all materials are available for registration.
- Assist participants with event flow and schedule.
- Label and organize samples for screeners.

**Post-event**
- Meet with soilSHOP team for follow-up.
- Evaluate your station: what worked, lessons learned.
Pre-event

Log-in form and sample label examples:

Log-In Form English

Log-In Form Spanish

Sample Labels

Labels typically contain sample number, name of soilSHOP event, and date of the event.
Pre-event

Tips:

Train staff on all forms and steps

- Avoids confusion and prevents delay in obtaining screening results
- Helps staff avoid losing a soil sample
Pre-event

Material examples for log-in station:

- Participant Sample
- Number Reminder
- Welcome and Instructions Poster
- soilSHOP Directional Wayfinding and Station Signs

Participant reminders could be clothespins, postcards, or extra sample labels.
During event

Residents arrive with soil sample(s).

Staff collect information from participant and complete log-in form.

Assign sample number to each soil sample. Label all associated forms and soil sample bags.

Provide participant with sample number so they can collect sample results once they are available.

“Sample package” includes the completed Log-In Form, labeled bag(s) of soil, and any other relevant materials.
During event

Log-in forms are in clear view for participants and signs are displayed.
During event

Tips:

Provide a waiting area
- Prepare for any delays or back-up at the log-in table
- Offer shade and seating to people who need it

Stay organized
- Group multiple samples from one participant together in aluminum trays, plastic bins, or larger plastic baggies
- Select an area away from log-in/registration where the XRF runner can collect completed packages without interrupting the registration process.
During event

Completed sample package example:

- Labeled forms
- Labeled soil samples
- Forms filled out by participant
Post-event

- Meet with your soilSHOP team.
- Evaluate your event: Identify what worked, what did not work, and lessons learned.
- Send thank you letters to organizers, partners, and event summary/results.
Resources

All tools are available on the soilSHOP website:

www.atdsr.cdc.gov/soilSHOP

Planning and Preparation Materials

Log-In Form

Example soilSHOP Sample Labels

Example Staff Roles and Functions

Contact

soilSHOP@cdc.gov
Please continue to Part 4 of the series for Soil Screeners Training.