

How to register a team

- 1. Nominate team captain:** Then follow this link to to registration page: <https://goo.gl/x8Gudu>
- 2. Select ride:** 12km, 50km, 105km
- 3. Login or create a new account:** User name and password
- 4. Select participant** “Yourself, 18 or older”
- 5. Personal details:** Enter details required
- 6. Create a team:** Select this option
- 7. Create a team:** Name & description
- 8. Private or public:** Select if you would like your team to be private or public
- 9. Team password:** If you select private, enter a team password
- 10. Payment option 1 (Pre-Pay):** Team captain pays for all team members
- 11. Payment option 2:** Individual payments (Team captain creates team but only pays for themselves, Team members join the team while registering and paying for themselves)
- 12. Invite team members:** Select that amount of tickets you wish to purchase and click ‘Invite now’ enter team members email addresses (if you don’t know their email addresses at this point don’t worry, team members can be invited later in the Captains tools area)
- 13. Read the waiver and agreement**
- 14. Team confirmation email:** You will receive this in your email inbox shortly
- 15. Team member confirmation email:** You will receive an email notification from each of your registered team members once they’ve registered and joined your team
- 16. Tax Invoice:** You will receive this in your email inbox shortly
- 17. Captains tools area:** Log into the captain’s tools area to see which team members have completed their registration form & signed their waiver (link to Captains tools area: <http://myevents.active.com/>)
- 18. Rider pack:** *You will receive your team members Rider packs approximately two weeks prior to the event