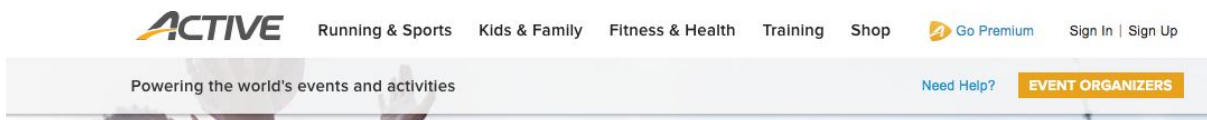


Spring Financial Group Spring Cycle VIP Upgrade Process

1. Go to <http://www.active.com/>
2. Click on Sign In



The sign in page will appear.

3. Sign in to your Active.com account.

You will have created an account on Active.com when you registered for Spring Cycle. Use the email address given in the registration and the password you have set.

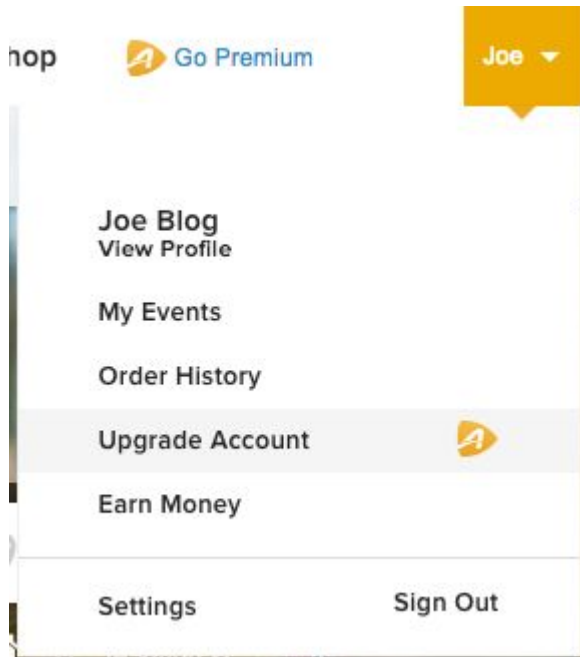
If password is unknown, then click on [Forgot your password?](#)

The image shows the 'SIGN IN' page on Active.com. At the top, it says 'SIGN IN' in large bold letters. Below that is a link: 'Don't have an account? [Join Now](#)'. There is a blue button with the Facebook 'f' logo and the word 'FACEBOOK'. Below this is the word 'Or'. Underneath is the heading 'Sign in with your email address'. There are two input fields: 'Email address' and 'Password'. At the bottom left is a gold button with the Active logo and the text 'SIGN IN'. To its right is a checked checkbox with the text 'Stay signed in'. At the bottom left of the form area is a link: '[Forgot your password?](#)'.

ACTIVE PASSPORT
One account. One password. Instant access.
ACTIVE Passport lets you create one ID and password to sign in to all of ACTIVE Network's sites including ACTIVE.com

4. Click on your account name on the top right hand side of the page.

A drop down menu will appear.



5. Click on My Events.

The My Events page will appear.

6. Locate your Spring Cycle Registration. Click on Purchase Additional Merchandise

MY EVENTS

SPRING CYCLE 2017 - SUNDAY, 15TH OCTOBER

INDIVIDUAL 



Date October 15, 2017
Category 16km River Ride - Adult

- [View my registration](#)
- [Edit registration information](#)
- [Change event category](#)
- [Purchase additional merchandise](#)
- [Transfer registration to another athlete](#)

Refer your friends [Share](#) [Tweet](#) [Email](#)

<http://www.springcycle.com.au?rf=Mjmi22mAV3a22qe6neYRvmiu>

The Additional Purchases page will appear

7. Scroll down to the VIP Package option. Click on the + / - button to select number of packages you wish to purchase.

VIP package

Gain access to all the VIP benefits by adding this package to your entry. Full details of the package can be found on www.springcycle.com.au/ride-info/corporate

VIP package

Name	Select	Price	Quantity
<p>VIP package</p> <p>Discount off Spring Cycle entry</p> <p>Entry into the Super Light competition (open with the largest number of riders)</p> <p>Free access to the event by area access with Super Light</p> <p>Spring Cycle t-shirt for event area access</p> <p>Opportunity to engage with cycling partners including Robbie McEwan, Alex Tomlinson and inspirational female riders</p> <p>Access to all you can eat buffet catering area</p> <p>Free premium coffee</p> <p>Free beer 2 beer minimum</p> <p>Specialised bags for Spring Cycle available with you</p> <p>Priority message zone access</p> <p>Discounted message zone access in sponsored message zone</p> <p>Entry into the Super Light competition</p> <p>Specialised message zone access with other and outdoor gear</p> <p>Meeting opportunities with other cycling or food and drink partners at Sydney Park (subject to 1000 cap)</p> <p>Special merchandise available from Spring Cycle merchandise</p> <p>Access to the VIP area with Spring Cycle merchandise in your sponsored message zone</p> <p>The Spring Cycle safety check and spring assessment session at your office by 'The Ratings' (Mon 11/10/17)</p> <p>Discounted corporate hospitality fees</p> <p>Full access to the Corporate Hospitality Store for event promotion/marketing event associated</p>	VIP	\$75.00	- 0 +

8. Scroll to the bottom of the page and click on Continue.

CONTINUE

The Review Cart & Check Out page will appear

9. Do you have a coupon for a free VIP package?

If	Then
Yes	Go to Step 10
No	Go to Step 11

10. Enter your coupon code in the text box and click on Apply.

ORDER DETAILS

ITEMS		TOTAL
VIP package - VIP	Edit	AUD 75.00
Coupon code		
<input type="text"/>	APPLY	
	Subtotal	AUD 75.00
	Processing fee	AUD 4.88
	What's this?	
	Total	AUD 79.88

The price of the purchase will change to \$0.00

Go to Step 12

11. If you are paying for a VIP upgrade, then enter the payment details in the Payment Information box.

CHECK OUT

PAYMENT INFORMATION



* Card number



* Expiration

 /

* Security Code

Store this card for future use

Make this the primary payment method

Go to Step 12

12. Confirm all details are correct. Click on Complete to finish processing purchase.

COMPLETE

13. An email confirming your purchase will be sent to your email address. If you do not receive your confirmation, please contact Bicycle NSW on 02 9704 0800 or email: info@bicyclensw.org.au

FAQs

I want to purchase a VIP package for another rider but it will only allow me to buy one package at a time?

Each participant will need to go through their My Events page and purchase the additional merchandise. This is because the VIP Package is allocated to their registration.