

Downer Brisbane to Gold Coast Cycle Challenge

Registration Instructions

Team registration (Riding Team Captain)

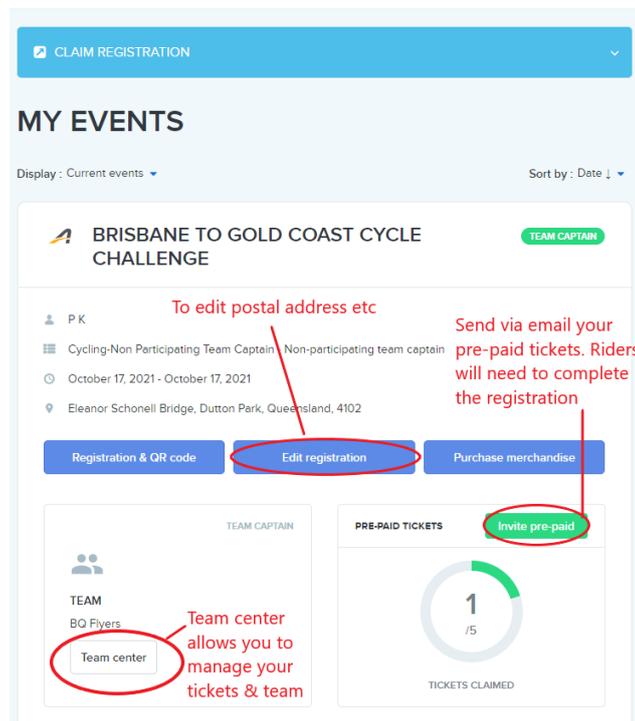
Please note – no teams for the 60 or 40km rides.

As the Team Captain you will:

- Manage the process of creating the team
- Manage the allocation of your pre-purchased entries
- Manage the purchase of transport tickets to the event (if you choose)
- Inform your team members of how they complete their registration & join the team
- Be the central point of contact for any issues relating to the team as a whole

1. Registration for the Downer 2021 Brisbane to Gold Coast Cycle Challenge is done through the ACTIVE platform. Please note, if you do not already have an account you will have to create one with ACTIVE to register for the event (remember this login, as it is what you use to check your registration, manage your team & change details if needed via www.active.com)
2. To receive the discounted team entry price, your team must have a minimum of 5 riders & therefore purchase 5 entries in one transaction. More people can join your team later, and you can purchase more tickets yourself later if required. Select “100km Brisbane to Gold Coast – Team Entry” **x1** and continue.
3. You are then prompted to fill out your individual details first for your registration. Then as Team Captain choose to “Create a Team”. Teams are password protected so you will not have any strangers joining your B2GC team. Share this password with those you wish to join your team.
4. You **must** then select **YES** to prepay for an additional **4** (or more if required) registrations to make 5. Prepaying for team members will allow you to reserve a place on your team without having to enter in all the registrations details for others & redeem the discounted price.
5. You may then purchase any pre-ride train tickets if required. We recommend the individual rider purchases their own transport tickets to avoid confusion, and so the organisers know who the ticket is allocated too.
6. You will then be asked to read and sign the events Terms and Conditions & Active Agreement and Waiver. We ask that you do not complete registration for someone else over 18, so to give them equal opportunity to read these waivers themselves.

7. Your individual registration & team creation is complete once payment has been made. You will receive a confirmation email along with a separate email from ACTIVE with your tax invoice.
8. You can now login to your account at www.active.com via the top right hand corner of the website. Once logged in, use the drop down under your name & select **My Events**. This is where you will see your registration to Downer 2021 Brisbane to Gold Coast Cycle Challenge and can manage pre-paid tickets, registration preferences and invite more people to your team. A helpful screenshot to show you around is below;



9. When in the **My Events** portal please notice the difference between the “Invite Pre-paid” option and the “Send Invites” option. “Invite pre-paid” is ONLY for those you want to claim the tickets you have already paid for. They will receive an email with the team info and a link to complete their registration. “Send Invites” is for those you wish to invite to join your team, but will pay their own ticket – you can edit this email & put information such as team password and any additional information such as what speed category your team is registering under.

Team registration (Team Member)

If your team captain has not pre-paid for your ticket (you are paying yourself) – please follow the below steps.

1. Navigate to the registration page. Please note, if you do not already have an account you will have to create one with ACTIVE to register for the event (remember this login, as it is what you use to check your registration & change details if needed via www.active.com).
2. Select “100km Brisbane to Gold Coast – Team Entry” x1 and continue. You are then prompted to fill out your details.
3. You must now select “Join a team” and select from the drop down menu which team you are joining (or search the team’s name). You must enter the password your Team Captain has created.
4. Continue through the registration process & make payment. Your Team Captain will be notified that you’ve joined the team. You will also receive a confirmation email from Bicycle Queensland as well as your tax invoice in a separate email.

Note: There is no refund on pre-paid entries, and all pre-paid entries must be allocated to a rider by midnight Wednesday 13 October 2021 or the entry is forfeited.

Team registration (Non-participating Team Organiser)

As the Team Organiser you will:

- Manage the process of creating the team
- Manage the allocation of your pre-purchased entries
- Manage the purchase of transport tickets to the event (if you choose)
- Inform your team members of how they complete their registration & join the team
- Be the central point of contact for any issues relating to the team

1. Registration for the Downer 2021 Brisbane to Gold Coast Cycle Challenge is done through the ACTIVE platform. Please note, if you do not already have an account you will have to create one with ACTIVE to register for the event (remember this login, as it is what you use to check your registration, manage your team & change details if needed via www.active.com).
2. To receive the discounted team entry price, your team must have a minimum of 5 riders & therefore purchase 5 entries in one transaction. More people can join your team later, and you can purchase more tickets yourself later if required. Select “100km Brisbane to Gold Coast – Non Participating Team Organiser” x1 and continue.

3. You are then prompted to fill out your individual details first (please note you will not be charged as a participant). You are then required to create your team. Teams are password protected so that you will not have any strangers joining your B2GC team. Share this password & the team's name with those you wish to join your team.
4. You must then select YES to prepay for 5 (or more if required) registrations. Prepaying for team members will allow you to reserve a place on your team without having to enter in all the registrations details for others. They will not have to pay unless they purchase additional merchandise.
5. You may then purchase any pre-ride train tickets if required. We recommend making it clear within your team if purchasing train tickets is the individual's responsibility or the Team Coordinator.
6. You will then be asked to read and sign the events Terms and Conditions & Active Agreement and Waiver.
7. Your registration & team creation is complete once payment has been made. You will receive a confirmation email along with a separate email from ACTIVE with the tax invoice.
8. You can now login to your account at www.active.com via the top right hand corner of the website. Once logged in, use the drop down under your name & select **My Events**. This is where you will see your registration to Downer 2021 Brisbane to Gold Coast Cycle Challenge and can manage pre-paid tickets, registration preferences and more. You can then invite (via email address) your pre-paid team members to complete their registration. They will receive an email detailing the team's name & a link to complete their details.
9. When in the My Events portal please notice the difference between the "Invite Pre-paid" option and the "Send Invites" option. "Invite Pre-paid" is ONLY for those you want to claim the tickets you have already paid for. "Send Invites" is for those you wish to invite to join your team – you can edit the email to put in the password needed to join and any additional information such as what speed category your team is registered for.