Entering and Managing Teams

The Online Registration System allows Team Managers and registered rider's greater flexibility for both amendments to their teams and for team communication. We trust it will make your participation in this new event even more enjoyable.

The following is a step-by-step process for entering and managing your team.

1. Register a New Team

To get started click on **New Team Registration**. This should only be completed by those who intend to be the Team Manager. There can only be one Team Manager per Team.

Team Managers will be required to enter their details, even if they are not riding in the event. If the Team Manager is riding, they should also complete their details in *My Registration* which is on the menu in the left hand side navigation panel.

Once you have completed your Team Manager registration, please make a note of your Team Code and Team Registration URL link in *My Team Info* which is also on the menu in the left hand side navigation panel. You will need this to forward onto potential new team members. These will also be emailed to you once you have completed your team registration.

2. Team Options

There are four options allowing how much control you want over your team. You can edit these options at any time under *My Team Info* in the left hand side navigation panel.

2.1 "Allow riders to enter this Team using a Team Code: Yes/No"

- **Yes** - In order for individuals to join the team, team members will need to be notified of the Team Code and/or Team Registration URL link.
- **No** - Under this option, only Team Managers may enter team members. They can enter team members individually (name and email address is all that is required) or as a group by uploading from an Excel spreadsheet.

2.2 "Allow riders to pay for themselves: Yes/No"

- **Yes** – This will allow team members to pay for their own registration.
- **No –** Team members will not be able to pay for their registration. The Team Manger will be required to pay for the entire team.

2.3 "**Allow riders to edit their registration: Yes/No"**

- **Yes** – This will allow team members to review, complete or update their registration if required.
- **No** – All team changes are to be made by the Team Manager only.

2.4 "**Send automatic emails to riders on addition, removal or change of registration: Yes/No"**

- **Yes** – This will provide confirmation to the team member of what changes have been made to the team member's registration.
- **No** – Emails will not be sent to riders when changes have been made.

3. How to Recruit Team Members

The ingredients of a successful team involve motivating your family, friends, work colleagues, customers or suppliers to join your team. You can recruit a team with as few as 2 people. Examples of teams include a group of friends, sporting club, community group or corporate team.

Recruiting Team Members is easy. Here are some suggestions to get you started:

- **Email:** Send a personal email to everyone on your contact list showing your enthusiasm to participate in 3 Peaks Challenge. Be sure to include your Team Registration URL where they can join immediately!
- **Posters:** Posters will be available on our website to print and display around your workplace stating your team name and code. What a fantastic way to motivate clients and colleagues to join you in the ride.
- **Intranet:** Use your workplace intranet to insert your Team Registration URL link asking people to simply click and join your team.
- **Personally:** Chat to potential team members in person and communicate what an amazing achievement it is to ride the 3 Peaks Challenge.

4. Entering Team Members

You have four options of entering riders into your team:

4.1 Using the Team Registration URL Link
Using your Team Registration URL link is a simple way to recruit team members. All new riders need to do is click the Team Registration URL link to open and commence a new registration with the Team Code pre-filled and they will be automatically linked to the team.

4.2 Adding riders individually

- Go to *My Team Members* in the left hand side navigation panel. Click *Add Rider*, enter rider's name and email address and then click *Add Registration.* The new team member will be sent an e-mail with their personal log in details.
- The Team member will then be required to log in and enter their personal details and ride choice. They will not be registered until they complete this process.

4.3 Adding riders as a group

- Go to *My Team Members* in the left hand side navigation panel. Click *Upload Riders CSV*. Follow instructions using the template and upload file.
- The Team Members uploaded will be sent an e-mail with their personal log in details.
- Team Members will then be required to log in and enter their personal details and ride option. They will not be registered until they complete this process.

4.4 Using the Team Code
Team Members must start a **New Registration**. The first question will ask "Are you riding in a team?" and by selecting "yes" a field will pop up where the Team Code should be entered. The Team Member will not be registered until they complete this process.

5. Tracking Team Members

Team Managers can track when Team Members have completed their registration by clicking on *My Team Members* from the menu on the left.

6. Deleting Team Members and changing Teams

The Team Manager can delete Team Members.

- Go to *My Team Members*. Select the Team Member in the right hand column and click on the recycle bin icon. A deleted Team Member will be sent an e-mail advising that they have been deleted if the Team Manager has allowed for this in option 2.4. as listed above.

- A deleted Team Member will remain registered; however they will be registered as an individual. They have the option of **joining another team** in the following ways:

   a) A new Team Manager enters them in their team (the Team Member's registration details will automatically be transferred across); or

b) They are given the Team Code of another team. They will need to log in and go to Tab *1.Rider*. The first question asks if the rider is part of a team. Click on "Yes" and a field will pop up where they can enter the Team Code in order to become a member that team. The registration details will be automatically transferred.

7. Payment

The default payment system requires that Team Members make their own payment for their registration either through their bank account (PayPal) or using VISA or MasterCard (SecurePay). If you wish to pay for your team members, you must edit the Team Option 2.2. as listed above.

Please note that places are not held until the registration is complete – including payment.

8. Sending Team E-mails

The Online Registration System enables the Team Manager to easily send an e-mail to all their Team Members. This is a great tool which allows Team Managers to notify their teams about upcoming training rides, fundraising and all event related plans and activities.

When logged in, the Team Manager simply clicks on *Team E-mails* in the left hand side navigation panel. Type in the text and click on *Send.* Photos and website links can be added to the e-mail.

9. Transferring Riders

You will need the contact information of the new rider to complete the transfer (details as per Tab *1. Rider)* Or go to http://www.bv.com.au/forums/ and see if there are any riders wishing to take over the registration.

If the new rider has already started a registration, you will need to contact Bicycle Victoria in order for this incomplete registration to be cancelled, so that transfer can be processed correctly. Please call Ph 03 8636 8888 or via web form message: (http://www.bv.com.au/sendmessage/?cx=16)

Team Managers - please do not transfer registrations on behalf of your riders! The below process will only transfer your registration! The rider needing to transfer their registration must be logged on in order for transfer to process correctly.

1. Rider wishing to transfer their registration must login.
2. Go to the *My Registration* menu option on the left.
3. Under Tab *2. Rider Options*, there is a link to transfer your registration, click this and put the new rider's contact details.
4. If you do not know all the information required, put in a full stop or randomly choose an option from the drop down box if required.
5. At the bottom of the page, go through to the payment gateway to pay for the $20 transfer fee.
6. The new rider will receive a username and password via email which will prompt them to update their registration. Once logged in, they will need to update their contact details (if required), update details under Tab *2. Rider Options* and read through and agree to the Tab *3.Terms and Conditions.*
7. The new rider will pay for the ride option and the transfer fee directly to rider giving up their registration.

10. General Registration Matters

- Once registration commences and an e-mail address is saved in the rider details tab, an e-mail will be sent with log in details and a password. Emails to Team Managers will also include their Team Code and Team Registration URL link.

- In order to make any changes or additions, *users should log in.* This helps prevent duplicates.