



Team Coordinator Info Sheet

- 🚲 A team is defined as a group of 5+ riders.
- 🚲 The team coordinator does not have to be a rider in the team.
- 🚲 To be eligible for the discounted team entry fee a minimum of 5 entries must be purchased in one transaction. This is done by the team coordinator.
- 🚲 The team coordinator can purchase more entries later (in single units if needed).
- 🚲 Adult team entries can be purchased online.

As team coordinator you will:

- 🚲 Manage the purchase process of rider entries.
- 🚲 Manage the allocation of the pre-purchased rider entries (5+ entries).
- 🚲 Inform your team members of how they join the team and complete their entry to the event.
- 🚲 Manage the purchase process for transport tickets to and from the event (if required).
- 🚲 Manage the process of adding extra team members.
- 🚲 Be the central point of contact for any issues relating to the team.

Purchasing tickets and forming a team:

- 🚲 Once the team coordinator has purchased entries each individual team member must go online, complete and submit their personal details via a link that will be provided to the team coordinator.
- 🚲 When an individual team member submits their personal details, they have:
 1. Officially joined your team! As team coordinator you will receive a confirmation email.
 2. Taken up one of your pre-purchased entries.
 3. Completed their entry to the event and should receive an entry confirmation email from Bicycle Queensland (BQ) – if they do not receive this confirmation, they have not entered the event successfully.
- 🚲 BQ strongly encourages each team member to submit their own personal details as:
 1. Each person should read and accept the Terms and Conditions.
 2. Individuals can register as a team, but ride in different speed categories.
 3. Individuals can choose and pay for transport options (if required).
 4. Individuals can choose to purchase official event merchandise.

Purchasing additional tickets

Once the initial 5 or more team entries have been purchased and each entry has been redeemed by your chosen team members, if you would like to increase your team entries please contact Bicycle Queensland who will assist you with the additional entry requirements.

Individual team members can pay their own way

Once the initial 5 or more team entries have been purchased and each entry has been redeemed by your chosen team members, other people can join your team and pay for themselves. As team coordinator you can forward the team entry link to the individual wanting to join the team.

Transport

Individual team members can pre-purchase transport options when they submit their personal details. Alternatively, Team Coordinators can purchase transport tickets in bulk. Please contact the office to arrange after completion of the team registration.

Fundraising

Whilst there is no minimum fundraising requirement to participate in this event, your team can go the extra mile by raising vital funds for our charity – Mater Foundation's Smiling for Smiddy. When entering their details, individual team members can make a donation to Mater Foundation's Smiling for Smiddy.

Bicycle Queensland Membership

Bicycle Queensland members receive personal injury and third-party liability insurance along with many other great benefits. Annual membership is \$99 for an individual or \$149 for a household (up to 4 people in any one household and 2 additional members at \$25 each) and covers you when riding in Australia or overseas (conditions apply). Join today at www.bq.org.au

Note: There is **no refund** on pre-paid entries, and all pre-paid entries must be allocated to a rider by 10am Thursday 12 September 2019 (close of online entries) or the entry is forfeited.