

THIS IS YOUR RIDE

UNITED ENERGY
AROUND THE BAY
BICYCLE NETWORK

08.10.2023

ENTER NOW

HOW TO CREATE A TEAM IN REGISTER NOW

1

Click on the link to the [United Energy Around the Bay Shop](#).
On the landing page select 'Create Team' and then 'Continue'.

Event Related Enquiries Technical Support

United Energy Around The Bay 2023

Registration Type

Individual

Create Team

Back Continue

[Back to top](#)

2

Enter your Team Name and then 'Check if available'.

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Team Name > Team Details > Done

Create a Team Name

Team Name* Max 50 characters

Check if available

Back

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3 Enter Team Administrator (or Team Captain) details.

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Team Name > Team Details > Done

Team Details

Please Note: Required fields are marked with *

* Team Name **Example Team** 

Organisation Name

* Please select what category of team you are apart of Type

Team Administrator


Please Note: Required fields are marked with *


* Name

First Name *


Last Name *

* Email

Email Address * 

Confirm Email Address * 

* Phone

Mobile Number * 

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4

Next, you will be presented with a series of options for how you can manage your team.

The screenshot shows a 'Team Options' form with the following sections:

- Team Join Type ***
 - Public** - Anybody can join this Team
 - Private** - Only allow those I invite to join this Team
 - Password** - A Team password is required to join
- Team Payment Option ***
 - The **Team members** pay for their own registration fees.
 - The **Team** pays for all registration fees.
- Notify the Team administrator when someone joins my Team? ***
 - No**
 - Yes**

Team Join Type

This section pertains to how team members can find and join your team.

1. **Public:** Anybody will be able to find and join your team during registration.
2. **Private:** Team members may only join via a link sent by the Team Captain.
3. **Password:** Team members can find your team during their registration but must enter a password to join. This password is set up and distributed by the Team Captain.

Team Payment Option

If you select 'Team members pay for their own registration fees, team members must pay for their own entry at the time of registration.

If you select 'The Team pays for all registration fees', team members will be able to register without providing immediate payment. The Team Captain will be required to reenter the system and make payment on their behalf, which can be done at a later date.

Please note that participants will not be officially entered into the event until full payment is made.

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Notify the Team Administrator when someone joins my team

If you select 'Yes' the Team Captain will receive an email notification everytime someone joins their team.

5

Congratulations! Your team has been successfully created!

The screenshot shows a web interface for 'United Energy Around The Bay 2023'. At the top right, it says 'YOU ARE PART OF Example Team'. Below the header is a breadcrumb trail: 'Team Name > Team Details > Done'. A green success message states: '✓ You have successfully created a new Team called "Example Team".' Below this is a yellow warning box: '⚠ Please note: John is not yet a Participant on this Team. If required, click the "Add John to Team" button to add them as a Participant.' Underneath, the question 'What would you like to do now?' is followed by four buttons: '+ Add John to Team', '+ Add someone else to Team', '👤 Manage Team', and '🔗 Share Invite Link'. A 'Back to top' link is at the bottom right.

From here, select from the above options to manage your team.

Don't forget to add yourself as Team Captain to the group or 'Share Invite Link' to team members so they can register themselves.

For any registration assistance, please contact the Bicycle Network team at atbteams@bicyclenetwork.com.au or call (03) 8376 8888.

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HOW TO REVISIT YOUR TEAM PAGE

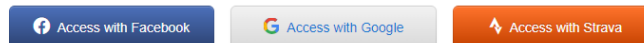
Follow this link: <https://www.registernow.com.au/secure/AccessRegistration.aspx?E=48304>

Select to either 'Access with Email' or 'Access with Mobile' (this must be the same one you used to register).

A 5-digit verification code will be sent automatically to your chosen email/mobile. Enter this code and select 'Verify Code'.



United Energy Around The Bay 2023



OR



OR

[Create a New Registration](#)

Need technical support? [Please log a support request](#) or call Australia : 1800 734 669 New Zealand : 0800 734 669

[Back to top](#) ^