



## HOW TO CREATE A TEAM IN RACE ROSTER

- 1 Click on the link to the [United Energy Around the Bay Shop](#). Scroll to the appropriate ticket type and click 'Register'

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United Energy Around the Bay 2024

Set your challenge and celebrate the 30<sup>th</sup> edition of Melbourne's most iconic bike ride, United Energy Around the Bay.  
#Thisisyourride

**Countdown to event**

|                   |                    |                   |                    |                    |                    |
|-------------------|--------------------|-------------------|--------------------|--------------------|--------------------|
| <b>0</b><br>YEARS | <b>5</b><br>MONTHS | <b>25</b><br>DAYS | <b>14</b><br>HOURS | <b>49</b><br>MINS. | <b>30</b><br>SECS. |
|-------------------|--------------------|-------------------|--------------------|--------------------|--------------------|

**Contact Information**

|               |  |
|---------------|--|
| Event contact | Bicycle Network  |
| Email         | <a href="mailto:riderservices@bicyclenetwork.com.au">riderservices@bicyclenetwork.com.au</a> |
| Phone         | 1800639634   |

**Registration fees**

**Family Ride - Free Kids Ticket** Price changes in 11 days 9 hours

|   |                                |
|---|--------------------------------|
| Kids Ride for Free (with an adult)      | Now registering Feb 8 - Apr 21 |
| <input type="button" value="REGISTER"/> |                                |

**50km Around the Bay - Free Kids Ticket** Price changes in 11 days 9 hours

|   |                                |
|---|--------------------------------|
| Kids Ride for Free (with an adult)      | Now registering Feb 8 - Apr 21 |
| <input type="button" value="REGISTER"/> |                                |



2

Create your log in details with an email and password, followed by agreeing to the Terms & Conditions. Click 'Sign Up' to continue.

3

Select your ticket type and enter the contact details of the Team Captain (you).



Click 'Create new team' and enter your team name in the textbox below.  
 Optional: Create a unique code so only specific riders can join your team.

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Teams

Add registrant to a team? \*

No, do not add to a team   
   + Create new team   
  Yes, add to another existing team

Team name \*

Create code (optional) ⓘ

By joining a team, I understand and agree that: \*

The team captain will be able to see various details of my registration, including my contact information.

**4** Scroll to add on products, merchandise or fundraising opportunities, followed by 'Continue'.

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Products & merchandise

**Event Jersey** OPTIONAL

Free

Great news! You've scored a bonus event jersey for signing up early. The jersey pictured is from our 2023 event. Our 2024 jersey design will be released with early bird tickets. We will use your gender data to apply your jersey style. Please refer to the charts before choosing your size. If gender has not been disclosed, a mens jersey style will be supplied. Please note any free tickets or free kids tickets are ineligible to receive a jersey.

Option

Select...



< Previous    Next >

*Click image to enlarge*

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**Bicycle Network Membership** OPTIONAL

\$133.00

Become a Bicycle Network member today and ride with confidence knowing we've got your back with our bike riding insurance (incl. medical coverage, income protection and third-party liability coverage). Plus, you'll save 10% off your ticket to this event. Some important things to note: Your membership will be active from the time of purchase - Our Membership team will send a confirmation email with details on how to access your membership via the Bicycle Network Member Portal within the next 3-5 business days - Unfortunately our system can't apply your discount at checkout so we will contact you to process a 10% refund when we set up your access to the Member Portal - By purchasing this item, you agree that you have read and accepted Bicycle Network's Membership Terms and Conditions (see Event Terms and Conditions for details).

Add to order



*Click image to enlarge*



5

Read the Terms & Conditions and scroll down to the bottom to complete a sign-off waiver, followed by clicking 'Continue'.

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**Agreements and additional terms for participant #1 - Chelsea de Ruyter**

Please read the following documents carefully

ATB Terms and Conditions 3.03.24

United Energy Around the Bay 2024

Updated 3.03.2024

These Terms and Conditions of Entry ("Entry Terms") are designed to enable United Energy Around the Bay 2024 (the "Ride") on Sunday 6 October 2024 to run effectively. By registering to participate in the Ride, you (the "Rider") accept and agree to be bound by these Entry Terms.

Entry Requirements

**Please read and scroll to the bottom to complete sign-off on this waiver.**

CONTINUE



# 6

## Payment options:

### If individual riders are paying:

1. All riders need to register and sign a waiver (Terms and Conditions) on Race Roster.
2. All riders will need to make payment via Credit/Debit Card to confirm their individual registration.
  - a. Alternatively, riders enter an applicable promo code at checkout (this is especially relevant to those entering via corporate packages).

### If the Team is paying as a group:

1. Invoicing is available for teams that register 20+ riders, please contact [atbteams@bicyclenetwork.com.au](mailto:atbteams@bicyclenetwork.com.au) to request this and pay the balance **before** the remaining of your team start registering.
2. Invoicing is available for corporate packages. See [corporate packages](#).
3. Similarly to the above instructions, all riders will still need to complete their registration (and sign the waiver) using the free discount code provided by their team captain (or employer).

**RACE ROSTER**   < Event details   Contact   Sign out   Menu

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### Billing information

Chelsea de Ruyter   [Edit](#)

### Payment information

Card

|                     |            |     |
|---------------------|------------|-----|
| Card number         | Expiration | CVC |
| 1234 1234 1234 1234 | MM / YY    | CVC |

Please note this transaction will appear on your credit card as a variation of **AROUNDTHEBAY** or **Race Roster 8559695515**.

By clicking "Submit order", I acknowledge that I have read and understand the Race Roster Privacy Policy, and I agree to the Race Roster Terms of Service.

[Submit order](#)

### Order summary

|                                       |                |
|---------------------------------------|----------------|
| Chelsea de Ruyter total               | \$85.00        |
| <a href="#">View detailed summary</a> |                |
| <b>Order total</b>                    | <b>\$85.00</b> |

Have a promo or gift code? Add one now

 [Apply](#)



7

Congratulations! You have successfully registered your Team!  
To manage your team and invite riders, please follow the next set of instructions.

## HOW TO REVISIT YOUR TEAM REGISTRATION

1

You will have received an email from us that provides a link to your team 'dashboard' – we suggest saving this email confirmation for future reference.



Print confirmation

**Confirmation No. 28542903**  
**United Energy Around The Bay 2024**



This email confirms you've registered for the following event:  
**United Energy Around The Bay 2024**

If you have any questions about your registration, please [contact the event organiser](#).

**Manage registration**

View event details, updates, and manage your registration by visiting your participant dashboard



Select 'Visit dashboard' to log in and manage your team registrations or share the invite link to your riders to sign up.



## ADDING RIDERS TO YOUR TEAM

1

After logging into your team dashboard via your confirmation email, the Team Captain can select 'Invite friends' to share a joining link with their riders. Here, riders will complete their own registration.

United Energy Around The Bay 2024 ▾

United Energy Around The Bay 2024 ▾

**BICYCLE NETWORK**

United Energy Around The Bay 2024

Sun, October 6, 2024 6:00 am

Event page Event store

Contact info

Registration details Event info Teams Transfer ↗

50km Around the Bay [Confirmation No. 28542903](#)

Personal details

Team

TEAM CAPTAIN

Team BN

Invite friends

Additional details

[+ Show all](#)

[View waiver acceptance](#)

[Download waiver acceptance](#)



**Invite friends to join your team** ✕

Send this link to friends and family to invite them to join your team, or share using the options below

<http://raceroster.com/events/2024/82093/united-energy-around-tr> 📄

Join my team, Team BN to participate in the event, United Energy Around The Bay 2024 ✎

[f](#) [t](#) [✉](#)

Name: Chelsea de Ruyter

## MANAGING YOUR TEAM DASHBOARD

1

After logging into your team dashboard via your confirmation email, the Team Captain can select 'Teams' to view who has registered.

United Energy Around The Bay 2024 ▾

**United Energy Around The Bay 2024**  
Sun, October 6, 2024 6:00 am  
[Event page](#) [Event store](#)

Contact info

[Registration details](#) [Event info](#) **Teams** [Transfer](#) 🔗

50km Around the Bay [Confirmation No. 28542903](#)

Personal details

Additional details  
[+ Show all](#)

[View waiver acceptance](#)  
[Download waiver acceptance](#)

Team

★ **TEAM CAPTAIN**  
Team BN  
[Invite friends](#)



2

From here, select 'Team actions' to manage your team by: Viewing registered riders, sending a group message through Race Roster or exporting a team list to view individual details.

Registration details | Event info | **Teams** | Transfer

Receive email notification on new member registrations

**Team BN** Team actions

TOTAL TEAM MEMBERS: 1

Team entry URL: <http://raceroster.com/events/2024/82093/Unit>

Show entries: 10 | Search:

| First name | Last name | Bib No. | Email | Sub-event           | Date registered | Phone No. | Event Jersey (0) | BI N M (0) |
|------------|-----------|---------|-------|---------------------|-----------------|-----------|------------------|------------|
| Chelsea    | de Ruiter | 1102    | sec   | 50km Around the Bay | April 10, 2024  |           |                  |            |

Showing 1 to 1 of 1 entries | Previous | 1 | Next

For any registration enquiries, please contact the Around the Bay team for assistance via [atbteams@bicyclenetwork.com.au](mailto:atbteams@bicyclenetwork.com.au) or (03) 8376 8888.