



CORPORATE PACKAGE GUIDE & FAQ

This guide explains how to set up and manage your Corporate Package team for United Energy Around the Bay.

GETTING STARTED

How do I buy a Corporate Package?

How do I create my team?

How do my colleagues register?

MANAGING MY TEAM

What happens if more than 10 colleagues join our team?

We have fewer than 10 participants. Can we still enter as a team?

How do we secure free jerseys?

Can we get a larger marquee?

POSTAGE & RIDER PACKS

How do we qualify for postage?

When will Rider Packs arrive?

KEY DATES

GETTING STARTED

A Corporate Package includes 10 entries for your team. Not all entries need to be redeemed; however, Corporate Packages are non-refundable.

HOW DO I BUY A CORPORATE PACKAGE?

**RACE
ROSTER**

Sign in to Race Roster

and select the Corporate Package of your choice (Bronze, Silver or Gold). Proceed to payment online. Your purchase includes 10 entries for your organisation.

For Hospitality Packages, please contact the Bicycle Network team at:

[atbteams@](mailto:atbteams@bicyclenetwork.com.au)

[bicyclenetwork.com.au](mailto:atbteams@bicyclenetwork.com.au)

CONTACT

HOW DO I CREATE MY TEAM?

When you purchase a Corporate Package through Race Roster, a team will be created as part of the purchase process, and you will become the Team Captain.

Please note that purchasing a Corporate Package does not automatically register you as a participant in United Energy Around the Bay.

If you would like to ride, you must also register as a participant by redeeming one of your team's promo codes. As Team Captain, you should do this before sharing the promo code with your colleagues.

If you'd like to make your team private, you can set an access code during the registration process.

HOW DO MY COLLEAGUES REGISTER?

Once your Corporate Package has been purchased, you'll receive a promo code by email.

Share this promo code with your colleagues so they can register individually and join your team. During registration, they simply enter the promo code in the **'Enter promo code or gift code'** field, available on either the first or final page of the registration process.

Each person who registers using the promo code will redeem one of your included entries (or an additional entry if your team has already used the first 10).

MANAGING MY TEAM

A Corporate Package includes 10 entries for your team. Not all entries need to be redeemed; however, Corporate Packages are non-refundable.

WHAT HAPPENS IF MORE THAN 10 COLLEAGUES JOIN OUR TEAM?

Your Corporate Package includes **10 entries**, but your team promo code can be used by an unlimited number of participants.

Once your first 10 included entries have been redeemed, any additional participants who register using your promo code will be invoiced to your organisation by Bicycle Network.

- An invoice for all additional participants registered by **Thursday 17 September 2026** will be issued shortly after this date.
- To qualify for Rider Pack postage, full payment (including any additional participants) must be received by **Thursday 24 September 2026**.

Participants who register after **17 September 2026** must pay for their own entry online during registration and will not be included in Rider Pack postage.

Exception: *If fewer than 10 participants have registered by **17 September 2026**, your promo code will continue to cover your remaining included entries. Only registrations beyond your package's 10 included entries will require online payment.*

WE HAVE FEWER THAN 10 PARTICIPANTS. CAN WE STILL ENTER AS A TEAM?

Absolutely. If a Corporate Package isn't the right fit for your organisation, you can still take part as a company team by purchasing individual entries.

Visit our Teams page for information on how to register your team and pay for multiple participants: Teams | United Energy Around the Bay | Bicycle Network

HOW DO WE SECURE FREE JERSEYS?

To guarantee a free jersey for every participant in your Corporate Package, **all**

participants must be registered by 19 July 2026. This provides enough lead time for production and delivery.

Jerseys are included for all participants in Bronze, Silver, Gold and Hospitality Packages who register by this date.

CAN WE GET A LARGER MARQUEE?

Yes. Gold Corporate Packages include one 3x3 m marquee with basic furniture. If your team grows, we'll increase your marquee allocation as follows:

41-60 participants	6x3 marquee
61+ participants	9x3 marquees

Additional furniture and lounge seating will be provided to match.

Final marquee arrangements will be based on registrations received by **Thursday 17 September 2026** and full payment received by **Thursday 24 September 2026**.



POSTAGE & RIDER PACKS

HOW DO WE QUALIFY FOR POSTAGE ?

SILVER & GOLD PACKAGES

Postage of your team's jerseys and Rider Packs is included. To qualify, full payment (including any additional participants) must be received by **24 September 2026**.

BRONZE & HOSPITALITY PACKAGES

Postage is available if:

- your team has at least **20 participants**; and
- full payment (including any additional participants) is received by **24 September 2026**.

Rider Packs will be shipped to the Team Captain for distribution.

WHEN WILL RIDER PACKS ARRIVE?

Once full payment has been received, your team's Rider Packs will be shipped to the address you have provided in late September.

Delivery is expected approximately one to two weeks before the event, allowing plenty of time for the Team Captain to distribute Rider Packs to participants.

KEY DATES

DATE	DESCRIPTION
Sunday 19 July	Free Jersey registration deadline (to guarantee a free jersey)
Wednesday 16 September	Registration closes (for payment via invoice and to qualify for postage)*
Thursday 17 September	Additional participant invoice issued**
Thursday 24 September	Final payment due (to qualify for postage)

* If you have rides left on your promo code by that day, your team is welcome to keep signing up until the day before the event. However, the corresponding Rider Packs will have to be picked up in person.

** After 17 September, any additional team members can still be added, but must be paid for directly online and will not be included in postage