

Steps for New Users

RAGBRAI online registration

Only one entry in RAGBRAI per person.

Be sure to order your 2010 official RAGBRAI jersey with your registration. You will be guaranteed your size will be available, you will get your \$10 rider discount, and we will ship it free with your wristband packet. The \$50 price is only when jersey is ordered with your registration.

New individual, not in system:

1. Click on "Registration" under the RAGBRAI green and blue header on RAGBRAI homepage
2. Click on "Complete an entry form online"
3. You will be on a page with "3 easy steps to enter RAGBRAI". Click on "get started by creating your profile" at the bottom of the page
4. Enter user name and password that you will use for your registration (write it down and file it so that you can use them to access your registration later)
5. Create profile (We will need a street address. This is the address where we will send your wristband and jersey packet by UPS in June and your souvenir pack after the ride.) Click "submit"
6. Click on "submit entry" under "individual options"
7. Click on "continue as an individual"
8. Enter your ride information, order your jersey and souvenir pack, and select your payment type. (If paying by credit card, your card will not be charged until we receive and process your signed waiver. It will be listed as "DM Reg" on your credit card bill.) Click on "confirm entry" at the bottom.
9. The entry form will come up again and you can check to be sure all the information is correct. Click on "submit entry" at the bottom of the page. Once entry is submitted, you won't be able to change it. If you have any changes, email us at info@ragbrai.org and we can make the changes for you.
10. You will be on your summary page. There will be a pop-up for you to print your waiver of liability. You must send us the signed waiver and payment (if paying by check) to complete your registration.
11. Once your waiver and payment are processed, you won't be able to make any changes.

New individual, not in system, wants to join group:

1. Complete steps 1 to 5
2. Click on "find a group to join" under "group options". The group contact must know that you are joining the group.
3. Enter the group number or the group name. Click on "find groups".
4. Click on the group name that you want. Click on "join this group now".

5. This will take you to the group summary page. Your name will be highlighted. Make sure that this is the correct group that you want to join. If it isn't the correct group, click on "click here to be removed permanently from this group" at the top of the page and you will become an individual again. If it is the correct group, click on "entry not submitted" in red under your name.
6. You will be on the entry form. Enter your ride information, order your jersey and souvenir pack, and click on "confirm entry" at the bottom of the page.
7. The entry form will come up again and you can check to be sure all the information is correct. Click on "submit entry" at the bottom of the page. Once the entry is submitted, you won't be able to change it. If you have any changes, email us at info@ragbrai.org and we can make the changes for you.
8. There will be a pop-up for you to print your waiver of liability. You must send your signed waiver and your payment (if paying by check, make it out to the group contact) to the group contact as soon as possible. The group contact will send us all of the signed waivers for the group together in one packet along with one payment.
9. The group contact will receive the wristband and jersey package in June for the group. You will get your wristband and jersey from your group contact. If you have any questions, contact your group contact first.

New individual, not in system, starting a group, will be group contact:

1. Complete steps 1 to 5
2. Click on "start a new group" under "group options" A group can be as little as two members. You will need three members or more to qualify to request a vehicle pass. In the lottery process we never split up groups. If one member is selected, then the whole group is selected. You must be an active member of the group to be the group contact.
3. Enter the name that you want for your group. Do not use "the" or "team" to begin your group name. Click on "check group name". You will receive a green check mark if you can use that name. Click on "create group".
4. You will be on your group summary page. You are the first name on the list and you are the group contact. Click on "entry not submitted" in red under your name.
5. You will be on the entry form. Enter your ride information and order your jersey and souvenir pack. Click on "confirm entry" at the bottom.
6. The entry form will come up again and you can check to be sure all the information is correct. Click on "submit entry" at the bottom of the page. Once the entry is submitted, you won't be able to change it. If you have any changes, email us at info@ragbrai.org and we can make the changes for you.
7. There will be a pop-up for you to print your waiver of liability. We will need to have a signed waiver for each person listed in your group.
8. Each member of your group will need to create a profile and join your group. If you are entering the members of your group, you can click on "logout" on your summary page in the upper right hand corner and go through the process of entering the members in your group.

9. As the group contact, you will log on with your user name and password. You will be on the group summary page. Check to see if all the members of your group are registered correctly. Everyone in your group will need to have a signed liability waiver. If there is someone in your group that you want to delete, click on the red "X" on the line by their name and that will delete them from your group but they will remain in our system.
10. Do you want a vehicle pass? If you have a group of three or more (a combination of riders and non-riders), you are eligible for a vehicle pass. Only the group contact can request a vehicle pass and you must request the vehicle pass with your group registration. Click on "vehicles requested" at the top of the summary under "your group status". Be sure to request any vehicle passes that you need at this time. You will need to list a driver who is registered with your group for each vehicle. Click on "add vehicle" after each one is entered. When done, click on "my home" in the upper left hand corner and this will take you back to your group summary page.
11. On the right hand side of the group summary are listed number of week long riders, non-riders, and number of day passes, merchandise, and your dollar total for the group. If this is correct, you can click on "close group". Once the group is closed, you will not be able to change anything. If you do need to change anything, email us at info@ragbrai.org and we can make the changes.
12. When you close your group, you will be able to select your payment type. You can send us one check for the amount of the group (do not send us several checks from each member) or you can enter your credit card information. Your card will not be charged until we receive and process your group packet of signed waivers.
13. When you close your group, you can print out a copy of the group summary. This will list everyone in your group and their ride information and the total amount for your group. Print two copies of your group summary. Keep one copy and send us a copy of the group summary, all of the signed waivers for your group (everyone in the group will need a signed waiver), and one payment (if paying by check) together in one packet. It will need to be postmarked by April 1 (if week long riders are in the group) to be eligible for the lottery.
14. The lottery results are posted on May 1. As the group contact, you can log on and print a copy of your group and their wristband numbers by clicking on "print summary" next to "group closed" at the top of the summary under "your group status". We will be sending you, the group contact, the wristband and jersey package in June for your group. If anyone has any questions, they should contact you first and you can contact us at info@ragbrai.org if needed.

We must have your signed waiver and payment for your entry to be complete.

If your address changes after your registration is finalized, please email the changes to us so that we can send your wristband band and jersey packets to the correct address in June. If you are a member of a group, your wristband and jersey packet will be sent to your group contact. Any questions, email us at info@ragbrai.org

