

Steps for Returning Users

RAGBRAI online registration

Only one entry in RAGBRAI per person

If you are a returning user, you will be sent an email in November with a reminder of your user name.

Be sure to order your 2011 official RAGBRAI jersey with your registration. You will be guaranteed your size will be available, you will receive your \$10 rider discount, and we will ship it free with your wristband packet.

The \$50 price is good only when the jersey is ordered with your registration.

Log on:

1. Click on "**registration**" under the RAGBRAI green and blue header on RAGBRAI homepage.
2. Click on "**Log in for returning users**".
3. You will be on a page with "**3 easy steps to enter RAGBRAI**". Enter your user name and your password. Click on "**Login**".
4. This will take you to your home page. If you were in a group, you will be on the "**group home**" page and your name will be highlighted. If you were an individual, you will be on your "**individual home**" page.

If you were registered as an individual:

1. If you were an individual last time and you want to remain an individual, click on "**submit entry**" under "**individual options**".
2. Click on "**continue as an individual**".
3. Enter your ride information, order your jersey and souvenir pack, and enter your payment type. **You may choose to pay for your RAGBRAI registration with a credit card and under applicable credit card rules and regulations, your transaction will be billed to your account and payable at the time you submit your electronic entry. Your RAGBRAI application will not be accepted or complete, however, until your original, signed waiver is received and processed in the RAGBRAI office. It will be listed as "DM Reg" on your credit card bill.**
4. Enter your "**billing address**" to correspond to the credit card entered. If paying by check or money order please enter your home address. If the shipping address is the same as the billing address, check the "**copy from billing**" button. If not, enter the shipping address. The shipping address is the address where we will ship your wristband packet by UPS in June. It must be a street address and no PO Boxes. If you are shipping the wristband packet to a business address, list the name of the business under "**business name**". Be sure to enter apartment numbers, suite numbers, or lot numbers. Enter your phone numbers.
5. Click on "**confirm entry**".

6. Your entry form will come up again. Review the information and make any changes needed. If it is correct, click on "**submit entry**" at the bottom on the page. Once you have submitted your entry you won't be able to make any changes.
7. Download your waiver. Send us your signed waiver and your payment (if paying by check or money order) to complete your entry. You will be sent an automatic email when your waiver and payment are processed. The "**entry complete**" box will be checked on your registration.
8. Once your waiver and payment are processed, you won't be able to make any changes.

Registered as individual but want to join group:

1. Steps 1 to 4 to log on.
2. If you were an individual last time and want to join a group, click on "**find a group to join**". Type in the group number or group name. Be sure you contact the group contact before you join the group. Click on "**find groups**". Click on the group name. Click on "**join this group now**".
3. You will be on the "**group home**" page and your name will be highlighted. Make sure this is the correct group. If this is not the correct group, click on "**click here to remove myself from this group**" at the top of the page to leave the group. If this is the correct group, click on "**entry not submitted**" in red under your name.
4. Enter your ride information and order your jersey and souvenir pack.
5. Enter your Personal/Profile information.
6. Click on "**confirm entry**".
7. The entry form will come up again. Review the information and make any changes needed. If it is correct, click on "**submit entry**" at the bottom. Once you have submitted your entry you won't be able to make any changes.
8. Download your waiver. Send your signed waiver and payment to the group contact as soon as possible. If paying by check, make your check out to the group contact. You will be sent an automatic email when the waivers and payment for the group have been processed.
9. Your wristbands and jersey will be sent to the group contact in June. Contact the group contact if you have any questions.

Registered as individual but want to start a group and be the group contact:

1. Steps 1 to 4 to log on.
2. If you want to start your own group and be the group contact, click on "**start a new group**". Enter a group name. Do not use "the" or "team" as the first word in your group name. Click on "**check group name**". If you can use that name, you will receive a green check mark. Click on "**create group**". You must be an active member of the group to be the group contact.
3. You will be on the "**group home**" and your name will be first and will be highlighted.
4. Enter your ride information by clicking on "**entry not submitted**" in red under your name.

5. Enter your ride information and order your jersey and souvenir pack.
6. Enter your Personal/Profile information.
7. Click on "**confirm entry**".
8. The entry form will come up again. Review the information and make any changes if needed. If it is correct, click on "**submit entry**" at the bottom. Once you have submitted your entry you won't be able to make any changes.
9. Download your waiver.
10. The other members of your group will need to log on and join your group. If you are entering the other members of your group, click on "**logout**" on the group summary page in the upper right hand corner and go through the registration process for each member and have each member join your group.
11. After all of the members have joined your group, you can log on as the group contact and close your group. Check to see that all the members are in your group and registered correctly. If you need to delete any members, click on the red "**X**" on the same line as their name. They will be taken out of your group but will remain in our system.
12. Do you want a vehicle pass? Vehicle passes are available for groups of three or more. Only the group contact can request a vehicle pass. Click on "**vehicles requested**" under "**group status**" at the top of the page. Be sure to list a driver who is registered in your group for each vehicle requested. Be sure to request any vehicle passes you need at this time. 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 home page or click on "**close group**" if you are ready to close your group.
13. Check your group summary. If this is correct, click on "**close group**". Once the group is closed, you will not be able to change anything.
14. When you close your group you will be able to select your payment type. You can send us one check or money order for the amount of the group (do not send us several checks from each member) or you can enter your credit card information. **If you choose to pay for your RAGBRAI registration with a credit card and under applicable credit card rules and regulations, your transaction will be billed to your account and payable at the time you submit your electronic entry. Your RAGBRAI application will not be accepted or complete, however, until your original, signed waiver is received and processed in the RAGBRAI office.** It will be listed as "DM Reg" on your credit card bill.
15. "**Billing Address**" and "**Shipping address**". If you paid by credit card you will need to enter the billing address to correspond to the credit card entered. Enter a billing address and if the shipping address is the same as the billing address, just click on the "**same as billing address**" box. If not, enter the shipping address. The shipping address is the address where we will ship your wristband packet by UPS in June. It must be a street address and no PO Boxes. If you are shipping the wristband packet to a business address, list the name of the business under "**business name**". Be sure to enter apartment numbers, suite numbers, or lot numbers. Enter your phone number.

16. When you close the group, you can print two copies of the group summary. This will list everyone in your group and their ride information. Keep one copy for yourself and send us a copy of the group summary, all the signed waivers for your group (everyone will need a signed waiver), and one payment (if paying by check or money order) together in one packet. It will need to be postmarked by April 1 (if weeklong riders are in the group) to be eligible for the lottery. You will be sent an automatic email when the waivers and payment have been processed. Your registration will show the "entry complete" box checked.
17. 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".
18. We will be sending you 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.

If you were registered as a member of a group:

1. Steps 1 to 4 to log on.
2. If you were a member of a group last time, when you log on you will be on the "group home" page for that group. Your name will be highlighted.
3. If you want to remain in that group, click on "entry not submitted" in red under your name.
4. Enter your ride information and order your jersey and souvenir pack. Enter your Personal/Profile information.
5. Click on "confirm entry".
6. The entry form will come up again. Review the information and make any changes needed. If it is correct, click on "submit entry" at the bottom. Once your entry is submitted, you will not be able to change it.
7. Download your waiver. Send your signed waiver and your payment to the group contact as soon as possible. If paying by check, make your check out to the group contact.
8. Your wristbands and jersey will be sent to the group contact in June. If you have any questions, contact your group contact.

If you were registered as a member of a group and want to leave group:

1. Steps 1 to 4 to log on.
2. When you log on, your name will be highlighted on that "group home" page.
3. Click on "click here to remove myself from this group" at the top of the group home page.
4. You will then have the option to "find a group to join" if you want to join another group, "start a new group" if you want to start your own group and be the group contact, or "submit entry" under individual options if you want to enter as an individual.

If you were registered as group contact:

1. Steps 1 to 4 to log on.

2. When you log on, your name will be on the "group home" page, you will be at the top of the list and your name will be highlighted.
3. If you are going to remain in the group as the group contact, click on "entry not submitted" in red under your name and enter your ride information and address information.
4. After all the members of your group are entered, log on, request a vehicle pass if needed, close your group, and select your payment type. Send us together in one packet all the signed waivers for your group (everyone will need a signed waiver) and one payment (if paying by check or money order).

If you were registered as group contact and no longer want to be group contact:

1. Steps 1 to 4 to log on.
2. When you log on, your name will be at the "group home" page, you will be the first name on the list and your name will be highlighted.
3. The person who will be taking over as the group contact will need to already be a part of your group.
4. Click on "change group contact" next to "group members" above your name.
5. You will need to select the new group contact from the list of group members. Click on that name.
6. An email will be sent to that person. They will need to accept the position of group contact by logging on and accepting the position and then the change will be made. They will become the group contact and your name will be moved to a member of the group.
7. If you want to delete your group, the group contact will log on and will click on the red "X" next to each member. Then they will click on "click here to remove myself from this group". The group will no longer be in effect and each member will still be in the system as an individual.

**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 and jersey packet 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, contact us at info@ragbrai.org