

Instructions for New Users

Only one entry allowed in RAGBRAI per person.

- 1. Create profile**
- 2. Register as an “individual”, “start a group” and be the group contact, or “join a group”.**
- 3. Entry Form**
 - a. Ride information: enter as a weeklong rider for \$150, weeklong non-rider for \$35 (must be a member of a group), or a day rider for \$25 for each day chosen**
 - b. Merchandise: You have three options.**
 - **2012 full zip RAGBRAI jersey only for \$50 (\$10 savings)**
 - **Cycling kit with 2012 jersey and shorts for \$100 (\$20 savings)**
 - **Cycling kit with 2012 jersey and bib shorts for \$110 (\$20 savings)****Merchandise must be ordered with registration to receive discounts.**
 - c. Souvenir Packs: Option to order a souvenir pack with newspapers, poster, and t-shirt to be sent to you after the ride.**
 - d. Payment: You can pay by credit card online. Only individuals and group contacts have the option to pay by credit card online. If you are a member of a group, you will send your payment to the group contact and the group contact will make one payment for the group. If you are an individual or group contact and choose to pay by check or money order, send us the check or money order payable to RAGBRAI by the deadlines.**
 - e. Billing Address: The billing address must match the credit card that was entered.**
 - f. Shipping address: This is the address where the wristband and merchandise packet will be sent by Priority Mail. The souvenir pack will be sent to this address. The wristband and merchandise packet for a group will be sent to the group contact.**
- 4. Electronic Waiver: When you register online, you will complete an online electronic waiver. The only exception is minors. If a minor is under 18 when they register, they cannot complete an electronic waiver. They will need to download the two page waiver and it must be signed by participant and the parents/guardians and sent to RAGBRAI to complete the registration.**
- 5. Submit: You are registered. You will only need to send us any minor waivers needed. You will need to send us your check/money order by the deadline if you selected this option.**

Here are step-by-step instructions for the online registration system.

New individual, not in system, entering as an individual:

Create Profile:

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. Create profile. Enter “**desired login name**” and “**desired password**” and retype password exactly. (This will be your username and password. They are case sensitive. Use this username and password to access your RAGBRAI registration.)
5. Enter your “**email address**” and retype it exactly. (We will be sending you automatic emails about your registration and RAGBRAI updates.)
6. Enter your “**birthdate**”: month, day, and year. Be sure you enter the correct year. Enter your “**name**”: salutation, first name and last name. (This will become your unique id.)
7. Click “**submit**” at the bottom of the page.

Ride Information:

8. You will be on your “**individual home**” page. Click on “**submit entry**” under “**individual options**”.
9. Click on “**continue as an individual**”
10. You will be on your “**Entry Form**”. “**Ride Details**”. Enter your ride information (\$150 for a week-long rider, \$35 for a week-long non-rider, or \$25 per day for a partial week). “**Merchandise**”. You have the option to order a jersey and a souvenir pack with your registration. You will have 3 options for 2012 RAGBRAI merchandise. First option is a 2012 full zip RAGBRAI jersey only for \$50 (a savings of \$10). Second option is a RAGBRAI cycling kit with a 2012 RAGBRAI jersey and 2012 RAGBRAI shorts for \$100 (a saving of \$20). The third option is a RAGBRAI cycling kit with a 2012 RAGBRAI jersey and a 2012 RAGBRAI bib shorts for \$110 (a saving of \$20). Be sure to select the sizes that you need. **Jersey or cycling kits will need to be ordered with your registration to receive the discount.** The souvenir pack will be sent to you after the ride. You can choose the basic souvenir pack with newspaper pack and t-shirt for \$25 or the premium souvenir pack with a poster for \$40. Be sure to select the size t-shirt that you would like and how many souvenir packs you would like.
11. “**Payment**”. Select your payment type: credit card or check/money order. **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.** It will be listed as “DM Reg/IC Press Cit” on your credit card bill. Click on credit card option and enter your credit card information. If you choose to pay by check or money order, click on that option and you will need to send your payment by the deadline to complete your registration.
12. “**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 “**copy from billing**” button. If not, enter the shipping address. The shipping address is the address where we will ship your wristband packet by Priority Mail. Be sure to enter apartment numbers, suite numbers, lot numbers, or PO Boxes. Enter your phone number.
13. Check “**Are you at least 13 years of age**”, click on “**yes**”.
14. Check your entry to be sure that all of the information entered is correct. If it is correct, click on “**confirm entry**” at the bottom of the page.
15. This will take you to the “**Electronic Online Waiver**”. (Exception is for minors under 18 when registering. The minor cannot submit an electronic waiver and will need to download the two page minor waiver to be signed by minor and parents/guardians. The waiver will need to be sent to RAGBRAI to complete the registration.) Read the waiver and scroll to the bottom of the

waiver and fill it out. Answer the three questions, enter your name and email, enter today's date and initial the waiver at the bottom. Click on "[submit entry](#)" at the bottom of the page. This will submit your registration and waiver.

16. You will be on your summary page. Check to be sure that all of the information is correct. We won't be able to change your ride registration after it is submitted.
17. You will be sent an automatic email when your waiver and payment are processed. Your registration will show the "[entry complete](#)" box checked.

Minor (under 18) on date when registering:

1. Create profile (steps 1 to 7)
2. Can register as an individual, start a group and be the group contact, or join a group.
3. Enter your ride information and select your merchandise options
4. Select your payment option (if an individual) and enter your billing address, shipping address, or personal information if in a group
5. The difference for a minor is that you will click on "[confirm entry](#)" at the bottom of the page
6. The entry form will come up again and if correct you will click on "[submit entry](#)" at the bottom of the page.
7. This will take you to your summary page. You will be able to download the two page minor waiver. The waiver will need to be signed by the minor and the second page must be signed by the parents/guardians. The waiver must be sent to the RAGBRAI office to complete the registration.

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

1. Complete steps 1 to 7.
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 home](#)" 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 remove myself 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 or cycling kit and souvenir pack. Enter your "[Personal Information](#)". Check your entry to be sure that everything is correct. If correct then click on "[confirm entry](#)" at the bottom of the page.
7. Your "[electronic online waiver](#)" will come up for you to fill out. Click on "[submit entry](#)" at the bottom of the page. This will submit your registration and waiver.
8. Send 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 submit just one payment for the group. You will be sent an automatic email when the group has been processed.
9. The group contact will receive the wristband and merchandise package in June for the group. You will get your wristband and merchandise from your group contact. If you have any questions or need to request a refund, contact your group contact first.

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

1. Complete steps 1 to 7.
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 home](#)” page. You are the first name on the list, your name will be highlighted, 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 or cycling kit and souvenir pack. Enter your “[Personal Information](#)”. Check your entry to be sure that everything is correct. If correct then click on “[confirm entry](#)” at the bottom.
6. The “[electronic online waiver](#)” will come up. Read the waiver and fill out the bottom. Click on “[submit entry](#)” at the bottom of the page.
7. 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 group home page in the upper right hand corner and go through the process of entering each member in your group. That person will need to log on and complete the entry form and submit the electronic online waiver. If registering a minor, you can complete the entry form and download the minor waiver.
8. As the group contact, you will log on with your username and password. You will be on the “[group home](#)” page and your name will be first and will be highlighted. Check to see if all the members of your group are registered correctly. If you have any minors in your group, that minor waiver must be sent to RAGBRAI. Your group will not be complete until we receive all minor waivers for you group. 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.
9. Do you want a vehicle pass? If you have a group of three or more members, 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 group home page 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 home page or click on “[close group](#)” if you are ready to close the group.
10. If everything is correct, you can click on “[close group](#)”. Once the group is closed, you will not be able to change anything. Contact us at info@ragbrai.org if you have any questions.
11. 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.** It will be listed as “DM Reg/IC Press Cit” on your credit card bill. If you pay by credit card enter the “[billing address](#)” to correspond to the credit card entered. Enter the “[shipping address](#)” or check the box if it is the same as the billing address. The shipping address is where your group wristband packet will be sent by Priority Mail in June. Be sure to enter apartment numbers, suite numbers, lot numbers, or PO Boxes. Enter your phone number.
12. When you close your group, you can print a copy of the group summary. This will list everyone in your group, their ride information, and the total amount for your group. The registration, online waivers, minor waivers, and payment will need to be postmarked by April 1 (if week-long riders are in the group) to be eligible for the lottery. You will be sent an automatic email when the waivers and payment for the group have been processed. Your registration will show the “[entry complete](#)” box checked.

13. 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 merchandise package by Priority Mail for your group. If anyone has any questions or would like to request a refund, they should contact you first and you can contact us at info@ragbrai.org if needed.

We must have your registration, 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 merchandise packets to the correct address. If you are a member of a group, your wristband and merchandise packet will be sent to your group contact. Any questions, email us at info@ragbrai.org