

# **Instructions for Returning Users**

**Only one entry allowed in RAGBRAI per person**

- 1. Log in with user name and password**
- 2. You will be on your individual home page or your group home page. Click on “entry not submitted” to register.**
- 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 minor waiver and it must be signed by 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 process.

### 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. 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.
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 Priority Mail. Be sure to enter apartment numbers, suite numbers, lot numbers, or PO Boxes. Enter your phone numbers.
5. Check “[Are you at least 13 years of age](#)”, click on “[yes](#)”.
6. 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.
7. 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.
8. Send us your payment (if paying by check or money order) to complete your entry if you selected that payment option. You will be sent an automatic email when your waiver and payment are processed. The “[entry complete](#)” box will be checked on your registration.

### Minor (under 18) on date when registering:

1. Logon (steps 1 to 4)
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.

### **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 merchandise and souvenir pack.
5. Enter your “Personal Information”.
6. Check your entry to be sure that everything is correct. If correct, then click on “confirm entry”.
7. This will take you to your “Electronic Online Waiver”. Fill out the waiver and then click on “submit entry” at the bottom.
8. Send your 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 group has been processed.
9. Your wristbands and merchandise will be sent to the group contact. Contact the group contact if you have any questions or would like to request a refund.

### **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 merchandise and souvenir pack.
6. Enter your “Personal Information”.
7. Check to be sure that your entry is correct. If correct then click on “confirm entry”.
8. This will take you to your “Electronic Online Waiver”. Read the waiver and fill out the bottom. Click on “submit entry” at the bottom.
9. 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. That person will need to fill out the online waiver.
10. 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.

11. 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.
12. 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.
13. 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.
14. "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 Priority Mail. Be sure to enter apartment numbers, suite numbers, lot numbers, or PO Boxes. Enter your phone number.
15. When you close the group, you can print a copy of the group summary. This will list everyone in your group and their ride information. If you selected to pay by check or money order, your check or money order made out payable to RAGBRAI must be sent to the RAGBRAI office by the deadline to complete your registration. 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.
16. 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".
17. We will be sending you the wristband and merchandise package for your group. If anyone has any questions or wants to request a refund, they should contact you first and you can contact us at [info@ragbrai.org](mailto: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 merchandise and souvenir pack. Enter your "Personal Information".
5. Check to see if your entry is correct and then click on "confirm entry".
6. This will take you to your electronic online waiver. Read the waiver and fill out the bottom of the waiver. Click on "submit entry" at the bottom of the page.
7. Send 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 merchandise will be sent to the group contact. If you have any questions or want to request a refund, 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 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 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 and jersey packet to the correct address in June. If you are a member of a group, your wristband and merchandise packet will be sent to your group contact.

**Any questions, contact us at [info@ragbrai.org](mailto:info@ragbrai.org)**