

## Close Group Process

### Deadline for weeklong registration is April 1

#### Prerequisites

- Review member registration status on **My Group/Members tab**
- All group members (including the Group Contact if applicable) must have completed registration and submitted the waiver
- Register Vehicles – groups of three members or more may purchase up to three vehicles passes  
Go to **My Group/Vehicles** tab and select vehicle type(s) and assigned driver(s)
- Remove any group members who have not registered, or who should not be in your group:  
Go to **My Group/Manage Tab** (under Vehicles Tab along the left)/**Members Tab** (along the top)  
Select the **Remove from group** button (or **Kick & Ban** if they should never have been in the group)
- All minor waivers must be received in the Home Office. Mail waivers to:  
RAGBRAI Fees  
400 Locust Street, Suite 500  
Des Moines, IA 50309
- Individual Pay Groups:  
All group members (excluding the Group Contact) must have submitted payment, either online via credit card or via a check
- All checks must be received in the Home Office. Mail checks to:  
RAGBRAI Fees  
400 Locust Street, Suite 500  
Des Moines, IA 50309

#### Close Group

- Select **Close Group button** on the **My Group** page
- You will receive a confirmation message about closing your group  
Members cannot join or leave your group  
Vehicle passes cannot be purchased once the group is closed
- Individual Pay Groups:  
Group Contact will pay for his/her registration & merchandise, plus fees for vehicle passes
- Group Pay Groups:  
Group Contact will pay for all registration, merchandise and vehicle pass fees

#### Finalized Group

- Group is in Closed status
- All payments have been received in the home office
- All waivers have been received in the home office