

Start or Manage a Group as the Group Contact

If you want to register for the ride as a group contact, then please follow these instructions based on your current status:

- [As a New User starting a new group](#)
- [Previously registered as an individual and starting a new group](#)
- [Previously registered as a group contact and submitting an entry](#)
- [Previously registered as a group contact and no longer want to be group contact](#)

If you have never registered for the ride before, then follow these steps once you have created your Profile to start a new group:

1. 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.
2. 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".
3. 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.
4. You will be on your "Entry Form". Under the [Ride Details](#) section, enter your ride information (\$160 for a week-long rider, \$25 per day for a partial week, or \$35 for a week-long non-rider).
5. Under the [Merchandise](#) section, you have the option to order a jersey, cycling kit, and/or a souvenir pack. **The jersey and cycling kits are at a discount when ordered with your registration.** Check the sizing chart, and select the sizes that you need. You may need to order a size larger for a looser fit.
 - i. 2015 full zip men's RAGBRAI jersey only for \$55 (a savings of \$10).
 - ii. 2015 full zip sleeveless women's RAGBRAI jersey only for \$55 (a savings of \$10).
 - iii. Men's or women's RAGBRAI cycling kit with a 2015 RAGBRAI jersey and 2015 RAGBRAI shorts for \$110 (a saving of \$20).
 - iv. Men's RAGBRAI cycling kit with a 2015 RAGBRAI jersey and 2015 RAGBRAI bib shorts for \$120 (a saving of \$20).
 - v. Basic souvenir pack with XLIII t-shirt, XLIII water bottle, and XLIII souvenir DVD for \$35. Select the size t-shirt that you would like.
NOTE: The t-shirt and water bottle will be included in your wristband packet. The XLIII DVD will be sent to you after the ride.
 - vi. Premium souvenir pack with everything in the basic plus a XLIII poster for \$50. Select the size t-shirt that you would like.
NOTE: The t-shirt and water bottle will be included in your wristband packet. The XLIII DVD and poster will be sent to you after the ride.
6. Enter your "Personal Information".
7. Check "Are you at least 13 years of age", click on "yes".
8. 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.
9. This will take you to the "Electronic Online Waiver". 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 in correct format (mm/dd/ccyy) and initial the waiver at the bottom. Click on "Submit entry" at the bottom of the page. This will submit your registration and waiver.

10. **Adding group members:** Because of the online waiver, you cannot add members to your group. Each member of your group will need to create a profile and join your group. They will need to log on, complete the entry form as a member of your group, and submit the electronic online waiver. If registering a minor, complete the entry form and download the minor waiver to send to us.
11. **To close the group:** 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. All members of your group must be registered for the current year.
12. **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 won't be able to request a vehicle pass at a later time. You will need a vehicle pass to have access to the RAGBRAI campground during the ride with your vehicle. You will need to list a participant who is registered with your group for each vehicle. If you don't have a driver yet, you can assign the vehicle pass to the group contact or someone already registered in the group. 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.
13. 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.com if you have any questions.
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, 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/ICPC/RAGBRAI" 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 packets will be mailed by Priority Mail or sent by UPS. Be sure to enter business name (if sent to work), street address, apartment numbers, suite numbers, lot numbers, or PO Boxes. Enter your phone number.
15. 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 complete. 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.
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 group home page under "your group status". We will be sending you, the group contact, the wristband and merchandise package by Priority Mail or UPS for your group. You will receive an automatic email when your package is sent. 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.com if needed.

If you previously registered for the ride as an individual, then follow these steps to start a new group:

Log on:

1. Click on "[Registration](#)" on RAGBRAI homepage.
2. Select REGISTRATION LOGIN – [CLICK HERE](#).
3. You will be on a page with "[3 easy steps to enter RAGBRAI](#)". Enter your user name and your password (Case sensitive). Click on "[Login](#)".
4. This will take you to your home page. You will be on your "[individual home](#)" page.

Register as a group contact for a new group:

1. 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.
2. 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](#)".
3. 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.
4. You will be on your "[Entry Form](#)". Under the [Ride Details](#) section, enter your ride information (\$160 for a week-long rider, \$25 per day for a partial week, or \$35 for a week-long non-rider).
5. Under the [Merchandise](#) section, you have the option to order a jersey, cycling kit, and/or a souvenir pack. **The jersey and cycling kits are at a discount when ordered with your registration.** Check the sizing chart, and select the sizes that you need. You may need to order a size larger for a looser fit.
 - i. 2015 full zip men's RAGBRAI jersey only for \$55 (a savings of \$10).
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 - iii. Men's or women's RAGBRAI cycling kit with a 2015 RAGBRAI jersey and 2015 RAGBRAI shorts for \$110 (a saving of \$20).
 - iv. Men's RAGBRAI cycling kit with a 2015 RAGBRAI jersey and 2015 RAGBRAI bib shorts for \$120 (a saving of \$20).
 - v. Basic souvenir pack with XLIII t-shirt, XLIII water bottle, and XLIII souvenir DVD for \$35. Select the size t-shirt that you would like.
NOTE: The t-shirt and water bottle will be included in your wristband packet. The XLIII DVD will be sent to you after the ride.
 - vi. Premium souvenir pack with everything in the basic plus a XLIII poster for \$50. Select the size t-shirt that you would like.
NOTE: The t-shirt and water bottle will be included in your wristband packet. The XLIII DVD and poster will be sent to you after the ride.
6. Enter your "[Personal Information](#)".
7. Check "[Are you at least 13 years of age](#)", click on "[yes](#)".
8. 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.
9. This will take you to the "[Electronic Online Waiver](#)". 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 in correct format (mm/dd/ccyy) and initial the waiver at the bottom. Click on "[Submit entry](#)" at the bottom of the page. This will submit your registration and waiver.

10. **Adding group members:** Because of the online waiver, you cannot add members to your group. Each member of your group will need to create a profile and join your group. They will need to log on, complete the entry form as a member of your group, and submit the electronic online waiver. If registering a minor, complete the entry form and download the minor waiver to send to us.
11. **To close the group:** 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. All members of your group must be registered for the current year.
12. **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 won't be able to request a vehicle pass at a later time. You will need a vehicle pass to have access to the RAGBRAI campground during the ride with your vehicle. You will need to list a participant who is registered with your group for each vehicle. If you don't have a driver yet, you can assign the vehicle pass to the group contact or someone already registered in the group. 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.
13. 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.com if you have any questions.
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, 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/ICPC/RAGBRAI" 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 packets will be mailed by Priority Mail or sent by UPS. Be sure to enter business name (if sent to work), street address, apartment numbers, suite numbers, lot numbers, or PO Boxes. Enter your phone number.
15. 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 complete. 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.
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 click on "Print summary" next to "Group closed" at the top of the group home page under "Your group status". We will be sending you the wristbands and merchandise for your entire group by Priority Mail or UPS. You will receive an automatic email when your package is sent. If anyone has any questions or would like to request a refund, they should contact you first and you can then contact us at info@ragbrai.com if needed.

If you registered as a group contact last year, then follow these steps to register as the group contact again:

Log on:

1. Click on "**Registration**" on RAGBRAI homepage.
2. Select REGISTRATION LOGIN – [CLICK HERE](#).
3. You will be on a page with "[3 easy steps to enter RAGBRAI](#)". Enter your user name and your password (Case sensitive). Click on "**Login**".
4. This will take you to your home page. You will be on the "[group home](#)" page and your name will be highlighted.

Register as the group contact for your group:

1. Your name will be first on the list and highlighted on that "[group home](#)" page.
2. Click on "**Entry not submitted**" in red under your name.
3. You will be on your "[Entry Form](#)". Under the [Ride Details](#) section, enter your ride information (\$160 for a week-long rider, \$25 per day for a partial week, or \$35 for a week-long non-rider).
4. Under the [Merchandise](#) section, you have the option to order a jersey, cycling kit, and/or a souvenir pack. **The jersey and cycling kits are at a discount when ordered with your registration.** Check the sizing chart, and select the sizes that you need. You may need to order a size larger for a looser fit.
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 - v. Basic souvenir pack with XLIII t-shirt, XLIII water bottle, and XLIII souvenir DVD for \$35. Select the size t-shirt that you would like.
NOTE: The t-shirt and water bottle will be included in your wristband packet. The XLIII DVD will be sent to you after the ride.
 - vi. Premium souvenir pack with everything in the basic plus a XLIII poster for \$50. Select the size t-shirt that you would like.
NOTE: The t-shirt and water bottle will be included in your wristband packet. The XLIII DVD and poster will be sent to you after the ride.
5. Enter your "[Personal Information](#)".
6. Check "[Are you at least 13 years of age](#)", click on "**yes**".
7. 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.
8. This will take you to the "[Electronic Online Waiver](#)". 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 in correct format (mm/dd/ccyy) and initial the waiver at the bottom. Click on "**Submit entry**" at the bottom of the page. This will submit your registration and waiver.
9. **Adding group members:** Because of the online waiver, you cannot add members to your group. Each member of your group will need to create a profile and join your group. They will need to log on, complete the entry form as a member of your group, and submit the electronic online waiver. If registering a minor, complete the entry form and download the minor waiver to send to us.
10. **To close the group:** 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. All members of your group must be registered for the current year.

11. **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 won't be able to request a vehicle pass at a later time. You will need a vehicle pass to have access to the RAGBRAI campground during the ride with your vehicle. You will need to list a participant who is registered with your group for each vehicle. If you don't have a driver yet, you can assign the vehicle pass to the group contact or someone already registered in the group. 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.
12. 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.com if you have any questions.
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, 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/ICPC/RAGBRAI" 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 packets will be mailed by Priority Mail or sent by UPS. Be sure to enter business name (if sent to work), street address, apartment numbers, suite numbers, lot numbers, or PO Boxes. Enter your phone number.
14. 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 complete. 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.
15. 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 click on "**Print summary**" next to "**Group closed**" at the top of the group home page under "**Your group status**". We will be sending you the wristbands and merchandise for your entire group by Priority Mail or UPS. You will receive an automatic email when your package is sent. If anyone has any questions or would like to request a refund, they should contact you first and you can then contact us at info@ragbrai.com if needed.

If you registered as a group contact last year, then follow these steps to remove yourself as group contact:

Log on:

1. Click on "**Registration**" on RAGBRAI homepage.
2. Select REGISTRATION LOGIN – [CLICK HERE](#).

3. You will be on a page with "[3 easy steps to enter RAGBRAI](#)". Enter your user name and your password (Case sensitive). Click on "[Login](#)".
4. This will take you to your home page. You will be on the "[group home](#)" page and your name will be highlighted.

Change the group contact to someone else:

1. Your name will be first on the list and highlighted on that "[group home](#)" page as the group contact.
2. The person who will be taking over as the group contact will need to already be a member of your group.
3. Click on "[Change group contact](#)" next to "**Group Members**" above your name.
4. Select the new group contact from the list of group members. Click on that name.
5. 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.

Delete the group:

1. If you want to delete your group, log on as the group contact. Click the red "**X**" next to each member to remove them from the group. Then select "Click here to remove myself from this group".
2. The group will no longer exist and each former member of the group (including you) will still be in the system as an individual.