

Steps for New Users

RAGBRAI online registration

Only one entry in RAGBRAI per person.

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.

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

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. Enter your "**name**": salutation, first name and last name. (This will become your unique id.)
7. Click "**submit**" at the bottom of the page.
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.
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. 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.) 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 with your signed waiver.
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 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.

13. Check "Are you at least 13 years of age", click on "yes".
14. Click on "confirm entry" at the bottom of the page.
15. The entry form will come up again and you can check to be sure all the information is correct. You can make any changes at this time. Click on "submit entry" at the bottom of the page. Once your entry is submitted, you won't be able to change it
16. You will be on your summary page. There will be a pop-up for you to print your waiver of liability. You must send us the signed waiver along with your payment (if paying by check or money order) to complete your registration.
17. Once your waiver and payment are processed, you won't be able to make any changes. You will be sent an automatic email when your waiver and payment are processed. Your registration will show the "entry complete" box checked.

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 and souvenir pack. Enter your Personal/Profile information. Click on "confirm entry" at the bottom of the page.
7. The entry form will come up again and you can check to be sure all the information is correct and make any changes at this time. Click on "submit entry" at the bottom of the page. Once the entry is submitted, you won't be able to change it.
8. There will be a pop-up for you to print your waiver of liability. You must send your signed waiver and 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 send us all of the signed waivers for the group together in one packet along with one payment. You will be sent an automatic email when the waivers and payment for the group have been processed.
9. The group contact will receive the wristband and jersey package in June for the group. You will get your wristband and jersey from your group contact. If you have any questions, 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 and souvenir pack. Enter your Personal/Profile information. Click on "**confirm entry**" at the bottom.
6. The entry form will come up again and you can check to be sure all the information is correct. Click on "**submit entry**" at the bottom of the page. Once the entry is submitted, you won't be able to change it.
7. There will be a pop-up for you to print your waiver of liability. We will need to have a signed waiver for each person listed in your group.
8. 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.
9. 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. Everyone in your group will need to have a signed liability waiver. 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.
10. 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.
11. On the right hand side of the group home page are listed number of week-long riders, non-riders, and number of day passes, merchandise, and your dollar total for the group.

If this 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.

12. 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. 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 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.
13. 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. Print two copies of your group summary. Keep one copy and send us a copy of the group summary, all of the signed waivers for your group (everyone in the group 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 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.
14. 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 jersey package by UPS 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.

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 band and jersey packets 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, email us at info@ragbrai.org