

Close Group Process

The Close Group process finalizes the registrations and submits them as a group to be issued wristbands all together. You should only close the group when you're ready to submit the registrations. No changes can be made to the group once it has been closed.

Deadline for weeklong registration is April 1 – if a group contains all weeklong riders, or a mix of weeklong and day pass riders, it must be closed by the April 1 deadline.

Deadline for day pass registration is June 1 – if a group contains day pass riders and non-riders only, it can be closed after April 1 but before June 1.

Prerequisites

- Review member registration status on **My RAGBRAI/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)
- Individual Pay Groups:
All group members (excluding the Group Contact) must have submitted payment, either online via credit card or via a check → If you have members who haven't paid, and you want to pay for their registration for them, set your group to Group Pay and then close the group. Go to **My Group/Manage Tab/Settings Tab** and select the Group Pay option.

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
- If paying by check, all checks must be received in the Home Office by the registration deadline. Mail checks to:
RAGBRAI Fees
400 Locust Street, Suite 500
Des Moines, IA 50309
- All minor waivers must be received in the Home Office by the registration deadline. Mail minor waivers to:
RAGBRAI Fees
400 Locust Street, Suite 500
Des Moines, IA 50309

Group Must Be Finalized by the deadline

- Group must be in Closed status
- All payments must be received in the home office
- All waivers must be received in the home office