

How to Create, Manage and Close a Group as the Group Contact

Note---you must first have a RAGBRAI.com user account. Also, in order for a group to be live, there must be one and only one member assigned as group contact.

A. Create a New Group

1. Login to your RAGBRAI.com user account
2. From the My RAGBRAI drop down, select **Create/Join a group**, then select **Create Group – I'll be the group contact**.
3. Follow the 6-step process to create a group:
 - a. Details – Enter the Group Name and Description (both are required). Group names must be unique, you will get an edit if your group has a similar name to another group. The Description is displayed on the group page.
Select **Create Group and Continue**
 - b. Settings –
 - i. Privacy Options: the default option is Public Group. If you want members to join your group by invite only, please contact us at info@ragbrai.com to make that change.
 - ii. Group Invitations: decide who can send invitations to join your group.
Select **Next Step**
 - c. Forum – select whether you want to create a forum specifically for your group to use. You must select Yes if you want to use the forum option for your group.
Select **Next Step**
 - d. Photo – upload an image to use as an avatar for your group
Select **Next Step**
 - e. Cover Image – upload an image to be used to customize the header of your group
Select **Next Step**
 - f. Send Invites – search the site for other users and send them an invitation to join your group. Search by Last Name or by Username if you have that. Once the system returns possible matches for your search. Select a match and it will show below the search box. You can search for and select multiple users.
4. Select **Finish** – this will create the group and send invites to those users you selected.

B. Manage Your Group

1. Select **My Group** from the **MY RAGBRAI** drop down menu. Make sure your page is set to a scale large enough to see the Group options list along the left side of the page. If all you see is a Home button, try making your window larger.

2. Manage Your Group options:

- a. Close Group – only select this when your group is complete and ready to submit. No one else will be allowed to join or leave your group, and you will not be able to add or remove vehicle registrations
- b. Group Summary – export a list of registered group members. This list will only include group members who have saved a ride registration.
- c. Home Tab – lists activity of members joining your group
- d. Forum Tab – Will show only if the forum option was selected when creating the group. Create topics and post forum blogs for your group.
- e. Members Tab – view the members who have joined your group (NOTE: use the Manage tab to add/remove members from your group)
- f. Send Invites Tab – send invitations to join your group
 - i. Send Invitations by Email using the link
 - ii. Search for members to invite - Send invitations to other RAGBRAI.com users, search by username
- g. Vehicles Tab – register for vehicle passes, a maximum of three available to groups with three or more registered members
- h. Manage Tab
 - i. Details – group name and description
 - ii. Settings – payment options and group invitations
 - iii. Photo – manage the avatar image for your group
 - iv. Members – remove members and change group contact
 - v. Forum – manage the Group Forum Settings
 - vi. Delete – delete the group

3. Sales Tax on registration and vehicle pass fees is determined based on the sales tax for Polk County Iowa (6% for the 2019 event). Sales Tax on merchandise is determined based on the sales tax for the county of residence for the Group Contact, where the merchandise is to be shipped.

4. Delete A Group

- a. Remove all current members from the group – Go to Manage option from the list of options on the left, select Members tab from the options across the top, and then select Remove From Group for each member
- b. From the Manage option select the Delete tab from the options across the top and follow the prompts.

C. Before you Close Your Group

NOTE: Once a group is closed, no one can join or leave the group, and no vehicle passes may be ordered for the group.

1. Review member registration status on **My Group/Members tab**
2. All group members (including the Group Contact if applicable) must have completed registration and submitted the waiver
3. 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)
4. 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)
5. For 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, set your group to Group Pay and then close the group. Their amounts due will be included in the amount you pay. Go to **My Group/Manage Tab/Settings Tab** and select the Group Pay option.
6. For Group Pay Groups:
The Group Contact will pay for his/her registration and merchandise, fees for vehicle passes, and all other outstanding registration fees.

D. Close Your Group

1. Select **Close Group button** on the **My Group** page
2. 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
3. For Individual Pay Groups:
Group Contact will pay for his/her registration & merchandise, plus fees for vehicle passes
4. For Group Pay Groups:
Group Contact will pay for all registration, merchandise and vehicle pass fees

5. If paying by check, all checks must be received in the Home Office before the deadline.

Mail checks to:

RAGBRAI Fees

400 Locust Street, Suite 500

Des Moines, IA 50309

6. All minor waivers must be received in the Home Office before the deadline.

Mail minor waivers to:

RAGBRAI Fees

400 Locust Street, Suite 500

Des Moines, IA 50309

E. Group Must Be Finalized by the deadline

1. Group must be in Closed status
2. All payments must be received in the home office
3. All waivers must be received in the home office

F. Change the Group Contact

NOTE: As Group Contact, you must assign someone else as group contact before you can leave a group

1. Go to My RAGBRAI → My Group and select the Manage option from the list on the left
2. Select the Members Tab from the options across the top
3. Scroll through the list of members and select Promote to Group Contact for the member who will be group contact