



## Team Coordinator Info Sheet

- 🚲 A team is defined as a group of 10+ riders.
- 🚲 The team coordinator does not have to be a rider in the team.
- 🚲 To be eligible for the discounted team entry fee a minimum of 10 tickets must be purchased in one transaction. This is done by the team coordinator.
- 🚲 The team coordinator can purchase more tickets later (in single units if needed).
- 🚲 Adult team entries can be purchased online.

### As team coordinator you will:

- 🚲 Manage the purchase process of ride tickets.
- 🚲 Manage the allocation of the pre-purchased ride tickets.
- 🚲 Inform your team members of how they join the team and complete their entry to the event.
- 🚲 Manage the purchase process for transport tickets to and from the event (if you choose to).
- 🚲 Manage the process of adding extra team members.
- 🚲 Be the central point of contact for any issues relating to the team as a whole.

### Purchasing tickets and forming a team:

- 🚲 Once the team coordinator has purchased tickets each individual team member must go online and submit their personal details via a link that will be provided.
- 🚲 When an individual team member submits their personal details they have:
  1. Officially joined your team. As team coordinator you will receive a confirmation email.
  2. Taken up one of your pre-purchased tickets.
  3. Completed their entry to the event and should receive an entry confirmation email from Bicycle Queensland (BQ) - or they have not entered the event successfully.
- 🚲 BQ strongly encourages each team member to submit their own personal details as:
  1. Each person should have equal opportunity to read and accept the Terms and Conditions.
  2. Individuals can register as a team, but ride in varied speed categories.
  3. Individuals can choose and pay for (if applicable) transport options.
  4. Individuals can choose to purchase official event merchandise.

### Purchasing additional tickets

Once the initial 10 or more team tickets have been purchased and each ticket has been redeemed by your chosen team members and you'd like to purchase more tickets please contact Bicycle Queensland who will assist you with the additional entry requirements.

### Individual team members can pay their own way

Once the initial 10 or more team tickets have been purchased and each ticket has been redeemed by your chosen team members other people can join your team and pay for themselves. As team coordinator you forward a team entry link to the individual wanting to join the team.



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More People Cycling More Often



### **Transport**

Individual team members can pre-purchase transport options when they submit their personal details if they wish. If as Team Coordinator you would like to bulk purchase transport tickets, please contact the office to arrange after completion of the team registration.

### **Fundraising**

Whilst there is no minimum fundraising requirement to participate in this event, your team can go the extra mile by raising vital funds for one or more of our five charities. The Team Coordinator will have the opportunity to upgrade team members to Cycling Superheroes by adding \$5 to each registration, from which \$1 will go to each of our charity partners. When entering their details, individual team members can make an additional donation to one or more of the charities that they resonate with the most.

### **Bicycle Queensland Membership**

Bicycle Queensland members receive personal injury and third-party liability insurance along with many other great benefits. Annual membership is \$99 for an individual or \$139 for a household (unlimited family members or up to 3 unrelated people living at the same residential address) and covers you when riding in Australia or overseas (conditions apply). Join today at [www.bq.org.au](http://www.bq.org.au)

Note: There is **no refund** on pre-paid entries, and all pre-paid entries must be allocated to a rider by midnight Wednesday 10 October 2018 (close of online entries) or the entry is forfeited.

### **Bicycle Queensland Inc.**

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