



2018 Great Brisbane Bike Ride, including Coot-tha Challenge Team Coordinator Info Sheet

- 🚲 A team is defined as a group of 10+ riders who are all over 18 years of age.
- 🚲 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 adult tickets must be purchased in one transaction. This is done by the team coordinator.
- 🚲 The team coordinator can purchase more tickets later (in single or multiple units if needed).

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 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 the initial block of tickets, each individual team member must go online and submit their personal details via a link that will be provided to the team coordinator.
- 🚲 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 - or they have not entered the event successfully.
- 🚲 Each team member is strongly encouraged to submit their own personal details as they:
 1. Should read and accept the Terms and Conditions of Entry.
 2. Can register as a team, but ride in varied speed categories.
 3. Can choose to become a BQ member.
 4. Can choose to purchase the 2018 commemorative event jersey.

Note: There is **no refund** on pre-paid entries, and all pre-paid entries must be allocated to a rider by Thursday 26 April (close of online entries) or the entry is forfeited.

Purchasing additional tickets:

Once the initial 10 or more team tickets have been purchased and each pre-purchased ticket has been redeemed by your chosen team members options of adding more riders to your team are:

- 🚲 Contact Bicycle Queensland who will send you a secure link to do so.
- 🚲 Other people can join your team and pay for themselves - as team coordinator you forward the original team entry link to the individual wanting to join the team to pay for their own entry.

It is important to note that the booking system allocates tickets on a first come first served basis. Your pre-paid tickets must be exhausted prior to others accessing the team entry link. For example: if Brienne, who is paying for herself, enters her details on our system before Kanye, who is a pre-paid ticket recipient, then Brienne will receive Kanye's pre-paid ticket.

Team Kit:

SCODY is the official team clothing supplier for the Great Brisbane Bike Ride. Make sure your team looks the part on the day, by ordering your custom-designed cycling kit through SCODY. Visit www.scody.com.au

Fundraising:

Your team can go the extra mile by raising vital funds for Diabetes Queensland (either as a team or individually). Diabetes affects almost every group in our community – young, old, pregnant women, migrants, fit people and



children. Funds raised will help Diabetes Queensland work towards a cure while supporting millions of sufferers. Keep your eye out for the link to the Everyday Hero fundraising site in your confirmation email.

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 anywhere in the world (conditions apply). Join today at www.bq.org.au