

Wilson HTM

10 OCTOBER 2010

Brisbane to the Gold Coast - 100km

Logan to the Gold Coast - 60km

CYCLE CHALLENGE



June 2, 2010

Team Coordinator

As coordinator for a team participating in the Wilson HTM Brisbane to the Gold Coast -100km or the Wilson HTM Logan to the Gold Coast – 60km Cycle Challenge there are a number of items you will need to be aware of and information you will need to collect to facilitate a smooth registration process for you and for us.

Note: There is **no refund** on pre-paid entries, and all pre-paid entries must be allocated to a rider by 5pm Friday 1 October 2010 (close of entries).

Team Coordinator Responsibilities

- Manage the purchase process of ride tickets.
- Manage the allocation of the pre-purchased tickets.
- Inform Team Members of how they join the team and thereby complete entry to the event.
- Potentially manage the purchase process for transport* tickets to and from the event.
- Manage the joining process of additional Team Members.
- Be the central point of contact for any issues relating to the team as a whole.

General Team Administration Information – pre-paid tickets

- 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 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 units if needed).
- There are TWO steps that must be completed before it is deemed that an individual has joined your team.
 1. The Team Coordinator has purchased tickets
 2. The Team Member has gone online and submitted their personal details.
- The individual Team Member submitting their personal details has a three-fold consequence.
 1. They have officially joined your team. As Team Coordinator you will receive a confirmation email.
 2. They have taken up one of your pre-purchased tickets
 3. They have completed their entry to the eventUntil the individual Team Member receives an entry confirmation from Bicycle Queensland they have not entered the event.
- 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 conditions of entry
 2. We prefer a home mailing address be submitted for the delivery of the rider kit
 3. Individuals can register as a team but ride in varied speed categories
 4. Individuals must choose a finishers t-shirt size
 5. Individuals can choose and pay for (if applicable) transport* options
 6. All Team Members must be entered by 5pm Friday 1 October 2010 (close of entries).

General Team Administration Information – Team Members paying their own way.

- Once the initial 10 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 Weblink to the individual wanting to join the team

*Transport

As Team Coordinator you are able to pre-purchase transport options for members of your team if you wish.

You must ensure that individuals know you have pre-purchased transport on their behalf or not, so they can choose the appropriate option when entering their personal details.

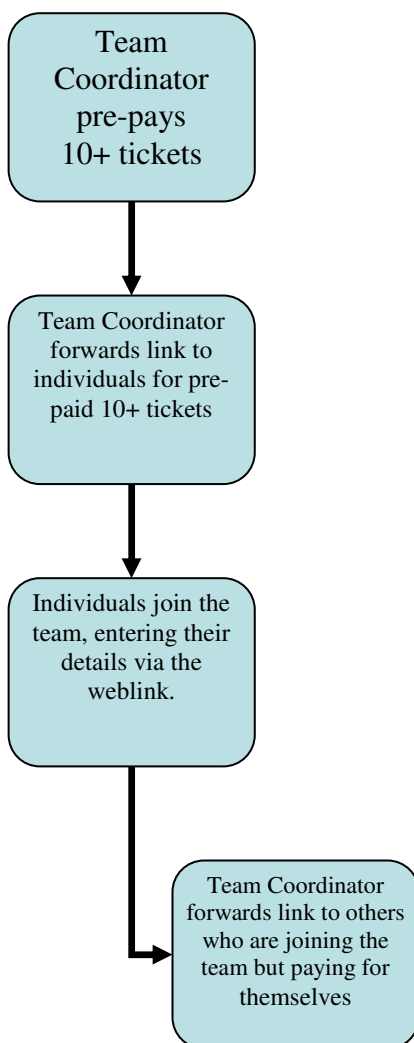
You do not have to pre-purchase transport options. Individual Team Members have the opportunity to purchase transport when they submit their personal details.

Team Kit

SCODY is the Official Team Clothing Supplier for the Wilson HTM Brisbane to the Gold Coast Cycle Challenge. Make sure your team looks the part on the day, by ordering your custom-designed cycling kit through SCODY. Contact SCODY on 5508 0400 to discuss your team needs.

www.scody.com.au

The Entry Process



Starting your Team

1. As the Team Coordinator you will pre-pay for a minimum of 10 tickets in the Wilson HTM Brisbane to the Gold Coast – 100km or the Wilson HTM Logan to the Gold Coast – 60km Cycle Challenge.
2. The individuals you have identified as the recipients of the pre-paid tickets must enter online via a Team Entry Weblink you will receive
3. These individuals must enter their details BEFORE the addition of any other team member.
4. If you have pre-paid transport options ensure the pre-paid ticket recipient has this information and chooses the appropriate option for themselves when joining the team.
5. As the Team Coordinator you will receive an email each time a new member joins your team. Their name, phone number and email address will be given to you along with an updated team list.

Additional People joining your Team (not pre-paid)

1. Additional people can join your team and pay for themselves however our system allocates tickets on a first come first served basis. This is why your pre-paid tickets must be exhausted PRIOR to others accessing the Team Entry Weblink.

For example: if Jenny, who is paying for herself, enters her details on our system BEFORE Gary who is a pre-paid ticket recipient, then Jenny will receive Gary's pre-paid ticket.

Additional People joining your Team (pre-paid)

1. As in the first step any subsequent pre-paid tickets must be used up by the people you choose before the entry of another person paying for themselves

Refunds

- There is no refund for pre-paid entries
- All pre-paid entries must be allocated to a rider by 5pm Friday 1 October 2010 (close of entries)