



Ipswich100 ➡ **CREATING A TEAM**

Overview

The *Ipswich100* uses the “tiktok” online registration system.

A team is created by an individual agreeing to be the team leader or manager. This person must complete their personal registration on line before any of the other members can do so.

As part of the team creation process the team Leader will enter a team name and password during their registration process. Both piece of information will need to be passed on to each of the other team prospective members to allow them to register as part of the team.

The team leader will also enter a personal/ team manager’s password to allow them access to the “tiktok” system. Using this password the person is able to access their own registration details and the team manager dashboard. The latter is used to view the team building progress as other people join and/or make bulk payments when all members have registered, if this has been initially setup. Note: Tiktok has the ability for the team leader to select a single bulk payment for all team member registrations or to ensure that team members pay individually as they register. It is important to understand that confirmation of any of the team members is not made until full payment has been received.

The following is a step by step registration process for the team leader to follow

How to create a team:

1. After entering the registration application the person is asked to select the event distance they individually plan to ride.
 - 170km
 - 101km
 - 50km
 - 25km
2. Create a team by selecting the ‘create a team’ option.
3. Enter your name and a password.
 - Record this as your own password as this will allow you to manage your own registration and to access the tiktok dashboard as team manager

4. Enter a team name.
 - A record of this is to be passed on to other prospective team members
5. Enter a team password
 - To be passed on to other prospective team members this password will allow only those you pass it on to join your team. If no password is entered anyone is able to join your team
6. Select the payment option for the team
 - If you select “Individual must pay as they enter”, team members will need to pay for their own entry online by credit card at the time they complete their registration.
 - If you select “The team manager will pay later”, the team manager is responsible for finalising the payment online by credit card for all team members.
7. Finally select “Create My Team”.
 - You will be taken to the Team Manager Dashboard to exit.
 - You will also receive an email confirming creation of your team, and providing access to the Team Manager Dashboard.

PLEASE NOTE: When you have selected the ‘pay later’ option in step 6 it is important to pay for your team registrations as soon as possible. Registrations are NOT confirmed until payment is received,