



## **Ipswich100** **JOINING 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 will have complete their personal registration on line and provided you with a team name and most likely a password. These will need to be use by you for you to complete your registration as a team member.

The team leader will have also made a decision about how registration payments are to be made.

The choices are

“Individual must pay as they enter”,

“The team manager will pay later”,

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

How to join 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. Select Join Team
3. Search for the team
  - Tip: As the search box works with partial matches it is often easier to find your team by putting in less information. (e.g. if your team is called “Body Joy Fitness Hub”, just put “Body” in the search box to return all matches).

4. Once you have found the team,
  - enter the password (if applicable) into the team password box
  - press the green join button
5. Finally when you have complete the registration process as any other participant by providing your name and other required details you will automatically become a member of your selected team.

NOTE: Your team manager will have created your team as either 'pay now' or 'pay later'.

If 'pay now' you will need to pay for your entry online via credit card at the time you complete your registration details. You will receive a confirmation email.

If 'pay later' your team manager will make payment for the team when the team is complete You registration will only be confirmed after payment has been received.