

DUNGA DERBY REGISTRATION PROCEDURE



STEP 1 TEAM CAPTAIN TO GATHER DOCUMENTS & PREPARE TEAM INFORMATION

Prior to registering your Team, you will need to prepare and gather the following:

- Decide your registration type: either a team of 3 (or less) **\$1200**, or a Team of 4, **\$1600**.
NOTE: If your car falls into LUXURY CAR class (under 10 years old or over \$2,000 in value), you will be invoiced separately the \$300 "Luxury Car Tax" by Rally for a Cause. This is a tax deductible donation paid directly to the charity.
- Details of your team vehicle - make, model and year.
- Decide on your "Team Name" – this will appear on the Dunga Derby website
- Team Captains Contact Details - Full name, email and phone number
- Name, phone number and email address for each team member.
NOTE: The email for each participant must be an individual email address, it cannot be the same for more than 1 person registering. This is the UNIQUE IDENTIFIER that gives them access to the Dunga Derby portal.
- A Team Photo or Logo – this will be displayed on the public website profile page.
- A short Team Bio - This is the fun bit. Give us some fun info about your team. This info will be displayed on your team profile page on the Dunga Derby website.

STEP 2 REGISTER YOUR TEAM ON THE WEBSITE AND MAKE PAYMENT

Click on the **REGISTER** button on the Home Page of the Dunga Derby website

1. **Select which 'Rally' you are applying too** – 2022 Fraser Coast or Sunshine Coast Dunga Derby
2. **Registration Type** – Team of 3 (or less) - \$1200 or Team of 4 - \$1600
3. **Team No.** – leave blank, your team number will be allocated to your car, when the Team Registration is approved.
4. **Team Name** – Enter your team name
5. **Vehicle Make** – Enter the make of your car
6. **Vehicle Model** – Enter your car model
7. **Vehicle Year** – Enter the year of your car
8. **Vehicle Registration No** – Enter your vehicle registration number
9. **Team Profile Image** – Upload your team photo or logo (Try to keep image size less than 1MB). This image will appear on your team profile page on the Dunga Derby website
10. **Team Bio** - This is the fun bit. Give us some fun info about your team. This info will be displayed on your team profile page
11. **Team Captain's Name** – Enter the first and last name of the team captain
12. **Team Captain's Phone No** – Enter the phone number
13. **Team Captain's Email** – Enter the email you have the best access too. **This cannot be used for other team members; it must be unique to you**

Once all these details have been added, you will be required to click, read and agree to, the Dunga Derby Team Registration Terms and Conditions and then click "**Submit**".

Once you have completed these steps, your position in the Dunga Derby has been reserved and you will receive an email notification inviting you to the "Dunga Derby Customer Portal". In the first instance click on the 2nd link, [create a new password](#), once you have entered the portal you are then able to complete the rest of the Team Registration process.

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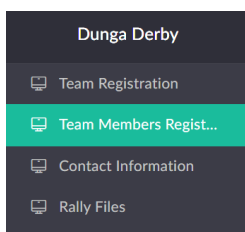
Within 2 hours of reserving your spot in the Dunga Derby your Team Registrations payment must be made for the entire team registration fee (either \$1200 or \$1600) via direct deposit to:

Account Name: Dunga Derby Fraser Coast Inc
BSB: 084705
Account: 299575414

Save a copy of your payment receipt – and email to treasurer@rallyforacause.org.au

STEP 3: TEAM CAPTAIN TO ADD TEAM MEMBERS IN THE DUNGA DERBY PORTAL

Once you are in the Dunga Derby portal, on the left hand side you will see:

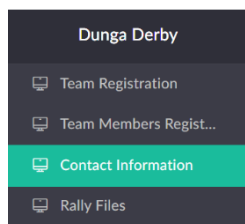


Click on the 2nd option, **Team Members Registration**. On the next screen you will see your car name and details, click on it. To your right another screen will open with an **Edit** button in the top right corner. Click Edit and you can **+Add New**

NOTE: As a **Team Captain**, you only have to enter the remaining **Team Members** of your team. For example if it is a team of 3, you only enter the 2 extra here, if a team of 4, you enter the extra 3. As the Team Captain, you registered the car and are automatically included.

Enter your first team member's name, phone number and email. Then **+Add New** to add the next team member. When all team members have been added, click update. This will send an email invitation to each team member with a link to set up their own login to the Dunga Derby Portal and complete their personal details.

STEP 4: ALL TEAM MEMBERS AND TEAM CAPTAIN TO COMPLETE THEIR PERSONAL DETAILS IN PORTAL



All team members (including the captain) must individually register and record their own personal details. Click on the 3rd option, **Contact Information**. On the next screen, you will see your name and email address, click on your name. To your right another screen will open with an **Edit** button in the top right corner. Click **Edit** and complete all the fields. . **PLEASE DO NOT CHANGE YOUR EMAIL ADDRESS FROM THE EMAIL YOU HAVE LOGGED IN WITH.**

Each Team Member will need to have a copy of their driver's licence saved ready to upload at this stage.

Note:- As event organisers it is imperative that we have all this information on file for every participant in the Dunga Derby.

This information includes:

- Your Contact & Emergency Contact details (Please note your Emergency Contact person must **NOT** be someone on the Dunga Derby).
- Your shirt size – 1 shirt is supplied for each participant as part of the registration fee.
- Listing any medical conditions and/or medications we should be aware of in case of an emergency.

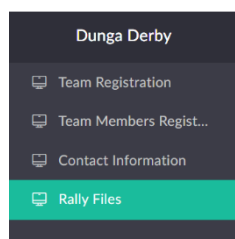
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- You will also need to read and agree to the Dunga Derby Participant Declaration and Dunga Derby Code of Conduct.

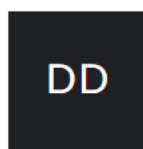
Once all the information has been received by all members of your team, your registration will be assessed and approved by the Dunga Derby Management Committee, and your team profile will be added to the website.

STEP 5: SAVE THE DUNGA DERBY PORTAL TO YOUR HOME SCREEN OR DESKTOP



Documents that are important to you as a participant will be added to “Rally Files” so you will have easy access to them as required. These include the Welcome Guide, Handbook, and information on Scrutineering etc.

So you will always have easy access, you can add the **Sign In** page to your **Home Screen** on your phone or tablet, or a link on your **Desktop** for computers. It will add an Icon which you can click on to log in at any time.



Go back to your invitation email and click on the link to the [Customer Self Service Portal](#) and when you are at the **Sign In** step save the portal to your device home screen or desktop bookmarks.

On your devices:

- **Android** - click on the 3 dots in the top right-hand corner and ‘Add to Home Screen’
- **Apple (iOS)** - Tap the Share icon (the square with an arrow pointing out of it) at the bottom of the screen. Scroll down to the list of actions and tap ‘Add to Home Screen’.

If you have any concerns with supplying team members information at this time, or having any issues with registering, contact the Event Officer, Amy, at admin@dungaderby.com.au or phone 0499 754 470.