



Mountain Bike Australia

MTBA Online Services: How to register Teams for a MTB Event

The following procedure provides a step-by-step guide to enter an Event through the MTBA Online Services system.

First Question: How do I find the event? **Pg 1**

- | | |
|--|---|
| A. Searching in the MTBA Calendar | Continue to Page 1 of this Guide |
| B. Club link / Facebook link | Continue to Page 2 of this Guide |
| C. Login through MTBA Website login | Continue to Page 2 of this Guide |
| D. Login with MTBA Online Services account | Continue to Page 2 of this Guide |

Already know how to find the event: Skip straight to the entry process **Pg 3**

Already entered and just need to add a rider: Skip straight to add a rider process **Pg 6**

Already entered and need to change a rider: Skip straight to change rider process **Pg 7**

ENTRY OPTION A – Event Calendar

1. Click on the Event Registration link through the MTBA Events Calendar - <http://www.mtba.asn.au/calendar/>

The screenshot shows the MTBA Events Calendar interface. At the top, there's a navigation bar with the MTBA logo, a 'JOIN MTBA' button, and a calendar navigation for April 2016. Below this, there's a 'CALENDAR' section with a 'Choose filters to narrow your results' area. This area includes dropdowns for Year (2016), Month (April), State, Type, Gender, Categories, and Sanctioned. There are also checkboxes for various disciplines (CX, DHI, FreeStyle, Gravity Enduro, OT, Stage Race, XCC, XCE, XCEN, XCM, XCO) and levels (Club, Internal, International, Major Events, National / MTBA, Promoter, State). A 'FIND EVENTS NEAR YOU' section has a search bar with 'mount gambier' and a '5KM radius' dropdown. A 'FILTERED LIST' button and a 'RESET FILTERS' button are also present. The main content area shows the event '23 Inside Line MTB Club 2016 Round One' for April 23rd, with the location 'Mt Gambier, South Australia, Australia'.

- Click on the Event Name to bring up the details.

The screenshot shows the event details page for 'Inside Line MTB Club 2016 Round One'. The page has a dark header with the event name and dates '23/04/2016 - 24/04/2016, MT GAMBIE, SOUTH AUSTRALIA, AUSTRALIA'. Below the header, there's a section for 'EVENT INFO' with a link to 'http://www.insideline.com.au/'. There are also buttons for 'EVENT LOCATION', 'EXPORT TO CALENDAR', 'PRINT', and a large red 'ENTER NOW' button at the bottom.

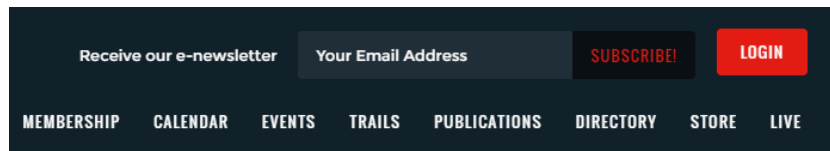
- Select **ENTER NOW** to open up the MTBA Online Services portal. Continue to Page ____.

ENTRY OPTION 2 – Select Entry link from Club site / Facebook, etc...

1. Click the Online Entry link from provided on a club website for example - <https://online.mtba.asn.au/ERegister.aspx?E=3044>

ENTRY OPTION 3 – Login via MTBA website and search MTBA Online Services

1. Open Mountain Bike Australia website – www.mtba.asn.au
2. Select LOGIN in the top right hand corner
3. Enter your membership number and password and select **Login In**
4. Click **Member Area** and select **MTBA On-Line Services** link

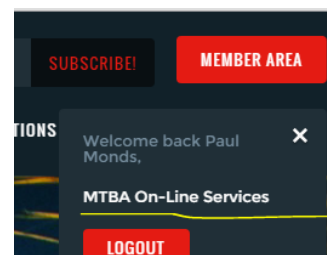


Member Number
163402

Password

☐ Remember Me **Log In**

[← Back to Mountain Bike Australia](#)

**ENTRY OPTION 4 – Login via MTBA Online Services website**

1. Open the MTBA Online Services website - <https://online.mtba.asn.au/> (ensure the 's' is entered after http = https://)
2. Existing members can login with their current membership number and password under the **Log In** section. New members, please follow the steps under **New MTBA Members**

MTBA ONLINE SERVICES

3. Select **Events Calendar** from the left hand menu
4. Search for the event using one or more of the above filters.
5. Events can display in a list option or a calendar option if you know the date of the event (see below).

Events

View: Calendar | List [Show national/international events](#)

Association: All Event Type: All

Event Name: Event State: All or select: All

Search: [Search]

Existing Members

- Log In
- Request Access
- Forgotten Password

New Members

- Sign Up

Log In

Enter your MTBA Membership Number and Password to log on to the MTBA website.

* Required Field

MTBA Membership Number: []

Password: []

Log In

Existing MTBA Members

If you are already an existing MTBA member but do not have a password you can register for online access - [Click Here](#)

Events

View: Calendar | List [Show national/international events](#)

Event State: All Event Type: All

April 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28 2016 Lasseters Easter In The Alice Mountain Bike Muster 2016 ADCC Easter In The Alice registration DH Social Day #1, 2016	29 RATS 2016 JuniorTrials & MTB Skill Clinic Session 4 RATS 2016 JuniorTrials & MTB Skill Clinic Session 5	30	31	1	2 2016 UNE 12 Hours in the Piney 2016 POMBC Club Series Race 1 and Skills Day Level 0 Skills Coach Course - Bright Enduro 1 Smithfield 2016 Enduro 1 Smithfield 2016	3 2016 Wild West Series - Race 6 Wild West Round 6 - Walloon - TRC Hennessey Hill Sweepstakes Handicap 2016 POMBC Club Series Race 1 and Skills Day April 2016 Social Ride DH 1 Smithfield
18 Fundamentals-with Geoff Fox	19 Fundamentals-with Geoff Fox	20 Fundamentals-with Geoff Fox	21 Fundamentals-with Geoff Fox	22 Fundamentals-with Geoff Fox	23 Fundamentals-with Geoff Fox Mt Taylor 3 Hour Twilight Enduro (GHTB Round 3) Inside Line MTB Club 2016 Round one 2016 POMBC Downhill State Series Round 2 Lew Point-Pairs relay 2016 Sheep Station Cup CARR XC # 1	24 Fundamentals-with Geoff Fox Inside Line MTB Club 2016 Round one 2016 POMBC Downhill State Series Round 2 Lew Point-Pairs relay 2016 Sheep Station Cup CARR XC # 1

EVENT TEAMS REGISTRATION


Some team events allow for riders to pay for a team event, but not register all riders in the initial registration. You may be waiting on confirmation of that final rider, or not have the contact details you require to register everyone at once.

This guide shows you how to register the team initially, and then go back in to add the final rider/s.

1. Read through the event information and click **Continue**.

Event Registration

You are registering for the following event:

 **Mountain Bike Australia**

Event Name:	Team test event
Event Location:	varsity lakes
Event Date(s):	24/03/2017 - 24/03/2017
Online registration opens on:	14/03/2017 at 12:00 AM (QLD time)
Online registration closes on:	22/03/2017 at 11:59 PM (QLD time)

Event Contact Details

Event Organiser:	MTBA Admin ONLY
Contact Name:	Lauren Monds
Contact Phone Number:	0425705367
Contact Email:	members@mtba.asn.au
Event Website:	

Instructions

Team test event only

Continue **Cancel**

2. Select the appropriate Team entry and click **Continue**.

Registration Type

Please select one of the following registration types.

☐ Team Entry (2 participants) - Team 2 pax \$0.00

☒ Team Entry (4 participants) - Team 4 pax \$0.00

Continue

3. Type in the team name and select **Edit** to enter the first rider.

Team Registration

Please complete your registration below:

Team of 4 Challenge 25km - 4 Participants

Team Details

Team Name:

Team Captain:

Promotion Code

If you have a promotion code for this event, please enter it below:

Promotion code:

Participants

Please enter participants below. You must enter at least one participant to continue to payment.

First Name	Last Name	Category	Status	
		Team of 4 Challenge 25km	Incomplete	Edit
		Team of 4 Challenge 25km	Incomplete	Edit
		Team of 4 Challenge 25km	Incomplete	Edit
		Team of 4 Challenge 25km	Incomplete	Edit

You have completed 0 of 4 participants.

Delete Team **Continue**

4. If you are registering yourself first, select **I am an MTBA member** and complete the member number and password information.

(If you are registered other members, select **I am registering another member (not me)**).

Participant Type

Please select 1 option below.

☒ I am an MTBA member

Please enter your login details.

MTBA Membership Number:

Password:

☐ I am registering another MTBA member (not me)

☐ Non MTBA member

Continue

5. Confirm your details are correct and answer any **Additional Questions**. Click **Continue**

Please Note: Required fields are marked with *

As you are a registered member with MTBA, you can not edit your details here. Click the following button to edit your details in the MTBA Membership system

Edit your details

Participant Details

At least 1 phone number (home, business or mobile) is required #

Member Number:

First Name:

Last Name:

Address Line 1:

Address Line 2:

Suburb:

State:

Postcode:

Country:

Mobile Number:

Additional Questions

Please nominate your club (membership can be MTB, Cycling, Triathlon, BMX etc):

Choose your Event T-Shirt size:

Do you wish to start with the Choice in the Sides - "Ironman only" in the 25km Saturday Hare Hare?

Nominate your company to challenge others for a range of corporate awards on the day:

Are you currently a school student? Nominate your school for the participation Award! Most school entries nominated enter. Enter your school name or full if not a student:

6. Read through the Event Waiver, Terms and Conditions of Payment and Privacy Statement. Tick the box and click **CONTINUE**.

Waiver

I acknowledge that this athletic event is an extreme test of a person's physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, event monitors and/or producers of

Terms and Conditions of Payment

TERMS AND CONDITIONS OF PAYMENT

Welcome to "Register Now", a payment service owned and operated by REGISTER NOW PTY LTD - Australian Company Number 120 251 489 ("Register Now"). Register Now Please review MTBA's [Privacy Statement](#) before completing your registration and/or payment.

☒ I have read, understand, and accept all of the 'Terms and Conditions' including the 'TERMS AND CONDITIONS OF PAYMENT'. I also have read and accept the MTBA 'Privacy Statement'.

Continue **Cancel**

7. Repeat the process for the next rider by select **Edit**.
8. As you have already entered yourself, you will be given the option to enter another person who is already a member; OR a non-member.

Participant Type

Please select 1 option below.

☒ I am registering another MTBA member (not me)

☐ Non MTBA member

Continue

If you choose another person who is currently a member it will show you their member number, first name and surname only.

If you choose a non-member you will be asked to fill in their contact details including date of birth, address, email phone number and country of citizenship.

9. Complete the details for the riders you can register. Each time you add a rider in they will appear on the team list. You can then choose to nominate a 'Team Captain' based on the riders you have already registered.

Select the Team Captain and click **Continue**.

Team Registration

Please complete your registration below:

Team of 4 Challenge 25km - 4 Participants

Team Details

Team Name:

Team Captain:

Promotion Code

If you have a promotion code for this event, please enter it below:

Promotion code:

Participants

Please enter participants below. You must enter at least one participant to continue to payment.

First Name	Last Name	Category	Status	
Test	Profile	Team of 4 Challenge 25km	Complete	Edit
		Team of 4 Challenge 25km	Incomplete	Edit
		Team of 4 Challenge 25km	Incomplete	Edit
		Team of 4 Challenge 25km	Incomplete	Edit

Team Registration

Please complete your registration below:

Team 4 pax - 4 Participants

Team Details

Team Name:

Team Captain:

Participants

Please enter participants below. You must enter at least one participant to continue to payment.

First Name	Last Name	Category	Status	
Test	Profile	Team 4 pax	Complete	Edit
Test	Profile Two	Team 4 pax	Complete	Edit
Junior	Monds	Team 4 pax	Complete	Edit
		Team 4 pax	Incomplete	Edit

You have completed 3 of 4 participants.

Delete Team **Continue**

10. Look over the Transaction Summary. If you have only one team click **Continue**. If you have another team to register, select **Add New Registration** and repeat the steps above.

Transaction Summary

Please review your Transaction Below:

Team Registration

Team Name	Category	Quantity	Amount	Total
Test team	Team 4 pax	1	\$0.00	\$0.00
Total:				\$0.00

[Edit](#) [Delete](#)

Transaction Total: \$0.00

[Add New Registration](#) [Continue](#)

11. Complete the Payment Contact Details and Payment Details.

Payment Contact Details

Please enter contact details for this payment. This is required in case we need to contact you regarding this transaction.

First Name:

Last Name:

Company Name:


Phone Number:

Email Address:

Payment Details

Please enter your payment details below. We accept Visa and Mastercard.

Payment Amount: \$75.00 AUD (includes GST)

Credit Card Type: 

Card Holder Name:

Credit Card Number:

Expiry Date: / * mm/yy format

Card Security Code: * What's this?

[Pay Now](#) [Back](#)

12. A confirmation email will be sent almost immediately to your email address. Please present this at registration.

Registration Successful

Your registration was successful. A copy of this registration has been emailed to you.
You may also print this page for your records.

Tax Invoice

Register Now Pty Ltd	ABN: 78 120 251 489
Receipt Number: 3691ZE2017321144726818	
Registration Date: 21/03/2017	
MTBA Admin ONLY	
Team test event	
varsity lakes	
24/03/2017 12:00:00 AM	
Lauren Monds	
Phone: 0756280110	

ADDING FINAL RIDER/S TO TEAM REGISTRATION

13. The team captain logs into their MTBA Online Services account.

14. Select **My Events** on the White menu

My Details

- Welcome Page
- My Details
- Change Password

Membership

- My Membership

MTBA Accreditation

- Become a Commissaire

Events

- Event Calendar
- My Events**
- Log Out

Welcome
Welcome Junior Monds

Contact Details

Name: Junior Monds

Address: Southport, QLD 4215 Australia

Telephone: [Redacted]

Work Phone: 0425705367

Mobile: [Redacted]

Email: members@mtba.asn.au

MTBA Membership Details

Status: Current

Type: Junior Recreation

Club: N/A

Expires: 2006/2017

[My Membership](#)

[Edit My Details](#)

15. Find the correct event and select **Participant Details**.

My Details

- Welcome Page
- My Details
- Change Password

Membership

- My Membership

MTBA Accreditation

- Become a Commissaire

Events

- Event Calendar
- My Events
- Log Out

Event Name: [Search]

Date	Event	Team (if applicable)	
24/03/2017 - 24/03/2017	Team test event	Test team	Participant Details ★

16. Scroll down to the hyperlink option of **View Team Details**

Participant Details

Back to search

Registration Details

Registration ID	419332
Registration Type	Team
Required Participants	4
Team Name	Test team
Team Captain	Junior Monds
Registration Status	Complete
Event ID	3691
Event Name	Team test event
Event Organiser	MTBA Admin ONLY
Event Date	24/03/2017
Event Location	varcity lakes
Transaction Status	Complete
Data Entry Type	EventRegistration

[View team details](#)

Participant Details

Participant ID	504384
Participant Status	Complete

17. Scroll down to the **Add Participant** button.

Data Entry Type: EventRegistration

[Withdraw](#)

Team Details

Team Name: Test team [Edit](#) [Update](#)

Team Captain: Junior Monds

Participants

Note: The 'Change' button below replaces the existing participant with a new participant. You cannot edit the details of an existing participant here - only the participant him/herself or an MTBA administrator can edit member details.

Participant ID	Member	Type	First Name	Last Name	Date Of Birth	Gender	Status	
504382	192606	PM	Test	Profile	31/12/1985	Female	Complete	Change
504383	184273	OM	Test	Profile Two	5/08/1999	Male	Complete	Change
504384	167015	OM	Junior	Monds	1/07/1980	Female	Complete	Change

[Add Participant](#) ★

Follow the steps 8 and 9 to include them in the team.

18. Once entered the team will show all eligible riders and the **Add Participant** button will disappear.

[Withdraw](#)

Team Details

Team Name: Test team [Edit](#) [Update](#)

Team Captain: Junior Monds

Participants

Note: The 'Change' button below replaces the existing participant with a new participant. You cannot edit the details of an existing participant here - only the participant him/herself or an MTBA administrator can edit member details.

Participant ID	Member	Type	First Name	Last Name	Date Of Birth	Gender	Status	
504382	192606	PM	Test	Profile	31/12/1985	Female	Complete	Change
504383	184273	OM	Test	Profile Two	5/08/1999	Male	Complete	Change
504384	167015	OM	Junior	Monds	1/07/1980	Female	Complete	Change
504388	180973	OM	Zara	Monds	1/01/1980	Female	Complete	Change

CHANGING A TEAM MEMBER

19. The team captain logs into their MTBA Online Services account.

20. Select **My Events** on the White menu

21. Find the correct event and select **Participant Details**.

Date	Event	Team (if applicable)	
24/03/2017 - 24/03/2017	Team test event	Test team	Participant Details

22. Scroll down to the hyperlink option of **View Team Details**

23. Scroll down to the select the **Change** button against the rider you are replacing.

Participants

Note: The 'Change' button below replaces the existing participant with a new participant. You cannot edit the details of an existing participant here - only the participant him/herself or an MTBA administrator can edit member details.

Participant ID	Member	Type	First Name	Last Name	Date Of Birth	Gender	Status	
504382	192806	PM	Test	Profile	31/12/1985	Female	Complete	Change
504383	184273	OM	Test	Profile Two	3/08/1989	Male	Complete	Change
504384	187015	OM	Junior	Monds	1/07/1980	Female	Complete	Change
504388	180973	OM	Zara	Monds	1/01/1980	Female	Complete	Change

Participant Details

Back to search

Registration Details

Registration ID	419332
Registration Type	Team
Required Participants	4
Team Name	Test team
Team Captain	Junior Monds
Registration Status	Complete
Event ID	3691
Event Name	Team test event
Event Organizer	MTBA Admin ONLY
Event Date	24/03/2017
Event Location	varsity lakes
Transaction Status	Complete
Data Entry Type	EventRegistration

[View team details](#)

Participant Details

Participant ID	504384
Participant Status	Participant

Follow the steps 8 and 9 to include them in the team.