

# DUNGA DERBY REGISTRATION PROCEDURE



## STEP 1: TEAM REGISTRATION

Follow the link to: FRASER COAST: <https://frasercoast.dungaderby.com.au/registration>  
SUNSHINE COAST: <https://sunshinecoast.dungaderby.com.au/registration>

The Team Registration will ask you for:

- Registration type: either a team of 3 (or less) or a Team of 4. NOTE: If you are bringing a luxury vehicle (not a Dunga) you will need to select and make payment of the Luxury Car Tax on registration.
- Vehicle details: make, model and year
- Your Team Number: Use the same car number as you had last year (leave blank for new teams)
- Team Name
- Team Captains Contact Details
- A short Team Bio (Give us some info about your team - Note this info will be displayed on your Team profile page)

*If you're not entirely sure of any of these details, you can just put "TBA" as you will be able to update details as required through your Team Profile page at any time.*

You will need to read and accept the Dunga Derby Registration Terms and Conditions and proceed to payment of the registration fee by Credit Card.

## STEP 2: INDIVIDUAL TEAM MEMBER REGISTRATION

Once your **Team Registration** is complete. You'll need to check your email for the Registration confirmation and receipt of payment. On this email you will also find a link to complete your **Individual Team Member** registration. (KEEP THIS EMAIL – as you will require this link for future access to edit your Team Profile Page)

The individual team member registration is where you'll record all of your own personal details. (As event organisers it is imperative that we have this information on file for every participant on the Dunga Derby). This includes:

- Your Contact & Emergency Contact details. (Please note your Emergency Contact person must be someone **not** 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.
- You will also need to read and agree to the Dunga Derby Code of Conduct and Participant Declaration.

Once you have submitted these details you will have access to edit your **TEAM PROFILE** information.

## STEP 3: LIST YOUR TEAM MEMBERS CONTACT DETAILS

In the Edit Team Profile page, the Team Captain will need to enter the Name, Phone Number and Email address of the remaining Team Members.

Once these have been entered and submitted each team member will then receive their own email with the link to complete **STEP 2** as outlined above.

## STEP 4: SET UP YOUR TEAM PROFILE PAGE

Each Team registered in the 2019 Dunga Derby will have a Team Profile Page on the website. Access to edit your Team Profile information will be available by clicking the link that you received to complete your Individual Team Member Registration.

On the Edit Team Profile Page you will be able to:-

- Update your team members details
- Upload team photos and profile pictures
- List your sponsors and upload their logos
- Set a fundraising goal
- See your team fundraising tally and list of donors
- Order and make payment for extra shirts (deadlines will apply)

**This Team Profile Information will be visible to everyone on the Dunga Derby website (except the team members personal contact details!)**