

### **How to Register a Pay Later Team - \$1000 deposit required:**

1. Go to [www.city-bay.org.au](http://www.city-bay.org.au) and click Register.
2. You will be redirected to Race Roster. Scroll down and select the Pay Later option, then click Register.
3. Fill in your details as Team Captain and create your team.
4. Pay your \$1000 deposit to secure your team.
5. A team promo code and team join link will be sent to you via email along with further instructions.

---

### **How Team Members Will Join Your Team:**

As the team captain, here's what will happen once your team is set up:

- Each intended team member will use the Team Join Link to access your team.
- They will complete the entry form and enter the team promo code on the first page in the "Enter promo code or gift code" field.

**Important:** You are financially responsible for all registrations made using this promo code. Please read the 'Important Responsibility Notice' at the bottom of this page.

---

### **How to Pay:**

- All team members must register by 5:00pm on 26 August 2026.
- Once registration is complete, notify us to generate your invoice. After this, your team promo code will expire and cannot be used again.
- Your invoice must be paid within 7 days of receipt. Unpaid invoices will result in your team members being withdrawn from the race.
- To secure Early Bird pricing, all team members must be registered during the Early Bird period: 19 Jan – 2 June 2026, and you must notify us during this period for it to be applied to your invoice.
- Requests for Early Bird pricing outside this period will not be accepted and the current registration period price will be applied.

---

### **Important Responsibility Notice:**

As the team organiser/captain, you are financially responsible for all registrations made using your team promo code.

- Only share the link and promo code with people you trust. Anyone with the code will be added to your team's invoice.
- Keep a record of who you send the code to, so you can track registrations and avoid unexpected charges.
- Your invoice will include all registrations made using the promo code, whether or not they were intended team members.

Note: People can join your team without using the promo code. They will pay individually, and you will not be charged.