

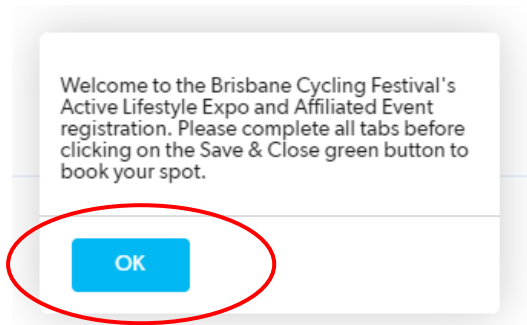
BRISBANE CYCLING FESTIVAL

Affiliated Event Registration

Complete if you are only registering an Affiliated Event or Activity to be a part of the Brisbane Cycling Festival between 24/03/2021 – 11/04/2021.

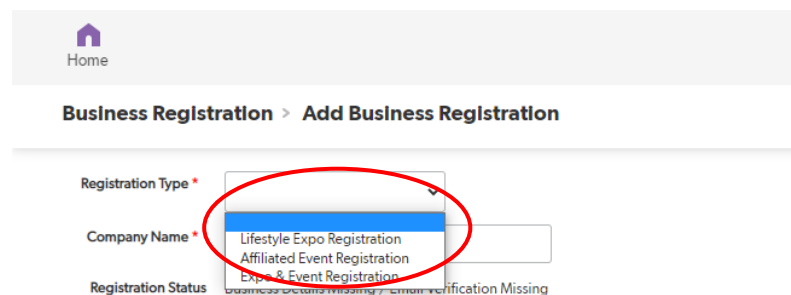
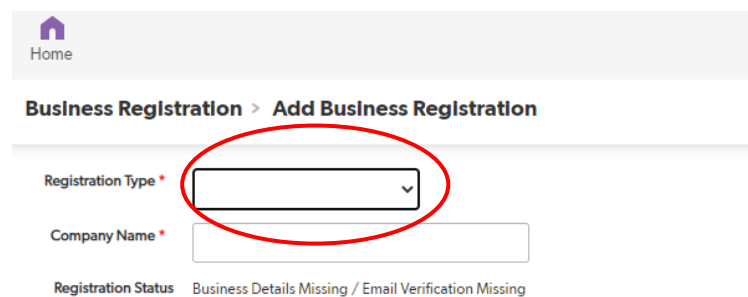
Step 1:

Click the Blue 'OK' Button:



Step 2:

Select your registration type 'Affiliated Event':



BRISBANE CYCLING FESTIVAL

Step 3:

Enter your details in the Purple '1. Business Details' Tab.

Business Registration > Add Business Registration

Registration Type *

Affiliated Event Registration ▼

Company Name *

TEST

Registration Status

Event Agreements Unchecked / Event Certificate Details Missing / Email Verification Missing

1. Business Details

2. Event Agreements

3. Event Details

Business Contacts

Business Details

Website *

TEST.COM.AU

ABN *

12345678

Postal Address

Search for an address

Old Cleveland Rd.

Street 2

City

Queensland

4155

Australia ▼

First Name *

TEST

Surname *

TEST

Phone

0733901477

Mobile

0400000000

Email *

jodie.behan@cyclimg.org.au

Note: These contact details will be added to the business contacts registration automatically after saving

Social Media

Facebook

Brisbane Cycling Festival

Instagram

https://www.instagram.com/BrisbaneCyclin

Twitter

https://twitter.com/BNECyclingFest

BRISBANE CYCLING FESTIVAL

Step 4:

Click on the Blue '2. Event Agreements' Tab.

Business Registration > Add Business Registration

Registration Type *

Company Name *

Registration Status Event Agreements Unchecked / Event Certificate Details Missing / Email Verification Missing

1. Business Details | **2. Event Agreements** | 3. Event Details | Business Contacts

Event Agreement: Your Organisation

- o Deliver your Event/Activity during 24/03/2021 - 11/04/2021.
- o Deliver your Event/Activity within the Brisbane Region.
- o Add the Brisbane Cycling Festival's logo onto your event/activity promotion.
- o Display Brisbane Cycling Festival's signage/promotional items at your event/activity.
- o Provide Brisbane Cycling Festival with high definition logo (with transparent background) and 2 x photos for promotional items.
- o Provide Brisbane Cycling Festival with registration/participation numbers after the event/activity.
- o Add Brisbane Cycling Festival as a co-host on the events/activity Facebook event/s (if possible).

Event Agreement: Brisbane Cycling Festival

- o Promoted on Brisbane Cycling Festival Socials, EDM & Website.
- o Included within Brisbane Cycling Festival Printed Program, with over 5,000 printed and distributed.
- o Provide required Brisbane Cycling Festival signage/promotional items.
- o Support will be provided to assist organisers with any help around their activity/event.
- o Opportunities with print and media.

Event: Certificate of Currency

No file chosen

Step 5:

- Read all agreements.
- Agree to all agreements, by ticking the 2 boxes.
- Upload your current Certificate of Currency.

Business Registration > Add Business Registration

Registration Type *

Company Name *

Registration Status Event Certificate Details Missing / Email Verification Missing

1. Business Details | **2. Event Agreements** | 3. Event Details | Business Contacts

Event Agreement: Your Organisation

- o Deliver your Event/Activity during 24/03/2021 - 11/04/2021.
- o Deliver your Event/Activity within the Brisbane Region.
- o Add the Brisbane Cycling Festival's logo onto your event/activity promotion.
- o Display Brisbane Cycling Festival's signage/promotional items at your event/activity.
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- o Provide required Brisbane Cycling Festival signage/promotional items.
- o Support will be provided to assist organisers with any help around their activity/event.
- o Opportunities with print and media.

Event: Certificate of Currency

Affiliated Pro...ion Steps.docx

BRISBANE CYCLING FESTIVAL

Step 6:

Click on the green Save & Close button on the top right-hand corner:

Business Registration > Add Business Registration Save & close

Registration Type *

Company Name *

Registration Status Event Certificate Details Missing / Email Verification Missing

1. Business Details | 2. Event Agreements | 3. Event Details | Business Contacts

- Event Agreement: Your Organisation**
 - Deliver your Event/Activity during 24/03/2021 - 11/04/2021.
 - Deliver your Event/Activity within the Brisbane Region.
 - Add the Brisbane Cycling Festival's logo onto your event/activity promotion.
 - Display Brisbane Cycling Festival's signage/promotional items at your event/activity.
 - Provide Brisbane Cycling Festival with high definition logo (with transparent background) and 2 x photos for promotional items.
 - Provide Brisbane Cycling Festival with registration/participation numbers after the event/activity.
 - Add Brisbane Cycling Festival as a co-host on the events/activity Facebook event/s (if possible).
- Event Agreement: Brisbane Cycling Festival**
 - Promoted on Brisbane Cycling Festival Socials, EDM & Website.
 - Included within Brisbane Cycling Festival Printed Program, with over 5,000 printed and distributed.
 - Provide required Brisbane Cycling Festival signage/promotional items.
 - Support will be provided to assist organisers with any help around their activity/event.
 - Opportunities with print and media.

Event: Certificate of Currency

Step 7:

Business registration saved message should appear on your screen:

Business Registration > TEST ✔ Business registration saved

Registration Type

Company Name

Registration Status

1. Business Details | 2. Event Agreements | 3. Event Details | Business Contacts

Business Details

Website	ABN
<input type="text" value="TEST.COM.AU"/>	<input type="text" value="12345678"/>

Postal Address

First Name	Surname
<input type="text" value="TEST"/>	<input type="text" value="TEST"/>
Phone	Mobile
<input type="text" value="0733901477"/>	<input type="text" value="0400000000"/>
Email	
<input type="text" value="jodie.behan@cyclinq.org.au"/>	

Note: These contact details will be added to the business contacts registration automatically after saving

BRISBANE CYCLING FESTIVAL

Step 8:

You will receive an email with your registration link, if you require to go back to update any details:

Affiliated Event Registration: Brisbane Cycling Festival Inbox x

notify@quickbase.com

to me ▾

Hi TEST,

Thank you for registering TEST as an Affiliated Event within the Brisbane Cycling Festival!

If you need to go back and update your details, please use the link below:

<https://datagility.quickbase.com/db/bqs3kpr2?a=dr&r=m>

We are looking forward to see you there.

Kind Regards,

Brisbane Cycling Festival

Step 9:

In the 1. Business Details Tab, after saving above – you will be required to verify your email.

Click on the Aqua Button 'Please verify Email' down the bottom of the page:

Business Registration > TEST

Registration Type	Affiliated Event Registration
Company Name	TEST
Registration Status	Email Verification Missing

1. Business Details | 2. Event Agreements | 3. Event Details | Business Contacts

▼ **Business Details**

Website	ABN
TEST.COM.AU	12345678

Postal Address

Old Cleveland Rd., Queensland 4155

First Name	Surname
TEST	TEST
Phone	Mobile
0733901477	0400000000

Email

jodie.behan@cycling.org.au

Note: These contact details will be added to the business contacts registration automatically after saving

[Please Verify Email](#) [Enter Verification Code](#)

BRISBANE CYCLING FESTIVAL

Step 10:

You will receive an email with your verification code:

Email Verification: Brisbane Cycling Festival Inbox x

notify@quickbase.com

to me ▾

Hi TEST,

Below is the email verification code for TEST's Brisbane Cycling Festival's Affiliated Event registration.

Verification Code: TES2011

Please find the registration link below if you require to access it again:

<https://datagility.quickbase.com/db/bqs3kpfr2?a=dr&r=m>

Kind Regards,

Brisbane Cycling Festival

Step 11:

- Copy the verification code from the email.
- Click on the Purple 'Enter Verification Code' button.
- Paste the code into the box when prompted.
- Click the Blue 'OK' button.

Business Registration > TEST

Registration Type: Affiliated Event Registration
Company Name: TEST
Registration Status: Email Verification Missing

1. Business Details | 2. Event Agreements | 3. Event Details | Business Contacts

Business Details

Website: TEST.COM.AU | ABN: 12345678

Postal Address: Old Cleveland Rd., Queensland 4155

First Name: TEST | Surname: TEST
Phone: 0733901477 | Mobile: 0400000000

Email: jodie.behan@cycling.oro.au

Note: These contact details will be added to the business contacts registration automatically after saving

Please Verify Email | **Enter Verification Code**

dataqjln.quickbase.com says
Enter Verification Code

OK Cancel

BRISBANE CYCLING FESTIVAL

Step 12:

Click on the Orange '3. Event Details' Tab.

1. Business Details	2. Event Agreements	3. Event Details	Business Contacts
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Event/Activity Name

Deliver your Event/Activity during 24/03/2021 – 11/04/2021

Event Date	Start Time	Finish Time
<input type="text"/>	<input type="text"/>	<input type="text"/>

Location

Event Details

Step 13:

Enter Event Information.

1. Business Details	2. Event Agreements	3. Event Details	Business Contacts
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Event/Activity Name


Deliver your Event/Activity during 24/03/2021 – 11/04/2021

Event Date	Start Time	Finish Time
<input type="text"/>	<input type="text"/>	<input type="text"/>

Location

Event Details

Approx. Ticket Cost

 Ticket/Registration Link

Further Info

BRISBANE CYCLING FESTIVAL

Step 14:

Click on the Green 'Save & Close' ON THE TOP RIGHT CORNER.

Business Registration > Edit TEST Save & close

1. Business Details | 2. Event Agreements | 3. Event Details | Business Contacts

Event/Activity Name
TEST

Deliver your Event/Activity during 24/03/2021 - 11/04/2021

Event Date: 25-03-2021 | Start Time: 09:00 AM | Finish Time: 11:00 AM

Location
BRISBANE

Event Details
TEST

Approx. Ticket Cost
0

Ticket/Registration Link
TBC

Further Info
TEST

Step 16:

A Green 'Business registration saved' notification will come up.

Home

Business Registration > TEST

✔ Business registration saved

Registration Type: Affiliated Event Registration
Company Name: TEST
Registration Status: Event Registration Complete

1. Business Details | 2. Event Agreements | 3. Event Details | Business Contacts

Business Details

Website: TEST.COM.AU | ABN: 12345678

Postal Address: Old Cleveland Rd., Queensland 4155

First Name: TEST | Surname: TEST

BRISBANE CYCLING FESTIVAL

Step 17:

You will receive a confirmation email to confirm your registration was successful through the system.

Affiliated Event Registration: Brisbane Cycling Festival Inbox x

notify@quickbase.com

to me ▾

Hi TEST,

Thank you for registering as an Affiliated Event with Brisbane Cycling Festival.

We will be in contact with you shortly with additional information and payment details.

Kind Regards,

Brisbane Cycling Festival
