

Tour de Gruene Team Time Trial  
**TEAM CHANGE OPTIONS**

The date your need occurs determines your options --- before --- (or after) October 14th  
If the person being replaced is a minor child (under 18) they cannot be replaced through Active and you need to contact [registration@tourdegruene.com](mailto:registration@tourdegruene.com) for options.

**OCTOBER 14<sup>th</sup> OR EARLIER? - HERE ARE YOUR OPTIONS:**

**Captain needs to replace his partner before October 14<sup>th</sup>:**

- A Captain may replace his/her partner as many times as necessary before the deadline of 8 pm on Thursday, October 14<sup>th</sup>
- Log into <https://myevents.active.com/login.jsf> and navigate to the “edit” feature
- Captain incurs no fees for changing out partner info if completed by Oct. 14<sup>th</sup>
- The Captain cannot change out the meal or shirt selections from the initial order
- If the Tour de Gruene Time Trials are closed to registrations due to the field limit having been met, you will need to contact us so that a password can be initiated for you to gain entry into your registration for editing

**Captain needs to replace only himself before Oct. 14<sup>th</sup>**

- The Captain needs to send an email from the email account he used at time of registration making the request that only he is being replaced, his partner is remaining.
- Send the email to [registration@tourdegruene.com](mailto:registration@tourdegruene.com)
- Designate who the new Captain will be and include his email so we can send them the team entry code to replace the former Captain
- Once the new team has entered via the code, the original Captain will be cancelled and refunded.
- In order to enter the new team, the new Captain will need to have all of the information on the new partner before proceeding. <http://www.tourdegruene.com/images/uploads/Registration%20Pre-Form%20for%20Teams.pdf>

**Neither Partner plans to attend. You are invited to find a replacement team (and be refunded) -- IF – the new team is registered before Oct. 14<sup>th</sup>**

- A “team transfer“ will need to be initiated within the Captain’s Active account:  
<https://myevents.active.com/login.jsf>
- Vacating Captain needs to follow instructions on this link:  
[http://activesupport.force.com/usersupport/articles/en\\_US/Article/Transferring-Registration-to-Another-Participant](http://activesupport.force.com/usersupport/articles/en_US/Article/Transferring-Registration-to-Another-Participant)
  - ◆ FYI - a Tour de Gruene Team entry constitutes as one registration with Active because both people are registered within one entry by the Captain
  - ◆ The replacement team will be registering at the current entry fee (which may be more than the vacating team if they registered early)
- The new Captain will need to know information about his team before beginning registration. Print the following pdf and know the answers before claiming the transfer link:
  - ◆ <http://www.tourdegruene.com/images/uploads/Registration%20Pre-Form%20for%20Teams.pdf>
  - ◆ To begin registration the new Captain must click on the link sent to him by the former Captain as that link allows the new Captain to “claim” the registration slot that is being vacated.
  - ◆ This transfer must be completed by October 14<sup>th</sup>

**Captain, or the partner, plans to ride SOLO**

- If a partner cannot race, the remaining partner also has the option of racing the course as a SOLO hardship and will be placed into the Ride for Time Division
- Please notify us by Tuesday, Nov.3<sup>rd</sup> so that we may make all the necessary changes with the timing company

## **If it is after October 14<sup>th</sup> what are the options?**

On October 14<sup>th</sup> online registration is closed and all teams are downloaded and the committee begins the long arduous task of creating the Divisions for Racing. It is a very time consuming and complicated task to configure more than 40 divisions.

Once divisions are created... these are the only remaining options:

Email [registration@tourdegruene.com](mailto:registration@tourdegruene.com) if you are:

### **1) Replacing either teammate after October 14<sup>th</sup>**

- Replacing a partner after October 14<sup>th</sup> moves a team out of Age Division competition and into what we refer to as the “Ride for Time” Division
  - ◆ This means a team will still be listed in the Overall Results, but cannot compete within the Age Division competition for awards
  - ◆ Unless the new teammate’s gender, equipment, age and speed places the new team into the **exact same age/ability division** as the original team, which is very rare.

### **2) The Captain, or the partner, plans to ride SOLO**

- If a partner cannot race, the remaining partner has the option of racing the course as a SOLO hardship and will be placed into the Ride for Time Division
  - ◆ You **MUST** notify us immediately when riding SOLO so we can notify officials
  - ◆ Remember to pick up your partner’s packet which will include shirt, lunch ticket, & Wurstfest ticket. You will need to know their email & zip code for verification.

### **3) Neither member of the team plans to race, and it is after October 14<sup>th</sup>**

- After October 14<sup>th</sup>, if both partners of a team cannot race, there are no transfers nor refunds as online registration has closed.
- **If we are not informed of a team’s cancellation, the names and the bio on each rider will be announced to the spectators at the appointed start time as the announcer does not know if they might just be running late, or if they are no-shows. They will also be listed as DNS (Did Not Show) in the results.**
- If you do inform us of a cancellation, you may still collect your shirts and tickets at a packet pickup **IF** you request this in advance to [registration@tourdegruene.com](mailto:registration@tourdegruene.com). You can have someone else pick up the items for you if they have our email giving consent. Items cannot be mailed.