

2014 Australian Dragon Boat Championships – Payment Guidelines

Instructions on how to make payments & apply voucher / adjustments

Please note that the daily rate will be charged at \$70/day on all entries due to the fact that we could not enter multiple price codes into the system. As such you will need to apply your voucher code to make adjustments to entries for super passes/junior passes/2000M race only. Once all of your entries have been entered into the system please apply the voucher code '**discount14**' and deduct the required amount from your total invoice in the shopping cart. Please submit the adjusted amount for payment.

For example: All of the below paddlers have opted for a 3 day Super Pass (\$195.00)

Event/Day	Number of paddlers entered	Price/paddler (N.B. \$70.00 will automatically appear in shopping cart)	Total (incl GST)
Wednesday 16 th April Senior ABC 200M	40	\$70.00	\$2800.00
Thursday 17 th April Senior ABC 500M	26	\$70.00	\$1820.00
Friday 18 th April Club Crews 2000M	40	\$70.00	\$2800.00
SUBTOTAL			\$7420.00
Voucher Code: 'discount14'	106	\$15.00 (\$210-\$195)	-\$1590.00
TOTAL AMOUNT PAYABLE (this is the amount to be deposited)		\$7420-\$1590=	\$5830.00

***** Please use the text box provided on your payment summary page to advise a breakdown of total tickets purchased for your club, for reconciliation purposes *****

Payment Options: Direct Deposit or Cheque

Direct Deposit Details: Bank of Queensland

BSB: 124001 Account Number: 21557275 Account Name: Australian Dragon Boat Federation
Reference: Club name and/or Reference Number generated by Smartspace (it is **essential** you put a reference with your payment to ensure we can match deposits to the relevant clubs).

Cheque Details:

Please make cheques payable to 'Australian Dragon Boat Federation Ltd' and mail to:

Australian Dragon Boat Federation

PO Box 949

Springwood 4127 Qld

Assistance with entering entries and finalising payment:

We suggest that prior to completing your entries you watch the instructional videos created by Smartspace. At anytime you can click onto the green question mark which will take you to the help menu. If in the event you require further assistance with entries please contact accounts@ausdbf.com.au.

After Party Tickets:

If your club is wanting to purchase after party tickets (separate to the 3 and 5 day super passes which have after party tickets included as part of the total price) please order these through the separate 'After Party Group' on Smartspace. We do not require individual names for these tickets but please ensure you advise your clubs name.

Terms & Conditions:

The Australian National Championships (the Event) is conducted under the authority and regulations of the Australian Dragon Boat Federation (AusDBF), which has absolute authority on all aspects of the Event including the authority to postpone or cancel the Event due to any weather, safety or any concerns.

The Event is an outdoor event held on water. By registering for, or participating in, the Event you acknowledge that you and your team have read, understand and agree to these terms and conditions on behalf of the AusDBF.

The Event and AusDBF activities can be inherently dangerous, and you may be exposed to certain risks including but not limited to being physically or mentally injured or impaired, or your property damaged or destroyed.

Where AusDBF or the race director determines that weather conditions are unsuitable for the performance of the Event, irrespective of whether the Event, or part of it, has commenced or not, the AusDBF or race director may in their discretion postpone, cancel or alter the Event as they deem fit, and no competitor, participant, entrant or supplier shall be entitled to any refund whatsoever (including but not limited to entry fees, travel and accommodation fees, hire fees or license fees) from AusDBF in such circumstances.

Where the Event is delayed or postponed due to an accident, illness, injury, death, or such other incident or occurrence as to make, in the AusDBF or the race director's discretion, the continued operation or performance of the Event unsafe, inappropriate or non-viable, the AusDBF or race director may cancel or alter the Event as they see fit, and no competitor, participant, entrant or supplier shall be entitled to any refund whatsoever from AusDBF in such circumstances.

Transferring of tickets:

If you need to make changes to submitted crew lists for any given race day please amend your lists in the system. For instance if one of your paddlers gets sick and you need to replace them with another paddler please make the necessary adjustments to your race list in Smartspace. If there is any variance to the financial outcome of this change then clubs need to handle this as a club matter. AusDBF will not be processing any of these adjustments. As per our terms and conditions the organising committee will not be issuing any refunds.

State Team Entries (for State/Territory bodies only):

As most paddlers involved in the State team will have already purchased the relevant day pass we anticipate there may only be a few paddlers required to pay the State Team Entry fee. Please manually adjust the quantity of paddlers required to pay for state team entry (if any) on your summary shopping basket. In the case of juniors please apply the voucher code to ensure correct totals are displayed, as again the default rate set in the system is \$70.00. As per above instructions please ensure you use the text box provided on your payment summary page to advise a breakdown of total tickets purchased for your State/Territory, for reconciliation purposes.