



GRBR VENDOR ONLINE REGISTRATION INSTRUCTIONS

The Great Reno Balloon Race (GRBR) has now made registering for the event easier for you and future years to come. With the new system, the data you submit will be retained in our database, and you will be able to easily update your data as changes surface – up to 30 days before the event. You will be asked to scan required documents and to upload them to the system – making registration more seamless and paperless. All data and documents will be reviewed by the event staff before you are approved to attend this year’s event so ensure all information you submit is valid.

To ensure you are moved onto the next step of approval, you must upload and submit all required documents. You can update documents later on, as needed. The registration software will validate your documents, and it will submit your full registration to the GRBR staff.

INSTRUCTIONS ON HOW TO REGISTER:

Please follow all the steps below as they are all required in order to fully register for The Great Reno Balloon Race. Filling out all steps will ensure a smooth approval process.

1. Event Sign-Up
 - a. Locate GRBR Login Box. Click “Sign Up.”
 - b. Under “Participant Class,” please select “Vendor”
 - c. Fill out all requested information and read all available documentation. Please ensure you submit a valid email address as that is how you will receive approval to complete registration. Read the Terms and Conditions, and click the check box to accept.
 - d. Type the correct characters shown in the CAPTCHA box.
 - e. Create a username unique to you.
 - f. Click “Sign-Up.”
2. Event Documents for Registration
 - a. Scan the following documents and have them available in a convenient location on your computer for easy uploading. During registration, you will use the provided drop down menu to upload your documents/pictures. Please have available:
 - i. Copy of Sales Tax Permit
 - ii. Copy of Certificate of Insurance
3. Event Registration
 - a. Once your sign-up to register for the event has been approved by GRBR staff, you will receive an email containing your password. Use the username you created and the password given to sign-in to the GRBR registration site.
 - b. You will see the Main Front Page. Select “Registration Profile” at the top header. Underneath the header, click “Edit” and then click “Update your Profile.” After filling out requested information, you will need to ensure you click “Update” or the work you have done will be lost.
 - c. If you have any questions on the data being submitted, hover your mouse over the text/upload field for a description on the information being asked.



- d. Once all data has been entered and completed, click “Submit My Application.” This will let you know if you have completed all parts of registration. If completed, your registration will be sent to GRBR staff for approval.
4. Accepted Into Event
 - a. GRBR staff will review your registration. You will receive an email notifying you once you have officially been accepted into the event.

Again, please note that you are able to update your registration profile at anytime – up to 30 days prior to the event. Always click “Edit” and “Update Your Profile” to make any changes, and click “Update” to save otherwise the work you have done on the page will be lost.

Thank you for registering for the event! Now that you are finished, you will be able to come back to this same site to update any changes and documents for future GRBR events without having to input your data all over again.

If you have questions regarding the GRBR registration process, please contact Melissa Ung, Event Coordinator at melissa@renoballoon.com.