



GEO BAY

Yahava KoffeeWorks
COOL WATER CLASSIC

REGISTRATION GUIDE



Overview

1. [How to access the registration page](#)
2. [Setting up your Race Roster account](#)
3. [How to create a Duo or Team](#)
4. [How to join a team](#)
5. [Accessing your Participant and Team Dashboard](#)
6. [Your Participant Dashboard](#)
7. [Managing Your Team](#)
8. [Changing your Paddler details](#)
9. [Checklist](#)



How to access the registration page

To access the registration page, please visit geobayswim.com.au and click on the 'register now' button on the home screen, or the 'register' tab on the menu.

Alternatively, please [click here](#)



Setting up your Race Roster Account



You will need a Race Roster account to access the registration form. This way it will make it easy to log back into your account anytime to manage your entry, or your team.

1. Enter your email address and select 'no, I want to create a password' to create an account.
2. You will then need to verify your email address by clicking on the link in your 'Welcome to Race Roster' email you will receive after signing up

Note: you can sign in with your Facebook account if preferred.


The screenshot shows the 'Let's get started' registration page. On the left, there is a blue banner with the 'GEO BAY' logo (Yahava Koffeeworks COOL WATER CLASSIC) and the 'RACE ROSTER' logo. Below the banner, it says 'Welcome To Race Roster, our online registration partner. Please sign in to proceed.' The main form area on the right has a title 'Let's get started' and a close button 'x'. It contains the following fields and options:

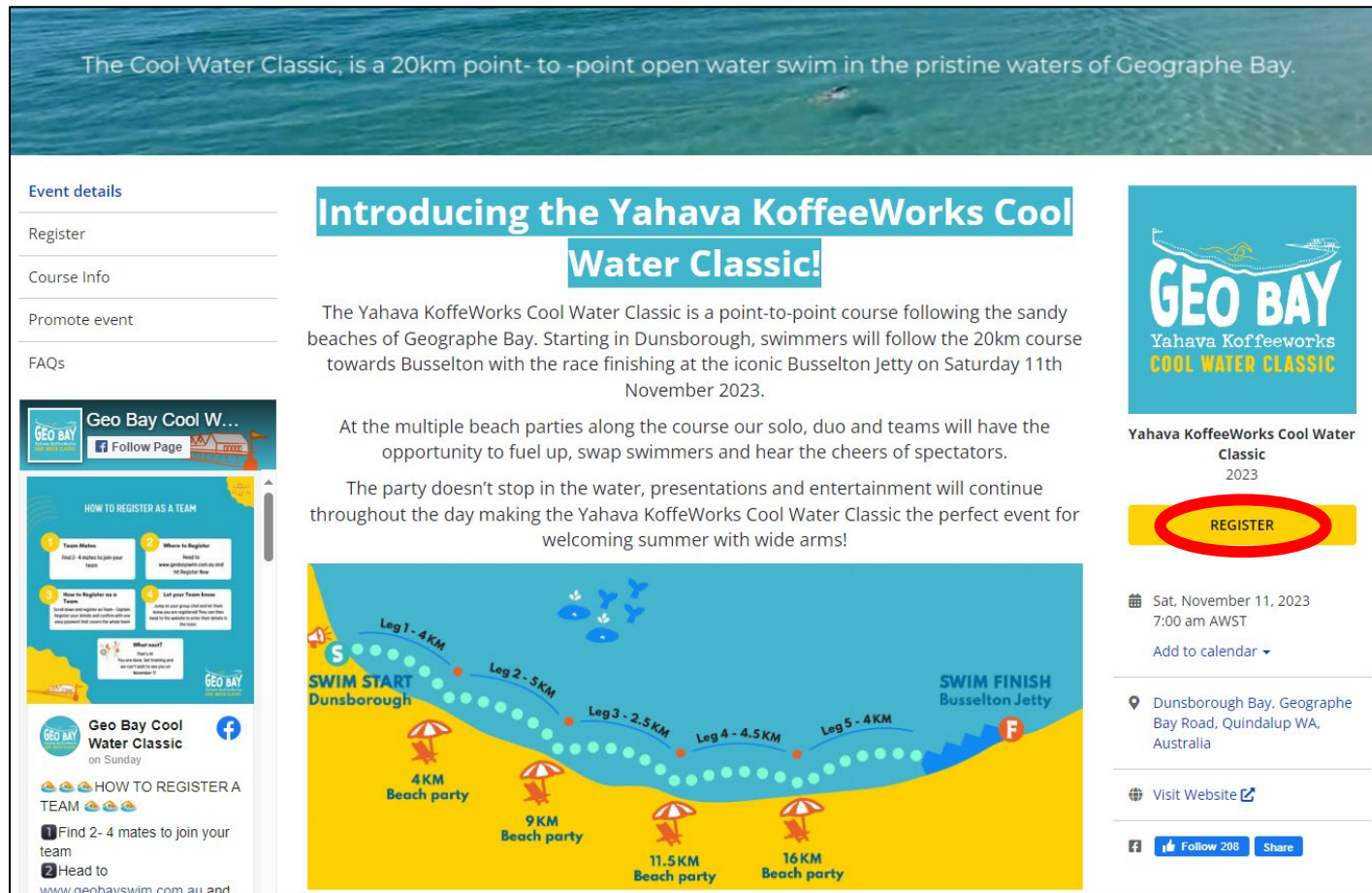
- Text input: 'What is your email address?' with a text box below it.
- Radio buttons: 'Do you have a Race Roster password?' with options 'No, I want to create a password.' (selected) and 'Yes, I have a password.'
- Text input: 'Create password' with a text box below it. A note states: 'Password must include: at least one uppercase letter, one lowercase letter, one number, and be between 9 and 64 characters.'
- Checkbox: 'I have read and understand the Race Roster Privacy Policy, and I agree to the Race Roster Terms of Service'.
- Blue button: 'Sign up'.
- Text: 'OR'.
- Facebook button: 'Sign in with Facebook'.



How to create a Duo or Team



Once you've created your Race Roster Account, you can now register for the event! To create a Duo or Team, you need to click on the  button on the home page.



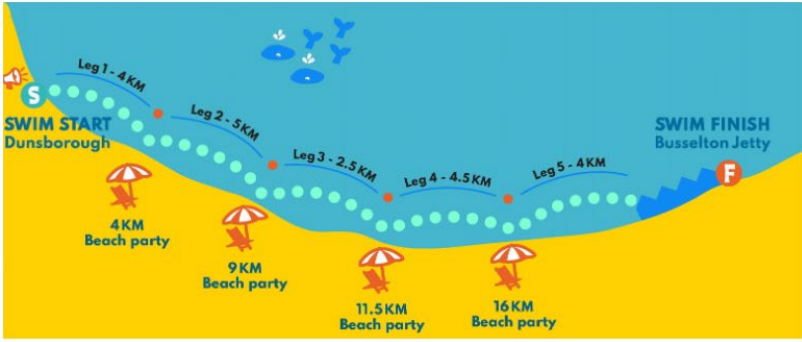
The Cool Water Classic, is a 20km point- to -point open water swim in the pristine waters of Geographe Bay.

Introducing the Yahava KoffeWorks Cool Water Classic!

The Yahava KoffeWorks Cool Water Classic is a point-to-point course following the sandy beaches of Geographe Bay. Starting in Dunsborough, swimmers will follow the 20km course towards Busselton with the race finishing at the iconic Busselton Jetty on Saturday 11th November 2023.

At the multiple beach parties along the course our solo, duo and teams will have the opportunity to fuel up, swap swimmers and hear the cheers of spectators.

The party doesn't stop in the water, presentations and entertainment will continue throughout the day making the Yahava KoffeWorks Cool Water Classic the perfect event for welcoming summer with wide arms!



Geo Bay Cool W...
Follow Page

HOW TO REGISTER AS A TEAM

- 1 Find 2-4 mates to join your team
- 2 Head to www.geobavswim.com.au and

Geo Bay Cool Water Classic
on Sunday

HOW TO REGISTER A TEAM

- 1 Find 2- 4 mates to join your team
- 2 Head to www.geobavswim.com.au and

Geo Bay
Yahava Koffeeworks
COOL WATER CLASSIC

Yahava Koffeeworks Cool Water Classic 2023

REGISTER

Sat, November 11, 2023
7:00 am AWST
Add to calendar

Dunsborough Bay, Geographe Bay Road, Quindalup WA, Australia

Visit Website

Follow 208 Share



How to create a Duo or Team (continued)



To create a Duo or Team, you need to first register as the Captain to create your team. To do this, select the relevant category from the list on the online form.

A screenshot of the RACE ROSTER website's registration form. The page is titled "Event details" and includes navigation links for "Register", "Agreements", and "Checkout". The main content area is labeled "Registrant No. 1" and contains a section titled "Choose your category!". Below this, there is a "Select a sub-event" dropdown menu. The form lists two main categories: "Duo" and "Team". Under "Duo", there are three radio button options: "Duo - Captain" (\$550.00), "Junior Duo - Captain (for non-participating adult to create Junior Duo team)" (\$550.00), and "Duo - Member" (14 years or over). Under "Team", there are three radio button options: "Team - Captain" (\$1,125.00), "Junior Team - Captain (for non-participating adult to create Junior Team)" (\$1,125.00), and "Team - Member" (14 years or over). A large red oval is drawn around the "Duo" and "Team" sections of the form.

How to create a Duo or Team (continued)



Please complete all personal details on the form. When you get to the Teams/Duo section, click on “create a new team”. Fill in your team name (be creative!) and then you can also create a code to act as a password to enter your team (this is optional).

Teams

Add registrant to a team? *

+ Create new team

Team of 3 to 5 Swimmers

Team name *

Create code (optional) ⓘ

By joining a team, I understand and agree that: *

The team captain will be able to see various details of my registration, including my contact information.

How to create a Duo or Team (continued)



Accept and sign the waiver, and process payment as the Team/Duo Captain, and then you're all done! From your confirmation page you can:

Visit your participant dashboard or invite your team members by emailing the link!

A screenshot of a confirmation page for the 'GEO BAY Yahava KoffeeWorks COOL WATER CLASSIC'. The page features a 'Thank you!' message and a confirmation number '24725787'. A red circle highlights the 'Confirmation No. 24725787' and another red circle highlights the 'Email this link' button. The page also includes an 'Invite team members' section with a link to a registration page and a status indicator showing 'Total team members 1 / 5 (4 remaining)'. At the bottom, there are two illustrations of people running and a lounge chair, followed by the word 'SUCCESS!' in large blue letters.

Thank you!

You have successfully registered for Yahava KoffeeWorks Cool Water Classic.

Confirmation No. 24725787

Visit your participant dashboard →

Invite team members



Send this link to friends and family to invite them to join your team!

<https://www.proster.com/registration/1c013eab-97b3-41b7-8d63-c6fb20894545/entry?te>

Email this link

Total team members
1 / 5
(4 remaining)

A note from the Yahava KoffeeWorks Cool Water Classic:

SUCCESS!

How to join a team



There are a few ways you can join a team:

1. Team Captain can share the referral link from your confirmation page (or if you cannot locate, please contact info@geobayswim.com.au and we can share the referral link with you)
2. Team members can go through the normal registration process, selecting either a “Duo – Team Member” or “Team – Team Member” registration. When they get to the “Teams” section, they need to select “Yes, add to another existing team” and then select the correct team from the list.

Note: The Team Captain needs to share the code/password to join the team (if applicable).

A screenshot of a web form titled "Teams". The form contains the following elements:

- A heading "Teams" in a grey bar.
- A question "Add registrant to a team? *". Below it, there are two radio buttons. The first is unselected, and the second, labeled "Yes, add to another existing team", is selected and circled in red.
- A grey bar with the text "Team of 3 to 5 Swimmers".
- A label "Select team" above a dropdown menu. The dropdown menu is open, showing "Test6" as the selected option, which is also circled in red.
- A label "Enter code * ⓘ" above an empty text input field.
- A checkbox at the bottom with the text "By joining a team, I understand and agree that: *". The checkbox is currently unchecked.

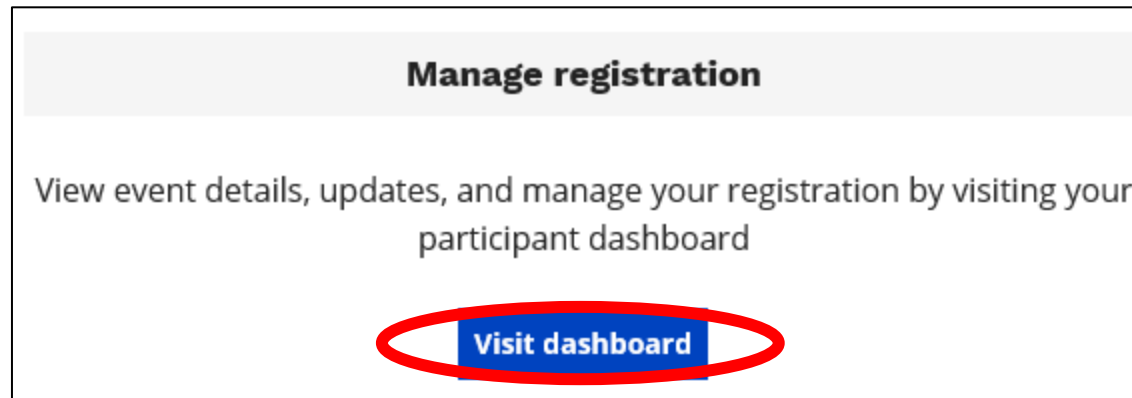
Accessing your Participant Dashboard



Your Participant Dashboard is where you can manage your information, and also your Duo or Team information (if you are the Duo/Team Captain).

To access your Dashboard, you need to follow the link in your confirmation email (this would have been sent from this email address: therunner@raceroster.com). Can't find your confirmation email? Please contact info@geobayswim.com.au and we can resend this to you.

To access your Dashboard, you will need to login into your Race Roster account.



Your Participant Dashboard



On your Dashboard, you can view all of your details, as well as make certain amendments to your registration by selecting 'edit registration'. If you need to make changes that aren't allowed, please contact info@geobayswim.com.au for help.

If you are a Duo/Team Captain, you can also invite people to your Team through the "Invite friends" button, as well as view your Teams information under the "Teams" tab.

The screenshot displays the participant dashboard for the 'Yahava KoffeeWorks Cool Water Classic' event. The dashboard is divided into several sections:

- Event Information:** Includes the event logo, name, date (Sat, November 11, 2023), and an 'Event page' button.
- Registration Details:** Shows the participant's name (Team - Captain), confirmation number (24725787), and a circled 'Edit registration' button.
- Personal details:** Lists fields for Name, Email, and Phone number, with a circled '+ Show more' button.
- Additional details:** Includes a circled '+ Show all' button.
- Team Management:** Shows the participant's role as 'TEAM CAPTAIN' and a circled 'Invite friends' button.
- Waiver Acceptance:** Provides links to 'View waiver acceptance' and 'Download waiver acceptance'.



Managing your Duo/Team (as a Captain)



Once logged into your dashboard, select the “Teams” tab.

As the Team Captain, when logging in for the first time you will need to review and accept the agreements before being able to view any details of your team. Please click on “Understanding & Agreements” and review and check the boxes to agree.

The screenshot shows the event dashboard for the "Yahava KoffeeWorks Cool Water Classic" on Saturday, November 11, 2023. The "Teams" tab is highlighted in the navigation bar. A modal window titled "Team captain agreement" is open, displaying the following text:

Welcome to the participant dashboard. As a team captain, you have the ability to communicate with your team members with messages sent through the Race Roster platform. As a result, you must review and agree to the following [Terms of Service](#) in order to access the team management tool.

- I will not distribute anything offensive or illegal, and I will not harass anyone.
- I will not send any material that wasn't created by myself, provided for me to use, or that would violate anyone's rights.
- I agree that I will not violate any law or regulation (foreign or domestic) including, but not limited to, CAN-SPAM, COPPA and CASL.

At the bottom of the modal, there are two buttons: "Cancel" and "I agree, continue to team management".

Managing your Duo/Team (continued)



From the 'teams' tab you can:

- View the total number of team members registered
- See/copy the team entry URL
- Using the 'team actions' and as the Team Captain, you can use this function to edit your team name, and connect with your team, as well as view an export of the registered team members

Please note: You cannot edit your team members through the Dashboard. Any requests for change to Duo or Team members need to be made via email to

info@geobayswim.com.au



Registration details Event info **Teams** Promote

Receive email notification on new member registrations

Test6 **Team actions**

TOTAL TEAM MEMBERS
1/5
(4 spots remaining)

Team entry URL
<http://racerooster.com/events/2023/77525/yal>

Team code
.....

Show entries 10

First name	Last name	Sub-event
		Team - Captain

Showing 1 to 1 of 1 entries

Changing your Paddler details



Through the Dashboard, the Duo/Team Captain's (and Solo swimmers) can change their Paddler details. To do this Captain's (or Solo's) need to:

1. Log into your Dashboard
2. Select "Edit registration" from the Dashboard home page
3. Select "Registration questions"
4. Under the question "Do you know your paddler details now", change option to yes and then enter paddler details below
5. Select "save & exit" and you're all done!

A screenshot of a web form titled "Edit registration details" for "Yahava KoffeeWorks Cool Water Classic". The form is for a "Team - Captain" and has two tabs: "Personal information" and "Registration questions". The "Registration questions" tab is selected and circled in red. The form contains several questions with radio button options: "Do you have any medical history that Geo Bay Swim should know about?*" (with "No" selected), "Emergency contact full name*" (with "Test" entered), "Emergency contact phone number*" (with a blue bar), "Are you taking any medication that Geo Bay Swim should be made aware of?*" (with "No" selected), and "Do you know your paddler details now?*" (with "Yes (please provide details below)" selected and circled in red). At the bottom, there is a field for "Paddler first name:" which is currently empty.

Checklist



- I've created my Race Roster account and verified my email address
- I've registered (and if a Duo or Team Captain then I've created my team)
- I've shared my Duo/Team access link with instructions on how to register into my team! Including sharing my team access code/password if one was setup when I created my team
- Team members have registered into my team! **Note: Deadline for all team member registrations is by midday 15 November 2024**
- I've updated my Paddler details in the Dashboard (if this wasn't completed when registering). **Note: Deadline for updating Paddler details is by midday 15 November 2024**

