

# CAPE TO CAPE

WESTERN AUSTRALIA

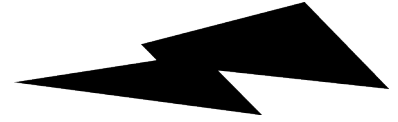
17 - 20 OCT 2024



**REGISTRATION GUIDE**



# OVERVIEW



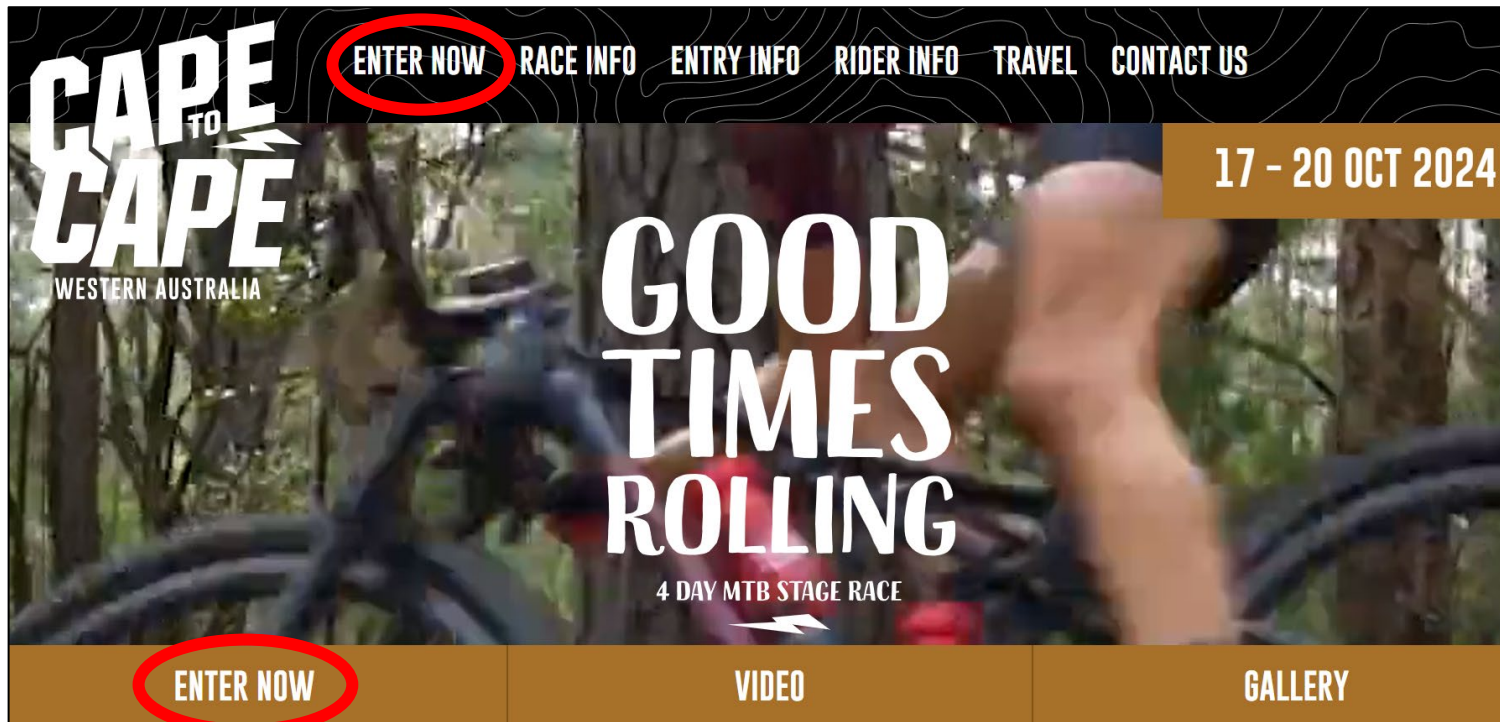
1. [How to access the registration page](#)
2. [Setting up your Race Roster account](#)
3. [How to register as a pair](#)
4. [How to join a Pair](#)
5. [Accessing your Participant Dashboard](#)
6. [Your Participant Dashboard](#)
7. [Managing Your Pair](#)
8. [Checklist](#)



# HOW TO ACCESS THE REGISTRATION PAGE

To access the registration page, please visit [capetocapemtb.com](https://capetocapemtb.com) and click on the 'ENTER NOW' button on the home screen, or the 'ENTER NOW' tab in the header menu.

Alternatively, please [click here](#)

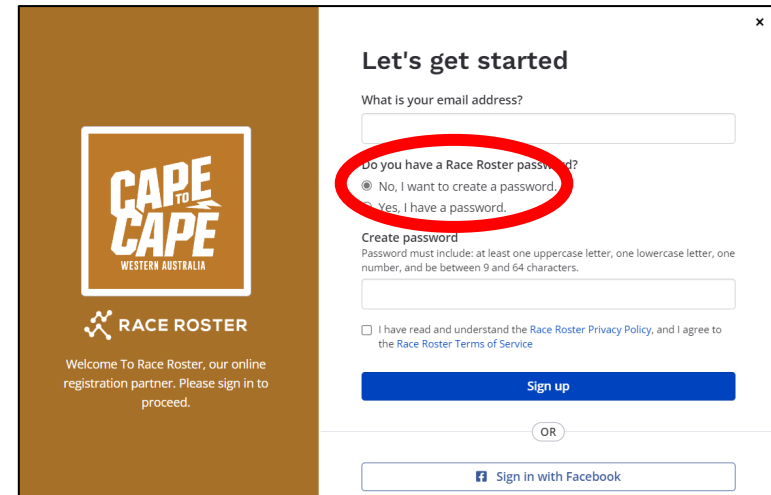


# SETTING UP YOUR RACE ROSTER ACCOUNT

You will need to set up a Race Roster account to access the registration form (if you don't already have one). This way it will make it easy to log back into your account anytime to manage your entry, or your team.

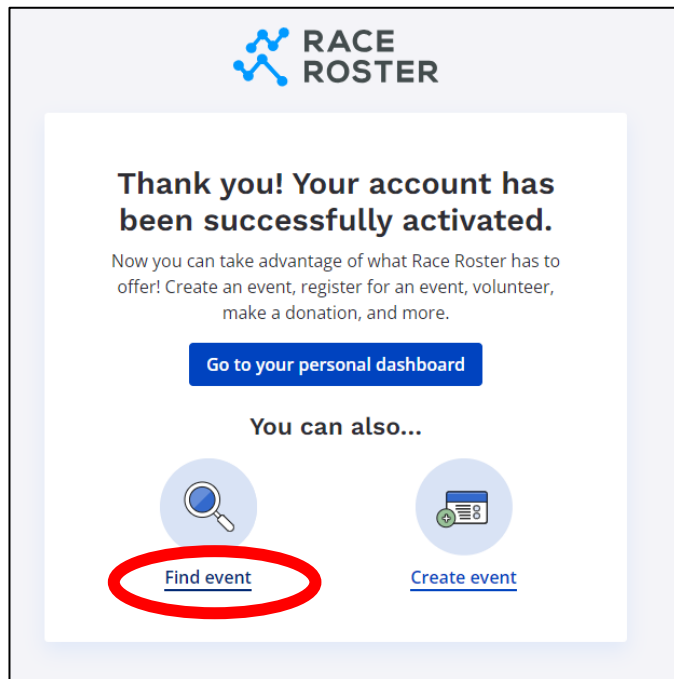
1. On the right side of the Race Roster page hit the "Register" button.
2. Enter your email address and select 'no, I want to create a password' to create an account
3. You will then need to verify your email address by clicking on the link in your 'Welcome to Race Roster' email you will receive after clicking "Sign In"

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

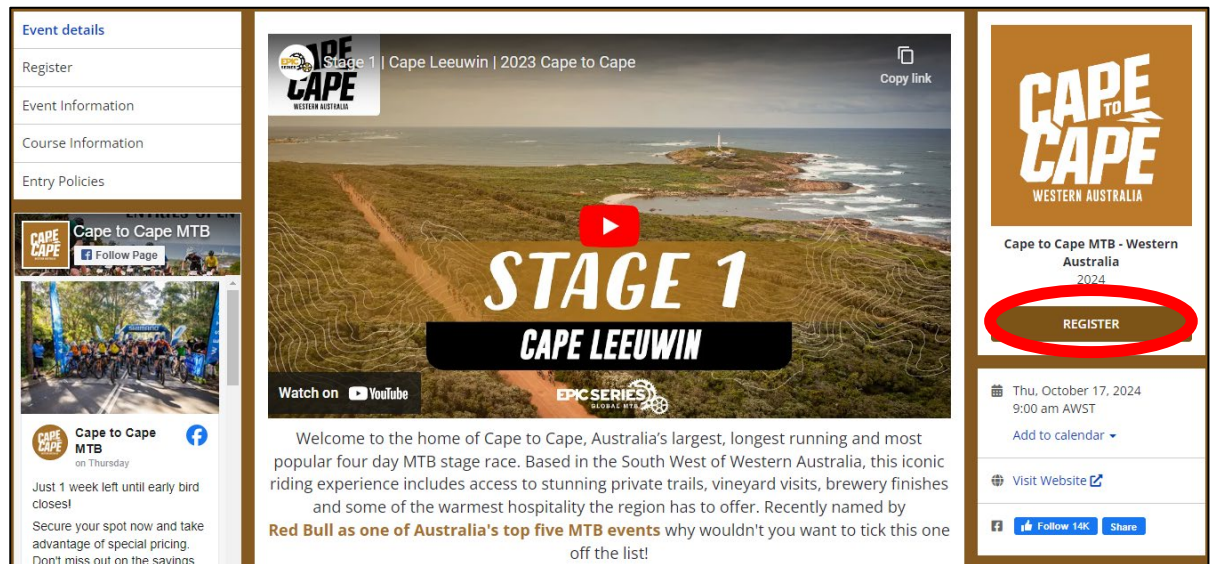


# HOW TO REGISTER

Once you've created your Race Roster Account, you can now register for the event! Search for the event from the activated page after verifying your email and then hit register.



The screenshot shows the 'RACE ROSTER' logo at the top. Below it, a message reads: 'Thank you! Your account has been successfully activated. Now you can take advantage of what Race Roster has to offer! Create an event, register for an event, volunteer, make a donation, and more.' A blue button labeled 'Go to your personal dashboard' is present. Underneath, the text 'You can also...' is followed by two icons: a magnifying glass icon labeled 'Find event' (circled in red) and a calendar icon labeled 'Create event'.

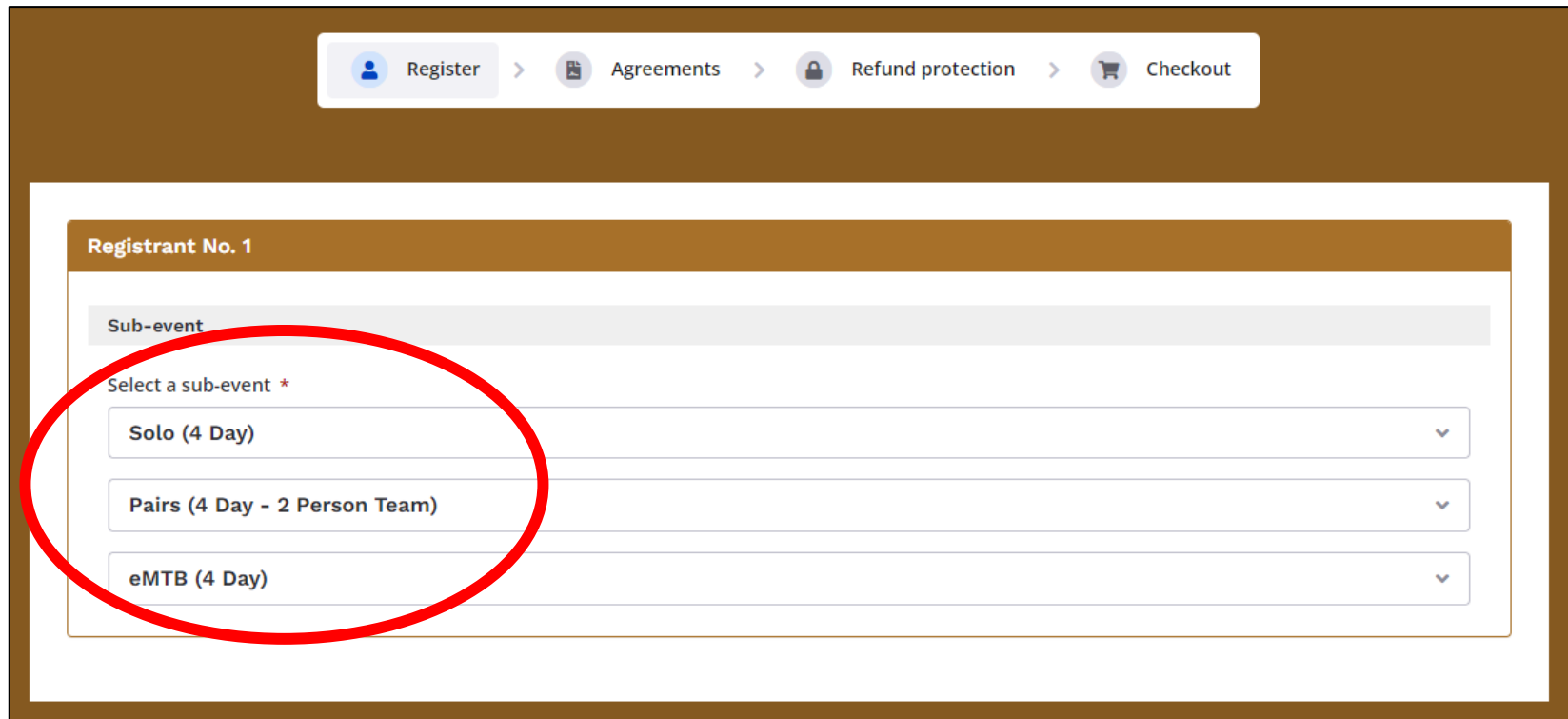


The screenshot displays the event page for 'Cape to Cape MTB'. On the left, a sidebar lists 'Event details', 'Register', 'Event Information', 'Course Information', and 'Entry Policies'. Below this is a video player for 'Stage 1 | Cape Leeuwin | 2023 Cape to Cape' with a 'Copy link' button. The main content area features a video thumbnail with the text 'STAGE 1 CAPE LEEUWIN' and a 'Watch on YouTube' button. Below the video, a paragraph describes the event as 'Australia's largest, longest running and most popular four day MTB stage race'. A red circle highlights the 'REGISTER' button in the right-hand sidebar. The sidebar also shows the event title 'Cape to Cape MTB - Western Australia 2024', the date 'Thu, October 17, 2024 9:00 am AWST', and social media links for Facebook and YouTube.



# HOW TO REGISTER (CONTINUED)

What Sub-event are you registering for? You will need to select this as the first step of the registration form.



The screenshot shows a registration form with a navigation bar at the top containing 'Register', 'Agreements', 'Refund protection', and 'Checkout'. Below this is a section titled 'Registrant No. 1'. Underneath, there is a 'Sub-event' section with a dropdown menu. The dropdown menu is highlighted with a red circle and contains three options: 'Solo (4 Day)', 'Pairs (4 Day - 2 Person Team)', and 'eMTB (4 Day)'. The 'Solo (4 Day)' option is currently selected.

Register > Agreements > Refund protection > Checkout

Registrant No. 1

Sub-event

Select a sub-event \*

Solo (4 Day) ▼

Pairs (4 Day - 2 Person Team) ▼

eMTB (4 Day) ▼



# AUSCYCLING MEMBERSHIP

An AusCycling Race Licence is required as the Cape to Cape MTB is an AusCycling sanctioned race.

The choice of “sub-event” you select will be dependent on if you have a current AusCycling Race Licence/Membership or not:

**YES I HAVE** = Select the ‘AusCycling Annual Member’ option

**NO I DON'T** = Select the ‘General’ option. This price includes the AusCycling Event Licence to your registration, valued at \$52.75.

If you already have an AusCycling Lifestyle Membership, please contact AusCycling to upgrade your membership to a Race licence prior to registering.

For more information on AusCycling memberships please visit:

[www.auscycling.org.au/membership](http://www.auscycling.org.au/membership)



# HOW TO REGISTER AS A PAIR

To create a Pairs (team), please select the relevant category from the list on the online form.

Registrant No. 1

Sub-event

Select a sub-event \*

Solo (4 Day) ▾

**Pairs (4 Day - 2 Person Team)** ▲

Pairs - AusCycling Annual Member \$645.00 Must hold a valid AusCycling Race Licence to enter under this category. If you hold a Lifestyle Membership, please contact AusCycling to upgrade licence prior to registering.

Pairs - General \$697.75 Includes purchase of AusCycling Event Licence under this category (\$52.75).

eMTB (4 Day) ▾





# HOW TO REGISTER AS A PAIR (CONTINUED)

Please complete all personal details on the form. At the “Teams” section, click on “create a new team”. Fill in your Team name (be creative!). 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 name \*

Create code (optional) ⓘ

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

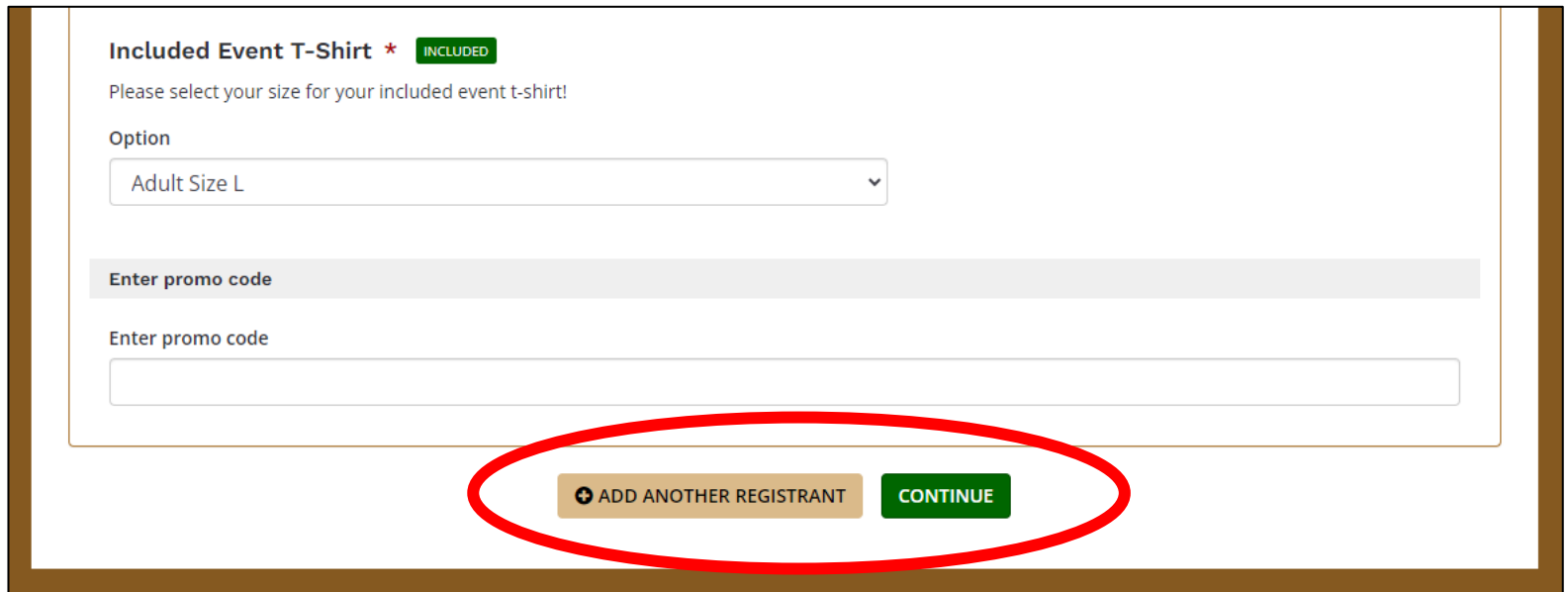
The team captain may be able to see various details of my registration, including my contact information.



# HOW TO REGISTER AS A PAIR (CONTINUED)

Once you have completed all the questions you can “Add another Registrant” or “Continue”.

(If registering another rider, you will go through the same process as above with the additional “registrant” listed in the header menu)



Included Event T-Shirt \* INCLUDED

Please select your size for your included event t-shirt!

Option

Adult Size L

Enter promo code

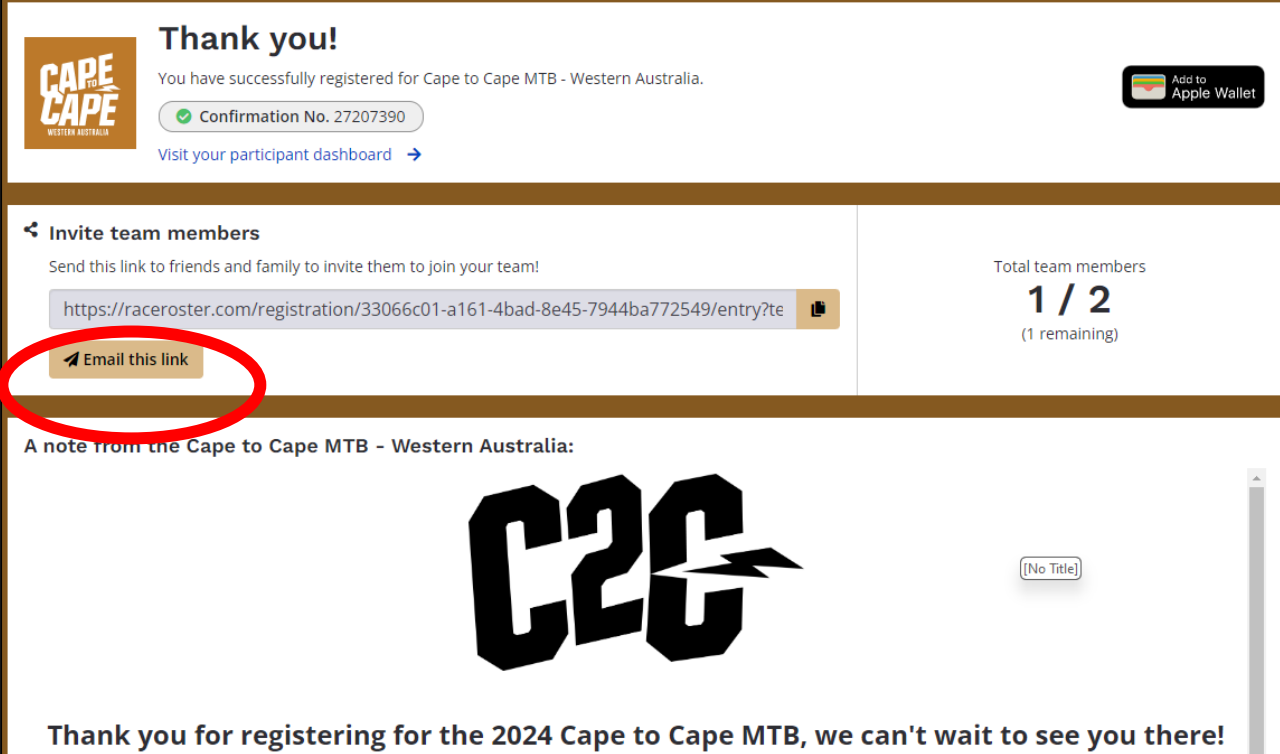
Enter promo code

+ ADD ANOTHER REGISTRANT CONTINUE





# HOW TO REGISTER AS A PAIR (CONTINUED)

Read through the 2024 Conditions, scrolling to the bottom of the page to agree and sign the waiver. Process your payment, checking your details are correct. Once complete from the “successfully registered” page you send an invite to your pair partner by selecting “Email this link”.



**Thank you!**  
You have successfully registered for Cape to Cape MTB - Western Australia.

 Confirmation No. 27207390  
[Visit your participant dashboard](#) →




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

<https://raceroster.com/registration/33066c01-a161-4bad-8e45-7944ba772549/entry?te>

**Email this link**

Total team members  
**1 / 2**  
(1 remaining)

A note from the Cape to Cape MTB - Western Australia:

 [No Title]

Thank you for registering for the 2024 Cape to Cape MTB, we can't wait to see you there!

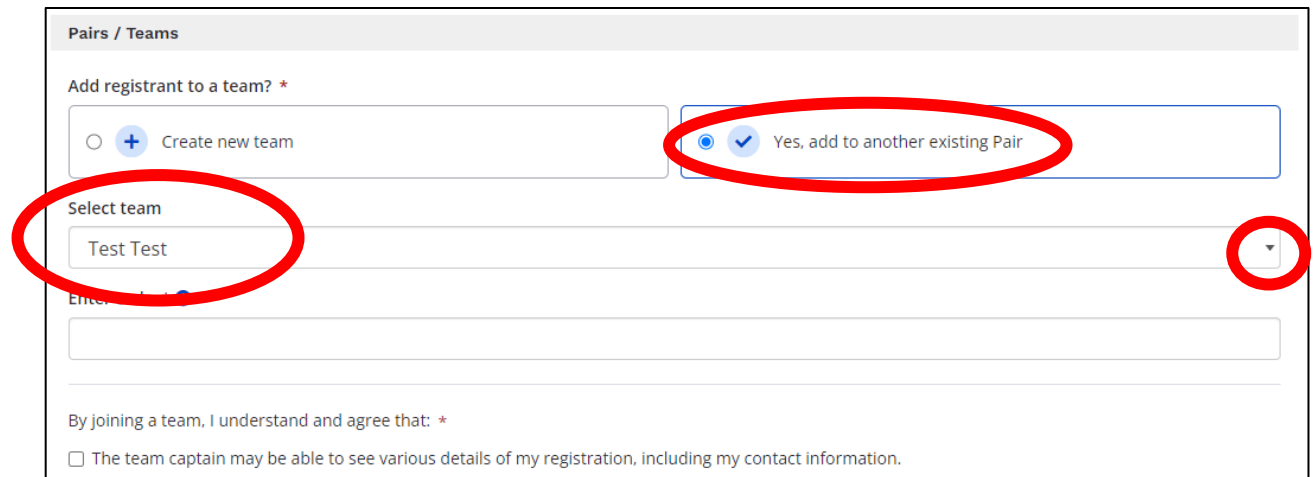


# HOW TO JOIN A PAIR

There are a few ways you can join someone's Pair/Team.

1. A registered person can share the referral link from your confirmation page (or if you cannot locate, please contact [hello@capetocapemtb.com](mailto:hello@capetocapemtb.com) and we can share the referral link with you)
2. A new member can go through the normal registration process, selecting “Pairs” registration. When they get to the “Pairs/Team” section, they need to select “Yes, add to another existing Pair” and then select the correct team from the drop downlist.

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



The screenshot shows a web form titled "Pairs / Teams". The form has the following sections:

- Add registrant to a team? \***: This section contains two radio button options. The first is "Create new team" with an unchecked radio button. The second is "Yes, add to another existing Pair" with a checked radio button. A red circle highlights the "Yes, add to another existing Pair" option.
- Select team**: This section contains a dropdown menu with "Test Test" selected. A red circle highlights the dropdown menu.
- Enter...**: This section contains a text input field.
- By joining a team, I understand and agree that: \***: This section contains a checkbox with the text "The team captain may be able to see various details of my registration, including my contact information.".

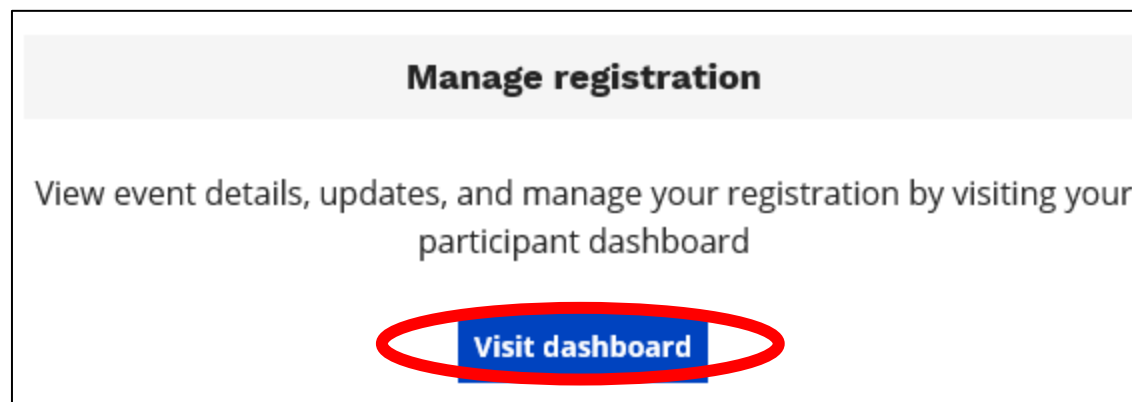


# ACCESSING YOUR PARTICIPANT DASHBOARD

Your Participant Dashboard is where you can manage your information, and your “Pair” details.

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](mailto:therunner@raceroster.com)). Can't find your confirmation email? Please check junk/spam folders or contact [hello@capetocapemtb.com](mailto:hello@capetocapemtb.com) and we can resend this to you.

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



# YOUR PARTICIPANT DASHBOARD

In your Dashboard, you can view all 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 [hello@capetocape.com](mailto:hello@capetocape.com) for help.

If you are in a "Pair", you can also invite a person to your pair through the "Invite friends" button, as well as view your pair information under the "Teams" tab.

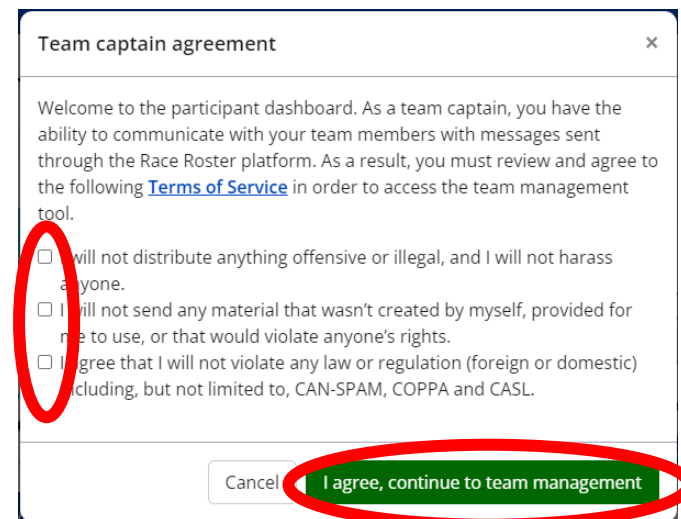
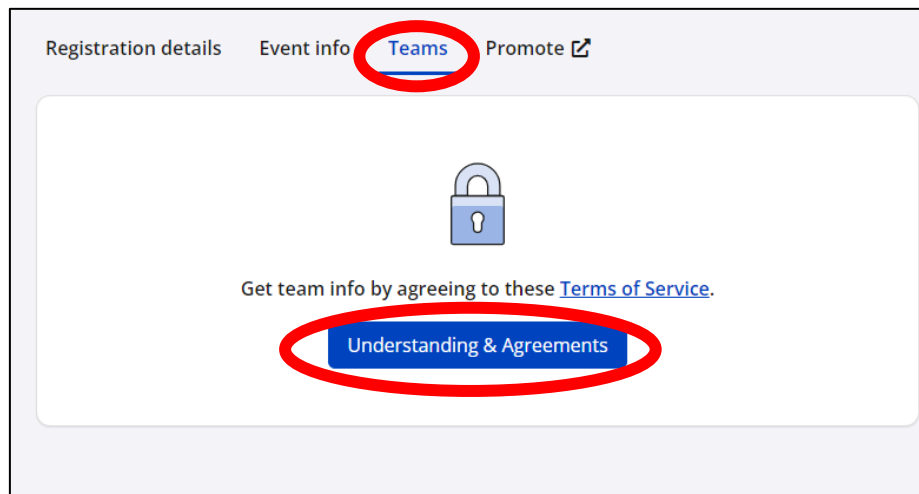
The screenshot shows the participant dashboard for Cape to Cape MTB - Western Australia. The dashboard is divided into several sections:

- Header:** Cape to Cape MTB - Western Australia logo and name, with the event date and time (Thu, October 17, 2024 9:00 am) and an "Event page" button.
- Registration details:** A tabbed interface with "Registration details" and "Teams" tabs. The "Teams" tab is highlighted with a red circle. Below the tabs, the registration is identified as "Pairs - General" with a "Confirmation No. 27207390". An "Edit registration" button is highlighted with a red circle.
- Personal details:** Fields for Name, Email, and Phone number. A "Show more" button is highlighted with a red circle.
- Additional details:** A "+ Show all" button is highlighted with a red circle.
- Team:** A section showing the participant's team information, including a profile picture, the name "Test Test", and the role "TEAM CAPTAIN". An "Invite friends" button is highlighted with a red circle.
- Contact info:** A section providing contact information for Cape to Cape MTB, including the website <https://capetocapemt看.com/> and the email [hello@capetocapemt看.com](mailto:hello@capetocapemt看.com).
- Products:** A section listing included items, such as "Included Event T-Shirt: Adult Size L (quantity: 1)". There are buttons for "View waiver acceptance" and "Download waiver acceptance".



# MANAGING YOUR PAIR

Once logged into your dashboard, select the “Teams” tab. 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 pair details. Please click on “Understanding & Agreements” and review and check the boxes to agree.



# MANAGING YOUR PAIR (CONTINUED)

From the 'teams' tab you can:

- You can see if the other person in your pair has signed up
- See/copy the pair entry URL
- Using the 'team actions' you can use this function to edit your "Team" name and connect with the other person in your pair.

Please note: You cannot edit a member through the Dashboard. Any requests for change to Pair member needs to be made via email:

[hello@capetocapemtb.com](mailto:hello@capetocapemtb.com)



A screenshot of a web dashboard for 'Cape to Cape MTB - Western Australia'. The page is titled 'Registration details' and has a 'Teams' tab selected. On the left, there is a logo for 'CAPE TO CAPE WESTERN AUSTRALIA' and event information: 'Cape to Cape MTB - Western Australia' on 'Thu, October 17, 2024 9:00 am' with an 'Event page' button. Below this is 'Contact info' for 'Cape to Cape MTB' with a website link and an email address. The main content area shows a toggle for 'Receive email notification on new member registrations' which is turned on. Below that, a team named 'Test Test' is listed with a 'Team actions' dropdown menu circled in red. To the left of the team details is a box showing 'TOTAL TEAM MEMBERS 1/2 (1 spot remaining)'. To the right, there is a 'Team entry URL' field with a copy icon circled in red, and a 'Team code' field with a visibility toggle.



# CHECKLIST

- I've created my Race Roster account and verified my email address.
- I've registered (and if in a Pair created my awesome Team Name!)
- I've shared my Pair access link with instructions on how to register to my teammate. Including sharing my pair access code/password if one was setup.
- As a person riding as a pair, I have made sure my teammate has signed up!  
Note: Deadline for registrations online is 16<sup>th</sup> October 2024, 12pm (AWST).  
Or after this time in person at pack collection (unless sold out).
- I've booked some amazing accommodation and organised my transport for getting to and from each event day.
- I'm training and can't wait for the 2024 C2C in October!!!

