

## Online entry process

ROAG (Race Organisers Admin Group) will once again be handling the entry process for all four schools in the aQuelle Mudman series. Please allow yourself plenty of time to register for the aQuelle Epworth Mudman as the process is time consuming! ROAG registration is free!

Below are the prompts to help NON ROAG members register, those that are familiar with the ROAG system can go ahead and register for the aQuelle Epworth Mudman using their existing ROAG number.

### To register as a ROAG member – Mudskippers MAY NOT register online

1. Log onto <http://www.roag.co.za>
2. Click on the tab that reads “Join ROAG now” complete the form
3. Click Next
4. Enter a password. If you are registering your entire family it might be easier to register everyone with the same password
5. Select T-Shirt size and complete the required fields
6. Click Next
7. Complete your medical aid details and Emergency Contact person details
8. Complete your organized club details
9. Tick the Terms and Conditions box and the General Indemnity box. If you are under 18 you will need to get an adult to fill in the indemnity section for you. This will come up automatically when you try to enter.
10. Click Register
11. Log onto your email address to complete the registration process.
12. Validate your ROAG registration by opening the URL sent to your email in your web browser i.e. double click on the link <http://www.roag.co.za/Validate.aspx?Val=22247 ??????????>
13. **PLEASE DO NOT SKIP THIS STEP – YOU MUST VALIDATE THE REGISTRATION FOR EACH AND EVERY INDIVIDUAL YOU REGISTER WITH ROAG.**

Allow yourself plenty of time if you are entering teams and team members for the first time on ROAG!

When you validate your registration, the ROAG webpage will open welcoming you as a new member. Remember to **validate EVERYONE** you have registered before attempting to enter the event especially if you are entering a team.

### To register for the aQuelle Epworth Mudman

1. On the ROAG site (<http://www.roag.co.za>) Enter the Login number that was sent to your email in the first white block next to the “Login”
2. Enter the password
3. Click GO
4. Select “Enter an Event Tab” in the grey block above your name
5. Select the dark Grey “Multi” circle
6. Look for the “aQuelle Epworth Mudman” logo
7. Click “online entry” to the right of the logo
8. Select your race eg. Individual swim
9. Enter ROAG No that was emailed to you
10. Click “Add Entry”
11. Enter all the Individuals/ Teams you will be paying for by selecting another “Race”
12. Follow the procedure detailed above
13. Click “Checkout” and continue with payment

#### TEAM ENTRIES

1. Select your team entry – Team Full Paddle/ Full Swim/ Half Paddle/ Half Swim
2. Click Blue shopping cart “Add to Team” - this enters you
3. Enter ROAG No for next team member.
4. If you don’t know your team members number click on the binoculars next to the block and search his/her name in the database
5. Click “Add to Team”
6. You may enter a maximum of 3 team members or a minimum of 2
7. Give the Team a name
8. Click “Add Team Entry”
9. Enter all the Teams/ Individuals you will be paying for
10. Click “Checkout”