

Entering an Event in MotorSport Online

This guide will assist Series Organisers with information on how to:

1. [Register Interest in an Event](#)

2. [Entering an Event](#)

1. **Log In**

Log into your MotorSport Online record

2. **Navigate to the Event**

Use the month horizontal arrows to navigate month by month or use the month and year down arrows to select specific month or year.

3. **Click on the car icon of the selected event.**

The cross on the car icon displayed on the event will be either black or green.

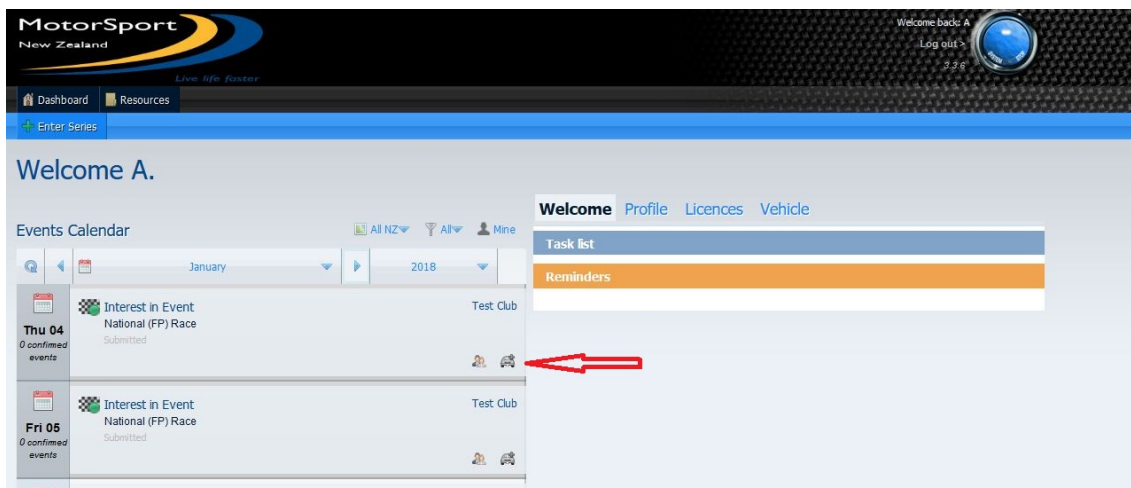
The Black Cross means that entries are not yet open for that event. Clicking on the icon will allow you to register an expression of interest in competing in that event.

The Green Cross means that entries are open for that event. Clicking on the icon will allow you to enter the event.

To Register Interest in an Event

1. **Register Interest in the event**

(a) Click on the car icon with the black cross.



The screenshot shows the MotorSport New Zealand website interface. At the top, there is a navigation bar with 'Dashboard' and 'Resources' tabs, and a 'Welcome Back: A' message with a 'Log out' link. Below this is a blue 'Enter Series' button. The main content area features a 'Welcome A.' message and a navigation menu with 'Welcome', 'Profile', 'Licences', and 'Vehicle' options. The 'Events Calendar' section is visible, showing a calendar for January 2018. Two events are listed: 'Thu 04 Interest in Event National (FP) Race' and 'Fri 05 Interest in Event National (FP) Race'. Both events are marked as 'Submitted' and have '0 confirmed events'. A red arrow points to the car icon with a black cross on the 'Thu 04' event.

2. The Meeting / event details screen will be displayed.

Meeting / Event Details
View and Declare Interest or Enter Meeting Event.

Event details

Organiser	An Organiser	Start date	04 Jan 2018
Organising Club	Test Club	End date	05 Jan 2018
Venue	Hampton Downs Motorsport Park	Entries closing date	02 Jan 2018
Event	Interest in Event		

Entrant details

Entrant: A Competitor

Competition Licence Expiry Date: 31 Dec 2018

Competition Licence No: 171211X

Competition Licence Grades: C1, R1

Select Entrant: [Dropdown menu] [Update Entrant]

Driver details

	Driver Name	Driver Type	
<input type="checkbox"/> First time driver <input type="checkbox"/> First time at this venue	A Competitor	Driver [Dropdown menu]	[Remove]

Search for Driver: [Search field] [Add Driver]

Car details

Class entered: [Field]

[Interest]

3. **Complete the Drivers details**

First Time Driver and/or First Time at this venue: Select the boxes if the driver is competing in one of their first 3 events or if it is the first time they have competed at that venue.

Driver Name and Driver Type: The system defaults to the name of the logged in user.

To change drivers click the remove button and then search for the new driver (Hint: type the surname of the driver in the search field and then select from one of the options listed).

To add a co-driver (eg. Rallies) or an additional driver (eg. endurance races) type the surname of the driver in the driver search field and then select from one of the options listed. Then select either co-driver or additional driver as appropriate from the driver type drop down menu.

Note: These are the driver(s) for **one** entry only. If two people are sharing a car at an event then a separate entry will be required for the second driver. (eg. 2 people sharing a car at an autocross will be two entries).

4. Complete the Vehicle details

Class Entered: select the class that you wish to enter. If you have a car associated with you that fits the class selected it will be displayed.

Select the vehicle: If the car you are planning on using is displayed, simply click in the radio button next to the vehicle make/model. You can also put in your preferred competition number if the event allows that option.

If the vehicle is not displayed: select the “no” for the question “Is the vehicle you wish to enter listed?” If you are borrowing a vehicle (eg. the vehicle is not associated with you) then click yes to the borrowing a vehicle question.

Search for a vehicle: complete one of the fields and click on the search button. (Hint: for best results search by logbook number). Then select the appropriate vehicle from the window of results. The vehicle will then be displayed under the Class Entered field, so click in the radio button next to the vehicle make/model to select it.

Important: if the vehicle you search for does not fit the class entered selection then the search will not return any results. In that case, change the class entered and search again.

Transponder: (optional) If the event requires a transponder any transponders associated with you will be displayed. If transponders are available to hire from the event organisers it will be displayed. Click the appropriate selection.

5. Once all selections have been made, click on the “Interest” button.

Important: Registering interest in an event does not constitute an entry in that event. Once entries for the event open an email will be sent to the email address shown in your personal record advising that entries are now open. To enter the event login and follow the enter event process described below.

6. Your Dashboard

This will show a reminder that you have registered interest in an event. You will also be able to view what you have entered and also to ‘withdraw’ your interest in the event if you wish.

Welcome A.

Events Calendar

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Month	Year
January	2018

Date	Event Name	Status	Test Club
Thu 04	Interest in Event National (FP) Race	Submitted	Test Club
Fri 05	Interest in Event National (FP) Race	Submitted	Test Club

Welcome Profile Licences Vehicle

Task list

Reminders

Events

Interest in Event

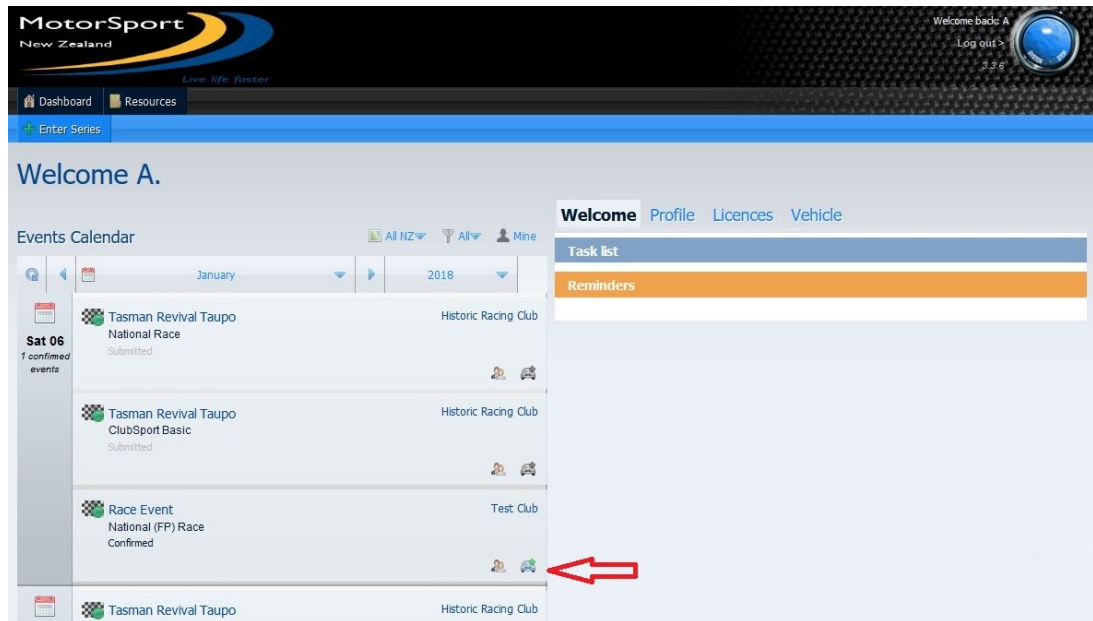
You have expressed interest in Interest in Event.

Event dates: 04 Jan 2018 to 05 Jan 2018

[View](#) [Withdraw](#)

To Enter an Event

1. Click on the car icon with the green cross.



2. The Meeting / event details screen will be displayed.

The screenshot displays the 'Meeting / Event Details' screen. The title is 'Meeting / Event Details' with the subtitle 'View and Declare Interest or Enter Meeting Event.' The page is divided into several sections:

- Event details:** A table with the following information:

Organiser	An Organiser	Start date	04 Jan 2018
Organising Club	Test Club	End date	05 Jan 2018
Venue	Hampton Downs Motorsport Park	Entries closing date	02 Jan 2018
Event	Interest in Event		
- Entrant details:** A table with the following information:

Entrant	A Competitor		
Competition Licence Expiry Date	31 Dec 2018		
Competition Licence No	171211X		
Competition Licence Grades	C1, R1		

Below this is a 'Select Entrant' dropdown menu and an 'Update Entrant' button.
- Driver details:** A table with the following information:

	Driver Name	Driver Type	
<input type="checkbox"/> First time driver	A Competitor	Driver	<input type="button" value="Remove"/>
<input type="checkbox"/> First time at this venue			

Below this is a 'Search for Driver' input field and an 'Add Driver' button.
- Car details:** A section with a 'Class entered' dropdown menu and an 'Interest' button.

3. Complete the Drivers details

First Time Driver and/or First Time at this venue: Select the boxes if the driver is competing in one of their first 3 events or if it is the first time they have competed at that venue.

Driver Name and Driver Type: The system defaults to the name of the logged in user.

To change drivers click the remove button and then search for the new driver (Hint: type the surname of the driver in the search field and then select from one of the options listed).

To add a co-driver (eg. Rallies) or an additional driver (eg. endurance races) type the surname of the driver in the driver search field and then select from one of the options listed. Then select either co-driver or additional driver as appropriate from the driver type drop down menu.

Note: These are the driver(s) for **one** entry only. If two people are sharing a car at an event then a separate entry will be required for the second driver. (eg. 2 people sharing a car at an autocross will be two entries).

The screenshot shows a web form titled "Meeting / Event Details" with the subtitle "View and Declare Interest or Enter Meeting Event." The form is divided into two main sections: "Driver details" and "Car details".

Driver details: This section includes a table with columns for "Driver Name" and "Driver Type". There are checkboxes for "First time driver" and "First time at this venue". The "Driver Name" field contains "A Competitor" and the "Driver Type" dropdown is set to "Driver". A "Remove" button is next to the driver entry. Below this is a "Search for Driver" search bar with a magnifying glass icon and an "Add Driver" button.

Car details: This section includes a "Class entered" dropdown menu set to "Race Event Class B 2WD - (1601cc - 2000cc)". Below this is a "Select a vehicle you wish to enter" section with a radio button selected for "Ford Escort Mk2". To the right, it says "Vehicle Details last updated: 04 Dec 2017" and "Engine Capacity: 1998". There are fields for "Reg No:", "Logbook No: 23002", and "Preferred Competition No." with an empty input box. A note states: "Note: Only your vehicles that meet the requirements for the class selected are shown, if your vehicle is not present and you believe it meets the requirements for this event please contact MotorSport NZ." There are two questions with radio buttons: "Is the vehicle you wish to enter listed?" (Yes/No) and "Are you borrowing a vehicle?" (Yes/No, with "No" selected). Below these are options for "Please select which transponder you will be using:" with checkboxes for "RENT(\$40)" and "1234".

At the bottom of the form is a blue "Interest" button.

4. Complete the Vehicle details

Class Entered: select the class that you wish to enter. If you have a car associated with you that fits the class selected it will be displayed.

Select the vehicle: If the car you are planning on using is displayed, simply click in the radio button next to the vehicle make/model. You can also put in your preferred competition number if the event allows that option.

If the vehicle is not displayed: select the "no" for the question "Is the vehicle you wish to enter listed?" If you are borrowing a vehicle (eg. the vehicle is not associated with you) then click yes to the borrowing a vehicle question.

Search for a vehicle: complete one of the fields and click on the search button. (Hint: for best results search by logbook number). Then select the appropriate vehicle from the window of results. The vehicle will then be displayed under the Class Entered field, so click in the radio button next to the vehicle make/model to select it.

Important: if the vehicle you search for does not fit the class entered selection then the search will not return any results. In that case, change the class entered and search again.

Transponder: (optional) If the event requires a transponder any transponders associated with you will be displayed. If transponders are available to hire from the event organisers it will be displayed. Click the appropriate selection.

Indemnity: Clicking on the 'Open' button will display the standard MotorSport NZ entry Indemnity which can be viewed if required.

Entrant and Driver Declaration: If the driver is also the entrant then both declarations will be shown and both must be ticked. Note that if a co-driver or additional driver has been selected then that person will be emailed to login and tick their individual declaration.

Save button: allows you to save the entry form and exit without submitting it to the organiser.

Enter button: Clicking on the enter button will open the payment window.

5. Payment Window

Select the method of payment from the payment method drop down menu.

Select continue to finish the application. Note that if cash, cheque or internet banking selected the invoice containing all the payment details will be emailed to the email address shown in your personal record.

Important: The entry fee is payable directly to the Organising Club. The invoice sent to the Entrant is sent by MotorSport Online on behalf of the Organising Club and contains the payment details of that Organising Club. Entrants should ensure that they check the details of the invoice and send any entry fee payment to the correct Organising Club.

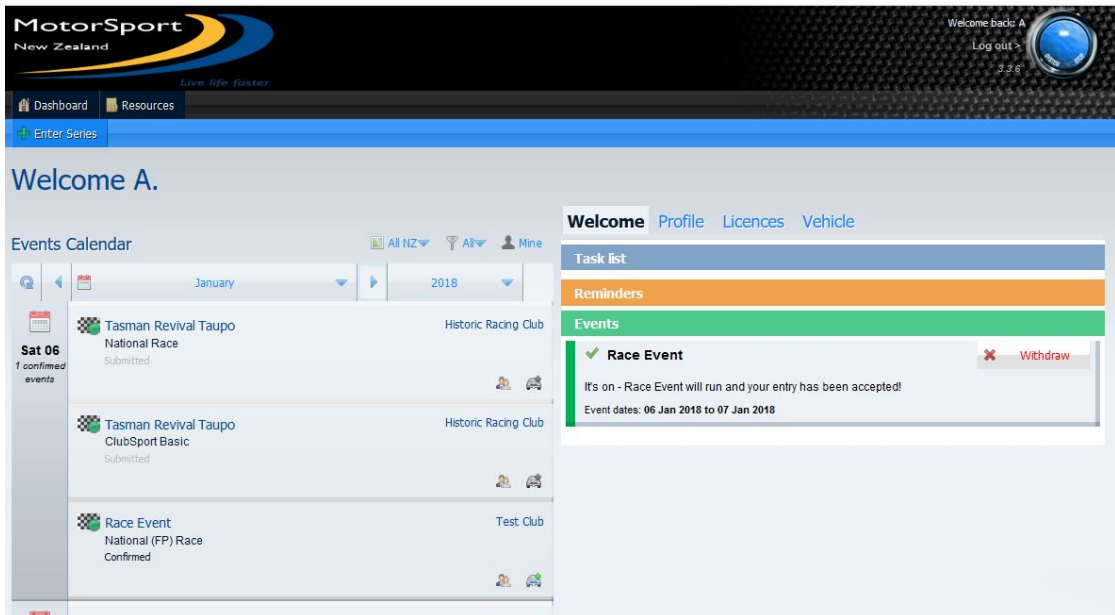
6. Your Dashboard

This will show a reminder that you have submitted an entry to the Organising Club which has not been accepted yet.

Note: You can also edit or amend your entry up until it has been accepted by the organiser. Once the entry has been accepted you must contact the organiser or secretary of the event to change your entry.

To withdraw from an event select the red 'withdraw' button on the event reminder.

Once the entry has been accepted you will be emailed and the event reminder on your dashboard will change to reflect the new status.



The screenshot displays the MotorSport New Zealand user dashboard. At the top, the logo and navigation links for 'Dashboard' and 'Resources' are visible. The user is logged in as 'A' and has a 'Log out' button. The main content area is titled 'Welcome A.' and features an 'Events Calendar' for January 2018. The calendar lists three events: 'Tasman Revival Taupo National Race' (Submitted, Historic Racing Club), 'Tasman Revival Taupo ClubSport Basic' (Submitted, Historic Racing Club), and 'Race Event National (FP) Race' (Confirmed, Test Club). A sidebar on the left indicates 'Sat 06 1 confirmed events'. On the right, a 'Task list' section shows a 'Reminders' tab with an 'Events' sub-tab. The 'Events' sub-tab displays a 'Race Event' with a green checkmark, stating 'It's on - Race Event will run and your entry has been accepted!' and 'Event dates: 06 Jan 2018 to 07 Jan 2018'. A red 'Withdraw' button is visible next to the event.