

Adding a New Vehicle

This guide is applicable to any user wishing to register a car not previously recorded within the MotorSport Online system.

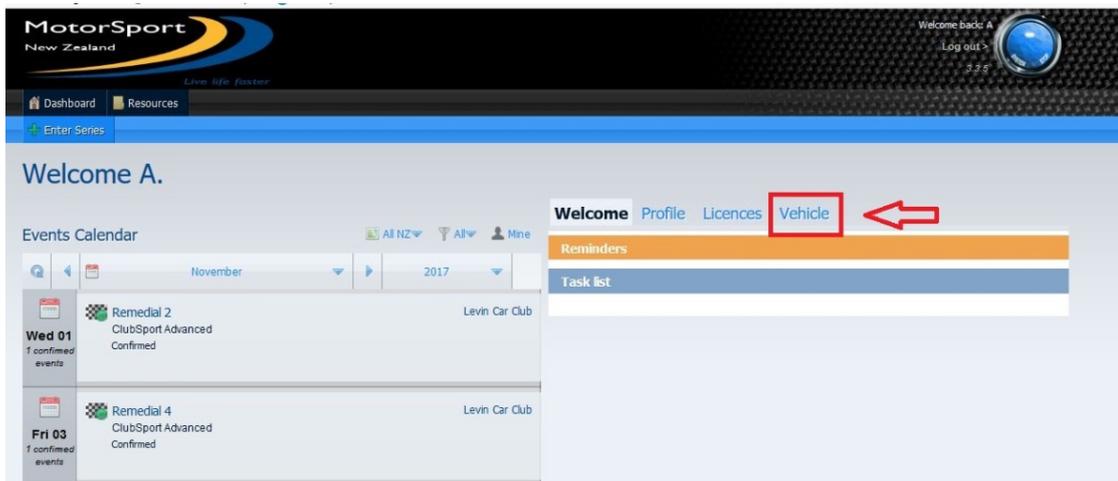
Wherever possible we have added those vehicles with a MotorSport NZ logbook that could be identified with the information held by the MotorSport NZ Technical Department.

Any inquiries concerning existing vehicles with a MotorSport NZ logbook should be directed to the MotorSport NZ Technical Department.

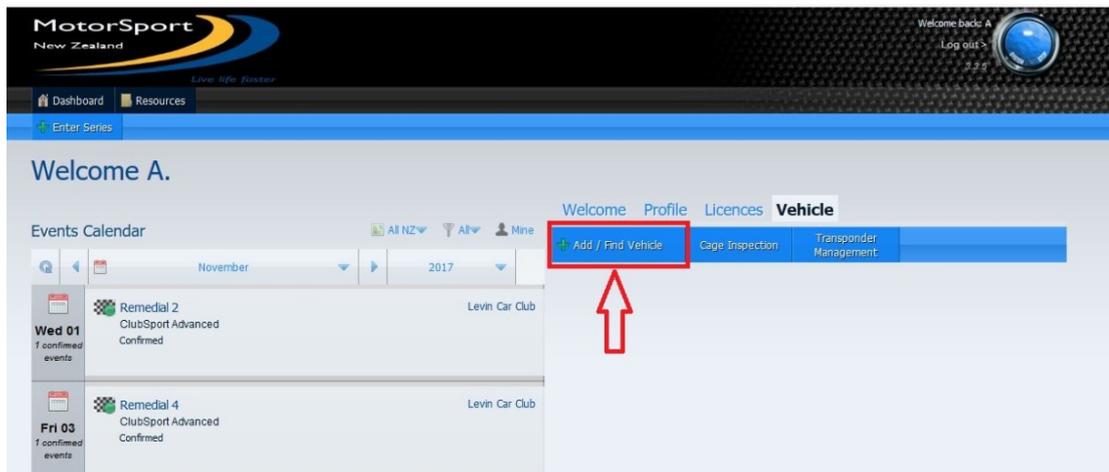
1. Log In

Log into your MotorSport Online record

2. Select vehicle tab



3. Select Add / Find button



5. Vehicle Details Screen

Complete as much of the detail as you can.

Note: a red asterisk means the field is **compulsory**.

MotorSport
New Zealand

Welcome back: A
Log out

Add / Find a Vehicle

Find existing vehicle to register ownership or Register a New vehicle to the MSNZ System

Vehicle details

Complete ALL vehicle details and ensure manufacturers' Chassis No. is correct. Registration No. is only applicable for road registered vehicles.

A Make *

B Model *

D Is the vehicle, or will the vehicle be, road registered? Yes No

E Is the vehicle purpose built? Yes No

F Variant

G Formula (if applicable)

H Year

I Chassis No. (or NZ VIN No.) *

J Logbook Number (if known)

K Safety Cage / Safety Rollbar Number (if known)

L Registration No. (if applicable)

M Driven Wheels

Front 3/4 colour photo of vehicle

I have sent my vehicle photo to MSNZ head office

C

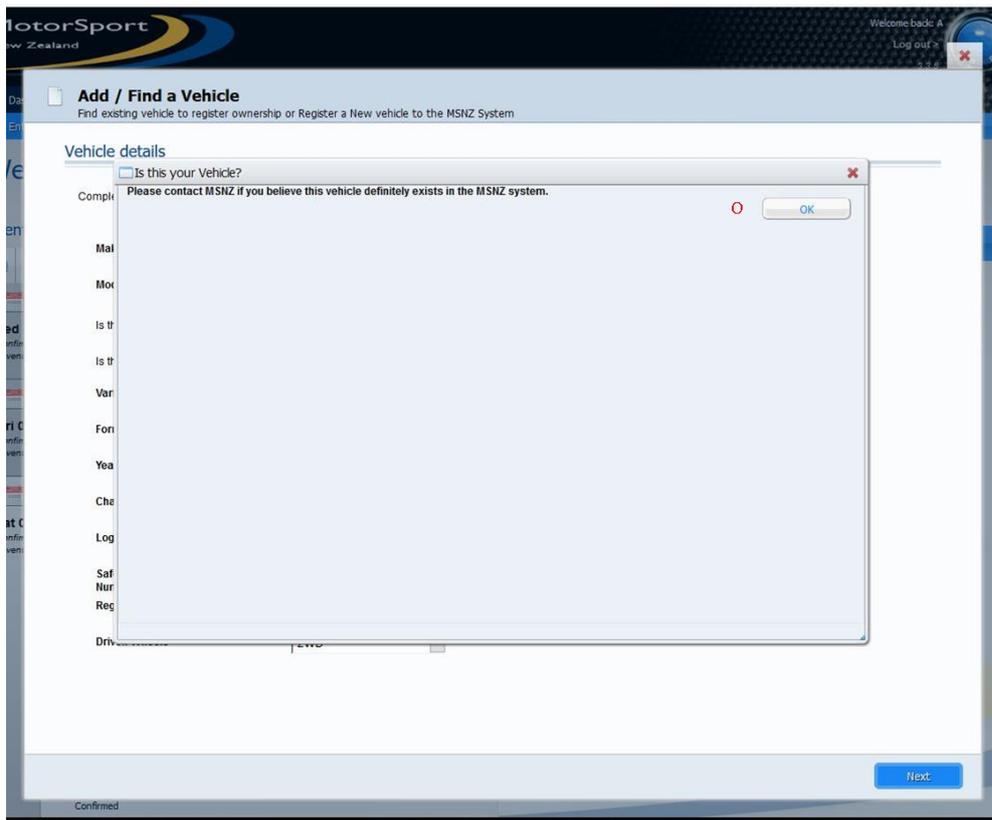
No Image

Browse... No file selected.

N

Confirmed

- A. Make (compulsory):** select the make of the vehicle from the dropdown selection
- B. Model (compulsory):** select the model of the vehicle from the dropdown selection
Note: if make and/or model not displayed in the dropdown selections, please contact the MSNZ Technical Department.
- C. Vehicle picture:** use the browse button to navigate to the location of a digital picture of your vehicle. Note this picture will appear in your logbook.
- D. Road registered:** select whether your vehicle is road registered or not.
- E. Purpose built:** If your car is a dedicated or purpose built vehicle then select 'yes'
- F. Variant:** type in the model variant (if required). Note this field will give selections as you type.
- G. Formula:** Enter the Formula of the vehicle if appropriate. Eg. Formula Libre
- H. Year:** enter the year of manufacture of your vehicle.
- I. Chassis number (compulsory):** Enter the chassis number of the vehicle. If the vehicle has no chassis number (or vin number) please contact the MSNZ Technical Department
- J. Logbook number:** Not used for adding new vehicles
- K. Safety cage:** Not used for adding new vehicles
- L. Registration no.:** Enter LTSA registration number if vehicle is road registered.
- M. Driven wheels:** select either 2WD or 4WD as appropriate.
- N. Next button:** proceed to the next screen.



- O. If there is a vehicle already in the system that matches the information that was input on the previous screen then those vehicle(s) will appear here. If no vehicles are shown (as per the picture above) then simply click the OK button.

6. Initial Vehicle Information Screen

- A. **Body style:** select the body style of the vehicle from the drop down menu according to the descriptions.
- B. **Engine details:** select the engine type from the drop down menu. Select the induction system type from the drop down menu, then type in the actual (uncorrected) engine capacity. The system will calculate the corrected capacity automatically.

- B. **Engine details:** select the engine type from the drop down menu. Select the type of induction system from the drop down menu, then type in the actual (uncorrected) engine capacity. The system will calculate the corrected capacity automatically.
- C. **Vehicle Owner and Safety section:** Leave the tick in the box if you are the vehicle owner, otherwise untick the box and search for the vehicle owner (Note: the vehicle owner must be registered in the MotorSport Online system). Select the safety schedule of the vehicle (Schedule AA is for vehicles which have, or will be applying for a MSNZ CoD). Put a tick in the box if the vehicle has a safety cage fitted. Note: if the safety cage box is ticked and the vehicle does not have a MSNZ homologation then you will be asked to apply for a homologation (refer to the “Applying for a Safety Cage Homologation” help file in the Resources tab for assistance in applying for the homologation).
- D. **Only Register Vehicle button:** select this button if the vehicle is only to be registered in the system and doesn’t need a logbook.
Save button: The save button allows you to save the information and exit
Next Button: The next button will take you to the next screen.



- E. Authority Card popup screen:** Road registered vehicles with motorsport modifications require a MotorSport NZ / LVVTA authority card to use public roads. Select either yes or no as applicable.

7. Competition equipment details screen:

For each line select yes / no as applicable and for each yes selection fill in the details. If there is not a correct selection for your equipment, click 'other' and type in the details.

Initial Logbook Application
Apply for a New Logbook for a Vehicle which is not in the system

Vehicle Details

Owner Name	A Competitor	No Image
Make	Ford	
Model	Escort Mk1	
Variant		
Year	1976	
Vehicle Chassis No.	CLATHC34551	
Registration No.	HO8060	
Logbook No.		
Homologation No.		

Competition Equipment details

Competition Occupant Protection System

Do you have driver safety harness fitted? Yes No

A Driver	Number of Straps	Make	Standard	Standard No. / Homologation No.	Expiry Date
	5	Racetech	FIA	D202.T98	2022 (yyyy)

Do you have co-driver/passenger safety harness fitted? Yes No

B Co-driver / Passenger	Number of Straps	Make	Standard	Standard No. / Homologation No.	Expiry Date
	5	Racetech	FIA	D202.T98	2022 (yyyy)

C Has the vehicle interior been modified? Yes No

Save Next

- A./B. Safety Harness Details:** select the safety harness details for driver and co-driver (where applicable) from the drop down menus provided, and type in the standard that is shown on the harness. Enter the expiry date of the harness (expiry date for FIA standard is 5 years from date of manufacture, SFI standard is 2 years from date of manufacture).

- C. Interior Modification:** select 'yes' if the interior has been modified in accordance with Schedule A Part 1 Article 8.3(6)(c).

Initial Logbook Application
Apply for a New Logbook for a Vehicle which is not in the system

C Has the vehicle interior been modified? Yes No

D Has the Manufacturer-installed Occupant Protection System been removed? Yes No

E Do you have competition seats installed? Yes No

Driver	Make	FIA Standard No. (if applicable)
	Racetech	8855

F Do you have co-driver/passenger competition seats installed? Yes No

Co-driver / Passenger	Make	FIA Standard No. (if applicable)
	Other	8855
	Raceseat Inc	

G Do you have a safety structure installed? Yes No

Homologation No.

Competition Braking System

H Is a Hydraulic Handbrake installed? Yes No

I Has an Open Brake Bias System been fitted? Yes No

J Have Braided Flexible Brake-Lines been fitted? Yes No

K Has Electronic Stability Control been disabled? Yes No

Save Next

- D. MOPS Removal:** select 'yes' if the manufacturers occupant protection system has been removed. (Note: vehicle should have a MSNZ decal stating that MOPS removed).
- E./F. Competition seats:** select the competition seat details for driver and co-driver (where applicable) from the drop down menus provided, and type in the standard that is shown on the seat.
- G. Safety Structure (safety cage):** will be prepopulated if the vehicle has a homologated safety cage.
- H. Hydraulic Handbrake:** select 'yes' if the vehicle has had a hydraulic handbrake fitted. (Note: vehicle should have a MSNZ decal stating that hydraulic handbrake fitted).
- I. Open brake bias system:** select 'yes' if the vehicle has an open (adjustable) brake bias system fitted inside the cockpit.
- J. Braided Brake lines fitted:** select 'yes' if the vehicle has had a braided brake lines fitted.
- K. Electronic Stability System disabled:** select 'yes' if the vehicle's electronic stability control system has been permanently disabled. (Note refer to Appendix A, Part 1 Art 8.3(6)(h) for further detail).

Initial Logbook Application
Apply for a New Logbook for a Vehicle which is not in the system

L Do you have a safety structure installed? Yes No
Homologation No.

M Competition Braking System
Is a Hydraulic Handbrake installed? Yes No

N Has an Open Brake Bias System been fitted? Yes No

O Have Braided Flexible Brake-Lines been fitted? Yes No

P Has Electronic Stability Control been disabled? Yes No

Q Competition Fuel System
Is a Safety Fuel Tank installed? Yes No
Standard No. Manufacture Date
FT3-1999 02 / 2017 (mm/yy)

R Is the Fuel System Filler located in the cockpit? Yes No

S Alternative Glazing
Has Plastic Glazing been fitted? Yes No
Type
Lexan MR10

Priority Processing

Save Next

- L. Safety Structure:** will default to 'yes' if the vehicle has a homologated safety cage approved and the homologation number will appear in the field below.
- M. Hydraulic Handbrake:** select 'yes' if the vehicle has a hydraulic handbrake fitted.
- N. Braided Flexible Brake Lines:** select 'yes' if the vehicle has a braided flexible brake lines fitted.
- P. Electronic Stability Control disabled:** select 'yes' if the vehicles electronic stability control system has been disabled. **Note:** this generally includes the ABS system. If ABS system has been removed then LVVTA Certification Plate is required.
- Q. Safety Fuel Tank:** select 'yes' if the vehicle has a safety fuel tank fitted. Enter the standard number and the date of manufacture in the fields provided.
- R. Fuel System Filler:** select 'yes' if the vehicle has the fuel system filler located in the cockpit.
- S. Alternative Glazing:** select 'yes' if the vehicle has a plastic glazing fitted. Select the glazing details from the drop down menus provided.

Tick the priority payment box if priority processing is required.

When all information completed, click on the **next** button. That will take you to the payment screen.

9. Payment Screen

Select the method of payment from the payment method drop down menu. Select continue to finish the application.

Note: 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.

Payment
List of outstanding charges

Invoice Summary

Licence Fees	
Admin Fees	
Fines	
Event Fees	
Technical Fees	
Logbook: Ford Escort Mk1	\$30.00
Amount Payable (All Fees Include GST)	\$30.00

Select Payment Method

Select Payment Method: Direct credit via internet banking

Please use the following details to make your payment:

Payee: MotorSport New Zealand Inc
Bank Account Number: 12-3192-0017344-00
Reference: 140455

An invoice will be sent to you by email, including the payment advice above.
Please note that your application will not be processed until full payment has been received.

Cancel Continue

10. Application complete

Once the continue button has been pressed you will be returned to your vehicle screen and the vehicle will have "awaiting approval" showing against all items that had been applied for.

MotorSport New Zealand
Live life faster

Welcome A.

Dashboard Resources

Enter Series

Welcome Profile Licences **Vehicle**

Add / Find Vehicle Transponder Management

Ford Escort Mk1 1976 Vehicle

Modify Set

Body style: Saloon Engine: 4-Stroke
Chassis No.: CLATHC34551 Registration No.: HO8060
Displacement: 1600

Logbook: Awaiting Approval View Logbook

Homologation: not applied for Apply
Certificate of Description: Not applied for Apply
Authority Card: not applied for Apply