

## Adding a New Vehicle

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

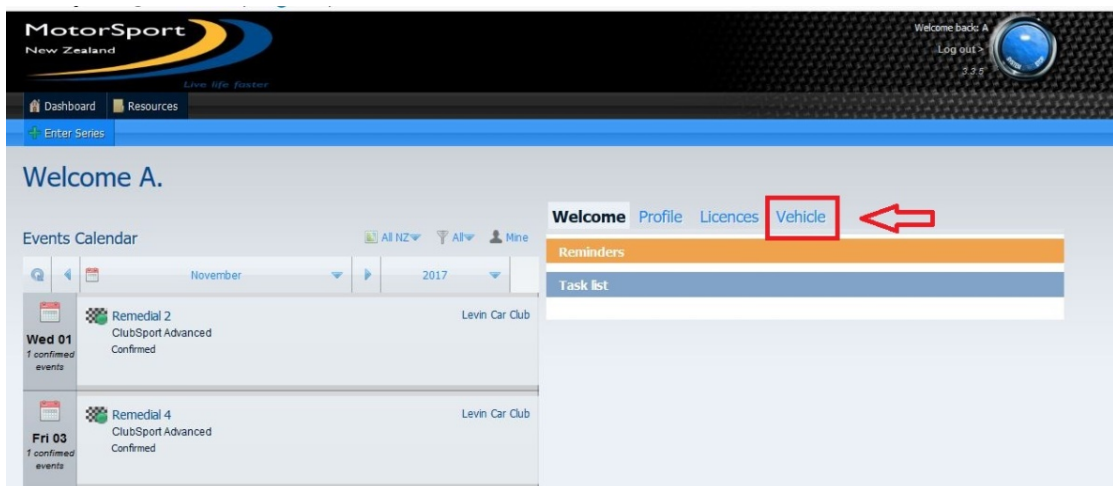
Wherever possible we have added those vehicles with a MotorSport NZ logbook that could be identified with the information held by the MotorSport NZ Technical Department.

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

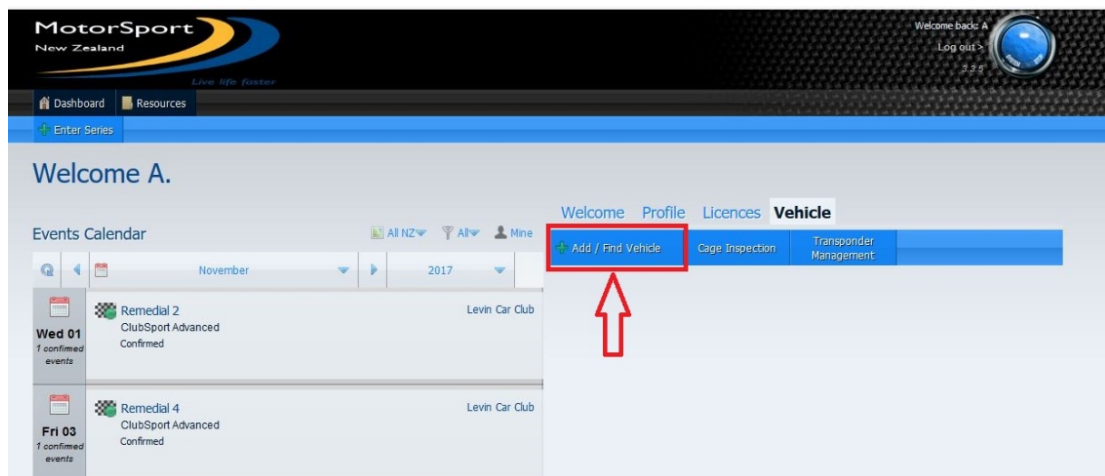
### 1. Log In

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

**C** Front 3/4 colour photo of vehicle  
☒ I have sent my vehicle photo to MSNZ head office  
  
Browse... No file selected.

**N** Next

- 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.

**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**

☐ Is this your Vehicle?

Please contact MSNZ if you believe this vehicle definitely exists in the MSNZ system.

OK

Next

Confirmed

- 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

**MotorSport New Zealand**

Welcome back: A Log out

**Initial Vehicle Information**  
Initial Vehicle Information

**Body details**

Body style:  A

Saloon: A 2 or 4 door vehicle originally manufactured with provisions for four seats  
Sports Car/GT: An open or closed cockpit vehicle with factory provisions for 2 occupants  
Single Seater: An open vehicle designed to carry only the driver (on the centreline of the vehicle)  
Sports Racing Car: A two seater car that has been designed and constructed for permanent circuit use

**Engine details**

Engine type:  B

Actual Engine Capacity (uncorrected):  cc

Induction System:

Corrected Engine Capacity:  cc

**Vehicle owner and safety**

Vehicle Owner Name:

I am the Vehicle Owner: ☒

Safety schedule: ☐ A ☐ AA

Add Eligibility Schedule (optional):  Please select

Only Register Vehicle Save Next

Confirmed

- 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.

**Initial Vehicle Information**

Initial Vehicle Information

Single Seater: An open vehicle designed to carry only the driver (on the centreline of the vehicle)  
Sports Racing Car: A two seater car that has been designed and constructed for permanent circuit use

**Engine details**

Engine type: 4-Stroke  
Induction System: Normally Aspirated  
Actual Engine Capacity (uncorrected): 1600 cc  
Corrected Engine Capacity: 1600 cc

**Vehicle owner and safety**

Vehicle Owner Name: I am the Vehicle Owner ☒  
Safety schedule: A  
Add Eligibility Schedule (optional): Please select  
Does the vehicle have a safety cage/rollbar? ☐

Only Register Vehicle Save Next

- 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.



**Authority Card Application Submission**

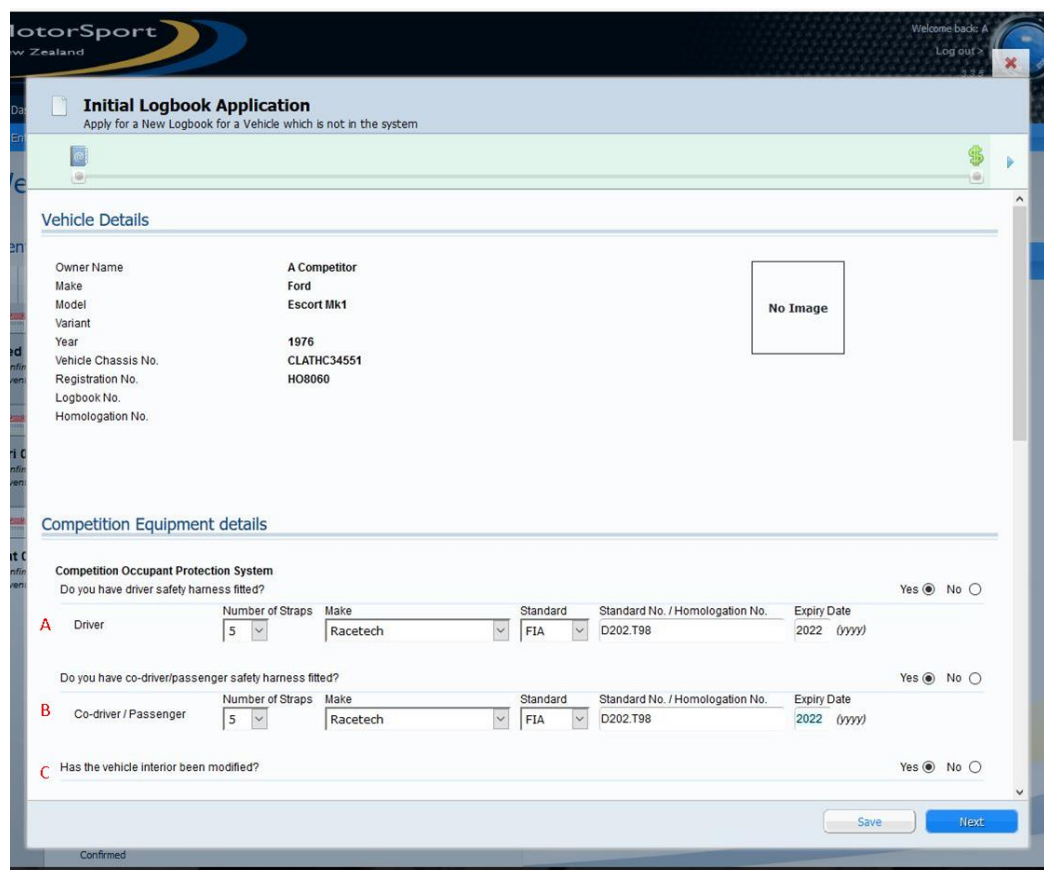
This vehicle may need an Authority Card to be driven on the road, would you like to apply for one now?

Yes No

- 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	
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 ☐

<b>A</b> Driver	Number of Straps: 5	Make: Racetech	Standard: FIA	Standard No. / Homologation No.: D202.T98	Expiry Date: 2022 (yyyy)
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Do you have co-driver/passenger safety harness fitted? Yes ☒ No ☐

<b>B</b> Co-driver / Passenger	Number of Straps: 5	Make: Racetech	Standard: FIA	Standard No. / Homologation No.: D202.T98	Expiry Date: 2022 (yyyy)
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**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: Racetech, FIA Standard No. (if applicable): 8855

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

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

**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 ☐  
Has an Open Brake Bias System been fitted? Yes ☒ No ☐  
Have Braided Flexible Brake-Lines been fitted? Yes ☒ No ☐  
Has Electronic Stability Control been disabled? Yes ☒ No ☐

**Q** **Competition Fuel System**  
Is a Safety Fuel Tank installed? Yes ☒ No ☐  
Standard No.  Manufacture Date  (mm/yy/yyyy)  
FT3-1999 02 / 2017  
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
<b>Amount Payable (All Fees Include GST)</b>	<b>\$30.00</b>

**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 back: A  
Log out >  
3.2.5

Dashboard Resources Enter Series

Welcome A.

**Events Calendar**

November 2017

Wed 01 1 confirmed events	Remedial 2 ClubSport Advanced Confirmed	Levin Car Club
Fri 03 1 confirmed events	Remedial 4 ClubSport Advanced Confirmed	Levin Car Club
Sat 04 4 confirmed events	SprayMarks Group Rutherford's Road ClubSport Advanced Confirmed	Ashburton Car Club

**Vehicle**

Ford Escort Mk1 1976

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