

Championship or Sanctioned Series Administration

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

1. [Applying for or renewing a Series Permit](#) (apply for a series permit)
2. [Applying for a New Series Permit](#)
3. [Renewing a Series Permit](#)
4. [Accepting Series Entries](#)

To Apply for or Renew a Series

The organiser of a Sanctioned Series must have the 'Series Organiser' permission in the MotorSport Online system to apply for a new series or renew a current series.

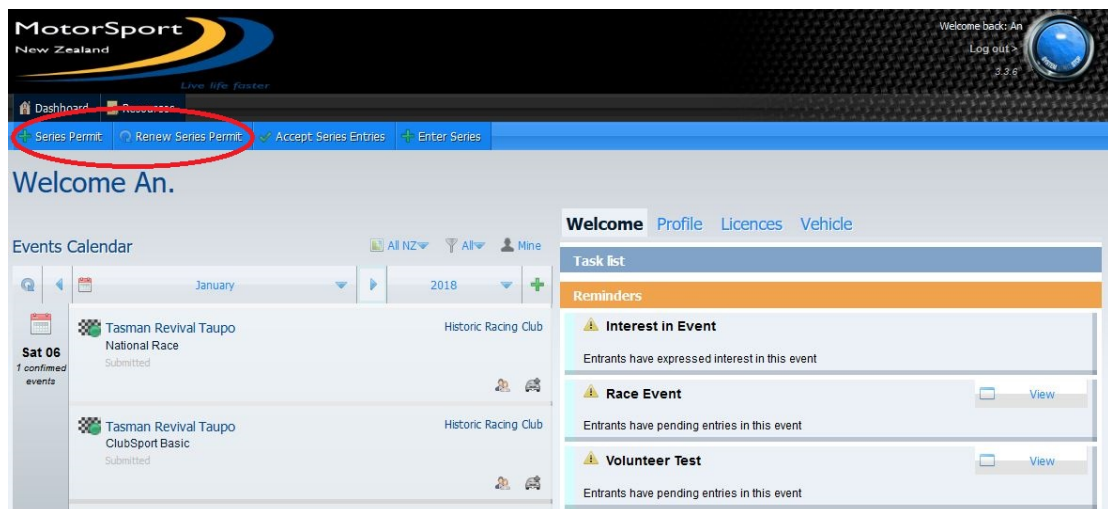
Note: this permission is separate to the Club 'Organiser' permission.

1. Log In

Log into your MotorSport Online record

2. Select the type of application

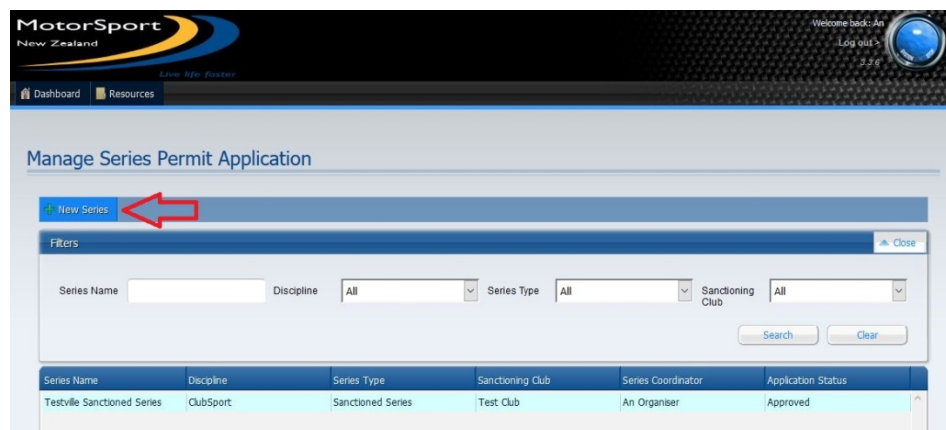
Either the new series permit button or the renew series permit button as appropriate.



To Apply for a New Series Permit

Clicking on the new series button will take you to the Manage series permit application screen.

Note: This screen will only show you all the series that you are currently listed as an organiser.



Click the 'New Series' button. This will open the Apply for Series Permit Screen.

1. Apply for Sanctioned Series

Note: You can save and exit at any time by selecting the save button at the bottom of the window. To continue with the application double click on the series line in the Manage series permit application screen.

Fields marked with a red asterisk are **compulsory**.

2. Apply for Series Permit Screen:

Series Name field: a free text field for the series name. (Hint: a good way to identify a specific series is to always start the series name with the season year. Eg. 2018-19 Formula First Race Series)

Discipline field: select the discipline from the drop down menu.

Series Type field: select the type of series from the drop down menu.

Sanctioning Club field: select the name of the club applying for the sanctioning permit from the drop down menu.

Series Coordinator field: select the Series Coordinator's name from the drop down menu.

Note: If the name does not appear in the list it is because the person does not have the correct permissions in the system. Either contact your Club Secretary or the MSNZ office to update.

Entry Fee field: If the entry fee is standard across all classes in the series then type in the entry fee to enter the series. If classes have different entry fees then leave this field blank and enter the individual class series entry fee in the Series Vehicle Classes section.

Entry Fee per Round field: If the series entry fee is to be incorporated with the Round entry fee then enter a tick in the box and enter the amount to be paid per round. If not leave blank.

Round Entry Paid to field: select which club is to receive the round entry fee.

3. Series Vehicle Classes field:

Select the classes from the drop down menu and click the add button. Repeat for each class required. Classes may be deleted from the application by selecting the remove button. If the classes have different entry fees, enter each entry fee against the vehicle class.

Note: If the name does not appear in the list contact the MSNZ Office.

4. Series Rounds:

As the series vehicle classes are entered (as above) Rounds may appear on the right hand side of the screen. These rounds will be coloured yellow and will appear where the individual event (round) has been added as a permit application and the event class is the same as the series class. (eg. individual events making up a round in the series may have added the series class to their event prior to the series application).

The screenshot shows the 'Apply for Series Permit' web application. The interface is divided into several sections:

- Vehicle Class Section:** Contains two rows for adding vehicle classes. Each row has a 'Vehicle Class' dropdown menu, an 'Entry Fee' input field, and a 'Remove' button.
- Series Rounds Section:** A table with columns: Start, End, Venue, Club, and Event. It lists two rounds for 'Auckland' at 'Hawkes Bay Car Club' on '12 Jan 2018' and '19 Jan 2018', both for 'Volunteer Test' events. Below the table are buttons for 'Add Round', 'Remove Round', and 'Edit Round'.
- Series Regulations Section:** Contains three download links: 'Technical Regulations file:', 'Series Articles file:', and 'Championship Schedule file:'.
- Event List Section:** A grid of event cards. Each card shows the event name (e.g., 'Volunteer Test'), venue ('Auckland'), club ('Hawkes Bay Car Club'), and dates. Below each card is a 'Remove from Series' button with a red 'X' icon.
- Footer:** Contains 'Save', 'Submit', and 'Cancel Series' buttons.

Select the appropriate rounds from the right hand side of the screen by clicking the "Add to Series" button on each individual event. Once the round is added to the application it will turn blue.

The rounds shown in the series rounds display box may be added, removed or edited using the buttons directly underneath the Rounds display box.

5. Series Regulations:

The series regulations should be submitted to the MotorSport NZ office via email (in the usual manner) separately to the series application. Once the series regulations have been approved the MSNZ office will upload them to the series application. Once the series has been approved competitors will be permitted to download the regulations from their series entry application.

6. Submit

Once the application is complete select the submit button to complete the application process. A confirmation window will appear, and once the confirmation button has been selected you will be returned to the Manage series permit application screen. Then either log out or click on the dashboard button to return to the front page.

To Renew a Series Permit

Clicking on the new series button will take you to the Manage series permit application screen. **Note:** This screen will only show you all the series that you are currently listed as an organiser.

1. Select the series to be renewed.

Double click the line of the series to be renewed or highlight the line and press the Open button. This will open the Renew Series Permit screen.

Renew Series Permit

Sanctioned Series or Championship Permit [Close](#)

Permit Status:

Series Name:

Discipline:

Series Type:

Sanctioning Club:

Series Coordinator:

Entry Fee: Inc GST

Entry Fee Per Round: ☒ \$26.00 Inc GST

Round Entry Paid To:

Series Vehicle Classes [Close](#)

[Add](#)

Vehicle Class	Entry Fee	
Testville Series Class A 2WD - (0)	\$0.00	Remove
Testville Series Class B (above 4)	\$0.00	Remove

Series Rounds [Close](#)

Start	End	Venue	Club	Event
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[Save](#)

Fields marked with a red asterisk are **compulsory**.

2. Renew Series Permit screen

Series Name field: amend the existing name in the free text field.

Discipline field: select the discipline from the drop down menu if changed from previous.

Series Type field: select the type of series from the drop down menu if changed from previous.

Sanctioning Club field: select the name of the club applying for the sanctioning permit from the drop down menu if changed from previous.

Series Coordinator field: select the Series Coordinator's name from the drop down menu if changed from previous.

Note: If the name does not appear in the list it is because the person does not have the correct permissions in the system. Either contact your Club Secretary or the MSNZ office to update.

Entry Fee field: If the entry fee is standard across all classes in the series then type in the entry fee to enter the series. If classes have different entry fees then leave this field blank and enter the individual class series entry fee in the Series Vehicle Classes section.

Entry Fee per Round field: If the series entry fee is to be incorporated with the Round entry fee then enter a tick in the box and enter the amount to be paid per round. If not leave blank.

Round Entry Paid to field: select which club is to receive the round entry fee.

3. Series Vehicle Classes field:

Select the classes from the drop down menu and click the add button. Repeat for each class required. Classes may be deleted from the application by selecting the remove button. If the classes have different entry fees, enter each entry fee against the vehicle class.

Note: If the name does not appear in the list contact the MSNZ Office.

4. Series Rounds:

Rounds may appear on the right hand side of the screen. These rounds will be coloured yellow and will appear where the individual event (round) has been added as a permit application and the event class is the same as the series class. (eg. individual events making up a round in the series may have added the series class to their event prior to the series application).

Select the appropriate rounds from the right hand side of the screen by clicking the "Add to Series" button on each individual event. Once the round is added to the application it will turn blue.

Renew Series Permit

Series Coordinator: An Organiser
Entry Fee: \$25.00
Entry Fee Per Round: ☒ \$26.00
Round Entry Paid To: Hosting Club

Series Vehicle Classes

Schedule CK

Vehicle Class: Testville Series Class A 2WD - (0) \$0.00 Remove
Vehicle Class: Testville Series Class B (above 0) \$0.00 Remove

Series Rounds Close

Start	End	Venue	Club	Event
06 Apr 2018	08 Apr 2018	Hampton Downs Motorsport Park	Test Club	

Add Round Remove Round Edit Round

Series Regulations Open

Save

Add Round

Hosting Club: Test Club
Venue: Hampton Downs Motorsport Park
Start Date: 06/04/2018
End Date: 08/04/2018

Cancel Save

The rounds shown in the series rounds display box may be added, removed or edited using the buttons directly underneath the Rounds display box.

5. Series Regulations:

The series regulations should be submitted to the MotorSport NZ office via email (in the usual manner) separately to the series application. Once the series regulations have been approved the MSNZ office will upload them to the series application. Once the series has been approved competitors will be permitted to download the regulations from their series entry application.

6. Submit

Once the application is complete select the submit button to complete the application process. A confirmation window will appear, and once the confirmation button has been selected you will be returned to the Manage series permit application screen. Then either log out or click on the dashboard button to return to the front page.

Accept Series Entries

Whenever a competitor submits an expression of interest in, or enters a, Championship or Sanctioned Series an automated email is sent to the organiser of the series.

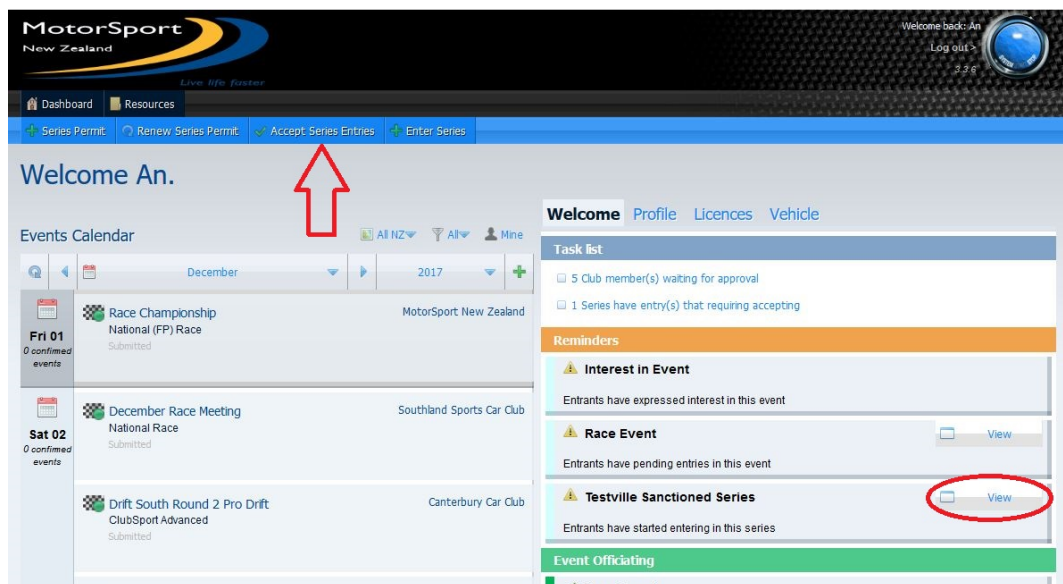
Note: In the same way that a competitor can express interest in entering an event prior to any permit application being approved, a competitor may 'express interest' in entering a Championship or Sanctioned Series.

1. Log In

Log into your MotorSport Online record

2. Navigate to the Series:

Either by clicking the accept series entry button (arrow) or by clicking view in reminder box (circle). This will open the Manage Series Entry screen.



3. Select the Series to enter:

Double click on the series line to be entered, (or alternatively highlight the series and click the 'Open' button). This will take you to the Enter Series Screen.

4. Accept Series Entry screen:

The top section of the Accept Series Entry screen contains the details of the series. Underneath those details there is a search box and the Series Entries.

The Search Criteria: This allows you to search for entries using a variety of different options, then press the search button. (Eg. selecting a vehicle class from the drop down menu list will only return those entries entered in that class). It is also possible to order the entries received by clicking on the column headers of the Series Entries section (the 'blue bar'). Clicking on the heading once will sort the list as A-Z based on the column and clicking on it a second time will reverse the order and list as Z-A.

The Event Entries Section: This shows all the entries received for the series and their status. Each entry is one line and the list defaults to list in order of entry received.

To accept or decline an entry:

Simply put a tick in the box against the entry and click on the accept or decline button. You can also accept or decline multiple entries by ticking multiple boxes and then selecting the accept or decline buttons.

Hint: clicking on the column header 'status' will quickly sort the entries into accepted, declined or entered.

Export to CSV button: This button will export the data from the event entries screen to a spreadsheet, which can then be saved. This is helpful as it allows for the manipulation of data if required to produce specific reports that may be used by the organising club etc.

5. Viewing an entry:

To view the details of an entry simply double click on the entry line. This will bring up the series entry details screen.

The screenshot displays the 'Enter Series - 170662' form, which is divided into several sections:

- Sanctioned Series or Championship Permit:** This section contains fields for Permit Status (Approved), Series Name (Testville Sanctioned Series), Discipline (ClubSport), Series Type (Sanctioned Series), Sanctioning Club (Test Club), Series Coordinator (An Organiser), Entry Fee (\$25.00 Inc GST), Entry Fee Per Round (\$25.00 Inc GST), and Round Entry Paid To (Test Club).
- Competitor:** A dropdown menu showing 'A Competitor'.
- Major Sponsors:** A text field containing 'Testville Computers'.
- Media Manager:** A text field containing 'M. Manager 028 555 555'.
- Objectives for the season:** A text area containing 'To enjoy the season'.
- Entrant:** A checkbox labeled 'I have read and accepted the series and vehicle class Terms & Conditions.' which is checked.
- Series Vehicle Classes:** A table with columns 'Vehicle Class (select only 1)', 'Entry Fee', and a checkbox. It lists two classes: 'Testville Series Class A 2WD - (below 2000cc)' with an entry fee of \$25.00 and 'Testville Series Class B (above 2001cc)' with an entry fee of \$25.00.
- Series Rounds:** A table with columns 'Start', 'End', 'Venue', 'Club', and 'Event'. It shows a single round starting on 12 Dec 2010 and ending on 12 Dec 2010, with the venue 'Auckland', club 'Hawke Bay FC Club', and event 'Volunteer Test'.

At the bottom of the form, there are three buttons: 'Save', 'Cancel', and 'Return'.

The series entry details screen shows the competitors submitted entry, including the Class and rounds they wish to enter. The competitors series entry details are editable by the series organiser.

Note: once a series entry has been submitted it cannot be amended by the entrant/competitor. The series organiser is the only person who can change the entry.

6. Event Entries for Series Round

The Event Entries for Series Round section shows the entries received for the next round of the series.

Accept Series Entries - 170662

Export to CSV

Event Entries for Series Round: Volunteer Test

Entrant Name	Licence #	Licence Status	Vehicle Class	Transponder Type	Transponder ID	Application Date	Payment Status	Payment Method	Status
A Competitor	171211X	Active	Testville Series Class A			14 Dec 2017	PAYMENT-SENT	CASH	Pending

View

Export to CSV

View button: Highlighting the entrants name and selecting the view button allows the series organiser to view the round entry details of a competitor.

Export to CSV button: This button will export the data from the event entries screen to a spreadsheet, which can then be saved.

7. Exiting Accept Series Entries Screen

To exit the Accept Series entries screen, click on the red cross at the top right of the window. This will take you back to the Manage Series Entry Acceptance screen. Then either log out or click on the dashboard button to return to the front page.