

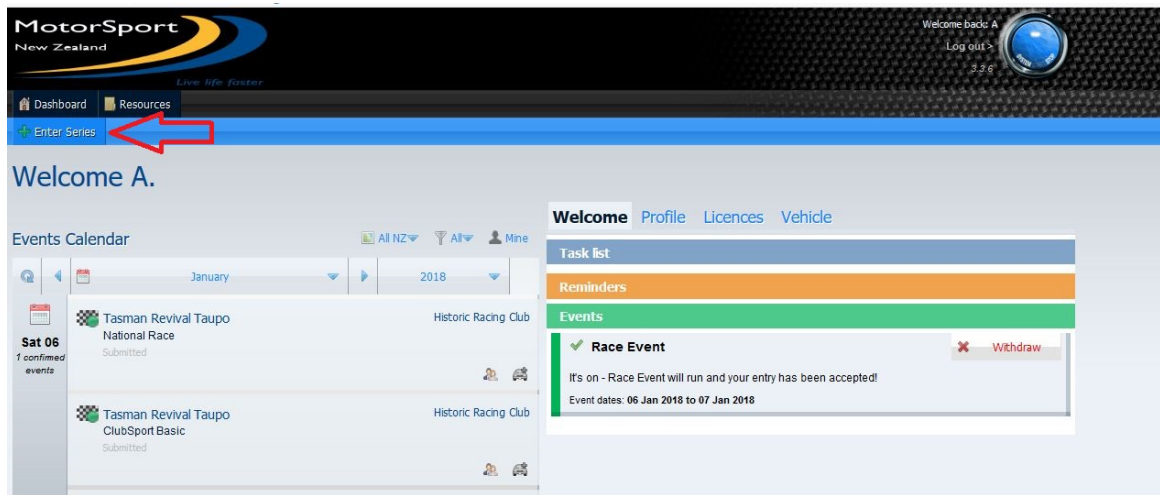
Entering a Championship Series or Sanctioned Series:

It is a National Sporting Code requirement that any competitor wishing to compete in a round of a Championship or Sanctioned Series must enter that series first. This describes the process to enter a MotorSport NZ Championship or sanctioned series.

1. Log In

Log into your MotorSport Online record

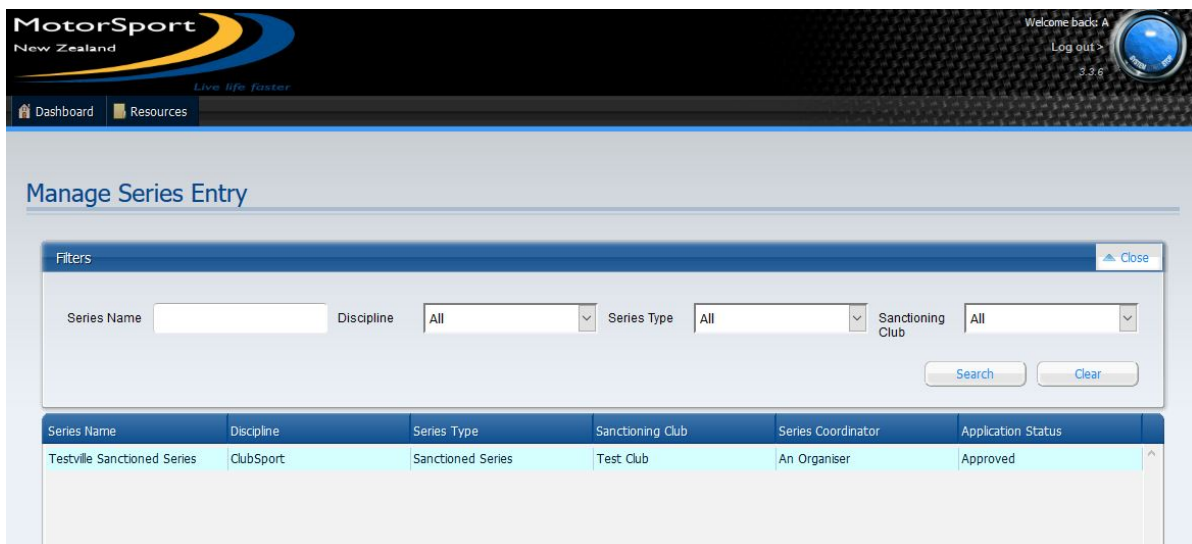
2. Click on Enter Series button



The screenshot shows the MotorSport New Zealand user interface. At the top, there is a navigation bar with 'Dashboard' and 'Resources' tabs. The 'Enter Series' button is highlighted with a red arrow. Below the navigation bar, the user is greeted with 'Welcome A.' and has links for 'Profile', 'Licences', and 'Vehicle'. The 'Events Calendar' shows a calendar for January 2018 with two events: 'Tasman Revival Taupo National Race' and 'Tasman Revival Taupo ClubSport Basic'. A 'Race Event' notification is displayed, stating 'It's on - Race Event will run and your entry has been accepted!' with event dates from 06 Jan 2018 to 07 Jan 2018.

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.



The screenshot shows the 'Manage Series Entry' screen. It features a 'Filters' section with dropdown menus for 'Series Name', 'Discipline', 'Series Type', and 'Sanctioning Club'. Below the filters is a table listing series entries.

Series Name	Discipline	Series Type	Sanctioning Club	Series Coordinator	Application Status
Testville Sanctioned Series	ClubSport	Sanctioned Series	Test Club	An Organiser	Approved

5. Enter series screen

The left hand side of this screen shows the series details as submitted by the series organiser.

The screenshot shows the 'Enter Series - 170662' form. The top section is titled 'Sanctioned Series or Championship Permit' and contains the following fields:

- 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: \$26.00 Inc GST
- Round Entry Paid To: Test Club
- Competitor: [Search field]
- Major Sponsors: [Text field]
- Media Manager: [Text field]
- Objectives for the season: [Text area]
- Entrant: I have read and accepted the series and vehicle class Terms & Conditions.

At the bottom, there is a 'Series Vehicle Classes' section with an 'Open' button.

Competitor selection field: Enter the drivers name.

Hint: type the surname of the driver in the search field and then select from one of the options listed.

Major Sponsor field: This is a free text field.

Media Manager field: This is a free text field.

Objectives for the season field: This is a free text field.

Entrant Declaration: Tick the box to agree to the series terms & conditions.

The screenshot shows the 'Enter Series - 170662' form with the 'Series Vehicle Classes' and 'Series Rounds' sections expanded.

Series Vehicle Classes:

Vehicle Class (select only 1)	Entry Fee	
Testville Series Class A 2WD - (below 2000cc)	\$25.00	<input type="checkbox"/>
Testville Series Class B (above 2001cc)	\$25.00	<input type="checkbox"/>

Series Rounds:

Start	End	Venue	Club	Event	
12 Jan 2018	12 Jan 2018	Auckland	Hawkes Bay Car Club	Volunteer Test	<input checked="" type="checkbox"/>
19 Jan 2018	19 Jan 2018	Auckland	Hawkes Bay Car Club	Volunteer Test	<input checked="" type="checkbox"/>
21 Jan 2018	21 Jan 2018	Auckland	Test Club	Test preferences	<input checked="" type="checkbox"/>

Series Regulations:

Technical Regulations file: [Download](#)

Series Articles file: Scan engine 64.jpg [Download](#)

Buttons: Interest, Enter

Series Class selection: Click on the white 'Open' button and tick the box that corresponds to the Class required.

Series Rounds: Click on the white 'Open' button. All the rounds are ticked by default, so if you are not entering a particular round(s), remove the tick in the box that corresponds to that round.

Series Regulations: Click on the 'download' button to save the regulations to print or save to your computer if required.

Interest button: Clicking on the 'interest' button will save the details without entering the series and will email the series organiser. A reminder will also appear on the user's dashboard.

Hint: This reminder can be used as the starting point to submit an entry to the series by selecting the 'view' button.

Enter button: Pressing the enter button will bring up a window for the entrant to confirm payment of the entry fee.

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.

Click on the 'confirm payment' button. This will open the Payment Screen.

The screenshot shows a web interface for 'Payment to club: Test Club'. The page is divided into two main sections: 'Invoice Summary' and 'Select Payment Method'.
Invoice Summary:
- Entry Fees: \$25.00
- Series entry fee: 170662 Testville Sanctioned Series (Entrant/A Competitor)
- Amount Payable (All Fees Include GST): \$25.00
Select Payment Method:
- Select Payment Method: Direct credit via internet banking (dropdown menu)
- Club Name: Test Club
- Club Number: [blank]
- Please use the following details to make your payment:
- Payee: Test Club Inc
- Bank Account Number: 123456
- Reference: 143920
- 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.
At the bottom right, there are 'Cancel' and 'Continue' buttons.

Select the method of payment: From the payment method drop down menu. Select continue to finish the application and submit to the series organiser.

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.

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: Once the series entry has been submitted you must contact the organiser or secretary of the event to change your entry.

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

The screenshot shows the MotorSport New Zealand user dashboard. At the top, there is a navigation bar with 'Dashboard', 'Resources', and 'Enter Series' options. The user is logged in as 'A'. The main content area is titled 'Welcome A.' and features an 'Events Calendar' for December 2017. The calendar lists three events: 'Race Championship National (FP) Race' (submitted), 'December Race Meeting National Race' (submitted), and 'Drift South Round 2 Pro Drift ClubSport Advanced' (submitted). On the right side, there is a 'Task list' section with 'Reminders' and 'Events'. The 'Events' section shows a 'Race Event' that is on and has been accepted, with a 'Withdraw' button. Below it, the 'Series' section shows a 'Testville Sanctioned Series' that is pending acceptance, also with a 'Withdraw' button.

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

This will then allow you to enter the individual rounds of the series.