

## Accepting / viewing event entries

For each event entries will automatically open at the moment the Permit Issuing Authority approves the supplementary regulations of that event. Once this happens, the Organiser and secretary of the event (and any competitor who has expressed interest in the event) will receive an email advising that entries are now open.

Both the Organiser and the Secretary of the Event have the ability to accept entries into that event. Both will receive one automated email each day that an entry is made to advise that there are new entry(s) for that event.

### To see entries submitted:

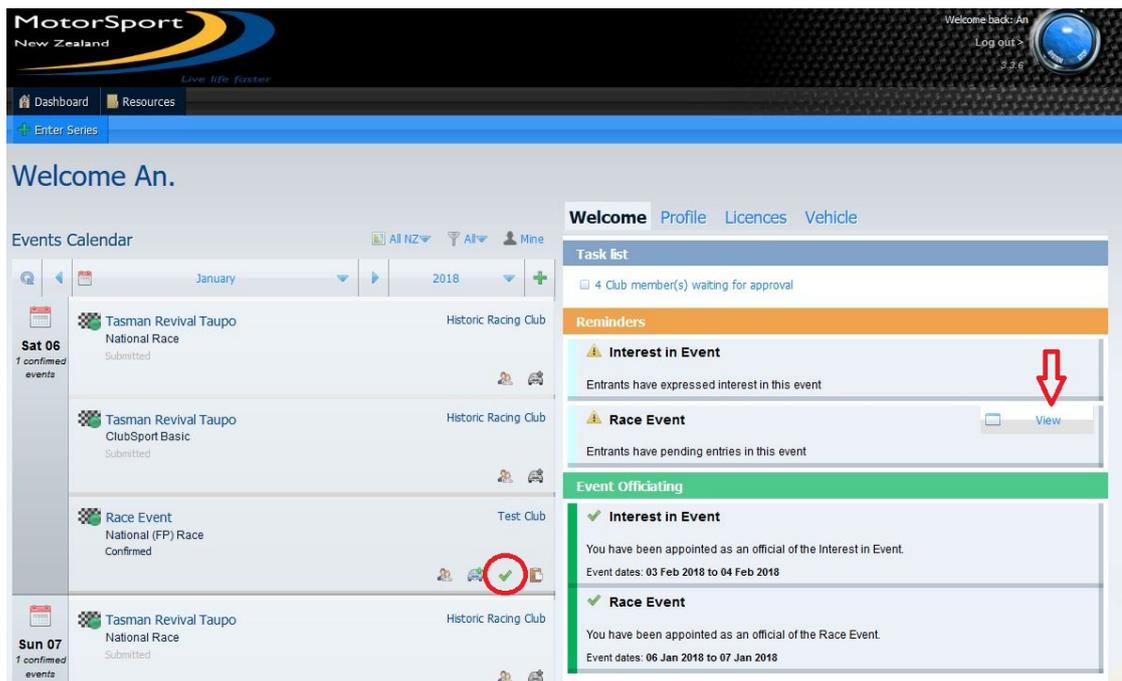
#### 1. Log In

Log into your MotorSport Online record

#### 2. Open the event entry screen

Either Click on the 'view' button on the reminder box for that event (arrow), or navigate to the event by using the month horizontal arrows to navigate month by month or use the month and year down arrows to select specific month or year. Then click on the green tick icon (circle).

**Hint:** navigate to the month / year required and press the "Mine" button. This will reduce the view to only those events which you have been named. Unclick the "Mine" button to show all events.



The screenshot shows the MotorSport New Zealand website dashboard. The top navigation bar includes 'Dashboard' and 'Resources'. The main content area is titled 'Welcome An.' and features an 'Events Calendar' on the left and a 'Task list' on the right. The calendar shows events for January 2018, including 'Tasman Revival Taupo National Race' and 'Race Event National (FP) Race'. The task list includes sections for 'Reminders' and 'Event Officiating'. A red arrow points to a 'View' button in the 'Reminders' section, and a red circle highlights a green checkmark icon in the 'Event Officiating' section.

#### 3. The Event Entry Screen:

The event entry screen consists of two sections; the Search Criteria and the Event Entries.

##### (a) 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 Event 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.

Event Details Close

Event Name	Race Event
Permit Number	180047
Start Date	06 Jan 2018
End Date	07 Jan 2018

Search Criteria Close

Entrant Name	Series Name	Vehicle Class	All
Licence #	Licence Status	None	Application Date
Payment Status	Payment Method	All	Event Entry Status
Transponder	All		

Clear
Search

Edit Entry
Accept Decline

Entry Id	Entrant Name	Series	Class	Licence #	Licence Status	Application Date	Transponder Typ	Transponder ID	Payment Status	Payment Method	Status	
5	A Compettor		Race Event Class B	171211X	Active	11 Dec 2017	AMB	1234	PAYMENT-SENT	CHEQUE	Pending	<input type="checkbox"/>

## (b) The Event Entries Section

This shows all the entries received for the event and their status. Each entry is one line and will be shown as either blue or red. A blue entry indicates that the entrant meets all the requirements that have been specified for this event and a red line indicates that there is something about the entry that requires attention. The entry list defaults to list in order of entry received.

**Note:** regardless of the status of the entry (red or blue) the entry may be accepted (or declined) by the event secretary or organiser.

Transponder All

Clear
Search

Edit Entry
Accept Decline

Entry Id	Entrant Name	Series	Class	Licence #	Licence Status	Application Date	Transponder Typ	Transponder ID	Payment Status	Payment Method	Status	
5	A Compettor		Race Event Class B	171211X	Active	11 Dec 2017	AMB	1234	PAYMENT-SENT	CHEQUE	Pending	<input type="checkbox"/>
9	Another Compettor		Race Event Class A	171215X	Active	12 Dec 2017			PAYMENT-SENT	INTERNET	Pending	<input type="checkbox"/>

Event Signature Sheet
Generate Entrant Report
Export to CSV
Back

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 pending.

#### 4. Viewing an entry:

To view the details of an entry simply double click on the entry line. This will bring up the entry details screen. If the entry is red the reason for this will be listed in this entry screen.

	<b>Physical Address</b> 2 Test St, Testville
	<b>Country</b> New Zealand
	<b>Postcode</b> 5000
	<b>Email</b> possumtest@motorsport.org.nz
	<b>Home Phone</b>
	<b>Business Phone</b>
	<b>Mobile</b>
	<b>Civil Driving Licence</b>
	<b>Country of Birth</b> New Zealand
	<b>Next of Kin</b>
	<b>Relationship</b>
	<b>Contact Phone Number</b>

<b>First Name</b>	Another
<b>Middle Name(s)</b>	
<b>Surname</b>	Competitor
<b>Known As</b>	Another
<b>Date of Birth</b>	01 Jan 2004
<b>Gender</b>	Male

#### Driver Details

<b>First Name</b>	Another
<b>Last Name</b>	Competitor
<b>Junior driver</b>	yes
<b>First time driver</b>	yes
<b>First time at this venue</b>	yes
<b>Licence Number</b>	171215X
<b>Licence Grades</b>	M
<b>Licence Expiry Date</b>	31 Dec 2018
<b>Licence Status</b>	Active

**The competition licence is invalid. Please check that the licence exists, is current, is the appropriate grade, their status is Active and that they don't expire before the event starting date! Warning the driver is under the age of 16!**

The top section contains the details of the entrant.

The **Driver Details** section contains the driver's licence details (note if the entrant is other than the driver the driver will appear in this section. (eg. in the case above the entry was flagged red because the driver only has an M Grade licence (C grade required) and highlights to the secretary that he is under the age of 16)

**The competition licence is invalid. Please check that the licence exists, is current, is the appropriate grade, their status is Active and that they don't expire before the event starting date! Warning the driver is under the age of 16!**

#### Club Details

Driver	Member Club	Club Membership No.	Club Expiry	Life Member
Another Competitor	Test Club		31 Dec 2018	no

#### Vehicle Details

<b>Owner Name</b>	Another Competitor	
<b>Make</b>	Honda	
<b>Model</b>	Civic	
<b>Year</b>	1990	
<b>Vehicle Chassis No.</b>	E931228614	
<b>Registration No.</b>		
<b>Logbook No.</b>	23003	
<b>Homologation No.</b>		

**Transponder required for this event!**

#### Event Details

The middle section contains the club and vehicle details of the entrant.

The **Club Details** section shows what club the competitor belongs to and whether their membership is current.

The **Vehicle Details** section shows the basic logbook details of the vehicle entered. If Transponders are required and the vehicle does not have one (or wants to rent one) it will be shown here in red.

The screenshot shows a web application interface with two main sections: 'Event Details' and 'Payment Details'.

**Event Details:**

- Series Name: Race Event
- Event Name: Race Event
- Event Date: 06 Jan 2018
- Venue: Hampton Downs Motorsport Park
- Class: Race Event Class A
- Licence Grades: C1, C2, Foreign, INT A, INT B, INT C, INT H
- Competition No:

**Payment Details:**

Payment Method	Card Type	Result	Date/Time of transaction	Payer Name	Reference Number
INTERNET		PAYMENT-SENT			

**Comment Section:**

Comment	By	Date
<input type="text"/>		

Buttons: Add Comment, Save, Decline, Accept, Back.

The bottom section contains the event details.

The **Event Details** section provides details about the event, including which licences are valid. The secretary or organiser can also add, edit or delete a competition number in the competition number field.

The **Payment Details** section will not show entry fees paid outside of the online system, but will show entry fees paid via credit card through the system.

As an organiser or secretary you are able to add comments into the entry by clicking on the 'add comment' button. This will bring up a popup window where comment can be entered. Please note that any comment input will automatically record the name of the user and the date / time it was entered.

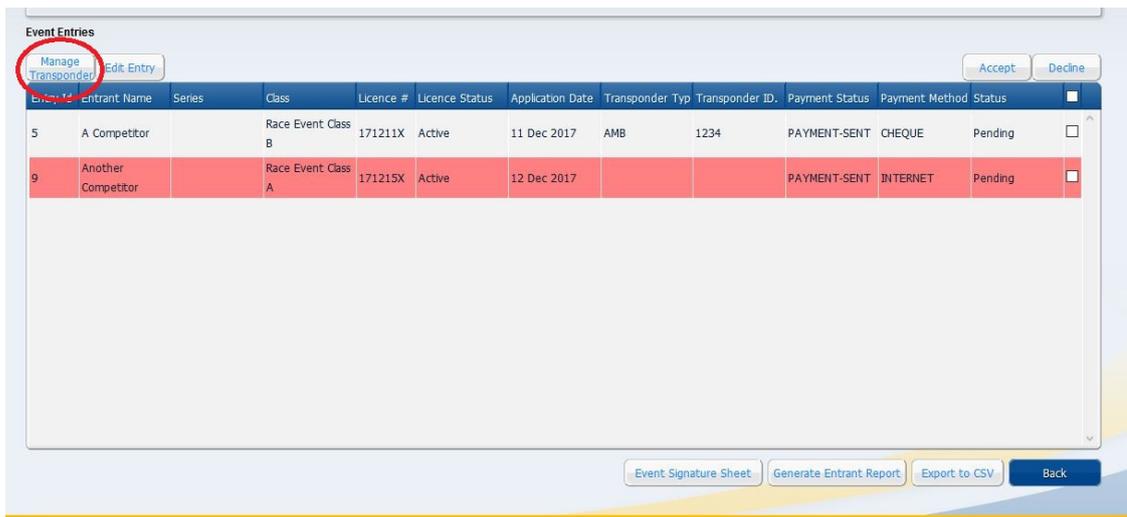
Pressing the save button will save any changes that have been made to the screen.

The entry can be accepted or declined from this screen by use of the **accept or decline buttons**.

The **back button** will return the user to the event entries screen

## 5. The Transponder button

This will appear if the event organiser has made transponders compulsory entry does not have a transponder associated with it.

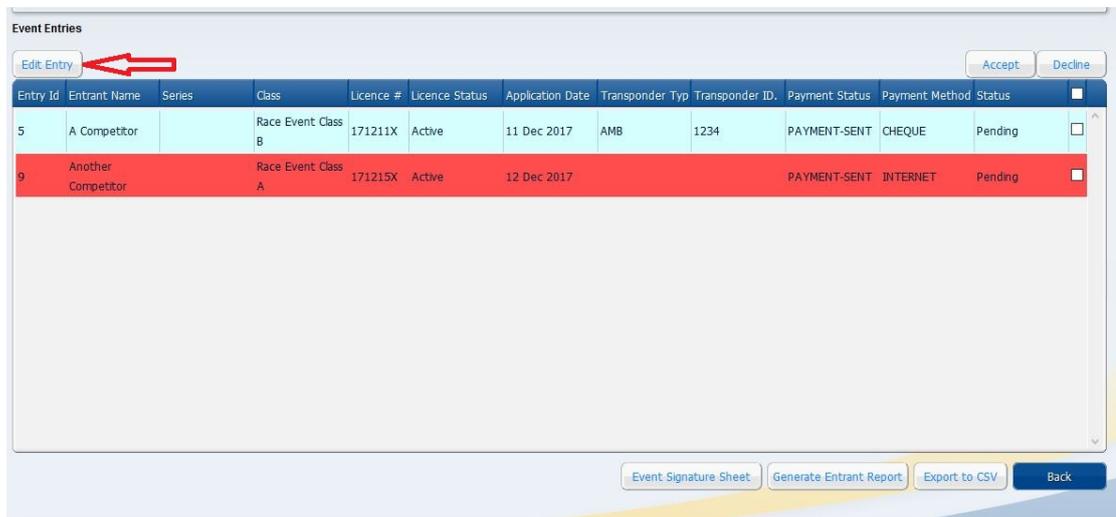


Clicking on the transponder button brings up the add a transponder screen. Simply select the type of transponder from the drop down menu and then type in the identification code into the other field. Click on OK and you will return to the event entries screen.

**Note:** some red entries may be because a rental transponder needs to be allocated, so by adding a 'rental' transponder will change the entry from red to blue.

## 6. Edit Entry Button

Selecting the edit entry button will display the competitor's entry screen as submitted.



The secretary and/or organiser are able to amend entry details from this screen. (eg. for a change of co-driver or a change of vehicle or class etc).

**Note:** Once an entry has been accepted the competitor cannot change any of the submitted details. The competitor must contact the secretary or organiser of the event to amend the entry. (refer to the help document 'Entering an Event' for details on amending an entry).

## 7. Reporting and Administration buttons

At the bottom of the event entries screen there are a number of administrative buttons.

**These are the reports that the event secretary / organiser should take on event.** Because not every event location has internet access it is suggested that these reports be printed off immediately prior to leaving for event.

Event Entries

[Edit Entry](#) [Accept](#) [Decline](#)

Entry Id	Entrant Name	Series	Class	Licence #	Licence Status	Application Date	Transponder Typ	Transponder ID	Payment Status	Payment Method	Status	
5	A Competitor		Race Event Class B	171211X	Active	11 Dec 2017	AMB	1234	PAYMENT-SENT	CHEQUE	Accepted	<input type="checkbox"/>
9	Another Competitor		Race Event Class A	171215X	Active	12 Dec 2017			PAYMENT-SENT	INTERNET	Pending	<input type="checkbox"/>

[Event Signature Sheet](#) [Generate Entrant Report](#) [Export to CSV](#) [Back](#)

**Event Signature sheet:** The National Sporting Code Art 22 states that if entries have been received in electronic form then all drivers must sign an “event documentation signature sheet” prior to participation in that event.

Clicking on the Event Signature Sheet button produces a pdf document of all accepted entries. The signature sheet prints the event details and the MSNZ indemnity at the top of the form, and lists all competitors in class order below it. The form also clearly shows whether the competitor has acknowledged the indemnity when the electronic entry was made. (note there will always be additional blank lines printed to enable ‘on the day’ signatures).

This form should be saved and printed out immediately prior to the start of the event.

**Generate Entrant Report:** selecting this button will produce a pdf report which shows all accepted or pending entries on one page, a separate page showing a list of any persons who had expressed interest (and have not entered), and a final page of any withdrawals.

**Hint:** this report is the best way for an organiser or secretary to see who those people are who have expressed interest in the event (including prior to entries opening).

**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.

**The Back button:** will return the user to their dashboard.