Post Event Reporting – Organisers, Secretaries, CotCs and Stewards

The post event paperwork process replaces the requirement for event officials to submit their event documentation manually via mail or email.
Stewards and Clerks of Course may submit their reports directly through the post-event screen.
The Event Secretary and/or the Organiser are able to upload any hard copy reports and also may submit the Stewards and/or Clerk of the Course reports if required (if on behalf then the written report should be uploaded).

1. **Login**
   Log into your MotorSport Online record

2. **Navigate to the Event**
   The event secretary and/or the event Organisers should ensure all manual (hard copy) entries have been input into the event.
   Note: it is not a mandatory requirement that these entries be input before the permit finishes, although they should be entered as soon as practicable after the conclusion of the event.
   If it is not possible for the event secretary or organiser to input these manual entries then they should contact the MotorSport NZ Office.

   Use the month horizontal arrows to navigate month by month or use the month and year down arrows to select specific month or year.
   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.

   Click on the 'Graph' icon. This will open the Upload Event Documentation Screen.

3. The **Upload Event Documentation Screen** is in four sections.
   The **Event Details section** displays the details pertaining to the event, including the base PLD figures. Organisers and Secretaries should use this screen to confirm all entries have been input and is ready for the Stewards to check.
   Note: this shows the base PLD costing, there may be additional levies added to the final invoice. (eg. Championship fee, late fee etc)

Upload Event Documentation
Upload Post Event Documentation

Organiser	An Organiser
Event Name	Race Event
Event Venue	Hampton Downs Motorsport Park
Number of Entrants	2
Number of Volunteers / Officials	3
Date of Event	06-01-2018 08:00 TO 07-01-2018 18:00
Permit No.	180047
Permit Status	Approved
Event Status/Type	National (FP) Race
Event Group	Permanent Circuit Race

Volunteers /Officials Information

Gender	Under 18	18-25	26-35	36-60	61 plus	Total
Male	0	0	0	3	0	3

Drivers' Information

Gender	Under 18	18-25	26-35	36-60	61 plus	Total
Male	1	0	0	1	0	2

Entrants' Information

Gender	Under 18	18-25	26-35	36-60	61 plus	Total
Male	1	0	0	1	0	2

Base Event fee, additional fees in accordance with Schedule B may be applicable

| National Race Entries | 2 | at | $50.00 | = | $100.00 |
| Permit fee as per Schedule B | 1 | at | $511.00 | = | $511.00 |

This permit was submitted late, an extra fee could be levied by MSNZ.

Clerk of the Course Report ▼ Open
Stewards Report ▼ Open
Event Documentation ▼ Open

Save | Submit CotC Report | Submit Steward Report

Open the **Clerk of Course Report** screen by clicking on the white "Open" box. The CotC report screen is the same format as per current paper form and should be filled out in same way. If 'Yes' is selected on any question, a free text field will open for comments.
Note: pressing the "**save**" button at the bottom of the screen allows the user to save and exit without completing the report. The user can return at any time.
The Outstanding Matters field should be ticked 'Yes' if there are any matters that remain outstanding at the end of the event (eg. technical inspections etc).
Once the Clerk of the Course report is complete the "I agree" box must be ticked.
Note: Once the Declaration section tick box is ticked the logged in user's details will automatically populate the declaration field. This allows for the CotC report to be entered by the Organiser or Secretary of the Meeting on behalf of the Clerk of the Course if required.
Any hard copy reports generated on event should be scanned and uploaded via the event documentation box.
Important: Once the **'Submit CotC Report'** button is pressed the report is locked and submitted and cannot be edited again.

Open the **Stewards Report** screen by clicking on the white "Open" box. The Stewards report screen is the same format as per current paper form and should be filled out in same way.
The event entry numbers should be double checked/confirmed to ensure all entries have been captured.
The report categories grade field should be selected from the drop down menu and the comments field is free text.
Note: the comments field will automatically expand if the comments are more than the two lines shown.
The Outstanding Matters field should be ticked 'Yes' if there are any matters that remain outstanding at the end of the event (eg. technical inspections etc).
Once the Stewards Report is complete the "I agree" box must be ticked.
Note: Once the Declaration section tick box is ticked the logged in user's details will automatically populate the declaration field. This allows for the Stewards report to be entered by the Organiser or Secretary of the Meeting on behalf of the Steward if required.

Any hard copy reports generated on event should be scanned and uploaded via the event documentation box.
Important: Once the **'Submit Steward Report'** button is pressed the report is locked and submitted and cannot be edited again.

Open the **Event documentation** screen by clicking on the white "Open" box. This screen allows for all hard copy reports generated on event to be uploaded. Use the browse button to navigate to the file location on your computer and click on open. The file will be displayed against the 'uploaded file' field. Click the "Add File" button to upload the file into the event record.
Note: All successful uploads will be shown in the 'attached file box.
If the event documentation is not uploaded then the **'I have emailed / posted all additional reports to MSNZ head office'** should be ticked.

The **'Save'** button allows the user to save and exit without completing the report. The user can return at any time.

The **'submit'** buttons (both for Stewards and CotC) will lock and submit the report. Once submitted the report cannot be edited.
Note: Once all the relevant post event reporting has been completed and submitted by the organising club, the event will be process and closed off by MotorSport NZ office staff.