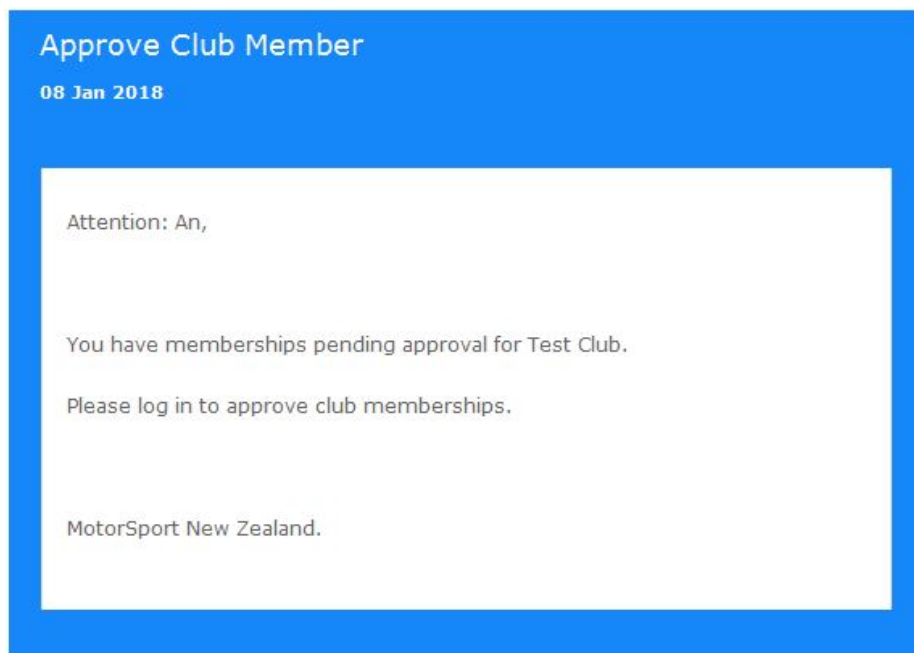


The Club Secretary's Guide to MotorSport NZ licencing

MotorSport NZ requires, as a prerequisite to obtaining any licence that the applicant is a member of a Member Club.

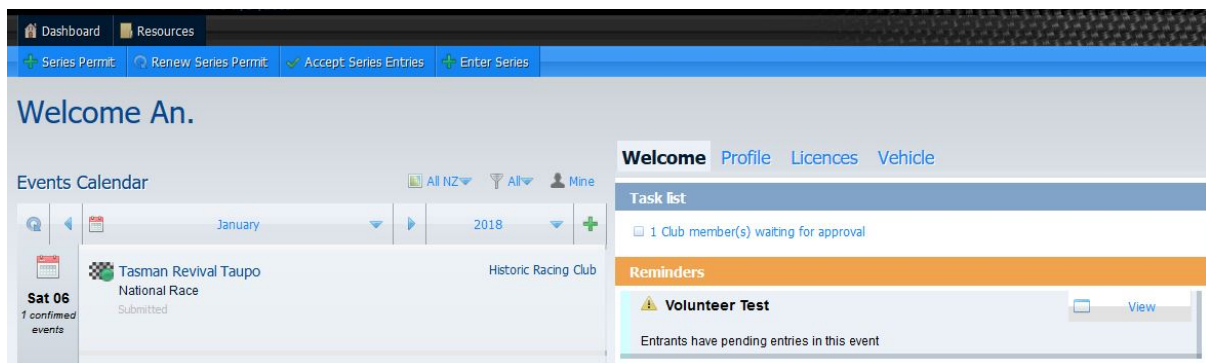
Once you have been registered as the Secretary for your club in the MotorSport NZ Online system, you will have access to your club details from your personal login.

Periodically you will receive automatic emails from the MotorSport NZ Online system as below:



This means that an applicant (competitor or official) has stated that they are a member of your Club.

Simply, log in to the system using your personal user name and password. You will see the reminder in your task list on your dashboard. Simply click on the task and it will display the pending members.



Alternatively, from your dashboard, click on the 'Profile' tab:

MotorSport New Zealand
Live life faster

Welcome back: An
Log out >
3.3.6

Dashboard Resources

Enter Series

Welcome An.

Events Calendar

AI NZ AI Mine

January 2018

Sat 06
1 confirmed events

- Tasman Revival Taupo National Race
Submitted
Historic Racing Club
- Tasman Revival Taupo ClubSport Basic
Submitted
Historic Racing Club
- Race Event National (FP) Race
Confirmed
Test Club
- Tasman Revival Taupo National Race
Submitted
Historic Racing Club

Sun 07
1 confirmed events

Welcome Profile Licences Vehicle

Task list

- 4 Club member(s) waiting for approval

Reminders

- Interest in Event
Entrants have expressed interest in this event
- Race Event
Entrants have pending entries in this event

Event Officiating

- Interest in Event
You have been appointed as an official of the Interest in Event.
Event dates: 03 Feb 2018 to 04 Feb 2018
- Race Event
You have been appointed as an official of the Race Event.
Event dates: 06 Jan 2018 to 07 Jan 2018

Then select the 'Club Administration' button:

Dashboard Resources

Series Permit Renew Series Permit Accept Series Entries Enter Series

Welcome An.

Events Calendar

AI NZ AI Mine

January 2018

Sat 06
Submitted
Historic Racing Club

Welcome Profile Licences Vehicle

Manage my profile Manage my clubs Manage my preferences Club administration My account settings

Profile Details

This will bring up the Club Administration screen. There are a number of filters that can be used to view members of your club, but for now we will concentrate on new members.

Dashboard Resources

Club Administration for MotorSport New Zealand

Filters

Membership # Name DoB

Licence Type: None Membership Status: Pending Region: All

Official Licence Type: None Competition Licence Grade: None

Search Clear

Membership #	Last Name	First Name(s)	DoB	Email	Region	Membership Status	Date Applied	Date Expires
	Test Account	MotorSport	14 Feb 1981	possum@motorsport.o	Wellington	Pending	14 Feb 2014	

Here you will see a list of all the pending members for your club. From this point you have two options:

1. Approve the membership, or
2. Decline the membership.

TO APPROVE MEMBERSHIP

There are two methods to approving membership. They are:

1. **Do nothing.** Doing nothing means that membership will automatically be granted to the applicant after 3 weeks.
2. **Approve the membership immediately.** Simply double click on the applicant name and complete the membership details screen by filling in the status and expiry fields as required, then click on the confirm button:

The screenshot shows the 'Club Member Details' form. The top section contains personal and contact information for a member named 'MotorSport'. The bottom section, 'Membership Details', shows the member's status as 'Pending' and the application date as '14 Feb 2014'. A red circle highlights the 'Confirm' button at the bottom right of the form.

Club Member Details			
First Name(s)	MotorSport	Email	possum@motorsport.org.nz
Last Name	Test Account	Home Phone	
DoB	14 Feb 1981	Work Phone	04 815 8015
Licence #	140224	Mobile Phone	
Licences		Physical Address	69 Hutt Rd Thorndon Wellington
		Physical Postcode	
		Physical Region	Wellington
		Postal Address	
		Postal Postcode	
		Postal Region	

Membership Details			
Member #		Application Date	14 Feb 2014
Member Status	Pending	Club Expiry	

Buttons: Back, Save, Revoke, Confirm

NOTE: The club President or secretary must approve all applications for life membership. Life Memberships will not automatically approve.

TO DECLINE MEMBERSHIP

1. **Click on the 'Revoke' button.** This will immediately suspend the applicants licence and send them an email saying that their licence will be reactivated once they have joined a member club.

The screenshot shows the 'Club Member Details' form, identical to the one above. A red circle highlights the 'Revoke' button at the bottom right of the form.

Club Member Details			
First Name(s)	MotorSport	Email	possum@motorsport.org.nz
Last Name	Test Account	Home Phone	
DoB	14 Feb 1981	Work Phone	04 815 8015
Licence #	140224	Mobile Phone	
Licences		Physical Address	69 Hutt Rd Thorndon Wellington
		Physical Postcode	
		Physical Region	Wellington
		Postal Address	
		Postal Postcode	
		Postal Region	

Membership Details			
Member #		Application Date	14 Feb 2014
Member Status	Pending	Club Expiry	

Buttons: Back, Save, Revoke, Confirm

To return to the club administration screen without approving or revoking a membership, simply press the 'back' button.

TO OBTAIN A PRINT OUT OF ALL MEMBERS

1. In the membership status field of the filter, select ALL and then press the 'search' button.

The screenshot shows the 'Club Administration for MotorSport New Zealand' interface. The 'Filters' section is open, displaying several dropdown menus: 'Membership #', 'Name', 'DoB', 'Licence Type' (set to 'None'), 'Membership Status' (set to 'All', circled in red with a '1'), 'Region' (set to 'All'), 'Official Licence Type' (set to 'None'), and 'Competition Licence Grade' (set to 'None'). The 'Search' button is also circled in red with a '2'. Below the filters is a table with the following data:

Membership #	Last Name	First Name(s)	DoB	Email	Region	Membership Status	Date Applied	Date Expires
	Test Account	MotorSport	14 Feb 1981	possum@motorsport.o	Wellington	Life Member	14 Feb 2014	

At the bottom of the interface, there are two buttons: 'CSV' and 'Manage Club'.

2. Press the blue CSV button. This will make a spreadsheet file that you can save to your computer.

This screenshot is identical to the previous one, showing the same 'Club Administration for MotorSport New Zealand' interface. In this view, the 'CSV' button at the bottom left is circled in red, indicating the next step in the process.