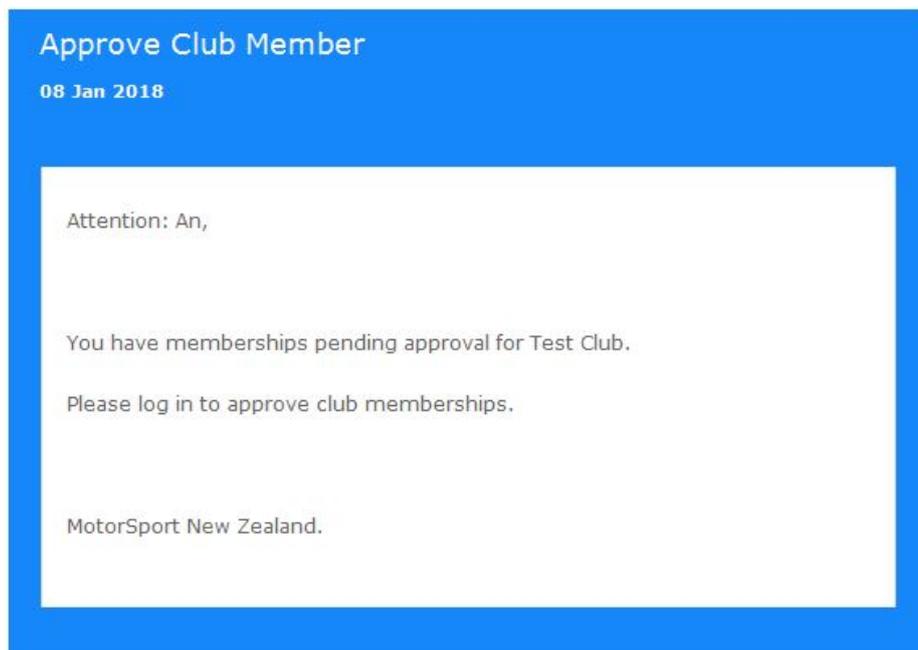


## The Club Secretary's Guide to MotorSport NZ licencing

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

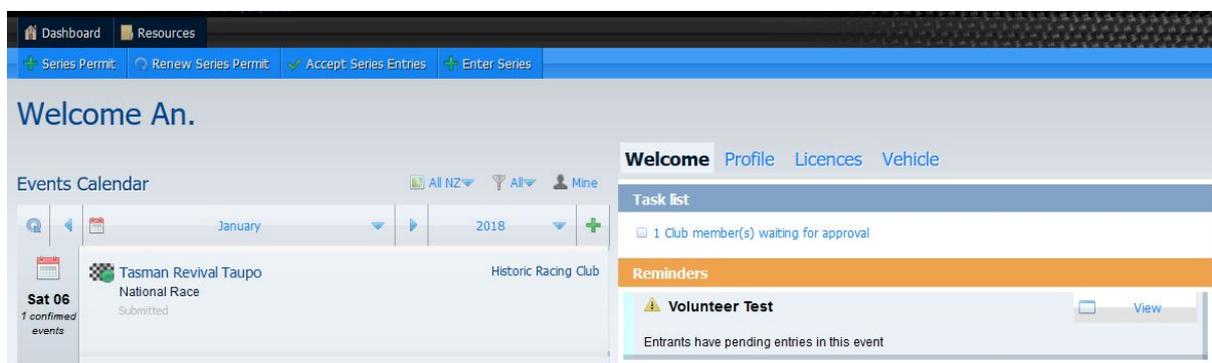
Once you have been registered as the Secretary for your club in the MotorSport NZ Online system, you will have access to your club details from your personal login.

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:

The screenshot shows the MotorSport New Zealand dashboard. At the top left is the logo and the slogan "Live life faster". The top right shows the user is logged in as "An" with a "Log out" button. Below the navigation bar, the user is welcomed and a "Profile" link is circled in red. The "Events Calendar" on the left shows events for January 2018, including "Tasman Revival Taupo National Race" and "Race Event National (FP) Race". On the right, a "Task list" shows "4 Club member(s) waiting for approval". Below that, "Reminders" include "Interest in Event" and "Race Event". A green "Event Officiating" section lists two events where the user has been appointed as an official.

Then select the 'Club Administration' button:

This screenshot shows the same dashboard but with the "Club administration" button in the user profile menu highlighted with a red box. The "Profile" link in the top navigation is also highlighted. Below the profile menu, the "Profile Details" section is visible.

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.

The screenshot shows the "Club Administration for MotorSport New Zealand" screen. It features a "Filters" window with the following fields: Membership #, Name, DoB, Licence Type (set to None), Membership Status (set to Pending), Region (set to All), Official Licence Type (set to None), and Competition Licence Grade (set to None). There are "Search" and "Clear" buttons. Below the filters is a table of members:

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' in a dropdown menu, with a red circle around it. The 'Application Date' is '14 Feb 2014' and the 'Club Expiry' field is empty. At the bottom of the form, there are three buttons: 'Back', 'Save', and 'Confirm'. The 'Confirm' button is circled in red.

**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.

This screenshot is identical to the one above, showing the 'Club Member Details' form. In this version, the 'Confirm' button is not circled, but the 'Revoke' button is circled in red.

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 expanded, showing various search criteria. The 'Membership Status' dropdown menu is set to 'All' and is circled in red with a red '1' next to it. The 'Search' button is also circled in red with a red '2' next to it. 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 one above, but the 'CSV' button at the bottom left is circled in red, indicating the next step in the process.