

## The Organiser's Guide to applying for an Event Permit

Only those people listed as an Organiser may apply for an Event permit on behalf of their Club.

**Note:** The organiser of a Sanctioned Series must have the (separate) 'Series Organiser' permission in the MotorSport Online system. Refer to the **Championship or Sanctioned Series Administration** guide for further information.

To be listed as an Organiser for your Club, please contact your Club Secretary as they will need to register you in the system.

This guide will assist Organisers with information on how to:

1. [Add a new event application.](#) (apply for a permit)
2. [Edit an existing event application.](#)
3. [Submit a permit application for approval.](#)
4. [Cancel an event.](#)
5. **Add a Dual Permit:** For those events that are required to have two (or more) permits due to different Event Status, the dual permit facility allows for the original event application to be copied, retaining the details most common to the meeting or event, but allowing the Organiser to enter the relevant details for the other application.
6. **'Clone' an event:** For those events that reoccur on a regular basis. Cloning an event copies the same details as the original event without the dates, which allows the Organiser to enter the same event multiple times.

### Important Note:

Online Entries will automatically open when the Permit Issuing Authority approves the Supplementary Regulations of the Event.

Event Organisers and/or the Secretary of the Event will automatically receive notification of approval via email.

## To apply for a new Permit

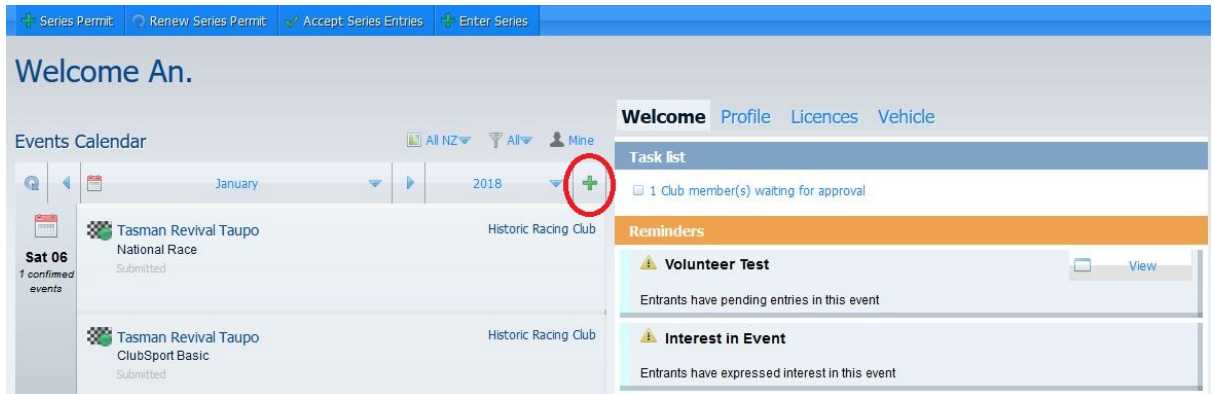
### 1. Login

Log into your MotorSport Online record

### 2. Navigate to the Event

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.



### 3. Complete the Organising Permit Application screen

The screenshot shows the 'Organising Permit Application' form. The title is 'Organising Permit Application' with the subtitle 'Apply for an Event Organising Permit.' The form is divided into two main sections. The left section contains fields for 'Lodged by', 'Organising Club' (a dropdown menu), 'Organiser' (a dropdown menu), 'Search Events to Clone', 'Event Name', 'Locations and Permanent Circuits' (a dropdown menu), 'Venue', 'Area' (set to 'Northern South Island'), and 'Event Website'. The right section contains fields for 'Application No.', 'Event opens for entries on approval.', 'Event entries close on' (with a date and time picker), 'Status', 'Event Director(s)', 'Race Director(s)', 'Clerk(s) Of The Course', 'Entry Fee', and 'Late Entry Fee'. At the bottom, there are fields for 'Event Start Date/Time' and 'Event End Date/Time' with date and time pickers. A note at the bottom states 'Please Note: All Fees Include GST'.

**Note:** it is likely that many of the details required may not be known at the time of application, however draft (placeholder) information must be entered in the compulsory (red asterisk) fields. It is possible for an Organiser to edit the application as those details become finalised.

- Select the **Organising Club** from the drop down menu provided.
- Select the **Organiser** from the drop down menu provided.

- (c) **Search Events to Clone** field allows the Organiser to search for a previous event and clone it.
- (d) Enter the **Event Name**. This will appear on the calendar.
- (e) Select the **Location and venue**: The location should be selected from the drop down menu provided. If required, additional or more specific information should be typed into the Venue box.
- (f) Enter the **website** (optional).
- (g) Enter the **event entries closing** date / time details. Select the date for normal entries using the red calendar button and input the closure time as a 24 hour clock time (eg: 1800).  
**Hint:** clicking on the date displayed between the arrows provides a quick navigation to month / year.
- (h) Enter the **Entry fee** and **late entry fee** (if applicable). The late entry fee is the **additional** fee charged for a late entry. (eg. entry fee is \$100.00 and late entry fee is \$50.00, so someone entering after the date entries close will be charged \$150.00)  
**Note:** it is also possible to enter a class specific entry fee in the Vehicle Eligibility section.
- (i) Enter the **Event Start and Event Finish** dates / times by using the red calendar button and input the closure time as a 24 hour clock time (eg: 1800).
- (j) Enter the **Event Status, Event Type and Event Group** from the drop down menu (button on the right hand side of the box). If the event has more than one(1) group, pressing the 'add event group' button will allow those addition groups to be included (eg: for dual car / multi car sprints). For details on dual permits or regularly occurring events refer to Dual Permits and/or Clone Events below.

The screenshot shows a form section with three dropdown menus: 'Event Status' (set to 'ClubSport'), 'Event Type' (set to 'Advanced'), and 'Event Group' (set to 'Circuit Sprint (Dual Car)'). There is a red asterisk icon next to each dropdown. To the right of the 'Event Group' dropdown is a button labeled 'Add Event Group'. Below the 'Event Group' dropdown is another dropdown set to 'Circuit Sprint (Multi Car)' with a red asterisk icon, and a 'Remove' button next to it.

- (k) Open the **Vehicle Eligibility** section using the white 'Open' button. There are two types of allowed classes:

The **Event Specific class(es)** are classes that the organiser can design and add to their event. These classes will only apply to that specific event. To add each Event Specific Class click on the 'Add Event Specific Class' button and complete the new class screen.

**Tip:** make sure you select the tick box for any of the additional restrictions to save them.

The **Allowed Class(es)** are pre-selected class types that can be applied to the event however they are not editable by the Organiser and are generally Championship or sanctioned series classes. To add the allowed class select the class from the drop down menu provided and click the Add allowed Class button.

**Tip:** each class has its parameters shown in brackets after the class name.

The screenshot shows the 'Vehicle Eligibility' section with a 'Close' button in the top right. Below the section title is the heading 'Allowed Classes'. There are two buttons: 'Add Event Specific Class' and 'Add Allowed Class'. Below these buttons is a dropdown menu with the text 'Choose...' and a red asterisk icon next to it.

- (l) Open the **Safety Cage** section using the white 'Open' button. Place a check against the appropriate 'yes' or 'no' button.  
**Note:** if 'yes' selected entries are restricted to those vehicles with a valid safety cage homologation number.
- (m) Open the **Transponders** section using the white 'Open' button. Click on the appropriate button(s). If transponders are available for hire, please input the hire cost in the field provided.

- (n) Open the **Durations** section using the white 'Open' button. Enter the Scrutineering start / finish date/times by using the red calendar button and input the closure time as a 24 hour clock time (eg: 1800).  
**Tip:** clicking on the date displayed between the arrows provides a quick navigation to month / year.

Enter the Documentation start / finish date/times by using the red calendar button and input the closure time as a 24 hour clock time (eg: 1800).

**Note:** By selecting the 'add another period' button there is the ability to enter multiple periods of both scrutineering and documentation.

- (o) Open the **Officials List** section using the white 'Open' button. The minimum that must be entered are the Clerk of the Course, the Chief Scrutineer and the Secretary. These are all selected from the Major Officials list. All other officials are optional / as required. To enter an official select the Official Type from the selections in the drop down menu provided and start typing the required name in the search box to the right.  
**Hint:** the quickest way is to type in just the surname and select from the resulting drop down menu selections.

Note that for those positions that require a MotorSport NZ Officials licence the search will only bring up those qualified to fulfil the role based on the event status, event type and the licence required. To widen the search simply click the 'Search for people who do not meet the licence criteria for this role' checkbox.

**Note:** To save the correct name to the list once selected click on the 'add major official' button.

**Important:** Once a Major Official has been entered and saved it allows the person named to log into the system and enter their department's other officials (eg: the chief scrutineer is then able to enter the names of all the scrutineers attending the event).

Officials List

Close

Major Officials

Official Type

Add Major Official

Search for people who do not meet licence criteria for this role

☐

Add Major Official

Other Officials

Official Type

Add Other Official

Search for people who do not meet licence criteria for this role

☐

Add Other Official

(p) Open the **Select Series Rounds** section using the white 'Open' button. If the event has any championship or sanctioned series classes attending they may be shown. Simply place a tick against the class(es) attending.  
**Tip:** If the series rounds box is blank, save the permit application and then reopen series rounds. This will then show any rounds that have been entered by the series organiser.

Select Series Rounds

Close

Series	Start	End	Venue	Club	Vehicle Class	Selection
2018 Testville Race Series	12 Jan 2018	12 Jan 2018	Auckland	Hawkes Bay Car Club	Testville Series Class A, Testville Series Class B	<input checked="" type="checkbox"/>
Testville Sanctioned Series	12 Jan 2018	12 Jan 2018	Auckland	Hawkes Bay Car Club	Testville Series Class A, Testville Series Class B	<input checked="" type="checkbox"/>

(q) Open the **Additional Information** section using the white 'Open' button. Any notes / explanations concerning the event may be entered in the text box.

To upload the documentation for the event:

- Select the type of documentation 'Document' drop down menu (button on the right hand side of the box).
- click on the 'browse' button and navigate to the file location on your computer.
- click on the upload button. **Note:** if uploaded correctly the document will appear with a 'download' and a 'remove' button showing.

If not uploading documentation, click in the "posted or emailed" check box.

Additional Information and Attachments as Required

Close

Additional Information

Specify any Special Requirements, and general comments

Document

Route and Speed Schedule-Route and speed v2 14 Feb 14.pdf

Download

Remove

Map of Route-2014 map\_0001.pdf

Download

Remove

Safety Plan-Safety Plan 2014.pdf

Download

Remove

Supplementary Regulations-Supp Regs Part One 2014.pdf

Download

Remove

Supplementary Regulations

Browse...

No file selected. (ii)

☐

I have posted or emailed (licence@motorsport.org.nz) to MSNZ head office

Upload

(iii)

Permit Approval

4. Once the application has been completed to this stage, save the application using the blue 'save' button at the bottom left of the window.

**Note:** It is still able to be accessed and edited / amended by any of the organising Clubs Organisers.



The screenshot displays a web application interface with a list of sections to be completed. Each section is represented by a blue bar with a dropdown arrow and an 'Open' button. The sections are:

- Vehicle Eligibility
- Safety Cage
- Transponders
- Durations
- Officials List
- Select Series Rounds
- Additional Information and Attachments as Required

At the bottom of the interface, there are several buttons: 'Save', 'Submit', 'Add Dual Permit', 'Clone Event', 'List Entrants', and 'List Officials'.

5. Once the application has been completed, saved and is ready to be submitted for approval, refer to the section entitled "Submit a Permit for Approval" below, paragraph 4.

## To edit an existing permit application

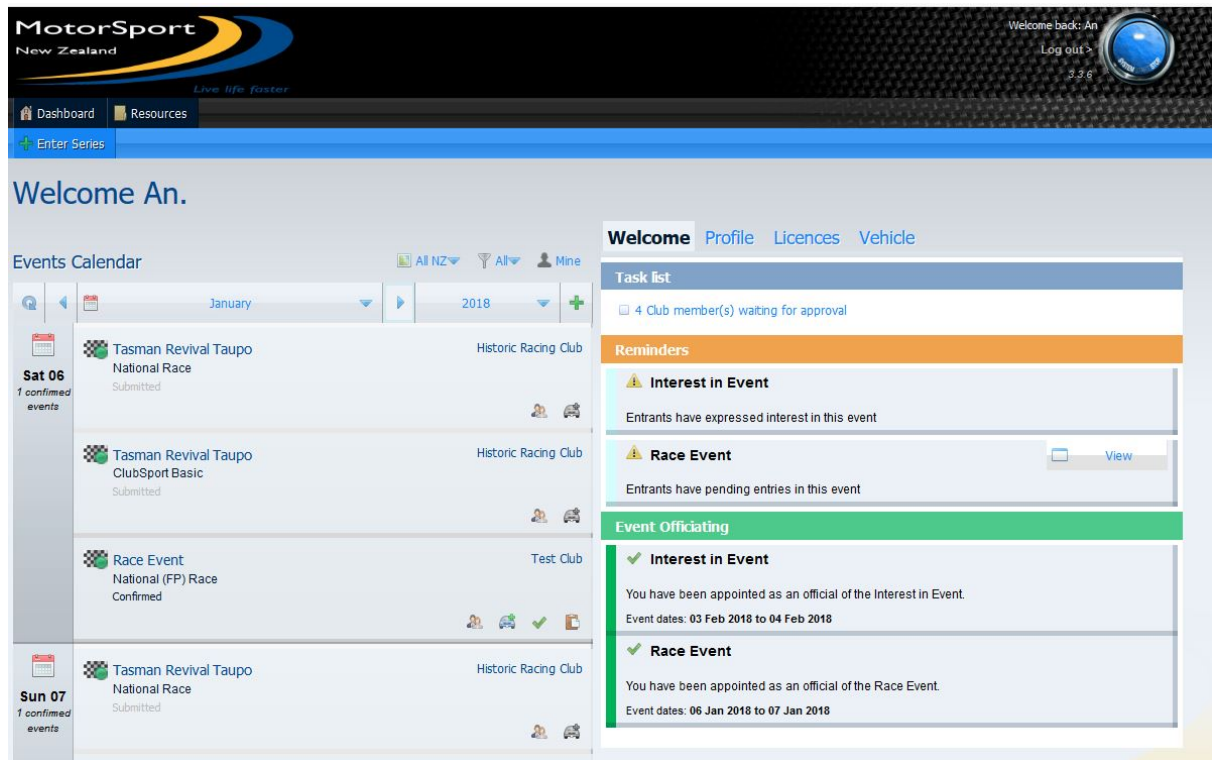
### 1. Login

Log into your MotorSport Online record

### 2. Navigate to the Event

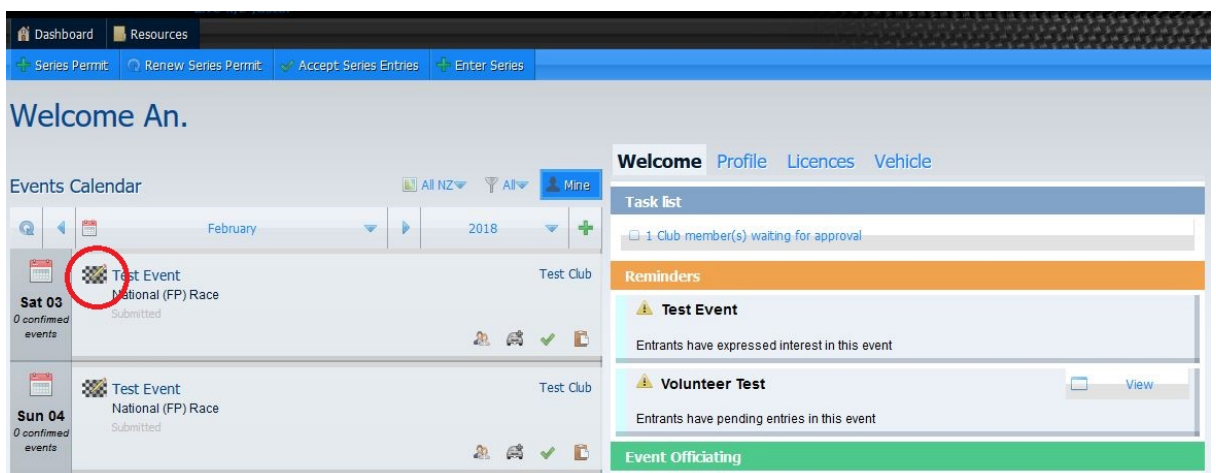
Use the month horizontal arrows to navigate month by month or use the month and year down arrows to select specific month or year.

**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.



### 3. Click on the Chequered pencil flag icon

The chequered flag icon will display either a pencil or a green light. Only the events displaying a pencil may be edited by the user, the green light icon shows for 'read only'.



### 4. Make required changes. Once changes are completed save the application using the blue 'save' button at the bottom left of the window.

**Note:** It is still able to be accessed and edited / amended by any of the organising Clubs Organisers.



The screenshot displays a software interface with a list of sections on the left, each with an 'Open' button on the right. The sections are: Vehicle Eligibility, Safety Cage, Transponders, Durations, Officials List, Select Series Rounds, and Additional Information and Attachments as Required. Below this list is a row of buttons: Save, Submit, Add Dual Permit, Clone Event, List Entrants, and List Officials.

Section	Action
Vehicle Eligibility	Open
Safety Cage	Open
Transponders	Open
Durations	Open
Officials List	Open
Select Series Rounds	Open
Additional Information and Attachments as Required	Open

Save Submit Add Dual Permit Clone Event List Entrants List Officials

5. Once the application has been completed, saved and is ready to be submitted for approval, refer to the section entitled "Submit a Permit for Approval" below, paragraph 4.



## To submit a permit application for approval

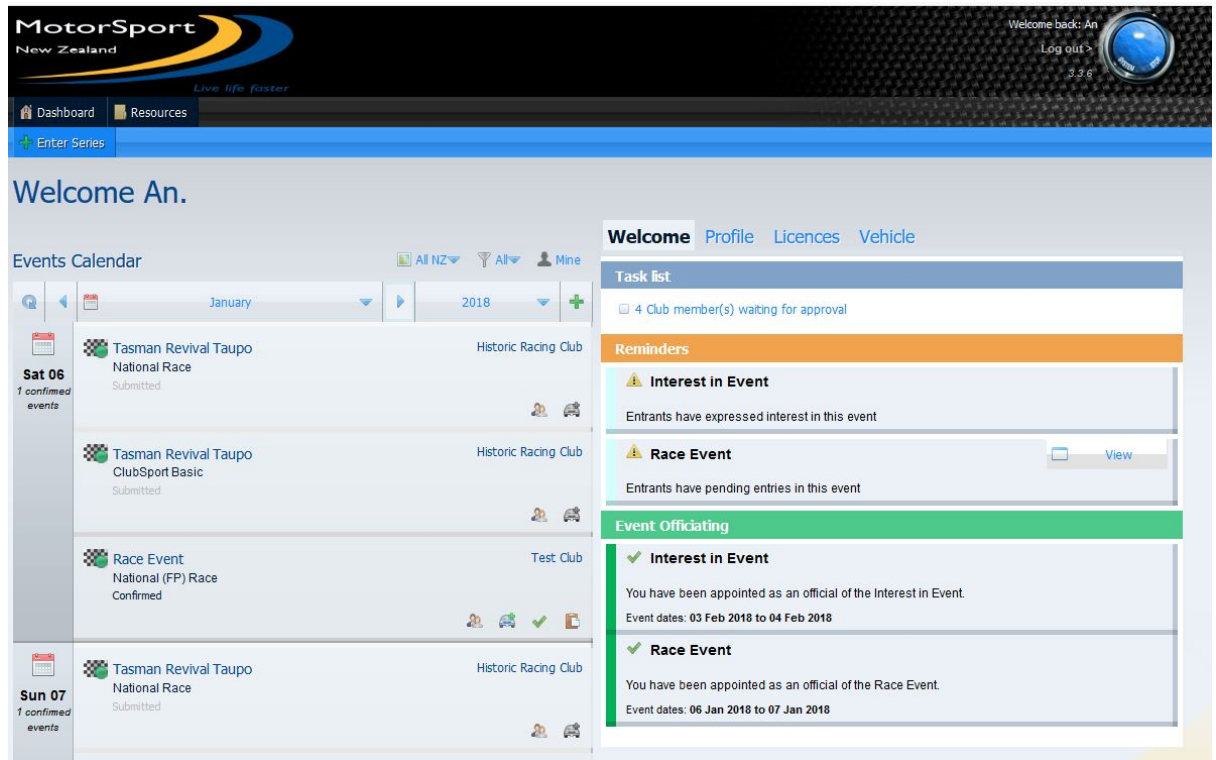
### 1. Login

Log into your MotorSport Online record

### 2. Navigate to the Event

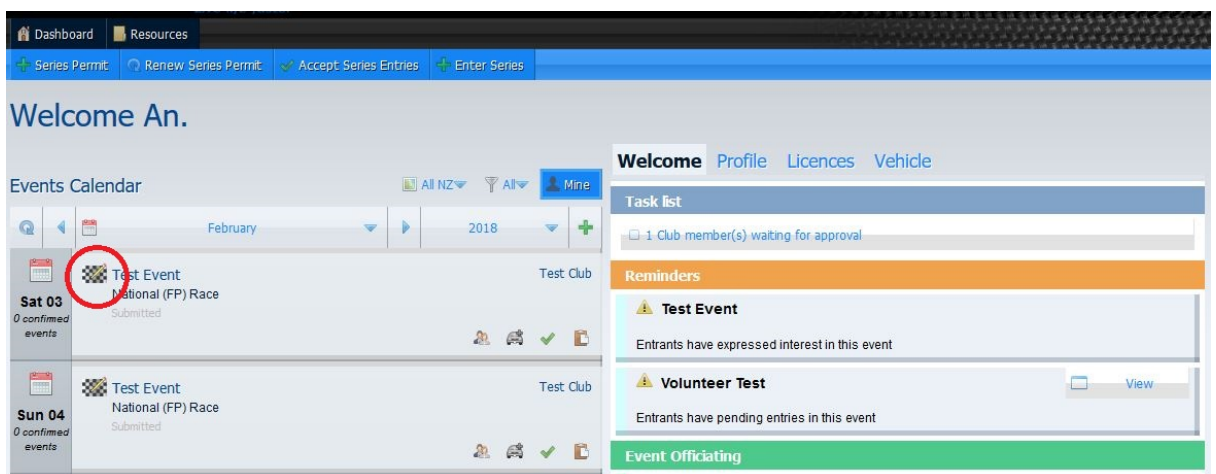
Use the month horizontal arrows to navigate month by month or use the month and year down arrows to select specific month or year.

**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.



### 3. Click on the Chequered pencil flag icon

The chequered flag icon will display either a pencil or a green light. Only the events displaying a pencil may be edited by the user, the green light icon shows for 'read only'.



### 4. Ensure that all the details are correct, then click on the submit button. This will bring up a Confirm Submission for Approval window.

Vehicle Eligibility Open

Safety Cage Open

Transponders Open

Durations Open

Officials List Open

Select Series Rounds Open

Additional Information and Attachments as Required Open

Save **Submit** Add Dual Permit Clone Event List Entrants List Officials

5. Confirm Submission for Approval window: This window will show any issues (if any) pertaining to the application with a check box against each issue. You can either:
- (a) select the check box, which means that you acknowledge that there is an issue, or
  - (b) click on the red X at the top right of the window. Doing this will take you back to the application so that you can amend / fix the reported issues.
- Note:** don't forget to save prior to reselecting the submit button!

Once the issues have been fixed and/or acknowledged, click on the white 'confirm application' button.

**Confirm Submission for Approval** (b)

Please correct or acknowledge the issues below

Insufficient officials for Clerk of the Course role: 0 entered of 1 required. OK ☐

Insufficient officials for Chief Scrutineer role: 0 entered of 1 required. (a) OK ☐

Insufficient officials for Secretary role: 0 entered of 1 required. OK ☐

**Confirm Application**

**Important Note:** If in the Confirm Submission for Approval window the "This event clashes with (another) event, are you sure you want to proceed?" message is displayed, this indicates that there is other event(s) submitted for the same date and/or in geographical proximity.

In this case the Organiser may choose to either:

- (a) Return to the application (by selecting the red cross) and amend their application, or

- (b) Acknowledge the clash and continue by selecting the 'ok' check box. Once acknowledged and submitted the Permit Issuing Authority shall determine which application will take precedence in accordance with the National Sporting Code. Clubs are encouraged to resolve any potential clashes prior to submitting event applications.

Official Name

### Confirm Submission for Approval

Please correct or acknowledge the issues below

This event clashes with 1 other event(s), are you sure you want to proceed? OK ☐

Confirm Application

- (c) Once the 'Confirm Application' button is selected the user will be returned to their dashboard.

## To cancel an existing permit application

1. Please contact the Permit Issuing Authority to cancel an event.

## To add a Dual Permit

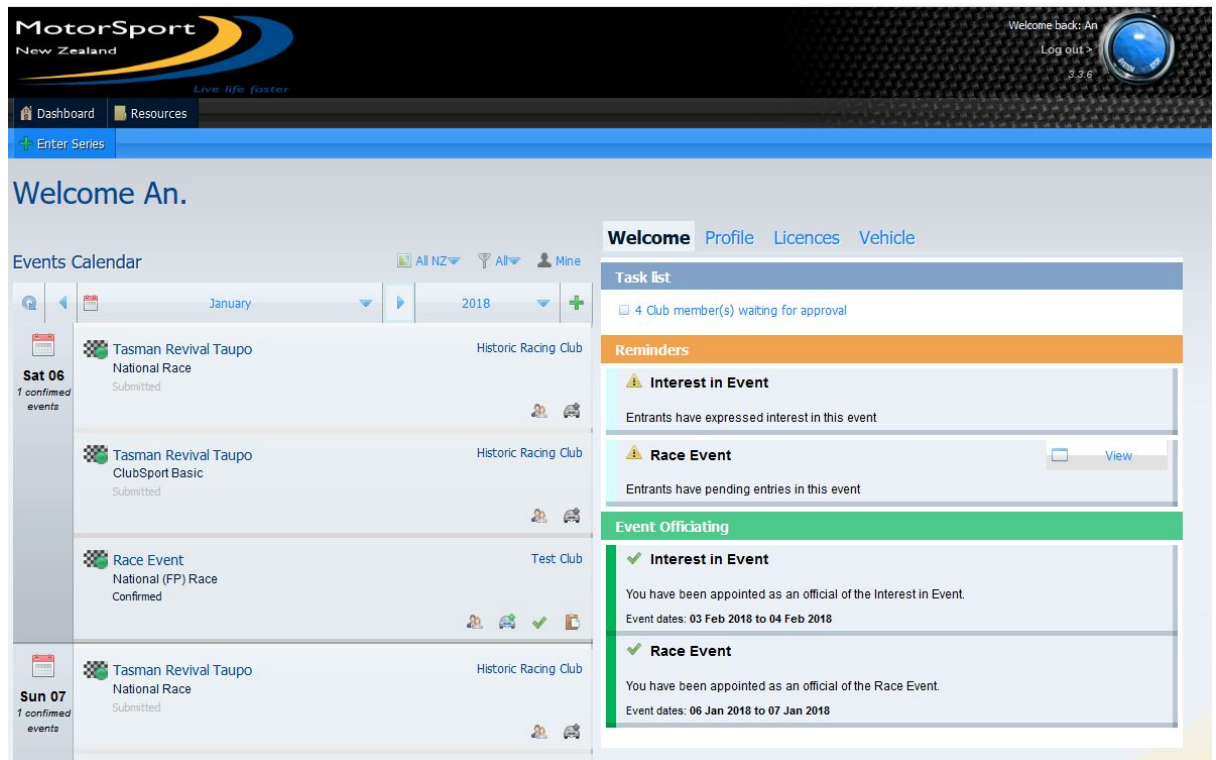
### 1. Login

Log into your MotorSport Online record

### 2. Navigate to the Event

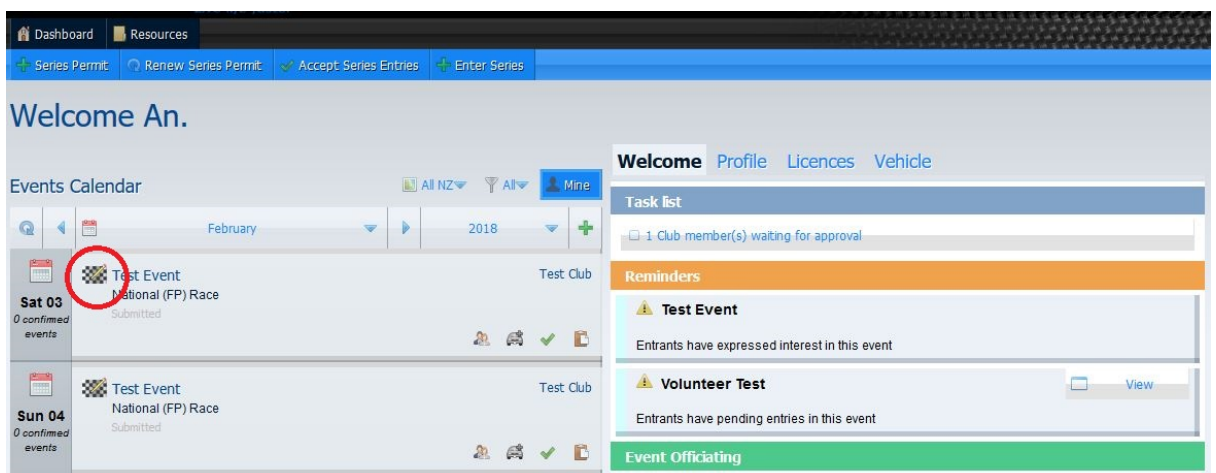
Use the month horizontal arrows to navigate month by month or use the month and year down arrows to select specific month or year.

**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.



### 3. Click on the Chequered pencil flag icon

The chequered flag icon will display either a pencil or a green light. Only the events displaying a pencil may be edited by the user, the green light icon shows for 'read only'.



### 4. At the bottom of the window select the 'Add Dual Permit' button. This will open a new window with a duplicate of the original permit application, with the **Event Status, Event Type and Event Group** fields blank.

Vehicle Eligibility	Open
Safety Cage	Open
Transponders	Open
Durations	Open
Officials List	Open
Select Series Rounds	Open
Additional Information and Attachments as Required	Open

Save Submit **Add Dual Permit** Clone Event
List Entrants List Officials

- Complete the blank **Event Status**, **Event Type** and **Event Group** fields on the screen and/or amend the existing information as appropriate.

Organising Permit Application
Edit an Event Organising Permit.

Test Club
Event entries close on 01/02/2018 17:00 (hh:mm)

Organiser
An Organiser
Status
Created

Search Events to Clone
Event Director(s)

Event Name
Test Event
Race Director(s)

Locations and Permanent Circuits
Hampton Downs Motorsport Park
Clerk(s) Of The Course
An Official

Venue
Entry Fee

Area
Northern North Island
Late Entry Fee

Event Website

Please Note: All Fees Include GST

Event Start Date/Time
03/02/2018 08:00 (hh:mm)
Event End Date/Time
04/02/2018 18:00 (hh:mm)

Event Status
Event Type
Event Group
Add Event Group

Vehicle Eligibility
Open

Save Submit Add Dual Permit Clone Event
List Entrants List Officials

6. Check and amend (where required) each section of the application.

The screenshot displays a web-based application interface. It features a vertical list of seven sections, each with a blue header bar and a small 'Open' button with a dropdown arrow on the right. The sections are: 'Vehicle Eligibility', 'Safety Cage', 'Transponders', 'Durations', 'Officials List', 'Select Series Rounds', and 'Additional Information and Attachments as Required'. Below this list is a light blue horizontal bar containing six buttons: 'Save', 'Submit', 'Add Dual Permit', 'Clone Event', 'List Entrants', and 'List Officials'. The 'List Entrants' and 'List Officials' buttons are disabled, indicated by their greyed-out appearance.

7. Once the application has been completed, saved and is ready to be submitted for approval, refer to the section entitled "Submit a Permit for Approval" above, paragraph 4.



## To Clone an Event

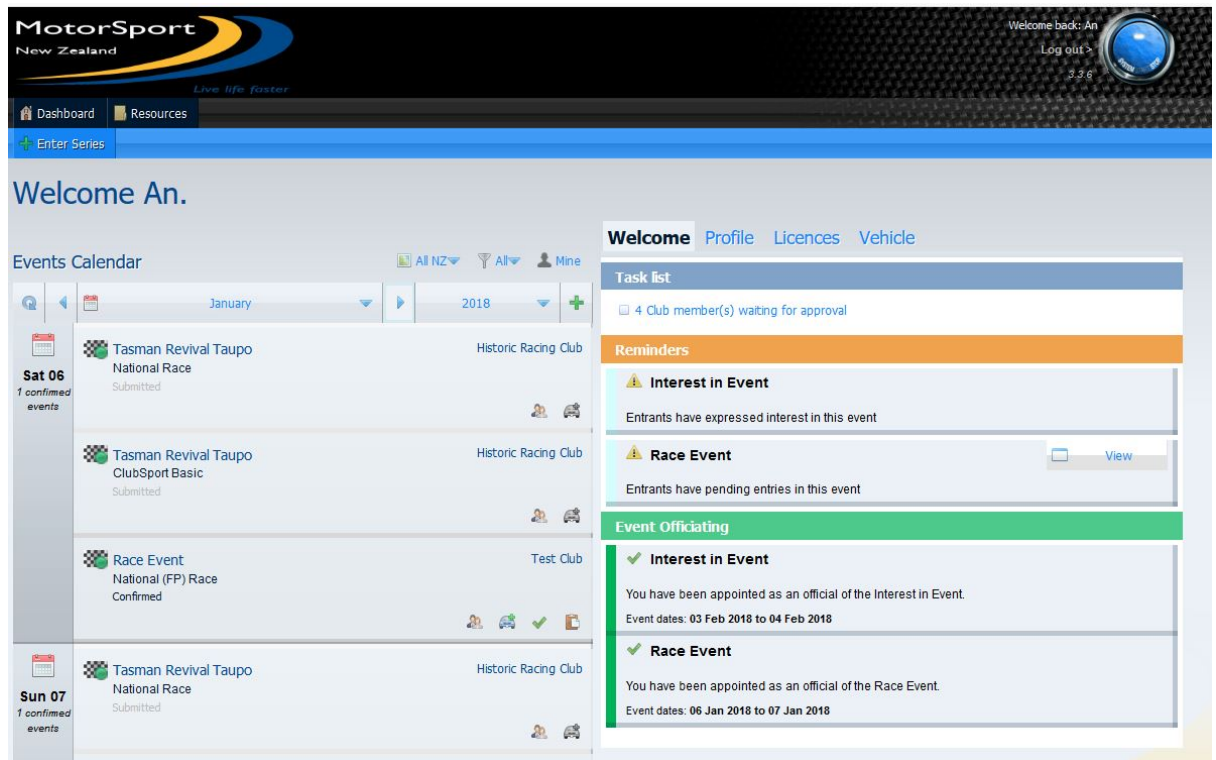
### 1. Login

Log into your MotorSport Online record

### 2. Navigate to the Event

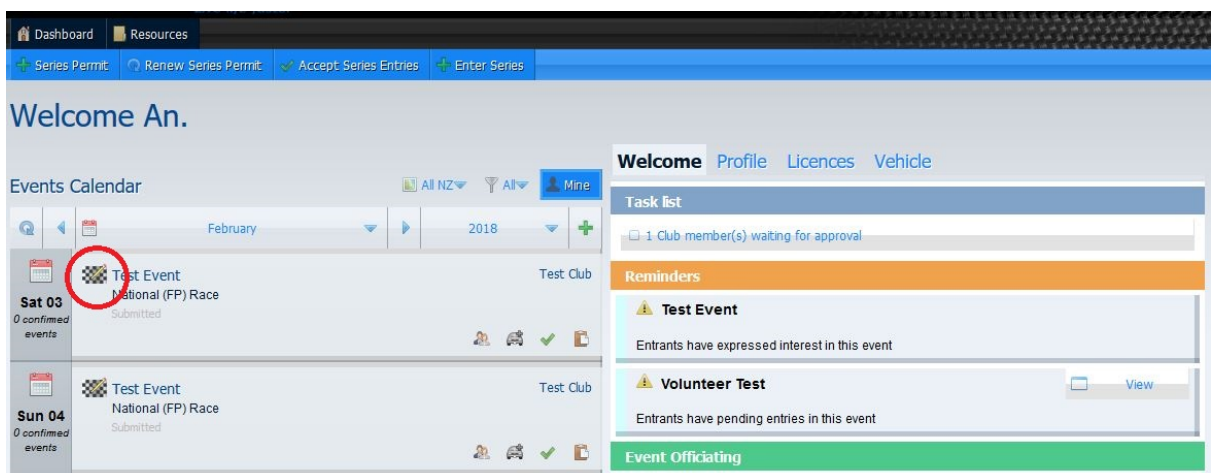
Use the month horizontal arrows to navigate month by month or use the month and year down arrows to select specific month or year.

**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.



### 3. Click on the Chequered pencil flag icon

The chequered flag icon will display either a pencil or a green light. Only the events displaying a pencil may be edited by the user, the green light icon shows for 'read only'.



### 4. At the bottom of the window select the 'Clone Event' button. This will open a new window with a duplicate of the original permit application, with the **Event entries close** and the **Event start and finish date/time** fields blank.



Vehicle Eligibility	▼ Open
Safety Cage	▼ Open
Transponders	▼ Open
Durations	▼ Open
Officials List	▼ Open
Select Series Rounds	▼ Open
Additional Information and Attachments as Required	▼ Open

Save Submit Add Dual Permit **Clone Event** List Entrants List Officials

- Complete the blank **Event entries close** and the **Event start and finish date/time** fields on the screen and/or amend the existing information as appropriate.

Organising Permit Application  
Edit an Event Organising Permit.

Lodged by An Organiser	Application No. 
Organising Club Test Club *	Event opens for entries on approval.
Organiser An Organiser *	Event entries close on  (hh:mm)
Search Events to Clone 	Status Created
Event Name Test Event *	Event Director(s) 
Locations and Permanent Circuits Hampton Downs Motorsport Park *	Race Director(s) 
Venue 	Clerk(s) Of The Course An Official
Area Northern North Island	Entry Fee 
Event Website 	Late Entry Fee 

Please Note: All Fees Include GST

Event Start Date/Time (hh:mm)	Event End Date/Time (hh:mm)
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Event Status	Event Type	Event Group	Add Event Group
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Save Submit Add Dual Permit Clone Event List Entrants List Officials

**Note:** it is likely that many of the details required may not be known at the time of application, however draft (placeholder) information must be entered in the compulsory (red asterisk) fields. It is possible for an Organiser to edit the application as those details become finalised.

6. Check and amend (where required) each section of the application.  
**Important Note:** The cloned event will contain the list of officials from the original event.



Vehicle Eligibility [▼ Open](#)

Safety Cage [▼ Open](#)

Transponders [▼ Open](#)

Durations [▼ Open](#)

Officials List [▼ Open](#)

Select Series Rounds [▼ Open](#)

Additional Information and Attachments as Required [▼ Open](#)

[Save](#) [Submit](#) [Add Dual Permit](#) [Clone Event](#) [List Entrants](#) [List Officials](#)

7. Once the application has been completed, saved and is ready to be submitted for approval, refer to the section entitled “Submit a Permit for Approval” above, paragraph 4.

The application will then appear on the calendar as an “unconfirmed event”.

**Note:** It is still able to be accessed and edited / amended by any of the organising Clubs Organisers.