

Assigning Ownership of an Existing Vehicle

This guide is applicable to users wishing to assign an existing (previously registered) vehicle to their name within the MotorSport Online system. Wherever possible we have already allocated those vehicles with a MotorSport NZ logbook that could be identified with the information held by the MotorSport NZ Technical Department.

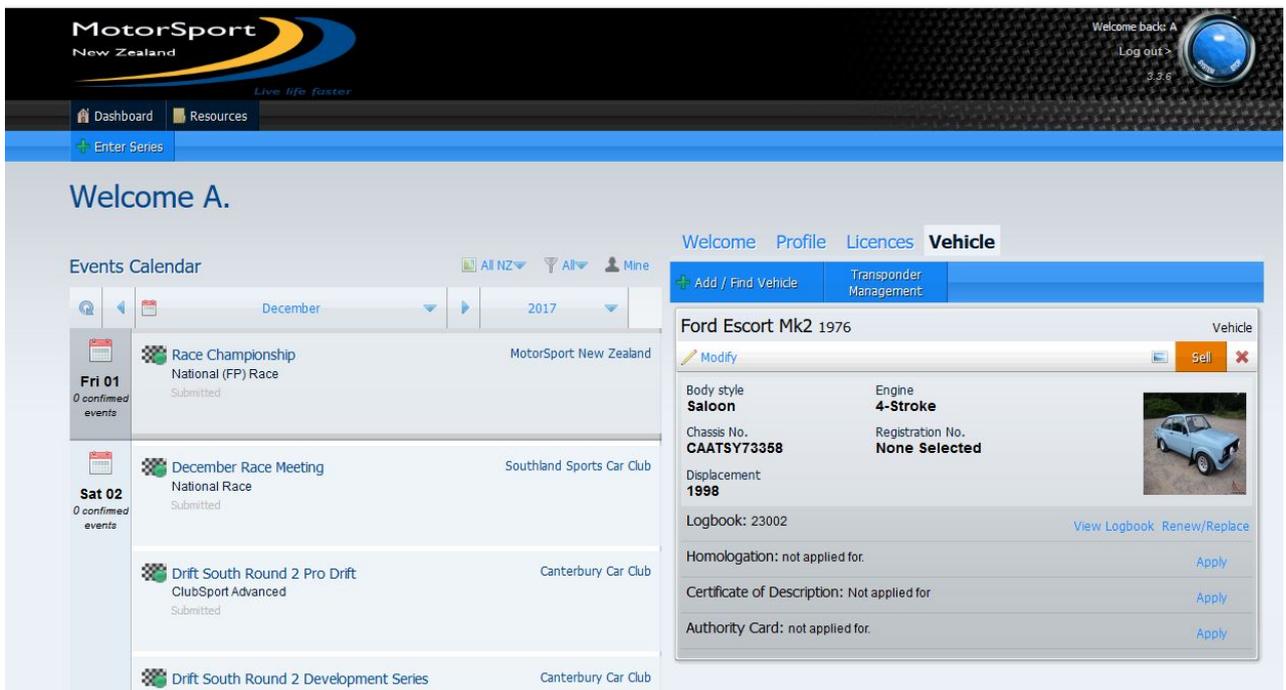
Any inquiries concerning existing vehicles with a MotorSport NZ logbook should be directed to the MotorSport NZ Technical Department.

1. Log In

Log into your MotorSport Online record

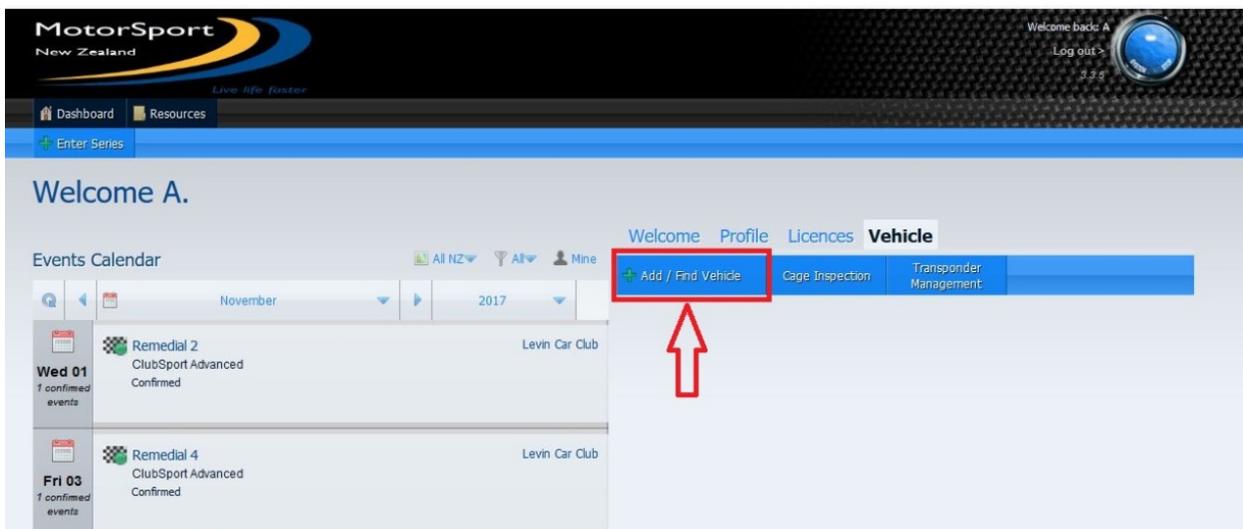
2. Select vehicle tab

Any vehicles already associated with you will be displayed.



The screenshot shows the MotorSport NZ website interface. The top navigation bar includes 'Dashboard' and 'Resources'. The main content area is titled 'Welcome A.' and features an 'Events Calendar' on the left and a 'Vehicle' profile on the right. The 'Vehicle' profile is for a Ford Escort Mk2 1976, with details such as 'Body style: Saloon', 'Engine: 4-Stroke', 'Chassis No. CAATSY73358', 'Registration No. None Selected', and 'Displacement: 1998'. The logbook number is 23002. There are buttons for 'View Logbook' and 'Renew/Replace'.

3. Select add / find button



The screenshot shows the MotorSport NZ website interface. The top navigation bar includes 'Dashboard' and 'Resources'. The main content area is titled 'Welcome A.' and features an 'Events Calendar' on the left and a navigation menu on the right. The navigation menu includes 'Welcome', 'Profile', 'Licences', and 'Vehicle'. The 'Add / Find Vehicle' button is highlighted with a red box and a red arrow pointing to it.

4. Vehicle Details Screen

Mandatory fields:

Enter the mandatory fields (Vehicle Make and Model and chassis number of the vehicle) as a minimum. Note that a red asterisk means entering something in the field is compulsory.

Hint: searching on only a portion of the chassis number is recommended, as it is common to find letters and numbers transposed (eg. zero instead of 'O' or 1 instead of "l").

- A. Make (compulsory):** select the make of the vehicle from the dropdown selection
- B. Model (compulsory):** select the model of the vehicle from the dropdown selection
Note: if make and/or model not displayed in the dropdown selections, please contact the MSNZ Technical Department.
- I. Chassis number (compulsory):** Enter a portion of the chassis number of the vehicle. If the vehicle has no chassis number (or vin number) please contact the MSNZ Technical Department.

Optional fields:

These fields are not necessary to search for a vehicle, however to narrow down the search results (especially for a common type of vehicle) it may be necessary to include additional data in some of these fields.

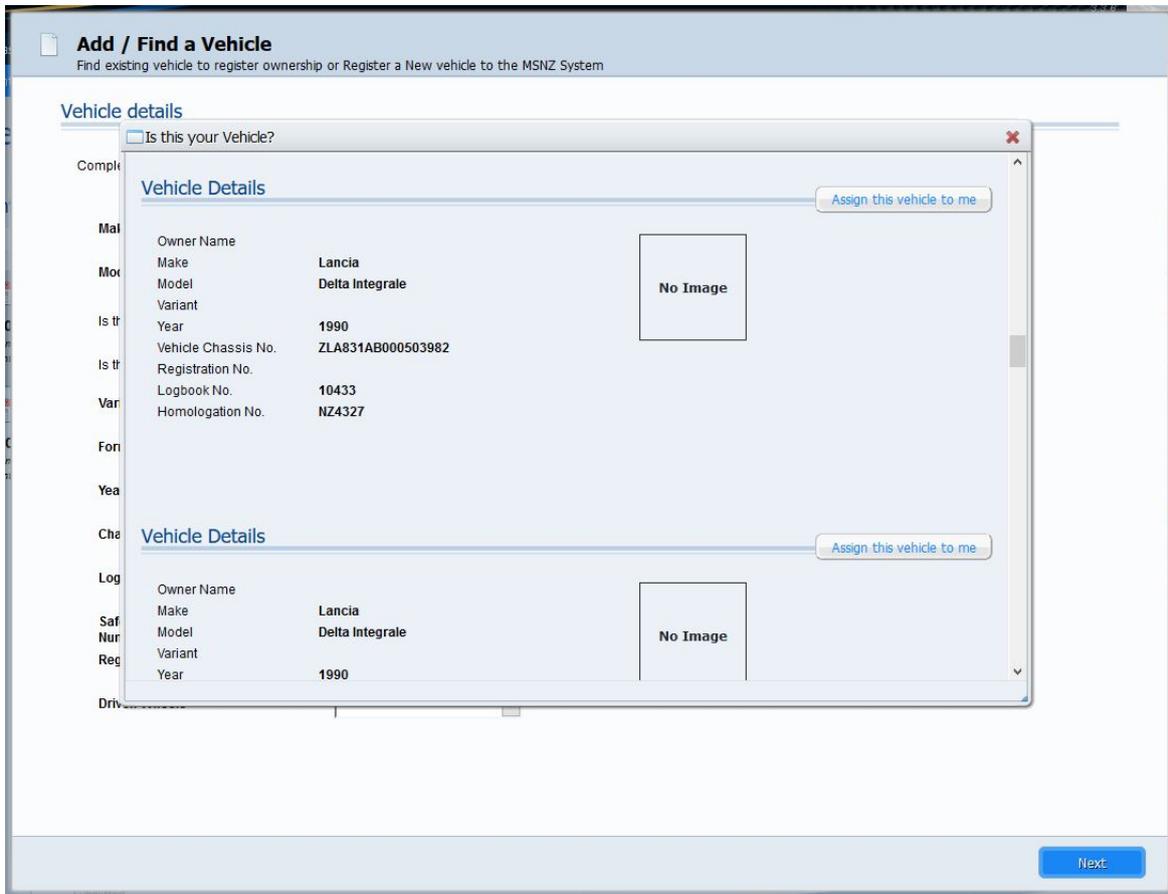
Hint: the best additional fields to include are logbook number or homologation number (if known).

- D. Road registered:** select whether your vehicle is road registered or not.
- E. Purpose built:** If your car is a dedicated or purpose built vehicle then select 'yes'
- F. Variant:** type in the model variant (if required). Note this field will give selections as you type.
- G. Formula:** Enter the Formula of the vehicle if appropriate. Eg. Formula Libre
- H. Year:** enter the year of manufacture of your vehicle.
- J. Logbook number:** Not used for adding new vehicles
- K. Safety cage:** Not used for adding new vehicles
- L. Registration no.:** Enter LTSA registration number if vehicle is road registered.

M. Driven wheels: select either 2WD or 4WD as appropriate.

5. Next button:

Once the search data has been entered click on the next button to proceed to the next screen.



The search result will display any vehicles already in the system that match the information that was input on the previous screen.

Scroll through the list of vehicles and click on the "Assign this vehicle to me" button.

Confirm the declaration that you are the person responsible for that vehicle.

6. Yes

Once the "yes" button has been clicked you will be returned to your Vehicle screen.

Note: the system will email the previous owner for confirmation.