# **ADDING YOUR VOLUNTEER ACCREDITATION**





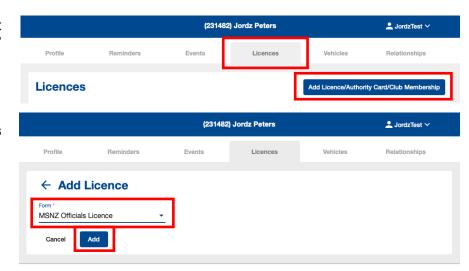
# 1. LOG IN / CREATE YOUR MOTORSPORT ONLINE PROFILE

If you don't already have a MotorSport Online profile, you can create one for free at online.motorsport.org.nz for free. If you already have an existing Competition or Officials licence, or have held one since 2020, there is no need to create a new profile. Contact *support@motorsport.org.nz* if you require help logging in or creating a MotorSport Online profile.

#### 2. ADD YOUR VOLUNTEER ACCREDITATION

Click on the "Licences" tab of your MotorSport Online profile, then click the "Add Licence" button.

In the dropdown menu, select "MSNZ Officials Licence" and then click "Add".



## 3. ENSURE YOUR DETAILS ARE CORRECT

Ensure your details are correct and up to date in the first part of the form.

If you notice details are missing, or something is incorrect, you can edit it now to ensure it is accurate.



## 4. SELECT YOUR VOLUNTEER ACCREDITATION

In the Official Information section, select "Volunteer Official" as your position in the dropdown menu.

This will need enable the selection of your Accredited Volunteer Position. Select the position that best applies to you.

If you are a new Volunteer, please select "General

Official". Your record can always be updated once you establish yourself in a specific role.

If you have multiple Volunteer roles that you regularly undertake, you can add these by submitting additional forms.

Official Information

# /olunteer Officia Volunteer Official accreditation and recognition scheme only for volunteer roles that are not considered a Licenced Official. The MotorSport New Zealand Accredite accreditation and recognition scheme only for volunteer roles that are not constituted under Schedule L of the MotorSport Manual. Any Accidence and/or any other identification or item issued, either digital or physical, is not a valid MotorSport New Zealand Official Licence. For to Volunteers are not eligible for Type B memberships as provided in the MotorSport New Zealand constitution. \*\*Accredited Volunteers Position\*\*

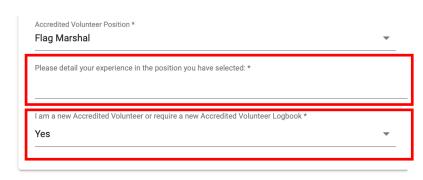




#### 5. TELL US ABOUT YOURSELF

Once you've selected your position, we want to know a bit more about you. Whether you're new or have decades of experience, let us know a bit about your experience in the position you've selected.

You also have a chance to let us know if you need a new Accredited Volunteer Logbook to track your volunteering progress. Please only select yes if your current logbook is full



#### 6. SUBMIT YOUR APPLICATION

Click on the "Submit" button at the bottom of the form once you have completed the form and ensured all details are correct.



#### **WAIT FOR REVIEW**

Your Accredited Volunteer application will now be reviewed by MotorSport New Zealand. Please allow some time for this process to take place as further information may be required from your or your Member Club.

Once your accreditation is approved, you will receive an email notification.

# **VOLUNTEER ACCREDITATION FRAMEWORK**

You can read the full Volunteer Accreditation Framework on our website under <a href="www.motorsport.org.nz/volunteer">www.motorsport.org.nz/volunteer</a>.

If you have any question about Volunteer Accreditation please contact volunteer@motorsport.org.nz

#### FOR FURTHER SUPPORT WITH MOTORSPORT ONLINE

**VISIT:** <u>SUPPORT.MOTORSPORT.ORG.NZ</u> EMAIL: <u>SUPPORT@MOTORSPORT.ORG.NZ</u>

