

## Auckland Car Club On-Line Entry System Instructions

(a) You need to register before you can log onto the site.

Go to <http://www.aucklandcarclub.co.nz/entry/login.php>

Click on REGISTER in the upper right corner.



(b) Think of a USERNAME and type it in the USERNAME box. Note carefully the restrictions on characters the system will accept (particularly if you are using a cellphone that likes to capitalise first letters...).

### Welcome to Auckland Car Club Registration Page

(\*) Required Fields

Username:  [Check Username](#)

Username cannot start with numbers or special characters but can be a combination of letters in lower case, numbers, full-stop, hyphen, @, and the \$ sign. Spaces are not allowed.

Email Address:

Password:

Password can be 6-10 characters and is case sensitive.

Submit

Cancel

- (c) Click [Check Username](#) and if your choice is available, you will see **Username Available** or **Username already exists** if someone has already taken your choice. If someone has already taken your choice, you must choose another Username and try again.

#### Welcome to Auckland Car Club Registration Page

(\*) Required Fields

Username:  [Check Username](#)  
**Username available**

Username cannot start with numbers or special characters but can be a combination of letters in lower case, numbers, full-stop, hyphen, @, and the \$ sign. Spaces are not allowed.

Email Address:

Password:

Password can be 6-10 characters and is case sensitive.

- (d) After you have selected your Username, enter your Email Address and a Password and click Submit.

#### Welcome to Auckland Car Club Registration Page

(\*) Required Fields

Username:  [Check Username](#)  
**Username available**

Username cannot start with numbers or special characters but can be a combination of letters in lower case, numbers, full-stop, hyphen, @, and the \$ sign. Spaces are not allowed.

Email Address:

Password:

Password can be 6-10 characters and is case sensitive.

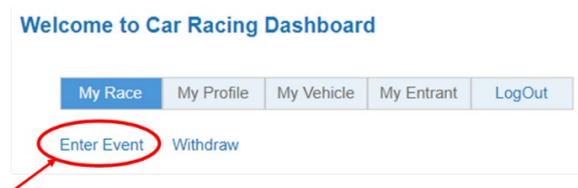
- (e) The system will send you an email with a link back to the web site to complete the registration. Click on the link in the email which will take you back to the logon page. After that, log in to the system.

- (f) Type in your personal details and your vehicle details where requested (My Profile and My Vehicle). Note carefully the MotorSport New Zealand definition of an Entrant before completing the My Entrant section. If you are the driver and owner of the car, you do not have to fill in this section.



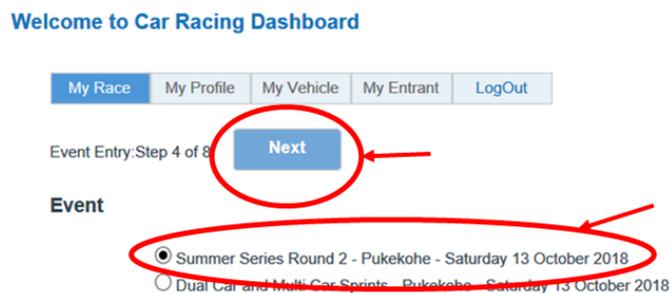
On each page, click Submit to save your changes.

- (g) Once you have done that, under My Race click Enter Event.



Click through the following steps, select your vehicle, then you will see the open events page.

- (h) Select your event and click NEXT.



- (i) Select your Series and Class and click NEXT. If you wish to dual enter two Series, select both Series and Classes.

Welcome to Car Racing Dashboard

My Race My Profile My Vehicle My Entrant LogOut

Event Entry: Step 5 of 8 **Next**

Tick if you are a/an 'Auckland Car Club' member :

**Series**

- Production Muscle Cars
  - Production Muscle Cars
- Northern Muscle Cars
  - Northern Muscle Cars
- All Classic Japanese
  - All Classic Japanese
- Racing Saloons
  - 0-2000cc
  - 2001-3000cc
  - 3001cc & Over
  - Open Class
- Clubman Sports Car Racing
  - Clubman Sports Car Racing
- NZ Rotary Race Enthusiasts
  - NZ Rotary Race Enthusiasts
- Auckland Heritage Race Series
  - Auckland Heritage Race Series
- North Island Formula Ford
  - North Island Formula Ford
- Dual Car Sprints
  - Dual Car Sprints

- (j) If you are not an Auckland Car Club Member, skip to section (l).

If you are an Auckland Car Club member, tick the box as shown below:

Welcome to Car Racing Dashboard

My Race My Profile My Vehicle My Entrant LogOut

Event Entry: Step 5 of 8 **Next**

Tick if you are a/an 'Auckland Car Club' member :

**Series**

The system will check that the name of the club you entered on your My Profile page matches one of the variations stored in the system. If it doesn't match, you will receive this message:

### The On-Line Entry Web Site says

Please check you have entered your club membership exactly as Auckland Car Club on your My Profile page.

OK

The system will take you back to the home page. Click on the My Profile tab, then click Edit.

### Welcome to Car Racing Dashboard

My Race My Profile My Vehicle My Entrant LogOut

Edit

My Profile

This will allow you to change the name of the club you entered. Check also that you have updated the expiry date of your club membership.

Financial Member of Which MSNZ Club: Auckland Car Club

Club Membership Expiry Date: 31/05/2021

If the name of the club you entered on your My Profile page matches one of the variations stored in the system but you have not updated the expiry date of your membership, you will receive this message:

"The On-Line Entry Web Site" says

Please check/update the expiry date of your membership on your My Profile page.

OK

Click OK. The system will take you back to the home page. Click on the My Profile tab, then click Edit.

### Welcome to Car Racing Dashboard

My Race My Profile My Vehicle My Entrant LogOut

Edit

My Profile

This will allow you to change the expiry date of your club membership.

Financial Member of Which MSNZ Club:

Club Membership Expiry Date:   

- (k) Once you have fixed up the name of your car club and the expiry date of your membership, you will be returned to the home screen.

Click on the blue Event: name:

### Welcome to Car Racing Dashboard

[My Race](#) [My Profile](#) [My Vehicle](#) [My Entrant](#) [LogOut](#)

[Enter Event](#) [Withdraw](#)

You have 1 incomplete event entry.

Event: **TEST** 

Series: ZKCCP Cars  
Class: 0-2000cc  
Entrant: No  
Vehicle: Ford,Cortina,0  
Entry Fee: Unpaid

This will take you to Step 1 of 8. Click on the Next boxes to move through the entry steps.

When you get to Step 5, remember to re-tick the Auckland Car Club member box.

- (l) Select whether you want to hire a transponder and/or hire a garage (where applicable) then click Next.

[My Race](#) [My Profile](#) [My Vehicle](#) [My Entrant](#) [LogOut](#)

Event Entry: Step 6 of 8 [Next](#)

### Equipment Hire

Transponder Hire Fee \$35.00  
 Garage Hire Fee \$50.00

- (m) Click on Supplementary Regulations to download a copy (please read them!).

Welcome to Car Racing Dashboard Welcome Craig Holmes, My Dashboard

[My Race](#) [My Profile](#) [My Vehicle](#) [My Entrant](#) [LogOut](#)

Event Entry: Step 7 of 8 [Next](#)

### Policy

1. Refund/withdrawal.  
2. **Supplementary Regulations (PDF)** 

I have read and accept the refund/withdrawal policy as above and the attached supplementary regulations.

Click on the "I have read..." box and click NEXT.

Welcome to Car Racing Dashboard Welcome Craig Holmes, My Dashboard

My Race My Profile My Vehicle My Entrant **LogOut**

Event Entry: Step 7 of 8 **Next**

**Policy**

1. Refund/Withdrawal.  
2. Supplementary Regulations (PDF)

I have read and accept the refund/withdrawal policy as above and the attached supplementary regulations.

(n) Click the radio button (circle) to select your preferred payment method and click

**Pay Now**

If you are paying by credit card, you will be taken to the Windcave/Payment Express web site where you can enter your credit card details or you can pay by direct credit. Your credit card details are not captured in the on-line entry system.

When you have completed your payment, please allow the system to return you to the on-line entry system and log off from there. **If you don't do this, your payment will be registered but your entry will not be registered in the system.**

If you choose a payment method other than Credit Card, please be sure to still click the **Pay Now** box. **If you don't do this, your entry will not be registered in the system.**

Welcome to Car Racing Dashboard

Welcome Craig Holmes, My Dash

My Race My Profile My Vehicle My Entrant **LogOut**

Event Entry: Step 8 of 8 **Pay Now**

**Entry Fee Payment**

Items	Fee
Entry Fee : Racing Saloons	\$310.00
Hire Transponder	\$35.00
Sub Total	\$345.00
Total	\$345.00

Please Select Payment Method  Cash  
 Cheque  
 Direct Credit (through your own banking web site or app)  
 Online Credit Card or Direct Credit Payment

**Note:-** if you are paying by other than Online Credit Card Payment your payment must reach the Club by Advance Documentation on the Thursday night prior to the event. Payments received after this will incur a Late Payment Fee of \$30.00.

Entries close at midday on the Wednesday prior to the event. Entries received after this are subject to a \$30.00 late entry fee which is automatically applied by the on-line entry system. Payments received later than this may be subject to a \$30.00 late payment fee. Refer to the Supplementary Regulations for further details.

Please be sure to read the Entry Fee Refund Policy for Withdrawals.

Once you have clicked the  box, the system will send you an entry confirmation email. If you have chosen to pay by other than credit card, payment instructions are included in the email.

If you have any problems with any of this, please don't hesitate to contact Craig Holmes at [secretary@aucklandcarclub.org.nz](mailto:secretary@aucklandcarclub.org.nz) or on 021-889-488.