ENTRY SYSTEM - USER GUIDE

Stage 1 – Set up an account

First you need to set up an account. On the login page, please click 'REGISTER'

Fill in all of your details, check the T&Cs and click 'REGISTER'

You will then receive an email with a verification code

Please enter the verification code to confirm your account set up

You are now ready to make your entries

Stage 2 – Making an initial entry

To submit an entry, you must first provide a limited amount of information, only. If you have an entry approved, we will kindly ask you to provide further details.

Please click on 'OPEN EVENTS'. This will take you to the Entries Dashboard.

Please select the event you wish to enter along with your role (solo, team manager etc.)

Please select the classes you wish to enter

Please read the Terms and Conditions, ticking the acceptance box if you agree

You are now free to submit your application

Stage 3 – ACCEPTED ENTRIES

If you have an entry approved, we will kindly ask you to provide further details. Please note we will provide you with a deadline for completion of this information.

From the Homepage click on 'MY ENTRIES'.

Here you will see the race entries that you have had approved. You will also see a status bar that shows you when you have completed all of information required by us to progress your entry.

If you have been accepted into more than one race, most of the details that you fill in will automatically be applied to each of your other races.

You are, however, required to input the machine and sponsor details for each race - as well as each licence (if you have entered as a solo and sidecar competitor, for example).

Notifications

You will receive an email to confirm each stage of the entry process - as well as emails to let you know that you have new notifications.

To read your notifications you need to login to your account. You will find your notifications in the top right-hand corner of the Homepage where there is a bell icon. These notifications will tell you if anything has been changed on your account.

Team Managers

We have included a new 'TEAM MANAGER' option to enable teams to enter separate paddock information (only). Please use this option only when the information provided differs to that entered by the competitor.

Your Account

Please revisit your Homepage for:

Entries (pending or approved)

Numbers assigned

Link to your results

Account information

Navigating the Entry System

To navigate the entry system, simply click 'NEXT' at the bottom of the page when you're ready to move on to the following section.

There is a back arrow in the top right-hand corner if you need to go return to a previous section. Alternatively, you can click the 'HOMEPAGE' button in the top left-hand corner.

To add information, you will need to click 'EDIT' on each page.

Please remember to click 'CONFIRM' when you have entered new information.

Assistance

If you have any issues or concerns while navigating the entry system, please contact us via the Helpdesk and we'll be happy to assist.

Email: mgp@acu.co.uk

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