# **Event Registration**

This guide is a handy walk through of the new event registration system that is now used by all the Sapphire Solutions Live App Systems.

Choosing your event				
Information - Entry - Results -				
	TimingAppLive	RallyAppLive	TrialsAppLive	
	Select Your	A Development Test Account Ever	ent	
		Show Only Club Events		
		Regulations.	onal Sporting Code of the FIA) and these Suppl	
		een shows event is open for registr n. Red show an event which is now	ration (Entrant or Marshal). Yellow shows a pla v closed for registration.	inned
	77	ub Autotest 19th March 20 Entry €50 Trials Drivers Club Entry Limit 100 23rd March 2023 11:00	023	
	Middl	Networks AutoSOLO, Auto Entry £45 <mark>Paypal</mark> esex County Automobile Club Entry Limit 50 26th March 2023 09:30	otest &	
	TZ EMO	COS Spring Autosolo 2023 Entry £45 EMCOS Entry Limit 45 2nd April 2023 09:00	3	

First select which type of event you wish to enter by tapping on the TimingAppLive, RallyAppLive or TrialsAppLive logos at the top of this page. (Some of the following pages may ask for slightly different information depending on which type of event you are entering, but all are very similar)

Next you have the option in blue to select just the clubs own events or show all clubs events.

Then from the list below you can select any event in green to enter as a competitor. Marshals can register on any event. Yellow shows Competitors that entry is not yet open, Red shows Competitors that entry has now closed.

#### **Event Details**

	Event Details	
Read the a	ttached documents and then tap the Green Register button to sta	art registration.
Event Regs and Documents <u>Competitors Signing On Declaration</u> <u>Event Regulations</u> <u>Officials U18 Signing On Declaration</u> <u>Officials Signing On Declaration</u>	2023 Bocardo Autosolo & PCA Entry £50 Organising Club : Oxford Motor Club Entries paid so far : 28 of 50 Reserves (or not yet paid) : 8 Event Starts : 23rd April 2023 09:00 Entries Open : 14th March 2023 19:00 Entries Close : 19th April 2023 18:00	
Back	Entries	Register

All details on this event are shown. Tap on any of the document links to view these PDFs. Details such as the Regs, MSUK Permits and Declarations. Declarations do not necessarily need filling in and sending back as MSUK have agreed that all the necessary information is already captured on this Event Registration.

A list of entrant already registered can be viewed by tapping the Blue Entries button.

Continue Registration by tapping the Green button.

#### **Registration Login**

mation ▼ Entry ▼ Results ▼		
	Event Registration Login	
Email Address		
Password (minimum 6 chars)		
Show Password		
Back	Skip	Login
Login is optional - Register and	d login if you wish to retain your regular options (Driver, N	Navigators and Vehicles etc.)
	Register for a new Login? <u>Click Here</u>	
	Forgotten your password? Click Here	
	Forgotten your password? Click Here	

Logging in is optional. Tap on the Skip button if you don't wish to have a login on the Sapphire Solutions system.

The benefit of logging in is that you can save you regular driver, navigator/passenger, parent/guardian, club and vehicles details for quick selection at the following events you register for.

Tap on the links in the Yellow notes area to register a new login or access your forgotten password.

If already registered then simply recall you login email address and password and tap on the Green Login button.

## **Confirmation Page**

		2023 Bocardo Autosolo & PCA	
Select Event Type	~	Entrant Marshal	Competitors Signing On Declaration
		0	Event Regulations
			Officiala U18 Signing On Declaration
			Officials Signing On Declaration
=	ations, instructions and decla mation I provide to be used w	rations attached. ithin the administration of the Live Results System. I'm not a robot.	
I confirm that I am happy for the infor		ithin the administration of the Live Results System.	Continue
I confirm that I am happy for the infor rivacy Policy	mation I provide to be used w	ithin the administration of the Live Results System.	

On this page you can select if you wish to register as a competitor or marshal.

Select the Event Type from the drop-down list if not already pre-selected.

Tick the Confirmation boxes and "I'm not a robot" box and tap on the Green Continue button.

#### **Competitor Entry or Selection**

	Entrant	t Details	
	Select Name	~	
Name		Gender 🔵 Male 🔵 Female	Age Adult Under 18
Motorsport UK Licence Number	Click here to apply for a RS Clubman Licence	Driving Licence Yes No	
Email Address		Contact Number	
Postal Address		Postcode	
Next of Kin's Name		Next of Kin's Contact Number	
	Save and	d Continue	Continue
Back			

On this Page you can enter your competitor details and next of kin.

If you have logged in you will also see a drop down list of previously saved competitors from which you can select. Also, at the bottom you will see a Blue button with "Save and Continue" to save to the list. Or "Update and Continue" to update the previously saved competitor.

If you are updating your entry to this event a warning will show at the top informing you that you have already registered and any changes you make will update the previous entry that you made. Handy for adding details that you previously could not enter (licence number, contact details etc.)

## **Competitors' Championships**

Information <del>-</del>	Entry 🕶	Results 🗸		
			Entrant Championships Entered	
ACSMC		BTR	A CMSG	Oxford
_				
		Back		Continue
		Tick any/all or none o	f the options presented to highlight which championships	you are contending in.

If you are competing in one or more of the championship being contested at this event please tick all the relevant boxes and tap on the Green Continue button.

# Competitor's Club Membership

		Entrant's Club Membership	
	Select Club		~
Club's Name		Membership Number	
Back		Save and Continue	Continue
Eith	er select from the dropdown li	st of saved Clubs or fill in the inputs and tap th	e Green Continue button.
		ate the saved list of Clubs then tap the Blue Sav	

Please enter your motor club name and membership number or select from the drop-down list if logged in.

# Navigator/Passenger or Parent/Guardian

	Navigator/Passenger Sk	ip this part if not required	
	Select Name	~	
Name		Gender 🔵 Male 🔵 Female	Age 🔵 Adult 💮 Under 18
Notorsport UK Licence Number	Click here to apply for a RS Clubman Licence	Driving Licence Ves No	
Email Address		Contact Number	
Postal Address		Postcode	
Next of Kin's Name		Next of Kin's Contact Number	
Back	Save and	i Continue	Continue
Either se	lect from the dropdown list of saved Names	or fill in the inputs and tap the Green Conti	nue button.
		Names then tap the Blue Save/Update but	

If no navigator/passenger or parent/guardian details are not required then tap on the Yellow "Skip this part if not required" button otherwise fill in their details or select them from your drop-down list.

## **Navigators' Championships**

Information <del>-</del>	Entry -	Results 🗸		
			Navigator Championships Entered	
ACSMC		BTRDA	CMSG	Oxford
		Back		Continue
		Tick any/all or none of t	he options presented to highlight which championships	s you are contending in.

As before with the Competitor select the championships the navigator is competing in and tap on the Green Continue button.

# Navigator's Club Membership

Information - Entry - Results -			
	N	lavigator Club Membership	
	Select Club		~
Club's Name		Membership Number	
Back		Save and Continue	Continue
		saved Clubs or fill in the inputs and tap the re saved list of Clubs then tap the Blue Save	

Enter or select the Navigator's Club Membership details and tap on the Green Continue button.

#### Vehicle Details

		Vehicle Details	
	Select Vehicle		~
Vehicle Make and Model		Vehicle Colour	
Engine Capacity	Forced Induction	Vehicle Registration Number	Tyres (if required)
Back		Save and Continue	Continue
Either s	elect from the dropdown list of saved	Vehicles or fill in the inputs and tap the Gro	een Continue button.

Enter or select your vehicle's details and tap on the Green Continue button.

## **Class and Skill Selection**

	t Class and Skill	Select	
	✓ Expert		
			Notes
Continue			Back
	r any further notes you wish and ta		10042485

Select your Vehicle Class and Skill Level from the drop-down lists and add any extra notes if your wish then tap on the Green Continue button.

# **Confirm Registration**

Information -	Entry 🕶	Results •	
-		Confirm Registration	1
		By entering this event, you Have read and agreed to the current Motorsport UK Pre-Event Declaration. (you do not have to fill in the form) Your entry will only be accepted after payment has been received.	
		Back Save	
		Tap the Green Save button to create this new registration (or update an existing registration for the same name)	
You ca	n then tap	he Blue Exit button to continue to the Event Entries/Marshals List. Paypal payments (If accepted) can be made from the Entries List.	

Finally Confirm your Registration by tapping on the Green Save button. You can return to previous pages at any time by tapping on the Red Back button on each page.

#### Entry Saved or Updated

Information <del>-</del>	Entry 🕶	Results 🗸
		Entry Saved
		Registration Complete
		Your entry will only be accepted after payment has been received.
		Back
		Tap the Green Save button to create this new registration (or update an existing registration for the same name)
You car	then tap t	the Blue Exit button to continue to the Event Entries/Marshals List. Paypal payments (If accepted) can be made from the Entries List.

This now confirms your Registration, tap on the Blue Exit button to continue to the Registered Entries screen.

You (and admin) will receive an email notifying you of your registration. (Check your Spam folder if you have not immediately received this)

## **Registered Entries**

Information - Entry - Results -

# **Registered Entries**

															S	260
Event: -	- any	♥ Event Ty	pe: any ·	🗸 Driver: any	🗸 Class: ;	any 🗙 Skill: 🗠 any	¥								Sear	ch
Results: 1	- 2 of 2					Pages: 1	<< <u>1</u> >>								Page size:	100 🗸
Event	Event Type	Entry Number	Driver	Navigator, Passenger or Parent	Payment	Scrutineering & noise check	Pay by Paypal	Club	Champs	Vehicle	Colour	Capacity	Induction	Class	Skill Level	Notes
Test Event 1	john		John Clavey		Entry Pending, Not Paid Yet	Not checked yet	Paypal	Boundless		Mini Cooper 'S'	Blue	1360	Forced Induction	в	Beginner	
Test Event 1	Autosolo	001	Dean Askew	Dean Askew	Entry Pending, Not Paid Yet	Not checked yet	Paypal	Boundless		Mini Cooper 'S'	Blue	1360	Forced Induction	в	Expert	

This screen shows the status of all competitors registered to date.

Admin will be shown the full details that you registered with.

If enabled you make a payment against your entry using the Paypal button shown on this screen.

Your entry is not normally fully confirmed until payment is received, refer to the Reg for payment details. Once paid this screen will be updated by admin.

Scrutineering and Noise checks will be performed at the venue.

Admin will allocate you an Entry Number in due cause.

If you note any errors to your entry you can re-start this process and correct these yourself or notify admin.