



MotorsportReg User Guide

2016 MotoAmerica Event Registration

You must register for the Qualifying Event prior to this step

MOTO AMERICA

Rider Requirements

The American Motorcyclist Association (AMA) issues all competition licenses, including number requests. Please visit their website to apply. All riders are required to have a valid 2016 AMA License # to race.

Please visit <http://www.motoamericaregistration.com/rules-and-regulations/> to view MotoAmerica's Competitor Information for Licensing, Rules and Regulations, Technical Bulletins, Competitor Bulletins, and other info.

Important: The entire registration process takes about 20 minutes. Make sure to have all your information prior to filling out this process as it all must be entered at the same time to be saved on file. You will need your current AMA Member number, the member number of all persons requesting a crew credential, as well as photo for all season crew members.

This guide is intended to help you register for events as an entrant, rider, or crew member requesting credentials. If you have not yet completed registration for the qualifying event, then please see the guide for that event and do so before continuing.

MOTO AMERICA

Log In to Existing Account

Since 2016 is the first season using MotorsportReg, you will need to create an account for your first event.

Follow the link below if you need to create an account with MotorsportReg. You must have an account to move forward in this step of registration.

<https://www.motorsportreg.com/index.cfm/event/register.start>

The entrant should be the account holder. Once the entrant has an established account, they can add additional profiles (riders, crew members, etc) to register for events under the account.

MOTO AMERICA

Account Navigation Page



Dashboard

Register for upcoming events and view events you are already engaged in.

Calendar

View a schedule of all MotorsportReg events. To view MotoAmerica events only, simply type in 'MotoAmerica' in the search bar in the left hand column.

My Account

Add details to your account such as profile picture, garage & vehicle info, club memberships, medical information, previous experience, and contact information.

Billing

View payment history and outstanding fees.

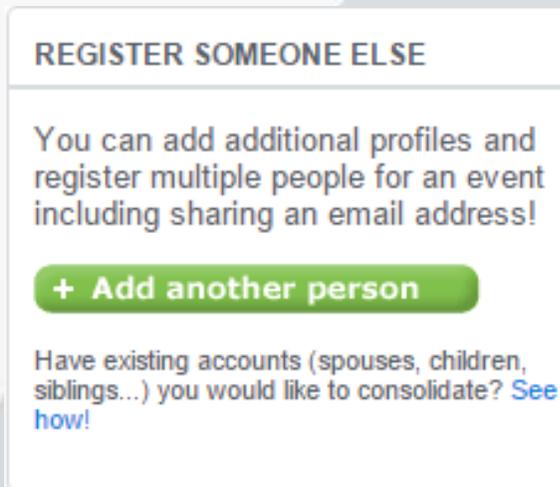
Blog

Keep up with MotorsportReg news.

MOTO AMERICA

Adding Riders & Crew Members

If the entrant is the account representative and is NOT the rider, then follow these steps to add a rider. **You do not need to create a new account again.**



- ← Click *My Account* and you will see this box. Click the green + *Add another person* button. You will follow a similar process to the account creation, entering the rider's information. Once complete it will direct you to the new profile's account page. Click the *My Account* tab to update the information, and you will now see two profiles – the entrant's and the added rider or crew member. You can follow this process to add as many profiles as necessary to the entrant's account. **Please note that you do not need to do this for credential applicants, there is a section under the rider's registration form where they can be added, which we cover next.**

Registering For An Event

The screenshot shows a user dashboard with a blue header containing navigation links: Dashboard, Calendar, My Account, Billing, and Blog. Below the header is a 'My Events' section. It lists several events with status indicators in red boxes: 'Cancelled' for 'Season Application' (Jan 1 - Dec 31, 2016) and another 'Cancelled' 'Season Application' (Jan 1 - Dec 31, 2016). It also shows 'Rider 1' and 'Niccole Cox' profiles. An 'In Progress' event, 'Do not adjust MotoAmerica Season Reg' (Apr 8 - Sep 11, 2017), is marked 'Not yet registered'. Each event has a list of actions: 'Event Dashboard', 'Attendee list', 'Register someone else', 'Finish Registering Now!', 'Ask registrar a question', and 'Or, delete from queue'. At the bottom, a 'Selected Upcoming Events' table lists the 'In Progress' event.

Date(s)	Event	Organizer	Venue
Apr 8 -11	In Progress - Do not adjust MotoAmerica Season Reg	MotoAmerica	MotoAmerica Headquarters

Looking for more? Browse or search the entire event calendar.

From the *Dashboard* you will be able to select from the list of events that are available to register for.

The event called *Season Application* is a qualifying event that you MUST register for one time prior to any other events. Once your AMA Membership Number is verified, other available race events for you to register for will appear on your *Dashboard*. The red box next to *Season Application* will appear as confirmed once MotoAmerica has cleared you for the next step in registration.

Confirmed



Select the upcoming event you wish to register for.

Dashboard Calendar My Account Billing Blog

In Progress - Do not adjust MotoAmerica Season Reg

Register as: Ashley Hyde [Register someone else](#)

Select a Registration Option (or [clear](#))

Entrant ONLY
Select if you are an entrant but NOT the rider

By clicking continue and registering for this event, you acknowledge that MotorsportReg.com makes no refunds of any kind. View the MotorsportReg.com [terms](#) for details.

[Continue ▶](#)

QUESTIONS?
If you have questions about the event, please direct those to the [event registrar](#).

[Contact host](#)

TECHNICAL SUPPORT
If you experience technical problems during registration, contact MotorsportReg.com customer service at 415.462.5603 or [send an email](#).

As an entrant registering a rider, this will be your screen appearance. To register another rider you want to click the *Register someone else* link in the upper right corner. Then follow the process.

MOTO AMERICA

Registering For An Event Continued

When you click on the link to the event, a page with registration deadline information will open. Click *continue*.

Click *Register Now* next to the person's name who is attending the event. Or, if a rider has already been in queue to register then just click *Continue* to go on to the next step.

Season Application

Event Requirements

Registration ends in 11 months on October 31, 2016 11:59 PM PDT

0 Likes 0 Tweets 0 +1 1 Share



[Continue](#)



MotorsportReg.com

Help About This Site Logout

Dashboard Calendar My Account Billing Blog

Choose Profile

	Ashley Hyde ahyde@motoamerica.com	3186-D Airway Ave Costa Mesa, CA 92626 US	Emergency contact: Niccole Cox (714) 242-5954	Register now
	Niccole Cox ncox@motoamerica.com	3186-D Airway Ave. Costa Mesa, CA 92626 US	Emergency contact: Ashley Hyde 9495738757	Register now

Or, Update Registrations In Queue

	Rider 1	Continue
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REGISTER SOMEONE ELSE

Register multiple people and make a single payment!

[Add another person](#)

Have existing accounts (spouses, children, siblings...) you would like to consolidate? [See how!](#)

FINISHED?

If you're ready to check out, click below to wrap up.

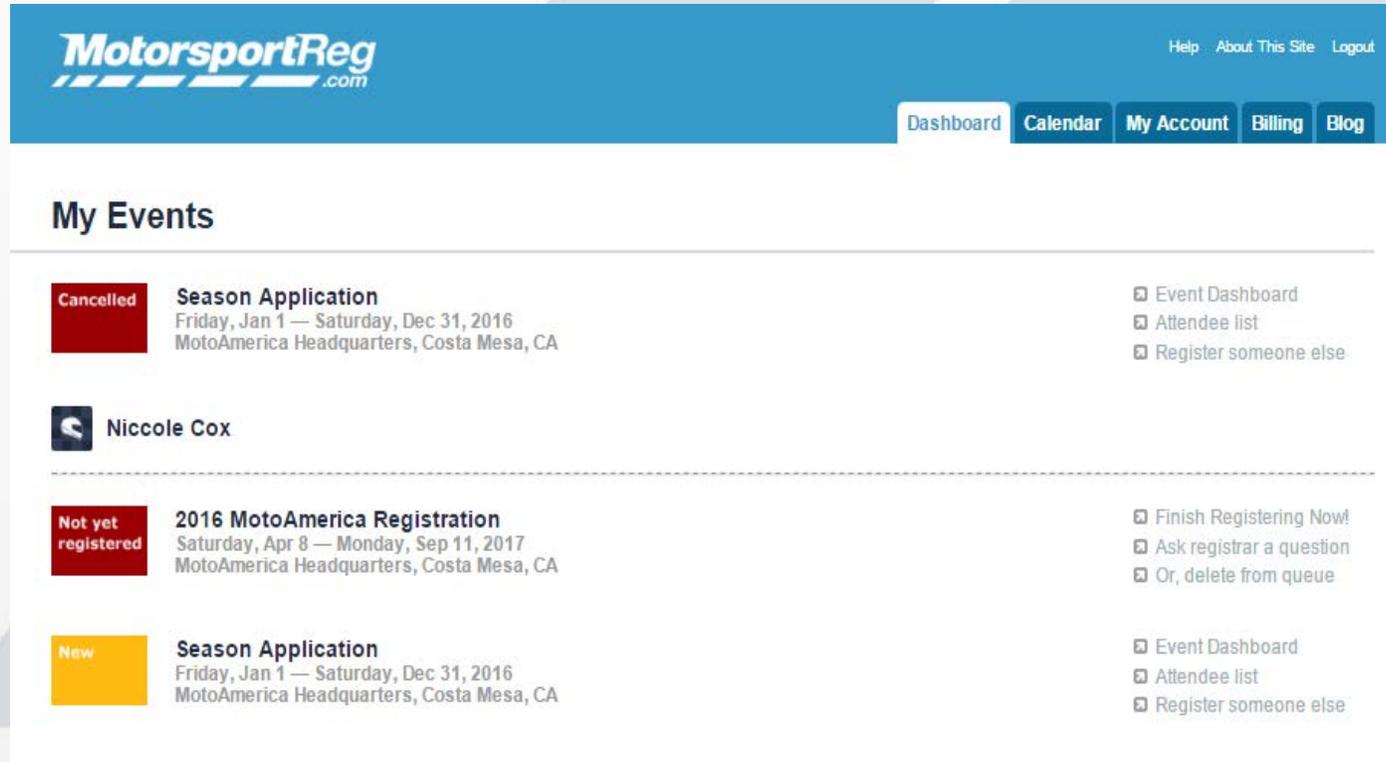
[I'm done, Finish!](#)

MOTO AMERICA

Single Event Entry

To register for a single event, follow these instructions. If you are entering for Season or Premier, then skip ahead.

From your dashboard you will now see the event, named *2016 MotoAmerica Registration*. It says *Not Yet Registered*. Go to the right of the event and click the top link that says *Finish Registering Now!*



The screenshot shows the MotorsportReg.com dashboard. At the top, there is a blue navigation bar with the logo on the left and links for Help, About This Site, and Logout on the right. Below the navigation bar are tabs for Dashboard, Calendar, My Account, Billing, and Blog. The main content area is titled "My Events" and lists three events:

- Cancelled** Season Application: Friday, Jan 1 — Saturday, Dec 31, 2016, MotoAmerica Headquarters, Costa Mesa, CA. Action links: Event Dashboard, Attendee list, Register someone else.
- Niccole Cox** (User profile)
- Not yet registered** 2016 MotoAmerica Registration: Saturday, Apr 8 — Monday, Sep 11, 2017, MotoAmerica Headquarters, Costa Mesa, CA. Action links: Finish Registering Now!, Ask registrar a question, Or, delete from queue.
- New** Season Application: Friday, Jan 1 — Saturday, Dec 31, 2016, MotoAmerica Headquarters, Costa Mesa, CA. Action links: Event Dashboard, Attendee list, Register someone else.

MOTO AMERICA



Select a Registration Option (or clear)

Rider Registration

Select to register rider for the season

Per Race Entry

Team Name *

Entrant Name *

- Circuit of the Americas**
April 8th - 10th, 2016
- Road Atlanta**
April 15th - 17th, 2016
- New Jersey Motorsports Park (Apr 29-1)**
April 29th - May 1st
- Virginia International Raceway**
May 13th - 15th, 2016
- Road America**
May 29th - 31st, 2016
- Barber**
June 12th - 14th, 2016
- Utah Motorsports Campus**
June 23rd - 24th
- Mazda Raceway Laguna Seca**
July

You will select *Rider Registration* and *Per Race Entry* for single event. A dropdown will appear and here you enter your Team Name, Entrant Name, and choose the single events you'd like to register for that are listed.

- New Jersey Motorsports Park (Apr 29-1)**
April 29th - May 1st
- Virginia International Raceway**
May 13th - 15th, 2016
 - Single Event | Superbike** \$325.00
 - Single Event | Supersport** \$325.00
 - Single Event | Superstock 1000** \$325.00
 - Single Event | Superstock 600** \$225.00
 - Single Event | KTM RC Cup** \$225.00
- Road America**
May 29th - 31st, 2016

When you select the event, you will then be prompted to select the class you are entering in and select your vehicle.



Purchase Credentials

Check each category below to purchase season/event credentials.

Credentials will only be distributed for the sections you complete



Permanent Season Long Credentials

Season Credential 3 Name & Membership Details

1 * Additional Season Credential \$750.00

Season #3 | Name *

Season #3 | AMA Membership Number *

Season #3 | AMA Membership Exp Date *
Enter a date like: mm/dd/yyyy
Must be valid through 09/05/2016

Season #3 | Credential Photo *
Please upload a photo for identification on the season credential

Season Credential 4 Name & Membership Details

Season Credential 5 Name & Membership Details



Single Event Credentials

Single Event Credential 1 Details
Click here to provide name, memberships and event details

1 * Additional Single Event Credential \$100.00

Late Fee \$25.00

Single Event Credential 1 | AMA Membership Number *

Single Event Credential 1 | AMA Membership Exp Date *
Enter a date like: mm/dd/yyyy

Single Event Credential 1 | Name *

Single Event Credential 1 | Event *

Single Event Credential 2 Details
Click here to provide name, memberships and event details

Single Event Credential 3 Details
Click here to provide name, memberships and event details

Follow the same process for Promo Models, Guest Passes, and Minor Credentials.

*Please note that for Dorna events (COTA and Laguna Seca) additional guest passes cannot be purchased, and will be taken from your seasonal allotment of passes. If you select the option to purchase guest passes for either of these events, registration will delete them from your package.

Next, you will be prompted to register any season long credentials. Fill out all required fields. Photos are required and will be printed on the credential card.

You can also register single event credentials, which do not require photos but do still require a valid AMA Membership Number.

Complete Fee Payment

Once you complete the registration process you will be directed to a fee payment page that summarizes what you are paying for with a total amount displayed at the bottom. In order to save your changes, you must enter the credit card information and associated billing address.

Once you click *Charge My Credit Card* you give MotoAmerica permission to charge your credit card. However, the single event fee will not be charged until the registration deadline. Make sure you know that date so you have funds available at that time. If you have insufficient funds at the time of payment, your registration may be subject to cancellation.

Ready for Review MotoAmerica Season Reg Delete From Queue

Qty	Item	Amount
1	Single Event Superbike	\$225.00
1	Additional Season Credential	\$750.00
1	Additional Guest Pass	\$100.00
1	Model Credential 1 - Name & Event Details	\$0.00
1	Additional Single Event Credential	\$100.00
9	Model Passes All Classes	\$0.00
1	Additional Model	\$100.00
1	Single Event Credential 1 Details	\$0.00
1	Per Race Entry	\$0.00
1	Season Credential 3 Name & Membership Details	\$0.00
1	Virginia International Raceway	\$0.00
1	Rider Registration	\$0.00
1	Guest Pass 1 - Name/Event	\$0.00
Total Due		\$1,275.00

[+ Add more attendees](#) [+ Add more events](#)

Pay by Credit Card

Total Due: \$1,275.00 USD

Credit Card # *:
13-16 digits without spaces or dashes

Expiration Date *: 1 - Jan / 2015

Security Code *:
3 or 4-digit code on card - [see a picture](#)

Billing Address
Verify the address where statements for this credit card are delivered

Name *: Ashley Hyde

Address *: 3186-D Airway Ave

City, State, Zip Code *: Costa Mesa, CA 92626

Country *: United States

[Charge My Credit Card](#) → Clicking this button will charge your account. Only click once! This may take 60 seconds or longer.

Premier & Season Entry Guide

Based on the entry group you are in (Premier, Seasonal, or Single Entry) you will be given a list of options once you select *Rider Registration*. You must specify details for each option to complete registration.

Season Registration

Rider Registration
Select to register rider for the season

Premier Entry | Superbike \$8,000.00
*Deposit will apply at checkout

Entrant Name *

Team Name *

Complete Sponsor List
20000 characters maximum, 20000 remaining

Permanent Season Long Credentials

Single Event Credentials

Promotional Model Passes

Guest Passes

Extra Passes | For Purchase



Rider Registration
Select to register rider for the season

Premier Entry | Superbike \$8,000.00
*Deposit will apply at checkout

Bike Details | Class: Superbike

Vehicle:

Vehicle #:

Please fill out vin/displacement/make and sponsors for your bike. Additional information fields are not required.

Entrant Name *

Team Name *

Complete Sponsor List
20000 characters maximum, 19993 remaining

Permanent Season Long Credentials

8 * Permanent Season Credentials | Premier Superbike

8 ▾ Season Parking | Season Superbike Premier

Select the number of parking passes you need.

Season Credential 1 Name & Membership Details

Season Credential 2 Name & Membership Details

Season Credential 3 Name & Membership Details

Season Credential 4 Name & Membership Details

Season Credential 5 Name & Membership Details

Season Credential 6 Name & Membership Details

Season Credential 7 Name & Membership Details

Season Credential 8 Name & Membership Details

← Specify how many parking passes you need.

↔ Enter Credential/s Information. The photo you upload will be used on their printed credential.

Season Credential 1 Name & Membership Details

Season #1 | AMA
Membership Number *

Season #1 | Name *

Season #1 | AMA
Membership Exp Date *

mm/dd/yyyy



Enter a date like: mm/dd/yyyy

Must be valid through 09/05/2016

Season #1 | Credential
Photo *

Choose an image

Please upload a photo for identification on the season credential

Season Credential 2 Name & Membership Details

MOTO AMERICA

Single Event Credentials

18 * Single Event Credentials | Premier Superbike

Single Event Credential 1 Details

Click here to provide name, memberships and event details

Single Event Credential 1 |
AMA Membership Number *

Single Event Credential 1 |
AMA Membership Exp
Date *



Enter a date like: mm/dd/yyyy

Single Event Credential 1 |
Name *

Single Event Credential 1 |
Event *

Finish the form by entering details for any single event credential, guest pass, promo model, or additional pass requests. When you are finished, check the agreement box at the bottom of the form and click *continue*.

By clicking continue and registering for this event, you acknowledge that MotorsportReg.com makes no refunds of any kind. View the MotorsportReg.com [terms](#) for details.

Continue ▶

MOTORSPORT AMERICA

Fee Payment

Pay Fees

Ashley Hyde

In Progress - Do not adjust MotoAmerica Season Reg

Delete From Queue

Qty	Item	Amount
1	Premier Entry Superbike	\$8,000.00
1	Season Credential 1 Name & Membership Details	\$0.00
75	Guest Passes Premier Superbike	\$0.00
18	Single Event Credentials Premier Superbike	\$0.00
8	Permanent Season Credentials Premier Superbike	\$0.00
1	Model Credential 1 - Name & Event Details	\$0.00
2	Season Parking Season Superbike Premier	\$0.00
7	Model Passes All Classes	\$0.00
1	Single Event Credential 1 Details	\$0.00
1	Rider Registration	\$0.00
1	Guest Pass 1 - Name/Event	\$0.00
Total Due		\$8,000.00

- Pay by Credit Card

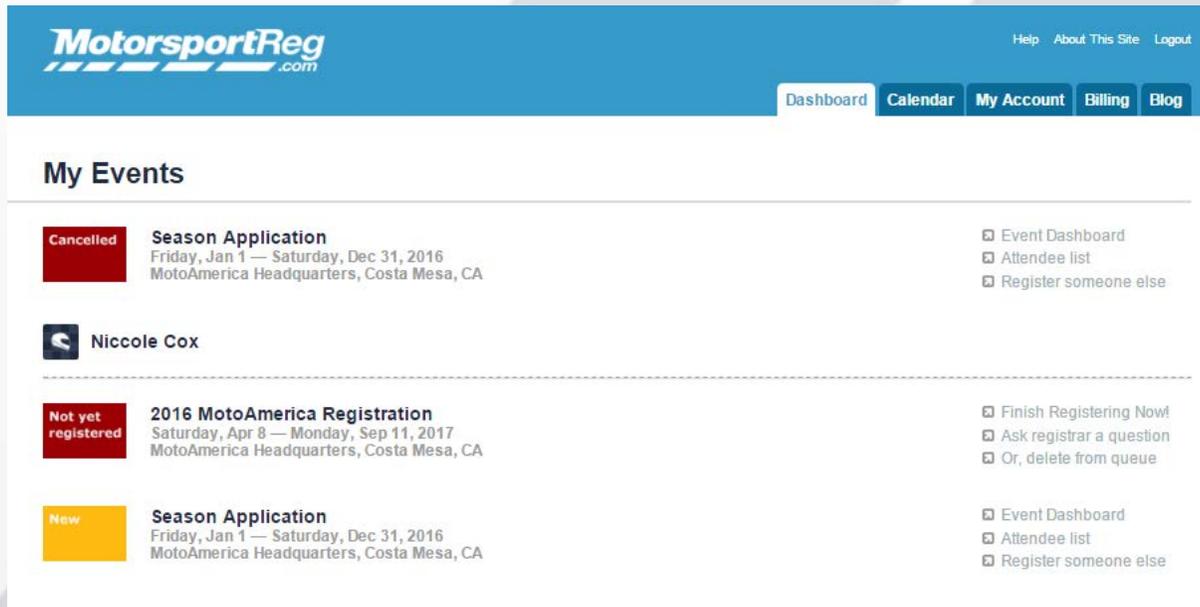
Once you are finished registering the rider and all credential requests, a fee payment receipt will come up with a description of your fees due. Enter credit card information to save and authorize MotoAmerica to charge your card.

Unless prior arrangements are made the remaining total will be charged upon registration. Please make sure you have sufficient funds at that time to cover the charge, otherwise your registration could be subject to cancellation. Payment must be made by Feb 15th 2015.

MOTOAMERICA

Selecting Guest Passes or Adding Credentials

After you have paid and completed Season or Premier registration, you may go back at any time to register credentials or request guest passes. You would go back into the *2016 MotoAmerica Registration* link on your Dashboard and follow the same process as before.



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- Niccole Cox**: Profile icon and name.
- Not yet registered** 2016 MotoAmerica Registration: Saturday, Apr 8 — Monday, Sep 11, 2017, MotoAmerica Headquarters, Costa Mesa, CA. Action links: Finish Registering Now!, Ask registrar a question, Or, delete from queue.
- New** Season Application: Friday, Jan 1 — Saturday, Dec 31, 2016, MotoAmerica Headquarters, Costa Mesa, CA. Action links: Event Dashboard, Attendee list, Register someone else.

MOTOAMERICA

If you return to your *Dashboard* it will have an updated list of events you are attending, with icons next to the events notifying you of your event status.

Confirmed

Not yet
registered

Cancelled

If you have any questions please contact MotoAmerica Registration.

Registration Email Help: registration@motoamerica.com

or call Ashley Hyde at 714-651-2990

MOTO AMERICA