

Competitor Bulletin Number 4

Issued on 10 January 2025 at 19:00hrs

Electronic Documentation and Signing-On

You may have noticed that the Signing-On facility within the Entry System has now been turned on as per the timetable given in the Supplementary Regulations.

At the top of your entry home page, there are five coloured buttons which show you the progress of your entry. Signing-on is always the last of these buttons to go green, and shows that you are then ready to compete. Here's what they look like if you've completed all the other steps:-

Entry Made 🖌 Entry Fully Paid 🖌 All Documents Uploaded 🖌 All Important Fields Complete 🖌 Not Yet Signed-On 🔀

Before you can compete, these buttons must all go green. Click on each button to go to the section you need to complete.

Documents

There are four documents we need you to upload photos of

- Driver's Competition Licence (front only)
- Co-Driver's Competition Licence (front only)
- Driver's Eligibility (either a club card or championship registration)
- Co-Driver's Eligibility (as above)

Once you've uploaded these pictures, the Entries Secretary will check they are clear and then approve them. Once she's done that, you'll get a green tick next to each one.

Important Fields

Some fields in the entry system are marked as important, and you won't be able to sign-on unless they've been filled in. If you've got a Red X on the buttons at the top for Important Fields, click on the button and you'll be able to see the missing fields highlighted in yellow. Edit your entry to fill those in, and the button will go green.

Signing-On

All you have to do to sign on is to click the blue button to say that you agree with the declaration, and the button will then go green. It's as easy as that. You can download the Signing-On form for driver and co-driver if you want to keep a copy, but they will stay on the entry system for 7 years anyway.

Once you've signed-on, the last button at the top will go green and you'll get a message saying that you're all done. Under 18s will need to get their Parent or Guardian to sign on, and there will be an extra button to click if this is the case.

If you do need to change your entry for any reason at all, then this will automatically un-sign you. There is a big yellow bar which will warn you about this, so please don't forget to sign-on again if you do that.

The entry system will send you frequent reminders about signing on, complete with a link to access your entry home page in case you've lost it.

Matthew Atkinson – Clerk of the Course