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All Members Clubs

18 February 2014

Dear Member Club,

You may be aware that MotorSport NZ is in the process of implementing a new online computer system designed to allow the majority of our services to be completed via the internet.

The first module of the system was released in November 2013 and introduced a new online renewal system for competition and officials licences. This module has been progressively upgraded over the intervening months and is almost complete. The licencing module will be followed by a technical module (for all our technical services) and then an Events module, which will include permitting and online entry to all MotorSport NZ permitted events.

Integral to both the Licencing and Events modules is the Member Club component. This portion of the system will allow club office bearers to administer their club's details, their membership, the reports and returns required by SportNZ and MotorSport NZ and, going forward, all the administration pertaining to the application for, and paperwork of motorsport permits for events.

As a Member Club, we would encourage all your office bearers to register with the system – even the ones that do not have a MSNZ licence. This will allow your Club to complete all of your current administrative processes more quickly and easily than with the old manual postal system.

Enclosed is a user guide to assist in the registration process and also a guide for the Club Secretary on the administration of the club membership requirements for MotorSport NZ licences.

If you have any further queries, please do not hesitate to contact us.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Bill Bawn", with a stylized flourish at the end.

Bill Bawn
Sporting Manager

The all-new Motorsport Online – which brings together new and existing features to streamline all services for all MSNZ licence holders – is now live!

Although it looks a bit different, gaining access is straightforward as outlined below.

If you have already previously registered via the MotorSport Online survey then you should have already received the Password Reset email below, so you can proceed from there.

When you log on, you will receive a new licence number. Whether you hold one or multiple MSNZ licences, you will be issued just one, new, six-digit licence number (on separate cards, if you hold more than one licence).

To receive a new licence number and password so you can log in to Motorsport Online, you need to:

- a) **If you already have a MotorSport NZ licence:** go to <http://online.motorsport.org.nz/> and click 'Already have a MotorSport NZ licence?' You will be redirected to a page that requests your name, current email address and current licence number.



- b) **If you have a log book but not a MotorSport NZ licence:** go to <http://online.motorsport.org.nz/> and click 'Already have a MotorSport NZ licence?' You will be redirected to a page that requests your name, current email address and licence number. Fill in the first two fields and then just type '1' in the licence number field.





Then simply press the big blue 'SYSTEM START' button and you are away! Initially this will direct you to a new page where you will be asked to choose a new user name and password that you can remember.

If you have any questions or queries, please feel free to contact MSNZ by phone on 04 815 8015 or by emailing possum@motorsport.org.nz.

The Club Secretary's Guide to MotorSport NZ licencing

MotorSport NZ requires, as a prerequisite to obtaining any licence that the applicant is a member of a Member Club.

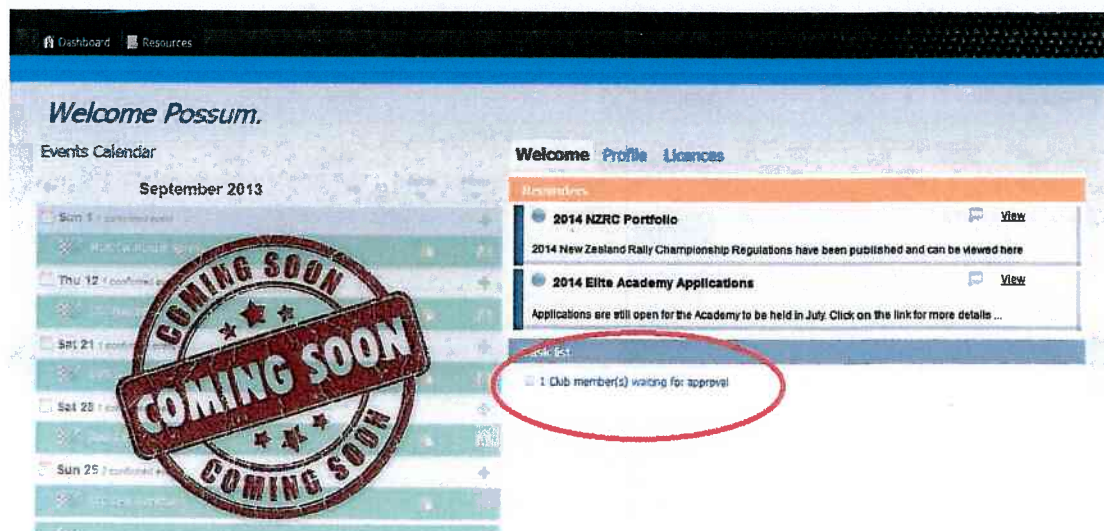
Once you have been registered as the Secretary for your club in the MotorSport NZ Online system, you will have access to your club details from your personal login.

Periodically you will receive automatic emails from the MotorSport NZ Online system as below:



This means that an applicant (competitor or official) has stated that they are a member of your Club.

Simply, log in to the system using your personal user name and password. You will see the reminder in your task list on your dashboard. Simply click on the task and it will display the pending members.



Here you will see a list of all the pending members for your club.
From this point you have two options:

1. Approve the membership, or
2. Decline the membership.

TO APPROVE MEMBERSHIP

There are two methods to approving membership. They are:

1. Do nothing.
Doing nothing means that membership will automatically be granted to the applicant after 3 weeks.
2. Approve the membership immediately.
Simply double click on the applicant name and complete the membership details screen by filling in the status and expiry fields as required, then click on the confirm button:

Club Member Details

First Name(s)	MotorSport	Email	possum@motorsport.org.nz
Last Name	Test Account	Home Phone	
DoB	14 Feb 1991	Work Phone	04 815 8015
Licence #	140224	Mobile Phone	
Licences		Physical Address	60 Hutt Rd Thorndon Wellington
		Physical Postcode	
		Physical Region	Wellington
		Postal Address	
		Postal Postcode	
		Postal Region	

Membership Details

Member #		Application Date	14 Feb 2014
Member Status	Pending	Club Expiry	

Buttons: [Back] [Cancel] [Confirm]

NOTE: The club President or secretary must approve all applications for life membership. Life memberships will not automatically approve.

2. Press the blue CSV button. This will make a spreadsheet file that you can save to your computer.

Club Administration for MotorSport New Zealand

Filter

Membership # Name DoB

Licence Type None Membership Status All Region All

Official Licence Type None Competition Licence Grade None

Search Clear

Membership #	Last Name	First Name(s)	DoB	Email	Region	Membership Status	Date Applied	Date Expires
	Test Account	MotorSport	14 Feb 1981	possum@motorsport.co Wellington		Life Member	14 Feb 2014	

CSV