

USER GUIDE

USING THE MOUNTAIN COURSE ENTRY SYSTEM

STAGE 1

SETTING UP AN ACCOUNT

Before you can submit an entry, first you must set up an account:

- 1) On the login page, please click 'REGISTER'.
 - 2) Fill in all of your details, check the T&Cs and click 'REGISTER'.
 - 3) You will then receive an email with a verification code.
 - 4) Please enter the verification code to confirm your account set up.
 - 5) You are now ready to make your entries.
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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.

- 1) Please click on 'OPEN EVENTS'. This will take you to the Entries Dashboard.
 - 2) Please select the event you wish to enter along with your role (solo, sidecar, team manager etc.).
 - 3) Please select the classes you wish to enter.
 - 4) Please read the Terms and Conditions, ticking the acceptance box if you agree.
 - 5) You are now free to submit your application.
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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.

- 1) From the Homepage click on 'MY ENTRIES'.
- 2) 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.
- 3) 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.
- 4) 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).

USING THE SYSTEM

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.
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IMPORTANT NOTES

SIDECAR DRIVERS & PASSENGERS

- Drivers are required make the full entry. Please note, however, that all passengers must have their own account and this must be set up before the driver's entry can be submitted.

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.
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NOTIFICATIONS & UPDATES

NOTIFICATIONS

- You will receive an email to confirm each stage of the entry process. You will also receive an email 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.

YOUR ACCOUNT

- Please revisit your Homepage for:
 - Entries (pending or approved)
 - Numbers assigned
 - Link to your results
 - Account information
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FURTHER ASSISTANCE

HELPDESK

- If you have any issues or concerns while navigating the new entry system, please contact us via the Helpdesk and we'll be happy to assist. Email: tthelpdesk@gov.im | Telephone: +44 (0)1624 686877 or +44 (0)1624 687087