How to Register a Profile and enter for an event on line with ARDC

Follow this link to the Competitors Portal on the ARDC website

To **REGISTER a PROFILE**   CLICK HERE TO REGISTER AS A NEW COMPETITOR

If you already have a Profile   CLICK HERE FOR THE ARDC COMPETITORS PORTAL

1. **Login / Register**

   Register – if you are a new competitor

   - Fill in all requested fields, making sure you choose **COMPETITOR AND DRIVER**, and click SIGN UP
   - Make sure you have your Car Club Membership details on hand

2. Login /Register for an event
   - Go to   UPCOMING EVENTS

3. **To Enter Event Meeting**
   - Choose Event from the list you wish to enter
   - Choose Category
   - The next page, if you are not already an ARDC Member, will ask if you wish to join
   - Choose your Class
   - Advise your Team Name
   - Advise if you would like to participate in the Private Practice Day prior to the race

   Select Driver (If selecting a NEW driver simply provide Surname and MOTORSPORT AUSTRALIA ID
   When Driver is provided, select and confirm
   - Advise if anyone needs an OLT
   - Advise if anyone is under 18 years of age (if they are, then let ARDC know, and we will send you the appropriate Disclaimer
   - Select your vehicle from the Existing list, or add a NEW vehicle
   - Confirm your vehicle details
   - READ & CONFIRM the Risk Warning, Disclaimer and Indemnity
   - READ & CONFIRM the Statement of Vehicle Compliance

4. **OPTIONAL ITEMS;**
   Should you not require any garage/carports/Private Practice/OLT/extra tickets etc, you can skip straight to the Summary Page
   - Booking a garage, please remember that preference is always given to **ARDC** members and only 1 garage may be booked per ARDC member.
   - Additional garages may be requested at this time and placed on a Reserve list. (Payment for reserved garages is not taken until confirmation of garage is applied)
   - Carports only 1 carport may be booked by each competitor again reserves can be taken. No preference is given to ARDC members for carport
   - Additional tickets should be purchased at this time

5. **REGISTRATION SUMMARY PAGE;**
   All submitted details should be reviewed and if modifications are required, go back to previous page highlighted by the tabs at the top of the screen. If all correct, then **Submit & Pay**

6. **PAYMENT**;
   Payments must be made by Credit Card.
   Confirmation of email will follow via email and a **QR CODE** created for the entry. **(this will be required to be shown at the event Admin Checkin).**

7. Upon submission of an entry, emails will be sent automatically as follows;
   - An email will be sent to the Competitor to confirm your application.
   - An email will be sent to the Driver to confirm they have been entered into the event and advising them they have 12 HOURS in which to complete ALL Disclaimers. If this is not completed in the advised time, then the ENTRY IS WITHDRAWN & any Garage booked LOST.
   - An email will be sent confirming payment, and providing a Tax Invoice for the entry

   Applications will be considered as Entered into the event only upon full payment.