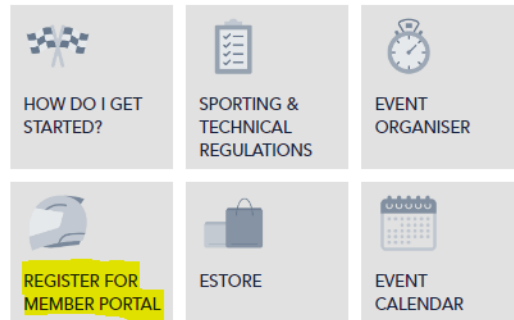


# Step By Step Guide to Completing Entry to AROCA VIC Sprint Event on Motor Sport Australia Event Entry (MEE)

1. Login to [motorsport.org.au](https://motorsport.org.au) Member Portal. Skip forward to step 4

2. If not setup on Motor Sport Australia **CLICK REGISTER FOR MEMBER PORTAL**

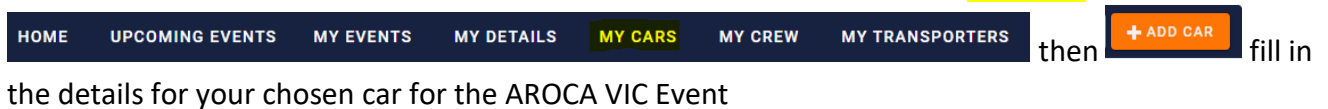


3. Complete User Registration Form and **→ SIGNUP** then Login to [motorsport.org.au](https://motorsport.org.au) Member Portal.

4. Once in Member Portal **CLICK Event Entry** on LEFTHAND side of page.

5. If you have entered Events through MEE before Skip forward to Step 7

6. If this is your FIRST time entering through MEE it's advised that you **CLICK MY CARS** top of page



7. To Enter desired AROCA VIC Event **CLICK UPCOMING EVENTS** on top of page



8. Next Filter By Club **Alfa Romeo Owners Club of Australia (Vic) Inc**

Upcoming Events - Circuit and Other Events

Event dates with orange highlight are either not yet open or closed.  
Events with a grey highlight are for event type Rally and Off Road or have not been activated - please contact the event organiser.

Filter By Club: **Alfa Romeo Owners' Club...** | Filter By Event Type | Filter By Date | Filter By State

Type	Event	Club	Entries Open	Entries Close	Event Starts	Duration
Circuit and Other Events	AROCA VIC Round 9 Phillip Island	Alfa Romeo Owners' Club Of Australia (Vic) Inc	24/10/2022	25/11/2022	04/12/2022	1

9. SELECT the AROCA VIC Event that has Entries Open Date in Date and Available then CLICK

ENTER EVENT

10. SECTION (1) Double check the correct AROCA VIC Event is in the Event box, ADD State VIC

Enter Event: AROCA VIC Round 9 Phillip Island - Circuit and Other Events REFUND REQUEST

1 Select an Event AROCA VIC Round 9 Phillip Island

Event: AROCA VIC Round 9 Phillip Island State: VIC

Entry Fee: \$340  
Earlybird Discount (Ends 18/11/2022): \$50  
Cross Entry (Same Car): \$290

2 Entry Details Add entry details when available.

3 Crew (Optional) No Crew Selected.

4 Other Preferences (Optional)

CANCEL CONFIRM AND PAY

11. SECTION (2) Check BOX that you have Read and Accepted MSA Disclaimer Click Link to Read, Check BOX that you have Read and Accepted Supp Regs Click Link to Read.

12. SELECT Car you wish to enter in Event, if you haven't yet added your Car to your profile CLICK QUICK ADD NEW CAR and enter Car details.

13. Don't worry about Transponder details one will be allocated to you on the day.

Enter Event: AROCA VIC Round 9 Phillip Island - Circuit and Other Events REFUND REQUEST

1 Select an Event AROCA VIC Round 9 Phillip Island

2 Entry Details Add entry details when available.

I have read and accepted the Motorsport Australia Disclaimer Click here to read

I have read and accepted the Supplementary Regulations Click here to read

Car QUICK ADD NEW CAR

This is my correct Transponder information

Update my Transponder information to:

I'll update my Transponder closer to the event

Driver QUICK ADD NEW DRIVER

Driver is required.

14. SELECT Driver, if you haven't added details to your profile CLICK QUICK ADD NEW DRIVER and enter Driver details.

15. If you are wanting a Pit Lane Garage, here is where you SELECT from drop down box, it will indicate how many Garages are left Fee for Pit Lane Garage is indicated on left.
16. If you are NOT wanting a Pit Lane Garage leave SELECTION as none and you will not be charged.

Garage / Carport

Pit Lane Garage (40 left) ▼

Fee: \$145

17. SELECT ONE of the Groups according to pervious times you have recorded on this Track. This will help the Event Organiser allocate you into a Run Group that corresponds to the lap time selected. If you have not completed a Sprint Event on this track, SELECT First Time on Track – Instructional.

Group 1 - 1:50 - 1:56

Group 2 - 1:57 - 2:02

Group 3 - 2:03 - 2:09


Group 4 - 2:10 - 2:30

Group 5 - MX 5

First Time on Track - Instructional

Fee: \$0


18. If you are entering multiple Drivers (MAX 2) in the same car, CLICK CROSS ENTRY (SAME CAR) SELECT Drivers name from drop down box.

CROSS ENTRY (SAME CAR) 

Driver ▼

Cross Entry Fee: \$290

Driver is required for Cross Entry.

19. If no other name appears in drop down box, you will have to ADD CREW CLICK MY CREW at the top of page, then 

## My Crew

+ ADD CREW

Name	Type	Primary Phone	Licence Number	Photo
No Crew Members Found				

20. Complete Crew details such as **Crew Type Driver**, Drivers Last Name and MSA Licence Number. Then CLICK **IMPORT**. SAVE the new Crew Member and they should now appear as an option back in Step 15.

**New Crew Member - Circuit and Other Events**

1
Crew Type
Driver
^

Crew Type

Driver

Last Name\*

Licence Number\*

IMPORT

CANCEL

21. SECTION **(3)** Crew (Optional) not required for this type of Event.

22. SECTION **(4)** Other Preferences, if sharing a Garage nominate a person, this is where you can add Notes that will be visible to Event Organiser.

This maybe to inform the Organiser of you preferred Car No. if you have not already done so in MY CARS section.

4
Other Preferences (Optional)
^

Share garage with

Notes

23. SECTION **(4)** CLICK 

CONFIRM AND PAY

 SELECT Credit Card fill in Card details, then 

PAY NOW

24. WE LOOK FORWARD TO SEEING AT THE SUPERSPRINT EVENT