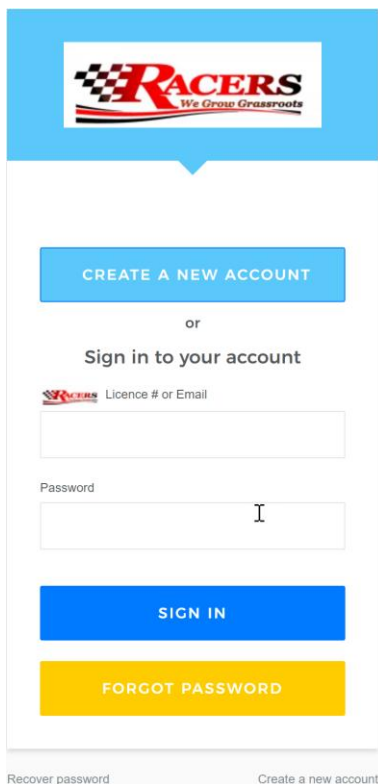


## ADMINISTRATION STAFF INSTRUCTIONS FOR APPROVING EVENT 'SIGN-ON'.

Step 1. On the device (either laptop or tablet) that will be used to confirm the events sign-on, log into [www.racers.world/staff-kiosk](http://www.racers.world/staff-kiosk) or use the below QR Code:

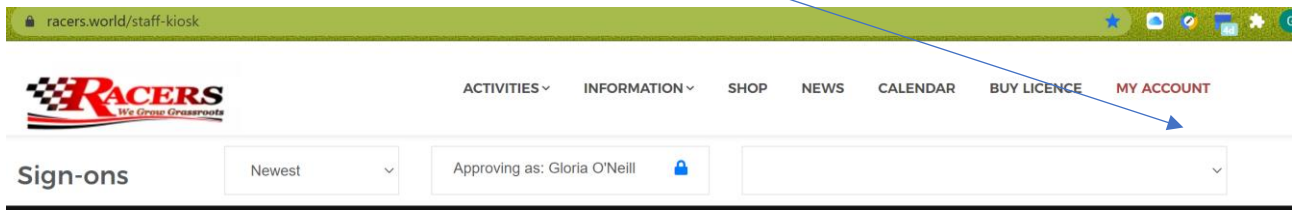


Sign-on staff are to log into **their personal RACERS** account, **not the Club's** RACERS account.

A screenshot of the RACERS login interface. At the top is the RACERS logo with the tagline 'We Grow Grassroots'. Below the logo is a blue button labeled 'CREATE A NEW ACCOUNT'. Underneath is the word 'or' followed by the text 'Sign in to your account'. There are two input fields: the first is labeled 'Licence # or Email' and the second is labeled 'Password'. Below the password field is a blue 'SIGN IN' button and a yellow 'FORGOT PASSWORD' button. At the bottom of the page, there are two links: 'Recover password' and 'Create a new account'.

## Step 2.

Select the event name in the dropdown box



## Step 3.

Once signed-on their photo and signature will be displayed on the screen for the staff to approve.

The sign-on's are colour coded for ease of recognition:

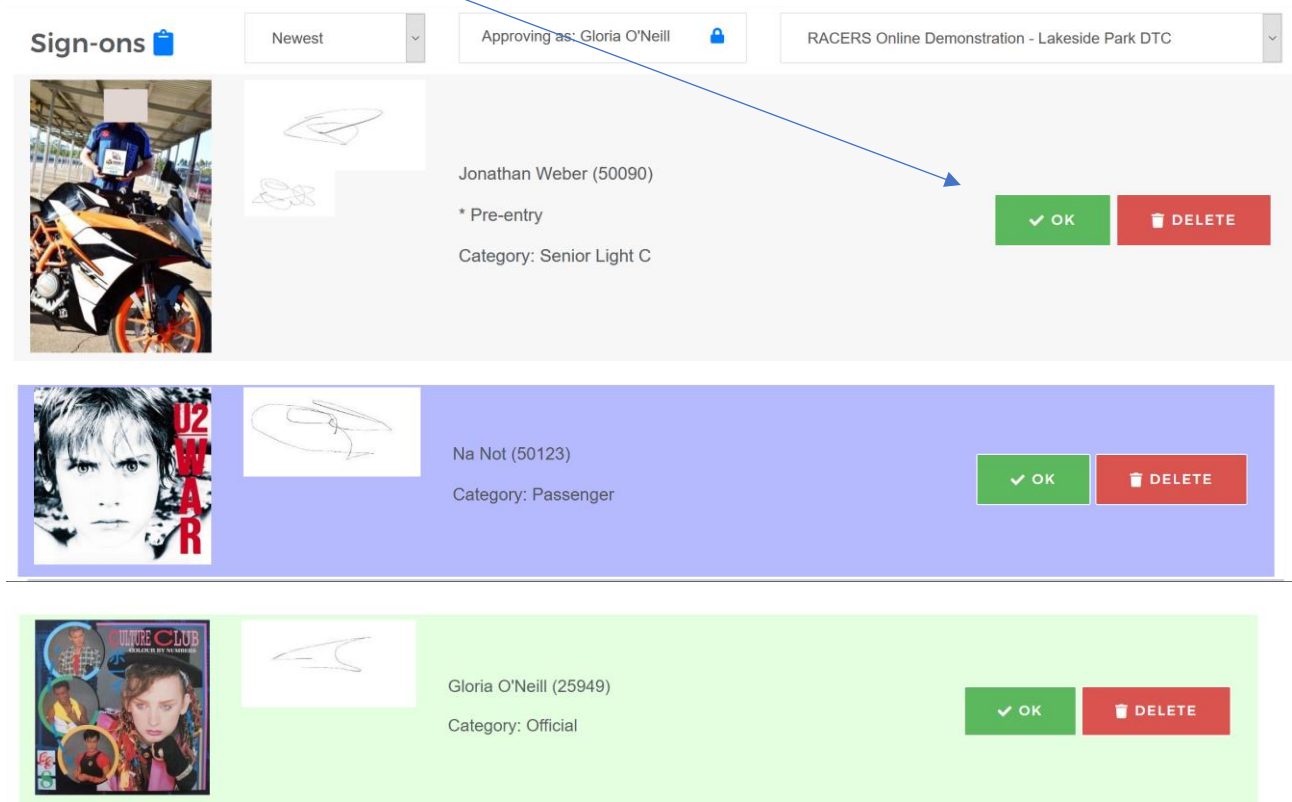
Grey -Participants (Driver/Rider) please ask to see their photo ID and RACERS licence.

Purple – Passenger please ask to see their photo ID.

Green – Official please ask to see their photo ID

The event indemnity is a legal document is it important that the photo and signatures are correct, select OK to confirm.

If there is any issue with either the photo or signature select delete and ask them to complete the sign-on process again.

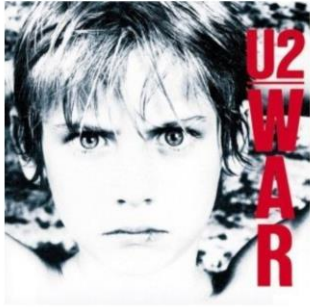


You will be asked to again confirm photo id:

Na Not (50123)



I have sighted the passenger's photo id



CLOSE

OK

Once confirmed the participants details are removed from the sign-on screen and stored electronically in the event indemnity.

## How to check if a licence is valid.

Located at the bottom of the racers.world website

[Check a licence](#)

[Event Sign On](#)

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### Licence Validity Check

Event Date \*

13 Jan 2021



Enter Licence #, Date of Birth or Surname

Racers Licence

Date of Birth



Surname

CHECK NOW

Ensure that event date is correct.

Complete either the RACERS licence number, Date of Birth or Surname, then click on the CHECK NOW TAB

# Licence Validity Check

25949 Gloria O'Neill holds licence Clubman - Annual valid until 9 Aug 2021

26619 Kym Cole Does not have a valid licence at 13 Jan 2021 Expired at 3 Apr 2015

47059 Gloria Test Does not have a valid licence at 13 Jan 2021

47093 Craig Coulam Does not have a valid licence at 13 Jan 2021 Expired at 19 Oct 2019

Event Date \*

13 Jan 2021



Enter Licence #, Date of Birth or Surname

Racers Licence

Date of Birth

21/04/1965



Surname

CHECK NOW