

# Online Entry and Administrative check system for Hungarian Rally events

## Basics

In the online entry system Entrants can register data and submit entries. Entrant can be any member of any ASN with a valid Entrant license.

Individuals can register and submit entries only if their license is an 'Entrant' type (in this case the Driver or Co-Driver holding this license will be the Entrant of the crew as well).

**EXCEPTION:** *In Amateur and Regularity categories the participants can submit entries by themselves without registering and signing in. If there are such categories in the current event(s), the online entry form is accessible on the home page with the 'AMATEUR entry' or 'REGULARITY entry' buttons.*

The Entrants have to register driver(s) / co-driver(s) and cars in the system. The registered (co-)drivers and cars are not tied to a single event, they can be used in entries for further events as well. The data have to be submitted once, and later can be modified if needed. With the registered and accurately maintained data, submitting entries for the different rallies will be fast and easy.

After submitting the entries, various documents also need to be uploaded to the system in order to conduct the preliminary administrative checking in the online space before the events.

The system allows the replacement of the co-driver or the rally car until the deadline stated in the regulations.

## How the system works and how to submit entries

### DATA

There are mandatory data, which can not be left empty and optional data which help the process of the administrative check and to create the scrutineering form. The data fields marked with red frame are mandatory and the ones marked with black frame are optional (blue frame indicates the data field, you are currently editing). You can find additional help next to numerous data fields by clicking the '?' icon.

### ENTRANT REGISTRATION

The Entrants can register with their email addresses, however for those who registered in previous years (2020-21) the accounts are still accessible with unchanged credentials (and of course the previously registered data and uploaded documents are also available). It is important if you have an existing registration do not create another account, but wait for the activation, otherwise you will not be able to see your previously registered drivers and cars! Contact our support if needed (e.g. forgotten password).

**We would like to emphasize to check the registered data and update or correct them before the first event if needed!**

The newly registered users, after filling out their entrant data, have to upload their valid entrant licenses for the current year in order to confirm that the users are indeed allowed to represent their teams and submit entries.

After this, the system administrator confirms the user account and notify you in an automated email through the system. After confirmation you will be able to submit entries. (Filling out data, registering drivers/co-drivers and cars are allowed even without the account confirmation.)

## **HOW TO REGISTER COMPETITORS (DRIVERS AND CO-DRIVERS) – 'NEW COMPETITOR' BUTTON**

Every driver and co-driver has to be registered in the system as a competitor.

During registration, besides the mandatory data, other data can also be submitted, which help and accelerate the on-site administration (for example by filling out the data for any pieces of safety equipment belonging to the driver and co-driver, these data will be included on the automatically generated scrutinnering form).

## **HOW TO REGISTER RALLY CARS – 'NEW CAR' BUTTON**

Cars also have to be registered in the system.

During registration, besides the mandatory data, other data can also be submitted, which help and accelerate the on-site administration (for example by filling out the data for any pieces of safety equipment belonging to the car, these data will be included on the automatically generated scrutinnering form).

## **HOW TO SUBMIT AN ENTRY**

In case an Entrant has at least one driver and one car registered in the system, and the user account has been confirmed, entries can be submitted to a rally. (Normally 2 competitors (driver and co-driver) are needed for an entry, but in accordance with the regulations it is possible to appoint the co-driver at a later time, but until the beginning of the on-site administrative check at the latest).

The process of submitting an entry is simple, you have to choose the desired driver, co-driver and car from those you have registered; the desired championship, class, cup; and then click on the 'Next' button.

**IMPORTANT: the entry is not submitted yet in this state! Only after checking the data and accepting the terms and conditions, can the entry be submitted by clicking on the 'Send Entry' button.**

Before finalizing the entry, all data can be checked, modified and saved to the drivers and cars for later use.

Before submitting an entry, a statement is required for the validity of the registered data by clicking the bottom checkbox. By submitting an entry the Entrant is held liable regarding the authenticity of the data and obligated to announce any change in the data until the beginning of the on-site administrative check at the latest.

After submitting an entry, the mandatory data cannot be modified any more, but the optional data still can be by clicking on the 'Manage' button in the row of the corresponding Entry.

The replacement of the co-driver or car (only within the original category) is a separate option may be managed with the corresponding buttons, and the entry can be cancelled also by clicking the button on the bottom part of the 'Manage Entry' page.

## **ENTRY FORM**

In accordance with Hungarian Rally Regulations the drivers have to possess the entry form signed by the Entrant, which has to be handed in during the administrative check. The system automatically generates the entry form, which is sent as an attachment in the entry confirmation email to the email addresses of the Entrant and the 2 participants.

## **Online administrative check**

Based on the uploaded data and documents the chief of the administrative checking conducts a preliminary check, even multiple times, if needed. The system sends an automatic email to the email addresses of the Entrant and the 2 participants with the result of the online check.

In case every administrative conditions fulfilled, only the signed entry form and driver's and co-driver's valid traffic licenses have to be shown during the on-site administrative check.

If something is missing or incorrect, the Entrant and the competitors will get a notification e-mail and these missing data or improper documents have to be corrected and uploaded. It is possible for the competitors also (only for their own entry) to upload documents themselves using the unique link provided in the notification email.

### **DOCUMENTS TO BE UPLOADED**

The system can receive files of the following formats: PDF, JPG, PNG. Maximum file size is 8 MB. Please upload valid (statement is needed by clicking the checkbox before the upload) and readable documents only.

- Driver's and Co-Driver's sporting licenses: needs to be uploaded only if the driver has a license issued by a non-Hungarian ASN.
- Starting permission: obtained from the native ASN; does not have to be uploaded if the license contains the permanent starting permit for foreign rallies.
- Valid traffic license for the rallycar at least until the end of the rally.
- Release statement from the owner of the car to the driver: only if the owner and the driver are not the same person.
- Insurance policy for the rallycar, which is valid at least until the end of the rally.
- Page(s) from the technical pass of the car with: basic data (make, model, type, etc); owner; validity.

## **Feedback, contact**

In case of any questions, remarks or problems regarding the online entry system, please contact us by e-mail: [rally@chronomoto.hu](mailto:rally@chronomoto.hu). It is important to know, that this address does not belong to the organisers or the administrative team, so please do not contact us in questions regarding to them (documents validity, payment, etc.)

**WE WISH YOU A SUCCESSFUL SEASON AND GOOD RALLIES IN HUNGARY!**

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