

NCRS Chapter Meet On-Line Registration Instructions

I. Create a Technical Discussion Board Account

- A. Member must have a Technical Discussion Board account. To register for the Technical Discussion Board go to this link to complete the registration and account activation process.
<http://www.ncrs.org/forums/register/initiate.php>
- B. If any problems are encountered with activating the Technical Discussion Board account or using the On-Line Registration system - Members are requested to initiate a **Help Desk** Trouble Ticket
<http://www.ncrs.org/helpdesk/>

II. Access the Chapter Event On-Line Registration Form

Access the Chapter meet on-line registration using your Technical Discussion Board logon Username and Password

http://www.ncrs.org/forums/register/event_subscription.php?ev_id=1104

III. Enter Registration Information

Personal Details Page

First page displayed is the “Personal Details Form”. Please update your information. It is important to make sure your **e-mail address** and **phone numbers** are correct.

- A. Errors in your entries click on to clear and start over
- B. Click on the button to save your updated changes.
- C. If no updated changes are required, click on the to proceed with your registration

Note: New England Chapter registration forms were used for the instruction examples. Your actual screens **will display the Arizona Chapter** title heading and **Arizona Chapter logo**.

NCRS Chapter Meet On-Line Registration Instructions

IV. Registration Page

Registration Page shows the event schedule and is where you will enter your attendees and/or make other selections. Dollar calculation is automatically done.

- A. If spouse/significant other and children are not shown, click on the link to add them to the NCRS database

Participants:

Primary member:

[Gary Chesnut](#)

Joining Relative(s):

[Chesnut, Norma](#) (Spouse)

Click [here](#) if you want to add a relative to the NCRS database so you can add him/her using this form.

- B. Enter the number of Corvettes you are bringing to the event

Corvette(s) you are bringing:

- C. To join or renew your Chapter dues click the box, otherwise leave blank

Merchandising:

Yes, I would like to join the New England Chapter for the remainder of the year, at \$25

\$

- D. Check the "Hold Harmless" box. All Registrations **must have** the "Hold Harmless" box checked

TOTAL Event Registration Fees: (Please note the [Convention & Judging Cancellation Policy](#))

\$

Hold Harmless Agreement: I agree to insure my vehicle(s) and property against loss, damage, and liability, and to provide proof of such insurance to NCRS at registration. I agree to assume the risk of any and all damages or injury and to indemnify and hold harmless NCRS, its officers, directors, agents, employees, chapters, and Corvette Mike New England, for any acts or omissions that may result in theft, damage, or destruction of my property or injury to me or others during, or as a consequence of this event.

- E. Errors in your entries click on to clear and start over

- F. Click on the button to save your selections

- G. Click on the button (displayed after clicking on Save) to go to the next page

NCRS Chapter Meet On-Line Registration Instructions

V. Car Judging

Car Judging page is for registering the Corvette you are bringing to the event.

If you **do not** want to register a Corvette for Judging – click on **Next >** at the bottom of the page

A. Make selections from the pull down menus. C2 and newer Corvettes will automatically populate some of the fields

Car Judging Application Form

Please use this form to apply to have your Corvette judged or displayed. Please carefully read all judging information (e.g. from the NCRS Judging Reference Manual) prior to completing this form.

Car info (as per VIN tag):

Model Year*: 1964

Car VIN*: 40867S119306

Car info (as per TRIM tag):

Car Style*: Convertible

Exterior Color*: Daytona Blue

Trim Color*: Blue (Leather)

Horsepower 300 hp

Engine*:

I plan to Drive my Corvette*

Estimated Driving Miles (one way): 2400 miles

Other Body Color:

Other Trim Color:

Other Horsepower: hp

B. Select either Judging or Display from the pull down menu

1. Judging

Judging: NCRS Flight Judging (\$50)

Display: NCRS Flight Judging (\$50)

2. Display

Display: [Not Selected]

[Not Selected]

5 Star Bowtie Display (\$0)

Bowtie Display (\$0)

Duntov Display (\$0)

International Mark of Excellence Award Display (\$0)

Special Interest Display

Sportsman Display (\$15)

NCRS Chapter Meet On-Line Registration Instructions

- C. Title and/or Registration and Insurance documents for the Corvette you are bringing to the event can be uploaded from your computer from either scanned or photos of your documents.

Make sure digital camera photos can be easily read before uploading. Print them out before uploading to make sure they are legible.

1. jpg file format is preferred
2. File size is limited to a maximum of 800 kilo bytes (kbps)
3. Photo re-sizer's are included with Microsoft Vista and Windows 7. Links to file sizer's:

XP users — Microsoft "Power Toys" picture resizer, page down until you see it
<http://www.microsoft.com/windowsxp/D...powertoys.msp>

Vista users — "VSO Resizer" integrates with Vista
http://www.vso-software.fr/products/image_resizer/

<http://www.gimp.org/>

If desired a print of this page for your records can be made by pressing the print button of your browser. If an e-mail address is provided a confirmation e-mail will be send to you for your records as well.

Please upload scanned images or send separate to the judging chairman (address see below):

- Judging prerequisite proof of contingency information (see Judging Reference Manual).
- Proof of ownership for the Corvette registered above (either a copy of the car title or current car registration),

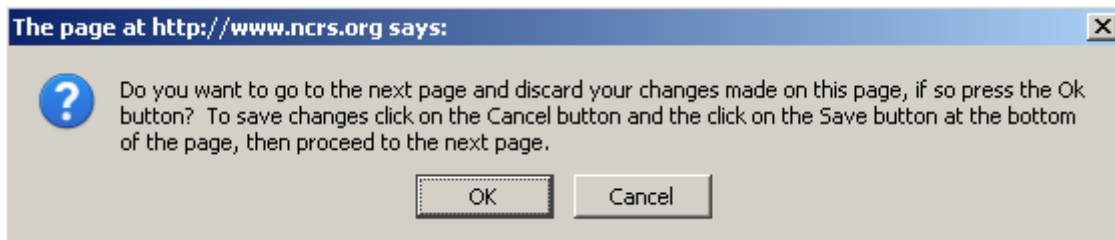
Upload car title image: **or upload car registration image:**

- Proof of liability insurance for the Corvette registered above to be judged which indicates in-force coverage during the event (09-25-2010)

Upload proof of liability insurance:

- These documents also needs to be presented during the event registration.

4. Review your entries/selections for accuracy
 - a. Errors in your entries click on to clear and start over
 - b. No errors, click on to save your selections
 - c. Save page Reminder message



5. Click on to go to the next page

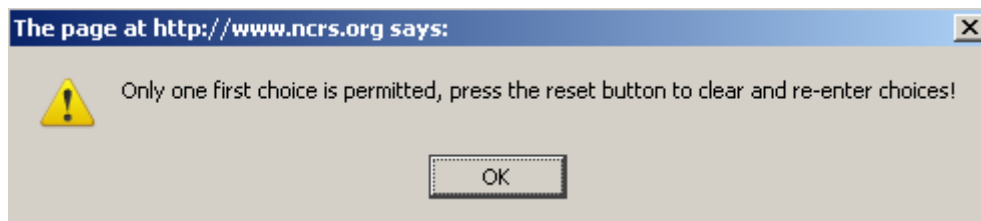
NCRS Chapter Meet On-Line Registration Instructions

VI. Judging

If you **do not** want to Judge, Tabulate or Observer Judge – click on **Next >** at the bottom of the page

A. Judge, Tabulate or Observer Judge – click on your selections, you can have **only one 1st Choice** and **must check** a “Section Preference” selection such as Chassis

B. Two 1st Choice selections cannot be made and will display this error message



C. Errors in your entries click on **Reset** to clear and start over

D. Click on the **Save** button to save your selections

E. Click on the **Next >** button to go to the next page

NCRS Chapter Meet On-Line Registration Instructions

VII. Insurance Details

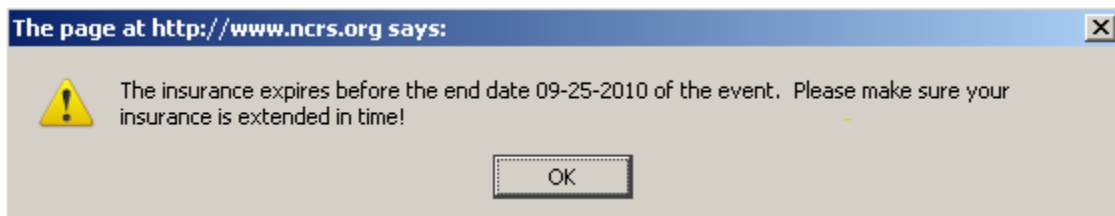
Insurance Details page is to enter in the required insurance policy information for the Corvette you are bringing to the event. Registrations are not confirmed until the insurance information is provided.

Car and Road Tour Insurance Registration Form

Anyone bringing a Corvette(s), whether to be judged or not, must complete the vehicle liability insurance information requested. Incomplete forms will not be processed. You must also provide/bring proof of in-force liability insurance for the Corvette(s) you will bring to the Convention.

Car VIN:	<input type="text"/>
Car insured with:	<input type="text"/>
Policy Number:	<input type="text"/>
Expires:	[?] [?] [?]

If your **insurance expires before the event** date you will receive this error message



NCRS Chapter Meet On-Line Registration Instructions

VIII. Event Summary

Event Summary page shows all of your selections and entries. Changes **must be made prior** to paying for the event registration **with a credit card or PayPal**. For changes after making payment, must be made by **calling the event registrar**.

- a. **Registration status** – status display will change after payment confirmation by registrar to “Your Registration is complete”.
- b. **Registration number** – include the registration number on all communications

Event Registration Summary

a. **Status: Your registration is not yet issued.**
b. Your registration number is 1043-11.

Personal Details:

Name:	Gary Chesnut
Address:	4700 W Wedgefield Rd
City:	Granbury
State:	TX
Zipcode:	76049-4041
Country:	United States of America
Phone:	817-579-5242
Cell Phone:	817-925-6176
E-Mail:	gchesnut@charter.net

Event Registration:

Primary Member:	Gary Chesnut	
Nr. of Corvette:	1	
Family Registration Fee:		\$20
Family Guest/Extended Family Fee:	0 persons at \$10	\$0

Merchandising:

Yes, I would like to join the New England Chapter for the remainder of the year	\$25
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Total Event Registration: \$45

Grand Total: \$45

- c. **Registration Status** — changes after payment by PayPal/Credit or payment is received by Event Administrator



NCRS New England Chapter Flight 2010 Registration Forms

Event Registration Summary

c. **Status: Your registration is complete**
Your registration confirmation number is 1043-4.

NCRS Chapter Meet On-Line Registration Instructions

IX. Payment Details Page

Payment Details page is to select your event payment method

1. Check/Money Order – **must include your registration number**. Recommend **including a copy of your Event Summary print out** with your check/money order payment.
2. PayPal – requires a PayPal account if this payment choice is selected. PayPal may be used to make a direct payment or Credit Card payment. To set up a PayPal account go to this link.

https://www.paypal.com/us/cgi-bin/webscr?cmd=_flow&SESSION=ztvFyW06J-dt-fpSEZb1pQEvf92BAzJfeVLA_oXy9_hj_r7RTXJ2Yd17bEW&dispatch=5885d80a13c0db1f22d2300ef60a6759516e590e949da361e9502e138eefdd27

3. Check the Event & Judging Cancellation Policy

NCRS New England Chapter Flight 2010 Registration Forms

Personal Details Registration Car Judging Judging Insurance Details Event Summary **Payment Details**

Payment Form

Check/Money Order (Please note registration number 136 on the Check)

PayPal Use PayPal for direct payment or Credit Card payment

Must be checked I have read and understood the Event & Judging Cancellation Policy, to complete your registration.

Registration Credit Card and PayPal payments will be processed automatically. After Credit Card/PayPal approval, a confirmation number will be posted to the Event Summary and an affirmation e-mail will be sent.

Mail check with NCRS and event registration number, car registration and insurance information to:
Angelo Finateri
219 Noonan Rd,
Fort Johnson, NY 12070-1646

Click on the "Pay!" button to finalize your payment.

Reset < Previous **Pay!**

4. Click on **Pay!** to process your check or PayPal payment selection
5. To complete PayPal payments you will be re-directed to logon to your PayPal.
6. Registrar will send an e-mail confirmation notice after registration is reviewed, approved and payment is processed
7. PayPal is direct debit from your checking account by default
8. To use a credit card with PayPal, change the **"funding source"** select to your credit card

X. Navigation Tips

Navigation through the different pages by clicking on the **Blue Menu** buttons at the top



or by clicking on the registration **Work Flow** buttons on the right hand side

