



How to use BMX Victoria's Online Entry system to enter an event

There are three stages to entering a BMX event using the BMXV/IMG online entry system. They are

1. **Registration** Register an Entrant, who must be 18 years or older; a parent, guardian or other person responsible for any under 18 year old riders entering the event. Note: this registration is only valid for one event; next time you enter an event online you will need to register again because in doing so you are acknowledging your acceptance of the Terms and Conditions for this particular event.
2. **Add Entries** Having registered, this is where you add entries for the event. If entering more than one rider or more than one class you have to complete all details for each class and save them, before adding more riders or classes.
3. **Accounts** Once you have entered all riders and/or classes, this is where you make secure payment using your credit card. *Note: you cannot enter an event online and then 'pay on the day': until you complete payment using a credit card you are not entered for the event.*

The following examples are based on entering the 2011 Track Attack Series, but the same procedure is used for all BMXV events offering online entry.

1) REGISTRATION

Go to the BMXV website www.bmxv.com.au

Click on '**2011 Events**' on the left side of the homepage. A calendar of events opens up; find the event you wish to enter and click on '**Online Entry**'

Please click [Here](#) to download the BMXV 2011 Calendar.
Please read the attached [users guide](#) for information on online entry.

Date	Event	Series	Track	Entry Form	Online Entry
January 2011					
15th-23rd	Track Attack			Website	Online Entry
15th	Eastfield		Eastfield		

You have now entered a page headed '**Registration System**'; scroll down the page and click on '**Register Here**'

How to register?

New Users, click on "Register Here"

You must register for this event, registration for other events are not valid for this event.

Existing User (already registered for this event), use your username and password to login.



Click on the little circle to the left of "the contact person must be 18 years or older"

New Registration

Contact Person (Must be 18 years or older)

The contact person must be 18 year or older.



For riders under 18 years of age the contact person must be a parent or guardian.



Then click on the 'Next' box below.

Read the "Conditions of Entry" on the next page that opens up, and if you accept them click on the button to the left of "I understand and accept these conditions that apply" then click on 'Next'

New Registration

Conditions of Entry

To be accepted by all entrants 18 years and over, or the Parent/guardian of entrants 17 years and under.

Conditions of entry: To be read and signed by all entrants 18 years and over or the Parent/Guardian of entrants 17 years and under. Persons entering the host BMX club's track and its immediate environs do so at their own risk. BMX Victoria and the host City Council, their officials, employees, contractors and voluntary workers accept no responsibility for any injury, any damage or loss however incurred during the activities associated with this event. Medical attention will be arranged for any person when necessary, especially in the absence of any parent or guardian.

I understand and accept these conditions that apply.

I understand and accept these conditions that apply

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Print

On the page that now opens up you are asked to provide all the details of the Entrant: **Important note: Entrant, not Rider** (unless the competitor is over 18 and is the both Entrant & Rider).

All fields with a little red diamond next to them are compulsory. **Important: it is essential that your contact phone number(s) and email address are listed accurately** in case we need to contact you regarding your entry.

Title: ♦ First Name: ♦ Initial: Last Name: ♦ Address: ♦ Suburb: ♦ State: ♦ Postcode: ♦ Private: ♦ Mobile: ♦ Username: ♦ Password: ♦ Email Address: ♦	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Area Code: <input type="text"/> Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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You need to invent a Username and Password for yourself and enter them in the appropriate boxes. It is important that you remember these in case you need to exit Online Entry for whatever reason, then re-enter it to complete an entry.

Once you have entered the entire required information click on 'Next' at the bottom of the page.

New Registration

This page is to confirm you are about submit your online registration application.

If you are sure you want to proceed click "Submit Application" now.

The "Submit Application" Button Should Be Pressed Only Once.



Click on 'Submit Application' as above, and stage 1, Registration is complete. You can now proceed to add entries, or you can exit online entry and come back later, using your Username & Password to add entries.

2) ADD ENTRIES

New Registration

Click on "My Account" to begin event registration.

My Account

The next page that will open up after completing Registration is as above. To start adding race entries click on 'My Account'

Alternatively, if you exited Online Entry after completing Registration, and have now come back to add entries having already registered for the event, go to www.bmxv.com.au / '2011 Events' / Online Entry etc. but this time, instead of clicking on 'Register Here', click on 'Login'



THE SERIES THIS SUNDAY THE 20th WITH A FAMILY PRESENTATION EVENT AT PARK ORCHARDS BMX

Series Entries will close on the 12th of January 2011 at 7pm

Online entry to each round will close at 5pm the day before each round

Entries after the 12th of January will be placed into an already formed class

For full series details go to www.trackattackbmx.com.au

How to register?

New Users, click on "Register Here"

You must register for this event, registration for other events are not valid for this event.

Existing User (already registered for this event), use your username and password to login.

Register Here

Username:

Password:

Login

Forgotten Password?

If you have forgotten your password please click here to retrieve it.

Enter the Username and Password that you previously created, then click on 'Log In'

Register Here

Username:

Password:

Login

Forgotten Password?

If you have forgotten your password please click here to retrieve it.

Click on 'Add Entries', tick the button next to the event name, and then click on 'Next' as below.

Add Event

- [My Profile](#)
- [Add Entries](#)
- [Accounts](#)
- [Log Out](#)

Event



TRACK ATTACK 2011

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Tick the button next to the event (note: in the example used here, there are multiple choices because this is for a Series; for most one-off events there would not be so many entry types to choose from). Click on 'Next'

Add Event

- [My Profile](#)
- [Add Entries](#)
- [Accounts](#)
- [Log Out](#)

Events



All SERIES ENTRIES

- Round 1, 15th Jan, Eastfield BMX Club
- Round 2, 16th Jan, South Eastern
- Round 3, 18th Jan, Knox BMX Club
- Round 4, 20th Jan, Frankston.
- Round 5, 22nd Jan, Lilydale BMX Club
- Round 6, 23rd Jan, Park Orchards

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Choose a class to enter then click on 'Next' as below: **important note: if you are entering multiple riders and/or multiple classes just follow the following process to enter all the details for the first rider in their first class; once complete we will come back and add other riders or additional classes.**

Add Event

[My Profile](#)[Add Entries](#)[Accounts](#)[Log Out](#)

Entry Types

- | | | |
|----------------------------------|----------------------------|----------|
| <input type="radio"/> | AA Men | \$240.00 |
| <input type="radio"/> | Supergirls and A Men | \$168.00 |
| <input type="radio"/> | 11 to 13 Voucher | \$132.00 |
| <input type="radio"/> | 8 to 10 voucher | \$114.00 |
| <input checked="" type="radio"/> | Age and Cruiser Classes | \$102.00 |
| <input type="radio"/> | Sprockets | \$84.00 |
| <input type="radio"/> | 3rd Family Member Discount | \$51.00 |

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Now enter the Rider information on the following page for the first rider and their first race class if entering more than one:-

Rider Information

Licence Number: ♦

(If you are a new rider and have not yet received a Licence Number please enter your first and last names without spaces. If you have renewed your licence and not yet received your new card please use the existing licence number, (your licence number will carry over)

Given Name: ♦

Surname: ♦

Date of Birth: ♦

(For riders who's year of birth is prior to 1960 please do the following. Select 1960 from the drop down list, the list will then collapse, select the list again and you will find that years prior to 1960 can then be selected.)

Plate/Race Number: ♦

Sponsor:

Age and Cruiser Classes

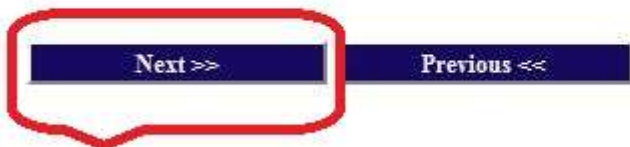
Important note: it is extremely important that the above information is correct, particularly the BMXA Licence Number, Rider's Name and Date of Birth. If the rider is new to the sport and has not received their BMXA licence yet then read the note under 'Licence Number' and enter the rider's name without spaces in the box where it asks for 'Licence number'.

Choose a class, as below, and then click on 'Next' at the bottom of the page.

Rider Class: ♦
(Select one only, 20" or Cruiser class. You cannot select more than one class.)

- 8 Girls
- 8 Boys
- 9 Girls
- 9 Boys
- 10 Girls
- 10 Boys
- 11 Girls
- 11 Boys
- 12 Girls
- 12 Boys
- 13 Girls
- 13 Boys
- 14 Girls
- 14 Boys
- 15 Girls
- 15 Boys
- 16 Girls
- 16 Boys
- 17 Girls
- 17 Boys
- 18 Girls
- 18 Boys
- 19-29 Women
- 19-29 Men
- 30-39 Women
- 30-39 Men

-
- 50+ Womens Cruiser
 - 50+ Mens Cruiser



A page like the following will open up:-

Given Name: ♦	Steve
Surname: ♦	Hunter
Date of Birth: ♦ (For riders who's year of birth is prior to 1960 please do the following. Select 1960 from the drop down list, the list will then collapse, select the list again and you will find that years prior to 1960 can then be selected.)	19-Aug-1951
Plate/Race Number: ♦	33
Sponsor:	
Age and Cruiser Classes	
<hr/>	
Rider Class: ♦ (Select one only, 20" or Cruiser class. You cannot select more than one class.)	19-29 Men

Your answers are shown above. Please check and press "Submit" button to add event to your account.



Check that all the Rider details, and class entered are correct, then click on 'Submit' .If they are wrong, use your internet browser's Back button to go back and edit the information, then choose 'Submit'

If you have additional classes or additional riders to enter then click on 'Add Entries' on the next page, and enter the rider's details and classes entered as above.

Continue this process until all your riders have been entered in all their classes.

Once the above is all done, you have completed stage 2. You will now proceed to 'Accounts' to pay for the entries.

3) ACCOUNTS

If proceeding to payment of entry straight away, then click on 'Pay \$xxx.xx Now' or if you exited the system after adding entries, come back via 'Accounts'

Click on the 'Pay \$102.00* Now' (* amount in this example)

Accounts



Outstanding Fees

Entry Types

Date	Description	Amount	
03/Jan/11	Contact Person (Must be 18 years or older)	\$0.00	

Event

Date	Description	Amount	Delete	Select
03/Jan/11	All SERIES ENTRIES - Age and Cruiser Classes	\$102.00		

Total Outstanding Fees

\$102.00



Paid Fees

The system has no paid fees presently recorded.

Promoted Fees

The system has no promoted fees presently recorded.

The 'Pay Account' page, as below, will open, where you will supply your credit card information, for secure transaction by IMG.

Pay Account

Credit Card Information

Credit Card Type: ♦

Mastercard

Card Number (Do Not Enter Spaces Between Numbers): ♦

Cardholder's Name: ♦

Joe Blow

Expiry Date: ♦

01

2011

Total To Be Charged To Card: \$102.00

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Cancel

Security

Payment Processing

Credit Card Statement

IMG Sports Technology Group's secure server software (SSL) is the industry standard and among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card number, name, and address so that unauthorized persons cannot access it over the Internet.

Click on the above logo to verify site security.

For security reasons your IP Address will be recorded with this application (122.107.213.39).

Click on 'Next' when finished and follow the prompts to save your credit card receipt, which you can print out if required.

Also, within a few minutes you should receive an email from IMG confirming your entry for the event. This email will be sent to the address that you provided during the registration process.

If you have any questions about the above, please email onlineentry@bmxv.com.au and/or admin@bmxv.com.au for help.

Steve Hunter_Secretary

3rd January 2011

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