This document will walk you through the MotorsportReg registration process for the Dairyland Racing events.

This looks like a HUGE document, but it isn't! There are lots of screen snapshots to help clarify what you need to fill out and what you don't!

If you have previously used MotorsportsReg – for the Dairyland Classic or the Steel Shoe Fund 3Hour event – then this document is probably just review for you.

Day-of-race entries will be still accepted at the event, albeit at a higher price than using MotorsportReg for online registration.

So, let's get started!

The registration process with MotorsportReg involves three main areas:
1. the MotorsportReg Account/Profile
2. the Event Registration
3. the Speedwaiver®.

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On to step 1 – the **ACCOUNT/PROFILE**!

STEP 1: THE ACCOUNT/PROFILE

1. MotorsportReg Account/Profile: Creation
   a. If you do not already have a MotorsportReg account, one will automatically be created for you when you begin registering for one of the Dairyland Racing events.
   b. We use three main areas of the MotorsportReg Account/Profile: My Information, Memberships, and Garage. All three areas must be completed before you attempt to register for the Dairyland Racing events.
      i. We do not use the Mailing Lists, Medical, Log Books, Experience, or Account Relationships areas.

2. This is your personal information. We use this to contact you (if we have to), and also to fill out our announcer sheets and grid sheets at the event.

3. The fields that are highlighted in yellow above are required. The others are optional.

4. Enter your name the way you want it to appear on the line-up & announcer sheets. Mike vs Michael, Tom vs Thomas, T.J. vs Timothy, etc.

5. Email and cell phone are important so we can contact you if we have any issues with your registration, especially on race day.

6. Your date of birth is important so that we know which competitors are minors, and to ensure that you are the correct age to compete in the class(es) that you have registered for.

7. Click the "**SAVE MY INFORMATION**" button at the bottom of the page.

1B. MOTORSPORTREG ACCOUNT/PROFILE: MY MEMBERSHIPS

8. In this section, you need to add your AMA membership number to your profile.

9. When you attempt to register one of our events, your Membership Suite should automatically create a "Dairyland Racing" organization (if it does not already exist).

    a. Unfortunately, every promoter in MotorsportReg has their own Membership Account. So even though you may have competed at the Steel Shoe Fund 3 Hour event, or the High Voltage Ice Race event in the pat, you still are required to create a Dairyland Racing membership and enter your AMA membership number.

10. Edit the "Dairyland Racing" organization, and then enter **your** AMA membership # (the five to seven digit number in large font on your AMA membership card into the AMA Member # area of the Membership field. And then click "Save Club Membership".

    a. We will manually verify the AMA membership number entered into your profile with the AMA database; if the information does not match, we will be contacting you.

11. Note: if you do not have an AMA membership, or if your membership is expired, you will not be allowed to complete your registration for the event in question. To join the AMA or renew your AMA membership, use the link below.

    a. https://dairylandclassic.com/renew/
    b. One-day AMA memberships are available using that same link.
    c. If you do not remember your AMA number, contact us with your name, date of birth, and where you lived when you last had an AMA membership. We should be able to look up your old AMA membership number from the AMA database. Please give us a day or two to get back to you.

12. Note to **AMA Life members**: when you enter your AMA Membership number in the Dairyland Racing Membership, you may see an expiration date that ends in "/99", "/00", or "/20". These are "2099", "2100", and "2120", respectively. They should not prevent you from registering for the event.

1C. MOTORSPORTREG ACCOUNT/PROFILE: MY GARAGE

13. This is where you tell us about the motorcycles that you will be racing at our event.

14. The fields that are highlighted in yellow above are the only ones that we use.

15. The Model Year, Make, Model, Sponsor(s), and Displacement of your machine will help our Emcee educate our spectators on what you are racing, and allow us to ensure that your machine is suitable for the class that you are entering.

16. Ignore the Preferred Numbers field. We don't use these fields.

17. SPONSORS. You can use the Sponsor field to identify the sponsors for each machine in your garage.

18. Click the "Save Vehicle" button at the bottom of the page.

Now that your **PROFILE** is complete, let's move on to the **REGISTRATION** section!

STEP 2: THE EVENT REGISTRATION

19. The system should then take you directly to the event for registering.

20. Select a class that you wish to enter from the options listed.

21. Select which vehicle from your garage will be used in that class.

22. Select a Vehicle # for your motorcycle to be used in that class.

23. Repeat the steps above for each additional class that you wish to enter.

24. At the bottom of the registration page, you will be offered to go directly to the Speedwaiver area. Just select "yes" in the below area. If you enter your mobile/cell number, and click the "yes" button, it will take you directly to the Speedwaiver area.

> Sign the waiver electronically
>
> Mobile/Cell number
> +1
> [   ]
>
> ---
>
> Skip the line, sign the waiver on your mobile device.
>
> ● Yes
> ○ No
>
> You will receive a text message to sign your waiver.

25. Click "Proceed to Checkout" to review your class selections and then enter your credit card details.
    a. We will not process any credit card payments until the Wednesday before the event.
    b. There is no charge for cancelling your registration(s).
    c. Pre-Entries are cheaper than Post-Entries. So you can save some $$ by registering early!

OK, you have finished the **PROFILE** and **REGISTRATION** sections! Ready for the last step? Let's do the **Speedwaiver**®!

STEP 3: THE SPEEDWAIVER®

26. The Speedwaiver® is a digital liability waiver. Do you remember that large form that everyone signs in order to get a pit pass at a race? That's the insurance waiver. The Speedwaiver® is just a digital version of that form! If you sign the Speedwaiver®, you don't have to signs that large form at the race!

27. If you do not complete the Speedwaiver® online, you will have to sign the paper waiver form at the event.

3A. SPEEDWAIVER®: ADULTS

28. If you entered a cell phone number and clicked "yes" to the "Skip the line, sign the waiver" question at the end of your registration, it should have taken you directly to the Speedwaiver area.
    a. If not, access the event page in MotorsportReg; there will be a link to take you to the Speedwaiver area.
    b. Make sure you are logged into MotorsportsReg before accessing the Speedwaiver area. It is the only way to ensure that your Speedwaiver is linked to your registration.

3B. SPEEDWAIVER®: MINORS

29. A minor is not allowed to complete a Speedwaiver for themselves.

30. A parent or legal guardian must log in and then click the box that says "I am signing on behalf of a minor" above the name area. Then follow the steps to sign the Speedwaiver for your minor.

And…that's it!

If you have questions, our **Frequently Asked Questions** section is on the next page!

FREQUENTLY ASKED QUESTIONS

Q: Why should I use MotorsportReg and why should I register online?
A: You will save $$ on entry fees, and you will get to use the Express Lane at sign-up. Also, you have more control over your registration information and ensure that everything (name/nickname, sponsors, classes, bike number(s) etc.) are entered and spelled correctly.

Q: Can I start now and finish my Event Registration later?
A: Yes! You can stop your registration process at any time! Come back later and pick up where you left off. Just log into your MotorsportReg account, and then access your Dashboard to see all of your complete, or incomplete, event registrations.

Q: Can I register now, and pay later?
A: It depends on the event. For some of our events, we charge the credit cards when you register, and for some events, we wait until a few days before the event before we charge the credit cards. For multiple-day events or events outside of Wisconsin, we usually charge the cards immediately.

Q: Can I cancel my registration?
A: Yes! Just log in to your MotorsportReg account, access your Dairyland Racing event registration, and then change your status to "Cancelled". Notice that events have different cancellation policies. If you are eligible for a refund, and we have already charged your card, then we issue a refund to the same card. Just make sure you are accessing the correct Dairyland Racing event that you want to cancel!

Q: Do I need to complete the Speedwaiver?
A: No, but we highly recommend it. Competitors who complete their registration and Speedwaiver online will have a significantly easier time getting checked in at the event.

Q: I completed the Speedwaiver. Am I registered?
A: No! The registration is the registration. The Speedwaiver is a liability waiver.

Q: Once I complete everything, do I need to do anything at sign-up at the event?
A: Yes! You need to come to the Express Lane (for pre-entries only) in order to confirm that you are present and accounted for, and that we have all of your information entered correctly. And we need to give you your pit pass. If you didn't complete the Speedwaiver correctly, we will have you sign the waiver at that time.

Q: Can I just register at the event?
A: It depends on the event, but usually day-of-event race registrations are accepted. But you miss out on all the benefits of registering online.