

# East Tennessee Region Sports Car Club of America Registration Instructions and Guidelines

Connect the laptop power supply to the laptop and plug the other end into a power source (either an extension cord from the generator or use the inverter/car-battery setup)

Connect the mouse to one of the USB ports on the left side of the laptop. The connector only goes in one way, so don't force it.

Open the laptop and turn it on. After a few seconds you will see the WindowsXP desktop. The registration software should run automatically. If it does not, double-click the AXWare\_TS icon on the desktop.

Once the program loads, go to the FILE menu and select OPEN EVENT (SHORTCUT: CTRL-O). You may see several files listed. Select the File for the current event (Regional\_1.ecf for the first event of the year, Regional\_2.ecf for the second, etc.) and then click OPEN. Make sure you have opened the correct file by looking at the title bar at the top of the screen. It should reflect the appropriate event number, location, and date. You should also see names of the people who have pre-registered for the event listed on the screen.

You can now start registration.

Ask the person if they pre-registered. If they did, you can search for them by typing their last name into the search box at the top of the screen (you need to click in the DRIVER column in the registration grid first, so that you are searching the correct column):



Click the binoculars on the right to search for the next occurrence of the name and the binoculars on the left for the previous occurrence. Once you find their registration do the following:

Ask if they are a SCCA member, if so mark them as a MEMBER

Mark them as REGISTERED

Mark them as PAID

Type the amount they paid into the PAID field

Select their method of payment from the METHOD pull down

Ask them if any information has changed since they pre-registered. If so, make the changes by clicking in the field and typing over the information. If they need to change their class or number (or pax class), see "Reclassing a Car" later in this document.

If they did not pre-register:

Go to the registration grid (large window in the upper-right area of the screen) and right-click. Select INSERT NEW ENTRY (SHORTCUT: CTRL-I).

You should get the following window:

If they are running in a pax class (Novice or Pro) select N or P from the Pax menu. Select their class and type in the number they want to use. *Note, if the car number you've typed is already in use in the chosen class, a message will appear at the bottom of the window that says, "Entry already exists". You will need to click the CLEAR DATA button and start over with a different number.*

Type in the driver's first and last name. Please make sure you get the spelling correct. Type in the Car description using the following format:

YEAR (last 2 digits) MAKE MODEL

For example: 93 Mazda Rx-7

Fill in the paid field and select the method (cash/check)

Fill in the Car Color field with a simple description of the color (Blue, not World Rally Blue).

If they are an SCCA member, check the MEMBER checkbox and type their member number into the Member # field.

**Check the RACING check box.** This is an important step as it includes them in the printouts that are used when we split the cars up into run groups.

Click the REGISTER button.

If you need to create another new entry, click CLEAR DATA and repeat the process above. Or, you can click DONE and search for pre-registered entries.

**Note:** *Be sure to save the event file every so often in case something happens to the laptop. You can do this by going to the FILE menu and selecting SAVE or by simply hitting CTRL-S.*

## **Reclassing a Car**

The only time you should reclass a car is if their class, number, or pax class (Novice or Pro) was entered incorrectly.

To reclass a car, find the entry in the registration grid (you can use the search option, mentioned earlier). Once you find it, right click on the entry and select RECLASS CAR. A window will open where you can change the class, number, or pax class (Novice or Pro).

Again, the only time a car should be re-classed is if the car number, class, or pax class (Novice or Pro) was entered incorrectly. In any other case, you should just create a new entry. For example, if a driver switches cars in mid season, or is temporarily driving a car in a different class, create a new entry... this will preserve their points and standings under their old entry and it makes it easier to keep the points standings correct.

## **Notes**

**Please** be careful about your spelling. The information you type in (driver's name, car description, etc.) goes directly on the web page when results are posted and it is extra work to go back in and correct mistakes after the results have been posted.

The following is really more of the tech inspector's job, but I'm adding it here since some driver's go through registration before tech:

Please discourage people from using numbers that begin with zero. This makes it easier on timing/scoring since it is hard to tell 1 from 01 over the radio (people will often radio 01 in as being 1). The same goes for plain old zero... we've had people run 0 and 00 in the same event, which causes confusion.

Cars with multiple drivers should follow the SCCA standard for numbering, which is to add a 1 or 2 to the number for the second driver. Example, base number is 33, second driver would be 133, 3<sup>rd</sup> driver would be 233.

Pro and Novice drivers should have a P or N on their car in FRONT of the class number. Example: PDP (Pro D-Prepared).

Ladies classes should have an L on the car AFTER the class (CSL, C-Stock Ladies).

Here is a sample screenshot labeled with the grid names:

The screenshot displays the AxwareW software interface for a registration event. The main window is titled "Normal Event Mode" and shows the following information:

- TTOD: em 84 David Disney 31.111
- TPOD: sts 19 John Wilson 27.882

The registration grid is labeled "REGISTRATION GRID" and contains the following data:

Pos.	Class	Number	Driver	Model	Car Color	Grid #	Member	Registered	Paid	Amnt.	Method
48	2	cp 3	Dan Giannotti	85' Cobra Corsa			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
49	* 1	cp 66	David Morison	85' Mustang Cobra			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
50	* 1	ep 8	Ted Visscher	VW Scirocco			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
51	3	em 4	Ben Jordan				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
52	* 1	em 84	David Disney	2002 CMC Locost 7			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
53	2	em 184	David Disney	2002 CMC Locost 7			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
54	* 1	dm 29	Gary Lowndsdaile	Austin Healey			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
55	7	sts 3	Brian Colandro	95 Honda Prelude			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

The timing grid is labeled "STAGING GRID" and contains the following data:

Run #	Class	Number	Time	Penalty	Driver	Car	Position	Best Time	Diff
257	4	fs 7	37.600		Daniel Johnson	96 Ford Thunderbird	1	37.154	-
258	4	fs 22	38.946		Joe Parish	01 Mustang BULLITT	2	38.653	-1.46
259	4	fs 75	38.141		Chris Beattie	91 Acura 300	2	38.141	-0.96
260	4	gs 2	37.198		David Yoder	1993 Nissan NX2000	2	37.198	-0.31
261	4	gs 5	38.716		David Kirby	02 Cooper S	7	38.716	-0.16
262	4	gs 12	37.540		Os Green	88 Conquest - Silver	4	37.540	-0.16
263	4	gs 16	37.126		Scott Gibson	2002 Mini Cooper S	1	36.888	-
264	4	gs 22	51.287	dnt	Eugene Livisey	90 VW Corrado	10	41.379	-0.16
265	4	gs 31	39.932		Bill Lenihan	Mercedes c280	8	39.222	-0.50
266	4	gs 47	40.184		Van Gallik	89 Saab 900	9	40.184	-0.96
267	4	ne 65	45.129		Michael Hollander	87 CRX	12	44.719	-3.16

The status bar at the bottom indicates "Registration Staging".