



Michigan Turn Marshals Event Registration

ONE TIME SETUP - NEW USERS to **MotorsportReg**.com

1. Click on one of the pink tabs on the MTM home page. You will be redirected to MotorsportReg.com
2. Click on **create account** (upper right box) and follow the instructions.
3. Once you have entered your name, contact info, and new login/password, you will be redirected to the “My Events” Dashboard page, where you should see misc upcoming events.
4. Select the ‘My Account’ tab (upper right), then on the next screen click on **Edit My Information** →
5. On the next screen, click **+ Add Club** or **Edit Clubs** →
6. Scroll down the list and add Michigan Turn Marshals.
7. On the following page, simply click on **Save Memberships** ✓
8. You should then see the message: **Membership successfully saved!**
9. Go back to your Dashboard (dark blue tab, upper right) and you should now see all upcoming MTM events.
10. To see more information about an event or to register, click on **✓ Register!**

ONE TIME SETUP - EXISTING MotorsportReg USERS

1. Click on one of the pink tabs on the MTM home page. You will be redirected to MotorsportReg.com
2. Enter your existing Username and Password, and your “My Events” Dashboard page will be displayed.
3. If you have not yet added MTM as one of your clubs, follow steps 4 thru 7 above.

REGISTER for an MTM EVENT

1. Click on one of the pink tabs on the MTM home page. You will be redirected to MotorsportReg.com
2. Enter your existing Username and Password, and your “My Events” Dashboard page will be displayed.
3. To see more information about an event or to register, click on **✓ Register!**
4. The first page includes all information about the event, including dates, venue, links, and other important info that you will need to know. Press **Continue** →
5. The second page displays disclaimers. Press **Continue** →
6. On the third page you will enter experience info and what days you plan to attend. If you are not sure you may select the “Can't commit 100% right now?” box. Then press **Preview Order** →
7. On the final page you can **+ Add more events** or click on **I'm Done, Finish!** ✓
8. When you return to your “My Events” Dashboard page, you should now see the event(s) that you just registered for. From here you may view, edit or delete events by selecting ‘Event Dashboard’ (grey text, right side)

HELP – For detailed instructions, go to > <http://www2.motorsportreg.com/help/kb/AttendeeHelpList>