

NCRS Event On-Line Registration Instructions



Welcome to the NCRS Convention On-Line Registration Instructions.

These instructions will guide you through the on-line registration process, page by page.

Before you begin you will need to have these items on hand!

- 1) Your NCRS Membership Number
- 2) Your NCRS logon Username and Password — no account see “I. Create a Technical Discussion Board Account” on next page
- 3) Car Judging
 - a. VIN number
 - b. 63-96 Trim, Exterior, Interior and Color Codes, in addition to color names
 - c. Proof of Insurance Policy — scanned document to upload or paper to mail
 - d. Proof of Ownership — scanned document to upload or paper to mail
 - e. Performance Verification — State car license tag registration expiration date
- 4) Road Tour
 - a. VIN number
 - b. Proof of Insurance Policy — scanned document to upload or paper to mail
 - c. Proof of Ownership — scanned document to upload or paper to mail
 - d. State car license registration expiration date

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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 Event On-Line Registration Menu and Forms

Access the On-line Registration Menu

- Logon using your Technical Discussion Board logon Username and Password
- Click on this link http://www.ncrs.org/forums/register/event_subscription.php
- Select the Event you want to register

III. Registration Forms Navigational Information

First page is the “Personal Details Page

- A. Blue Menu Bar on top of every page — color format
 - “Red” current page
 - “Blue” accessible pages

Registration page is only page accessible until the registration page is completed and saved, the other pages are grayed out



Personal Details	Registration	Car Judging	Road Tour	Youth
Judging	Volunteer	Insurance Details	Event Summary	Payment Details

- B. Blue Menu Bar — after registration page is complete and saved with Hold Harmless agreement checked



Personal Details	Registration	Car Judging	Road Tour	Youth
Judging	Volunteer	Insurance Details	Event Summary	Payment Details

Note the color changes:

- **Registration** page complete and saved
- Pages; **Car Judging, Road Tour, Judging, Volunteer, Event Summary and Payment Details** are now accessible
- Insurance and Youth pages are grayed out

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C. Blue Menu Bar — Youth page tab

Youth page is for the Youth Activity program and will be grayed out unless a family member or guest between ages of 7 to 15 is registered.



D. Blue Menu Bar — Insurance page tab

Insurance page is grayed out until the Car Judging or Road Tour pages are completed and saved



E. Work Flow Menu on Right Hand side of page — color format

- Green for completed page(s)
- Blue for pages unviewed
- Orange for pages viewed

