



This document will walk you through the MotorsportReg registration process for the Steel Shoe Fund 3hr Endurance Ice Event. There are a LOT of fields in MotorsportReg that we do not need you to fill out; this document highlights the areas that we need you to fill out, and which ones you can skip over.

Using the online registration of MotorsportReg significantly reduces the face-to-face contact with race staff during the registration process, and allows for a significantly quicker check-in process for you at the event.

A pre-entry discount will be applied to online registrations at least one week prior to the event.

Online registration will be cut off a few days prior to the event, to allow us time to confirm and process the entries.

The complete registration process involves three main areas: the MotorsportReg Account/Profile, the Event Registration, and the Speedwaiver®.

## Table of Contents

1A. MOTORSPORTREG ACCOUNT/PROFILE: MY INFORMATION .....	3
1B. MOTORSPORTREG ACCOUNT/PROFILE: MEMBERSHIPS .....	4
1C. MOTORSPORTREG ACCOUNT/PROFILE: GARAGE .....	5
STEP 2: EVENT REGISTRATION.....	6
Team Captain Registration.....	6
Team Member Registration .....	6
Team Captain and Team Member Registration Completion.....	6
STEP 3: SPEEDWAIVER®.....	8
3A. SPEEDWAIVER®: ADULTS.....	8
3B. SPEEDWAIVER®: MINORS.....	8
FREQUENTLY ASKED QUESTIONS.....	9

Ready? Then let's get started!



## STEP 1: MOTORSPORTREG 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 the event.
- 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 event.
  - i. We do not use the Mailing Lists, Medical, Log Books, Experience, or Account Relationships areas.

The screenshot shows the user profile page for Bert Sumner on the MotorsportReg website. The page is titled "Bert Sumner" and includes sections for "My information", "Mailing Lists", "Memberships", and "Garage". The "My information" section contains fields for Address (with "US" entered), Email/Phone, Emergency contact, and Username/Password. The "Memberships" section lists Dairyland Racing, High Voltage, and Steel Shoe Fund. The "Garage" section is currently empty.

**HAGERTY** | MotorsportReg Find Events Plan Events Bert S.

Dashboard My Account Billing Organizer Home

**Bert Sumner**

**My information**

Address: [input field] US Email/Phone: [input field] Emergency contact: [input field] Username/Password: [input field] [Edit](#)

[Edit my information](#)

**Mailing Lists**

Spare your poor mouse - get upcoming events or last minute track bargains [straight to your inbox!](#)

**Memberships**

Organization	Mem #	Expiry	
<input checked="" type="checkbox"/> Dairyland Racing			<a href="#">edit</a>
<input checked="" type="checkbox"/> High Voltage			<a href="#">edit</a>
<input checked="" type="checkbox"/> Steel Shoe Fund			<a href="#">edit</a>

[Add Memberships](#)

**Garage**

Vehicle	Color	
<input type="text"/>	<input type="text"/>	<a href="#">edit</a>

[Add vehicle](#)




## 1A. MOTORSPORTREG ACCOUNT/PROFILE: MY INFORMATION

2. This is your personal information that we use to contact you and also to fill out our entry sheets at the event.

### My Information

**Contact Information**  
Event organizers will use this information to contact you or mail you materials.

Upload a photo: 

Provide a passport-like headshot to help organizers and other attendees recognize you

Name \*:    
enter the name of the participant

Email \*:


Address Line 1 \*:

Address Line 2:   
Apartment, suite, building, etc.

City, State, Zip Code \*:

Country \*:

Nationality:

Date of Birth:  

Mobile/Cell:

Home Phone:

Work Phone:

**Emergency Contact**  
Your safety is priority #1! We require this information in case of emergency.

Emergency Contact \*:

Emergency Phone \*:

[Save my information](#)

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, & results.
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 also to ensure that you are eligible to compete in the class(es) that you register for.
7. Click the “Save my information” button at the bottom.



## 1B. MOTORSPORTREG ACCOUNT/PROFILE: MEMBERSHIPS

8. This is your AMA membership number.
9. When you attempt to register for the event, your Membership Suite should automatically create a “Steel Shoe Fund” 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 Dairyland Classic, or the High Voltage Ice Race event, you still have to enter your AMA membership number here in the Steel Shoe Fund Membership area.

### Edit Steel Shoe Fund

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AMA Member #:

If you have one, otherwise leave blank

[Save club membership ▶](#) [Delete This Membership](#)

10. Edit the “Steel Shoe Fund” organization, and then enter your AMA membership # (the five to seven digit number in large font on your AMA membership card, usually in the lower left hand corner) into the AMA Member # area of the Membership field. And then click “Save Club Membership”.
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. The system will flag you as needing to renew or join. To join the AMA or renew your AMA membership, use the link below.
  - a. <http://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 Membership, you MAY see an expiration date that ends in “/99”, “/00”, or “/20”. These are “2099”, “2100”, and “2120”, respectively. This should not prevent you from registering for the event.

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### 1C. MOTORSPORTREG ACCOUNT/PROFILE: GARAGE

13. This is where you tell us about the motorcycle(s) that you will be racing.

**Edit Vehicle**

[Upload a photo](#)

Make: \*  | [Choose Make...](#)

Model:

Color:

Modifications:   
1000 characters maximum, 1000 remaining  
List your mods (suspension, motor, safety, etc...)

Preferred Numbers:  or  or   
Enter your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices in order of preference

Sponsor:   
Some organizations may promote your sponsor if provided

Transponder Number:   
If your car has an AMS or other transponder, enter the value here including leading zeroes

Engine Displacement:  cc  
Enter the cc of your motor in cc (1000cc = 1 liter)

VIN:   
Some organizations use VIN to track your vehicle

Tire Brand:   
Specify your tire brand if known

Log Book #:   
Competition vehicles may have a log book with a serial number

Official Weight:   
As listed in the GCR for your racing series

GCR Page #:   
Enter the page number from the GCR for your racing series class

Track:   
Enter the front and rear track width separated by a hyphen

Wheelbase:   
Enter the distance between front and rear axles if applicable

License Plate:

[Save vehicle](#)

14. The fields that are highlighted in yellow above are required.

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. Please only list your top 3 sponsors in the Sponsor field. If you finish on the podium, you can personally thank every one of your sponsors.

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

Now that your **PROFILE** is complete, you may register for the Steel Shoe Fund event!



## STEP 2: EVENT REGISTRATION

19. Access the event registration in MotorsportReg.com. If the system doesn't take you directly to the event registration, click the link below.
  - a. <https://msreg.com/steelshoefund2023>
20. There are two types of registration for the Steel Shoe Fund event: Team Captain and Team Member.
  - a. The Team Captain picks the class, bike number, and pays the entry fee.
  - b. Team Members link themselves to any existing Team Captain.

### Team Captain Registration

21. If you are the Team Captain, select "Team Captain Registration".
22. Select the class that you wish to enter.
23. Select which vehicle from your garage will be used in that class.
24. Select a Vehicle # for your motorcycle for each class from the list of available numbers.
25. Enter the team name (if you want to use a team name).
26. Repeat the steps above for each additional class that you wish to enter.

### Team Member Registration

27. If you are a Team Member, click "Team Member Registration".
28. Use the pulldown menu to select the Team that you are joining.

### Team Captain and Team Member Registration Completion

29. At the bottom of the registration page, each Team Captain and Team Member 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.

**Steel Shoe Fund – Incorporated 1997**



Sign the waiver electronically

Mobile/Cell number

Skip the line, sign the waiver on your mobile device.

Yes

No

You will receive a text message to sign your waiver.

30. Click “Proceed to Checkout” to review your registration selections.
- Team Captains will need to enter your credit card details.
  - We will not process any credit cards until just a few days before the event. So even if you register a month or more before the event, we won’t charge your card until right before the event.
  - There is no charge for cancelling your registration(s).
  - You can save some \$\$ by registering early!

Ready for the last step? Let’s do the Speedwaiver®!



### STEP 3: SPEEDWAIVER®

31. The Speedwaiver® is a digital liability waiver. If you sign it digitally, you don't have to sign it at the event before receiving your pit pass.
32. If you do not complete the Speedwaiver® online, you will have to sign the paper waiver form at the event.

#### 3A. SPEEDWAIVER®: ADULTS

33. 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.
34. Make sure that you are logged into MotorsportReg before accessing the Speedwaiver area. This is the only way that the system will link your Speedwaiver to your registration.

#### 3B. SPEEDWAIVER®: MINORS

35. A minor is not allowed to complete a Speedwaiver for themselves.
36. 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.

A screenshot of a digital form for signing a waiver on behalf of a minor. The form is set against a dark background. At the top, there is a checkbox labeled "I am signing on behalf of a minor". Below this are three white input fields: "First Name", "Last Name", and "Mobile Phone". The "Mobile Phone" field includes a small flag icon and a dropdown arrow. Under the input fields, there is another checkbox labeled "I confirm that I am an adult of legal age and I agree to the [SpeedWaiver Privacy Policy](#)". Below this is a line of text: "By submitting this form, I agree to receive text messages for the purposes of signing this waiver." At the bottom of the form is a prominent blue button with the text "Send Waiver Links" in white.

And...that's it!





## FREQUENTLY ASKED QUESTIONS

### **Q: Can I finish my Event Registration later?**

A: Yes! You can stop your registration process, and later on 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: You need to enter your credit card information when you register using MotorsportReg. However, we will not charge any credit cards until right before the event. So you can register months in advance (to reserve your bike number in your class), but we won't charge anyone until right before the event.

### **Q: Can I cancel my registration?**

A: Yes! Just log in to your MotorsportReg account, access your event registration, and then change your status to "Cancelled". There is no fee to cancel. The system will automatically remove all Cancelled entries from the list of credit cards to be charged.

### **Q: Why am I not able to pick my bike number?**

A: Probably because someone already has picked that number. Each bike must have a unique number at the Steel Shoe Fund event (we provide the front number plates). If someone already has your number, you will need to pick another one.

### **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! Not unless you have registered for any classes. It is best to complete the Speedwaiver as the LAST STEP of the registration process. One glitch in the system is that it will allow you to complete a Speedwaiver separately from your registration, which means we must manually link the two together.

### **Q: Once I complete everything, do I need to do anything at sign-up at the event?**

A: Yes! You must confirm that you and your team are present, and receive your team front number plate. We will confirm that everyone on your team completed the Speedwaiver. But that's it! We have an Express Lane set up for those who completed the Online Registration process – it goes a LOT quicker for us and for you!