

## **CACA Event Entry** (Via CAMS Online Entry)

We will once again be using the CAMS Online Entry system, if you have any queries email me at [eventsecretary@caca.org.au](mailto:eventsecretary@caca.org.au) . More information on the CAMS Online Entry System is below:

This system will hopefully streamline the current admin in administering an event, especially in reducing the waiting time to enter, and the handling of cash and credit cards prior to the event start.

If all runs well you will simply attend the admin desk to be marked off the list, and receive your numbers and scrutineering form. Lunch orders (where applicable) will be handled separately and paid for separately.

**PLEASE NOTE:** We are unable to accommodate multiple driver entries at this stage. Each entrant will need to log on individually and enter the event. This may well change further down the track.

You will need to follow the following instructions to:

Log onto your CAMS Member Portal

### **To Enter an event**

- Logging onto the CAMS Member Portal.
- Go to the CAMS Website <http://www.cams.com.au>
- On the screen you will see the member portal.
- Type in your CAMS Member Number, followed by your password (if you remember it...if not click on the Forgot password and follow instructions to get your new password).
- You will then see your profile if your password was successful
- On the LHS you will see 'CAMs EVENT ENTRY'. Click on this.
- Click on 'Go'
- Go to 'My Cars', then click on 'ADD CAR', and complete the details of your car.

**PLEASE NOTE:** When you come to VEHICLE CLASS do not allocate a vehicle class as we will determine the class at scrutineering.

- If you use the same vehicle for Motorkhana and Khanacross events you would need to create your vehicle twice.
- Complete as much info for the car, ensuring that under 'Transponder' you insert the 'None' response.
- Save your vehicle record and the car should then be registered on the system.
- Go to My Crew. Your details will automatically be shown from CAMS records. Don't add further drivers - we request that each driver performs that setup individually.
- Go to My Details: Check the information that is populated from the CAMS records. Update if required.
- Go to My Events: Click on 'My Events' then click on 'Enter an Event' and select the 'CACA Event that you wish to enter'

**PLEASE NOTE:** Supp Regs and Disclaimer must be ticked by the entrant. Please also tick that you have read them.

- In STEP 2 – Select your car and driver using the dropdowns.
- Ensure that you tick 'Adult Entry' or 'Junior Entry' as applicable.
- Scroll to the bottom of the entry for the payment details.
- Click on confirm and pay'.
- Select 'Credit Card' and complete your card details.

The system will confirm your entry and payment.

This system will record all entrants therefore making it easier for the director and secretary to have a clearer picture as to the number of runners for the event.