

TUTORIAL ONLINE ENTRIES FOR MOTORSPORT EVENTS

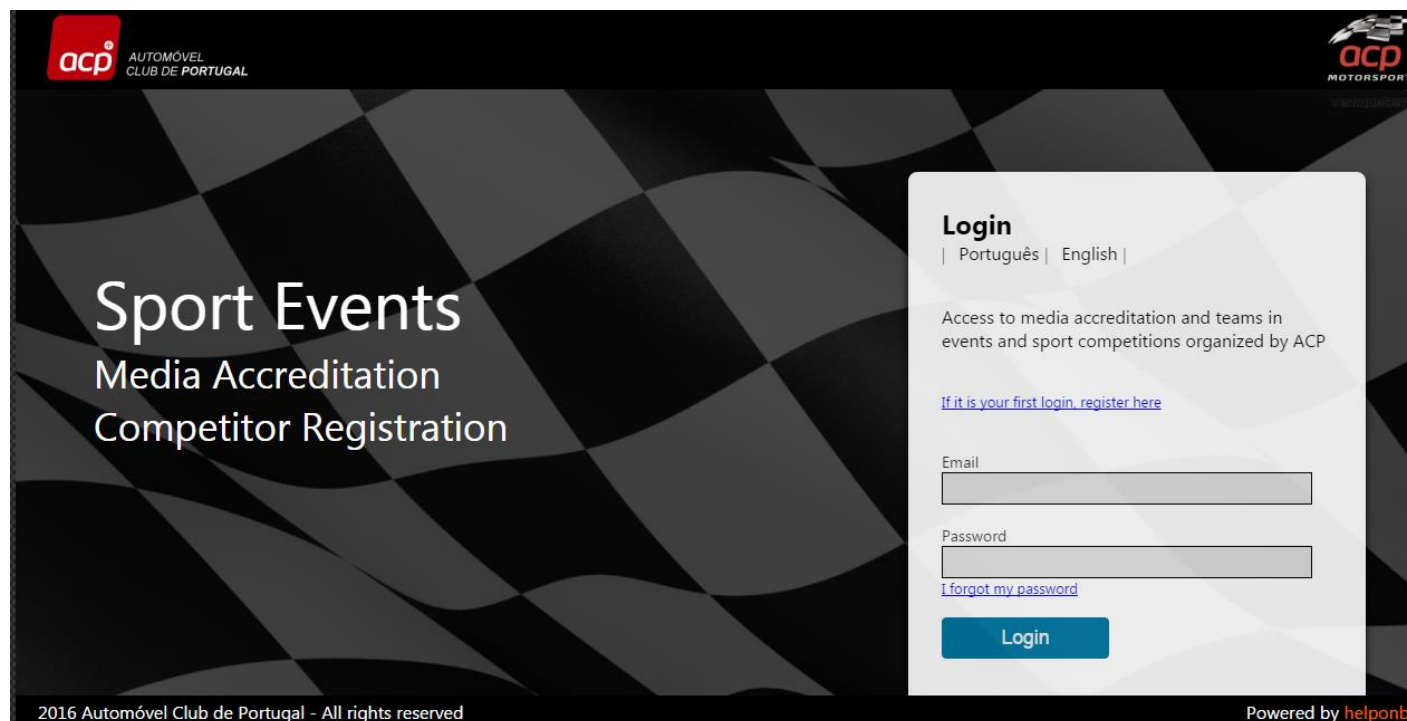


In order to register online please access the link below:

<http://provasdesportivas.acp.pt>

NOTE: Access and entries should be done on a PC, using preferably Google Chrome. The access through a mobile phone or tablet may not work correctly!

Before you register your entry, please take a look at all the information and SUPPLEMENTARY REGULATIONS at the official website of the event!



The screenshot shows the ACP website interface. The header includes the ACP logo and 'AUTOMÓVEL CLUB DE PORTUGAL' on the left, and the ACP Motorsport logo on the right. The main content area has a dark background with a checkered pattern and the text 'Sport Events', 'Media Accreditation', and 'Competitor Registration'. On the right side, there is a white login box titled 'Login' with a language selector (Português | English |). Below the title, it says 'Access to media accreditation and teams in events and sport competitions organized by ACP'. There is a link 'If it is your first login, register here'. The login form includes fields for 'Email' and 'Password', a link 'I forgot my password', and a blue 'Login' button. The footer contains '2016 Automóvel Club de Portugal - All rights reserved' and 'Powered by helpnbiz'.

acp⁺ AUTOMÓVEL
CLUB DE PORTUGAL

acp
MOTORSPORT

Sport Events

Media Accreditation
Competitor Registration

Login

| Português | English |

Access to media accreditation and teams in events and sport competitions organized by ACP

[If it is your first login, register here](#)

Email

Password

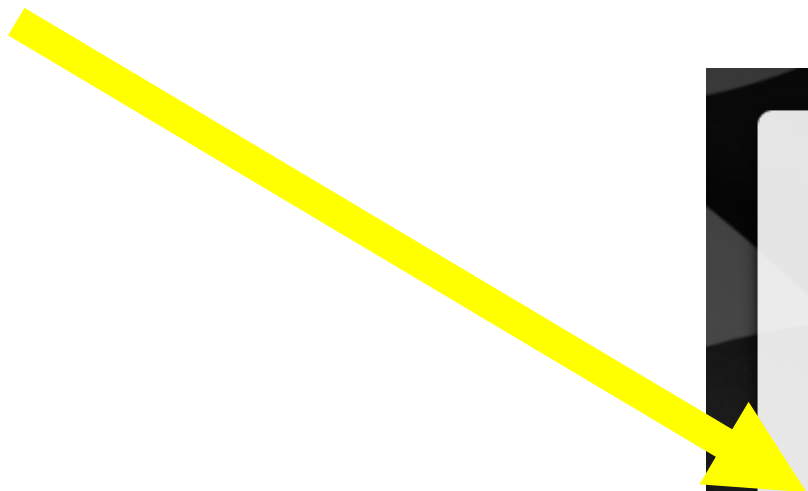
[I forgot my password](#)

Login

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If it is your first time at our site, click here to obtain a password:



Login

| Português | English |

Access to media accreditation and teams in events and sport competitions organized by ACP

[If it is your first login, register here](#)

Email

Password

[I forgot my password](#)

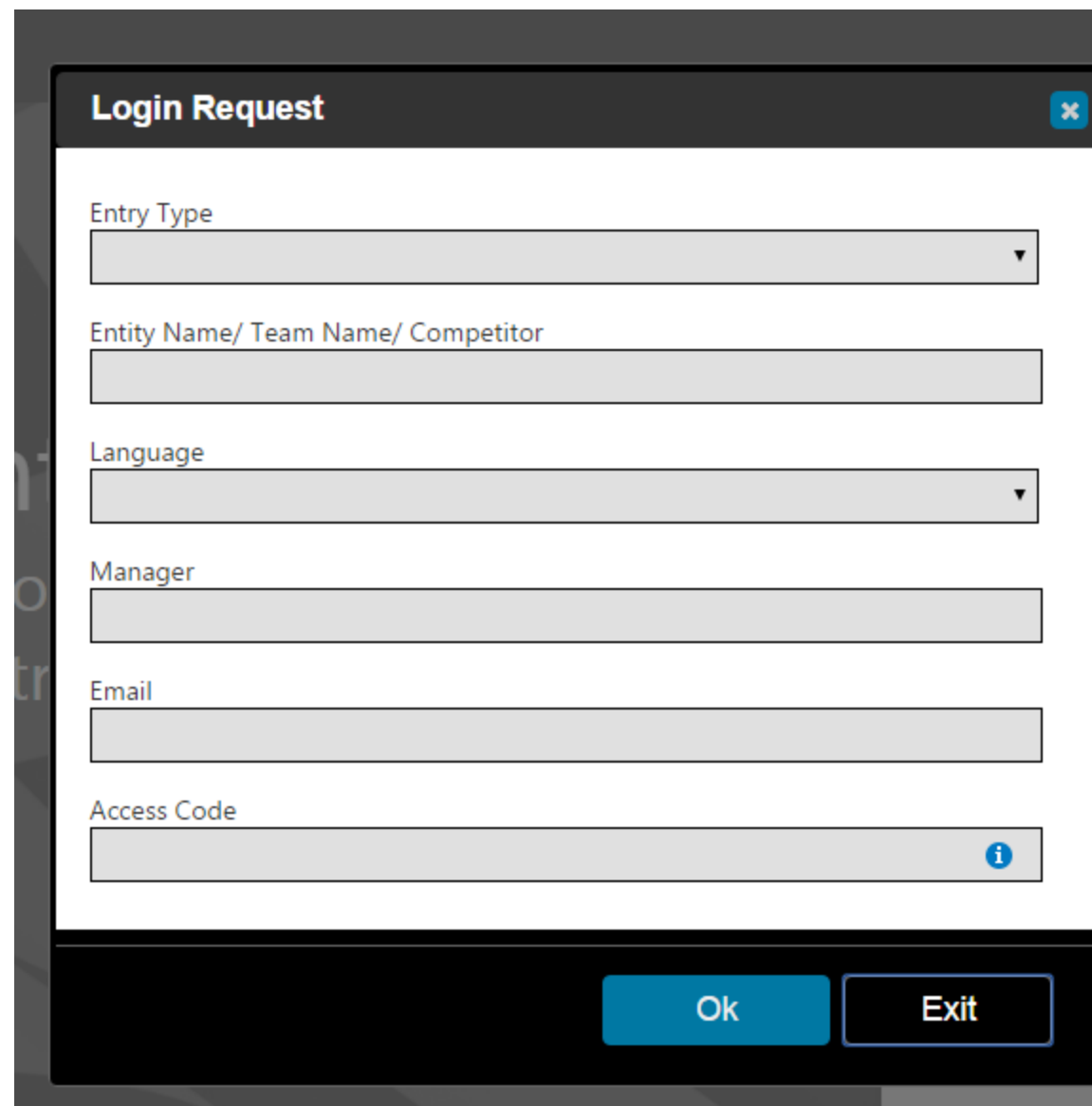
Login

Powered by **helpo**

Here you should fill in the following blanks:

- **Entry type**
- **Entity Name/Team Name/Competitor**
- **Language**
- **Manager**
- **Email**

Click then OK and you will receive an email with your access codes per email (please check your spam as well!)



The image shows a 'Login Request' dialog box with a dark grey header and a white body. The header contains the title 'Login Request' and a close button (X). The body contains six input fields: 'Entry Type' (a dropdown menu), 'Entity Name/ Team Name/ Competitor' (a text field), 'Language' (a dropdown menu), 'Manager' (a text field), 'Email' (a text field), and 'Access Code' (a text field with an information icon). At the bottom of the dialog, there are two buttons: 'Ok' and 'Exit'.

Login Request

Entry Type

Entity Name/ Team Name/ Competitor

Language

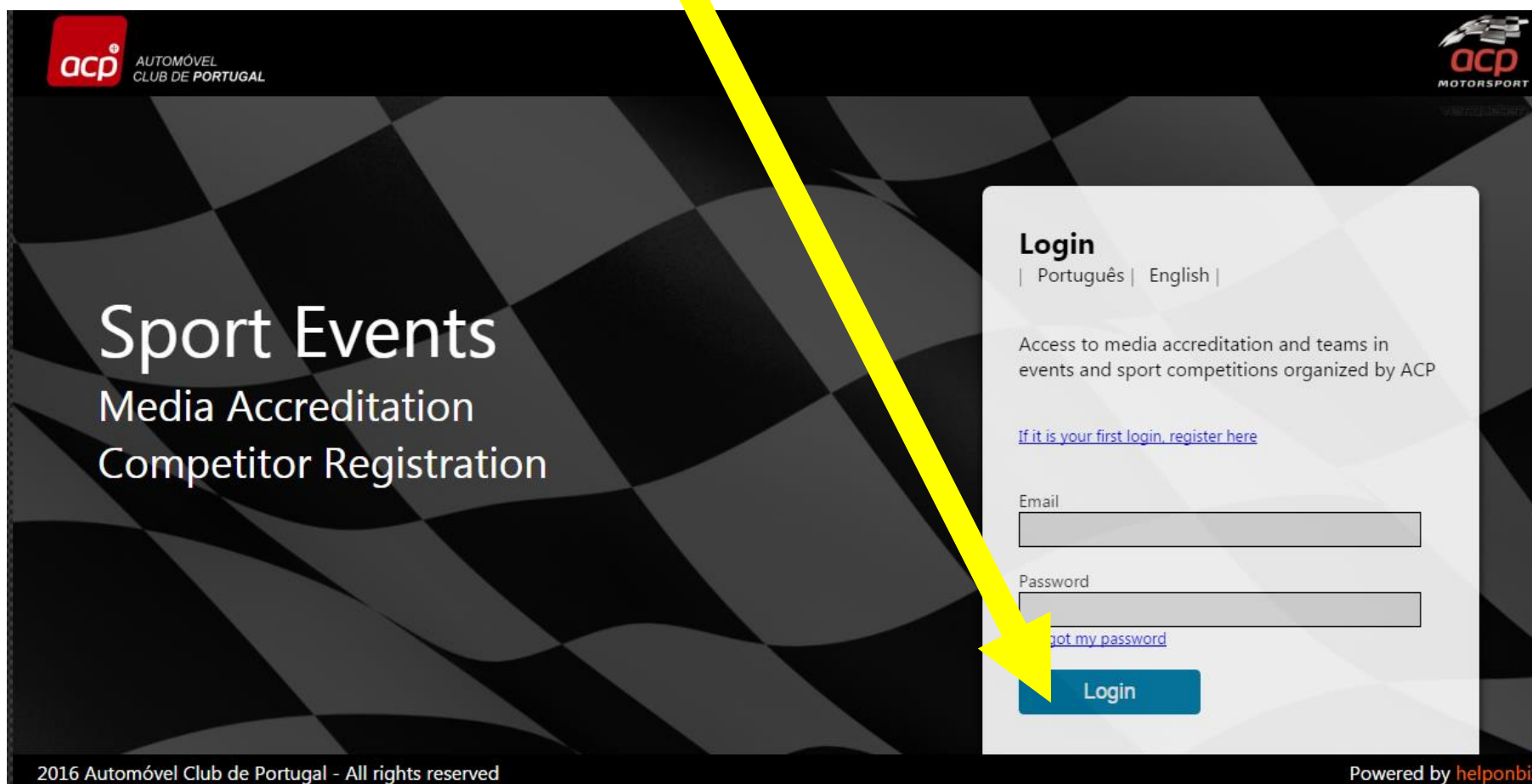
Manager

Email

Access Code

Ok Exit

**Now you can fill in your details received per email (email + password)
and click on “LOGIN”!**



The screenshot shows the ACP website's login interface. On the left, the text 'Sport Events', 'Media Accreditation', and 'Competitor Registration' is displayed. On the right, a 'Login' form is visible. A large yellow arrow points from the text above to the 'Login' button in the form.

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MOTORSPORT

Sport Events

Media Accreditation
Competitor Registration

Login

| Português | English |

Access to media accreditation and teams in events and sport competitions organized by ACP

[If it is your first login, register here](#)

Email

Password

[Forgot my password](#)

Login

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Select the event in which you want to register, then click on the logo or “Entries”

[Events List](#)
[Team](#)

ACP Events Calendar

| | | | |
|---|--|---|--|
|  | BAJA Portalegre 500 - 2016 27 October 2016 - 29 October 2016 The Baja Portalegre 500 was the first cross country event held in Portugal, in the city of Portalegre. It is the last race of the FIA World Cup for Cross Country Rallies with a total distance of approximately 500 km. | Entry Period 22 August 2016 - 14 October 2016  22d, 07h, 34m, 17s | Entries |
|  | 24 Horas TT Vila de Fronteira 24 November 2016 - 27 November 2016 The 24 Horas TT Vila de Fronteira mark the end of the Off Road season. It is the most charismatic Off Road endurance event in the country, and also one of the most prestigious internationally, with drivers from several different categories taking part on the race. | Entry Period 5 September 2016 - 11 November 2016  50d, 08h, 34m, 17s | Entries add |
|  | 3 Horas TT Vila de Fronteira 24 November 2016 - 27 November 2016 The 3 Horas UTV/Buggy are a part of the 24 Horas TT Vila de Fronteira program. | Entry Period 5 September 2016 - 11 November 2016  | Entries |

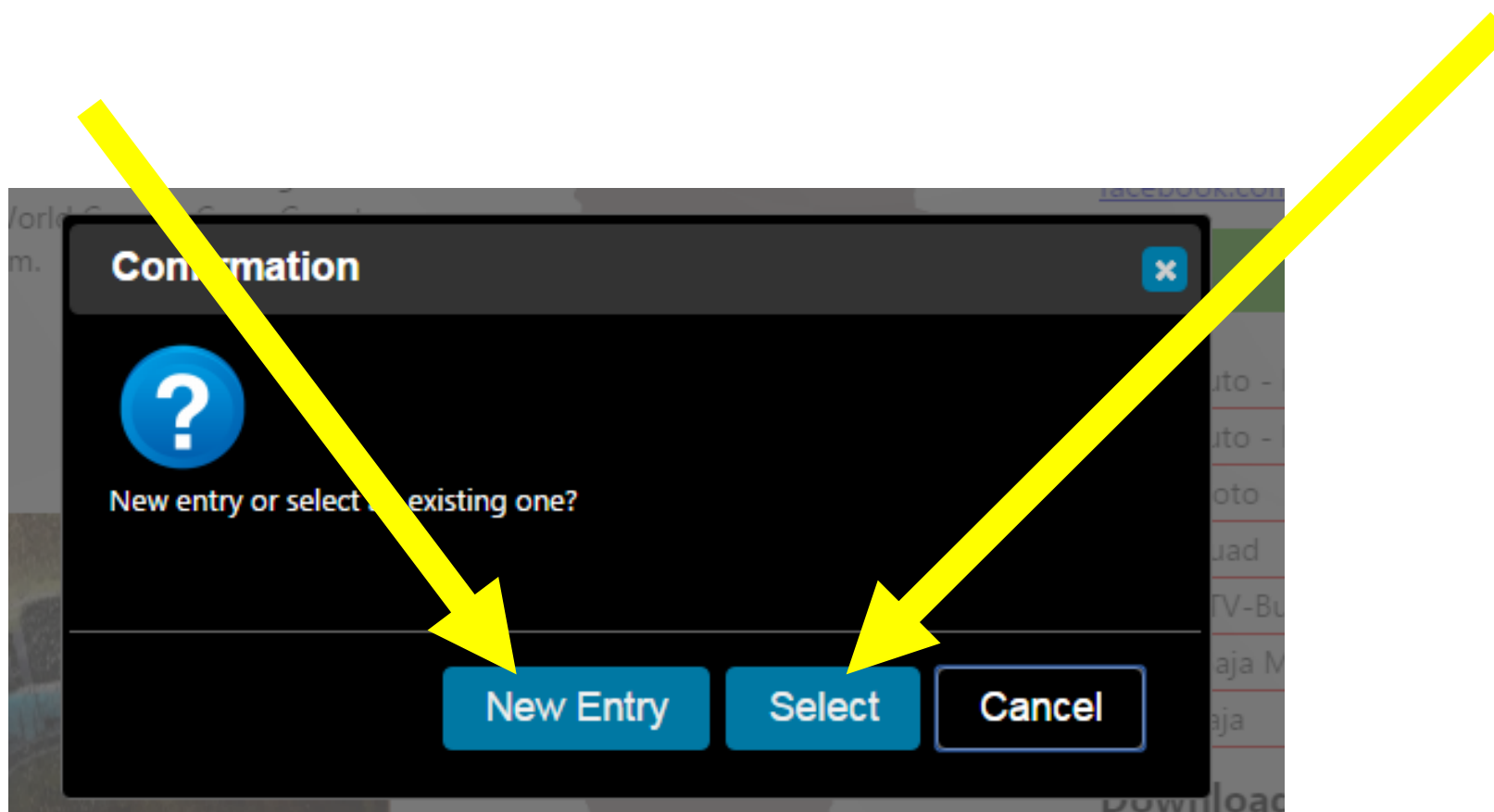
| Entries List | |
|--|-----|
| Baja Auto - FIA Event | add |
| Baja Auto - National Event | add |
| Baja Moto | add |
| Baja Quad | add |
| Baja UTV-Buggy | add |
| Entry Baja Moto/Quad/Utv-Buggy Foreign Rider | add |
| Mini Baja | add |

Select the type of entry and click on **“ADD”**.

If you have a foreign sporting licence, you have to select **Baja Auto – FIA Event or Entry Baja Moto/Quad/UTV-Buggy Foreign Rider**


If you have a Portuguese sporting licence from FPAK or FMP, you must choose any other!

To register a new entry, click on **“NEW ENTRY”**. If you want to access an entry already registered, click on **“SELECT”**.



Enter each folder, fill in the blanks and select the suitable options according to your entry type.

In the folder **“ATTACHMENTS”** add all the mandatory documents and don't Forget to fill in your details at **“INVOICE”**, since we are obliged by the Portuguese law to issue an invoice/receipt.



Entry Form
BAJA Portalegre 500 - 2016
Auto
27 October 2016 - 29 October 2016

Competition no. Entry no.

The registration process can only be submitted after filling in all the compulsory details and sending/attachment of the mandatory documents, as well as reception of the entry fee due

COMPETITOR


DRIVERS

VEHICLE

ATTACHMENTS

ENTRY

INVOICE

 **CONTACT INFORMATION**

Competitor name

Country

Sporting licence no.

Issuing ASN

Country of Issue

Name

Telephone No. (Business)

In the **“ENTRY”** folder select your **“ENTRY TYPE”**; the mandatory safety equipment is already selected, but you may choose others.

In the end you can see the final amount to pay.

In the **“PAYMENT”** folder can find all the bank wire transfer details, in order to perform the payment of your entry.



27 October 2016 - 29 October 2016

COMPETITOR

COMPETITOR DRIVERS VEHICLE ATTACHMENTS **ENTRY** INVOICE

 ENTRY FEE

ENTRY PAYMENT

Entry type Entry fee

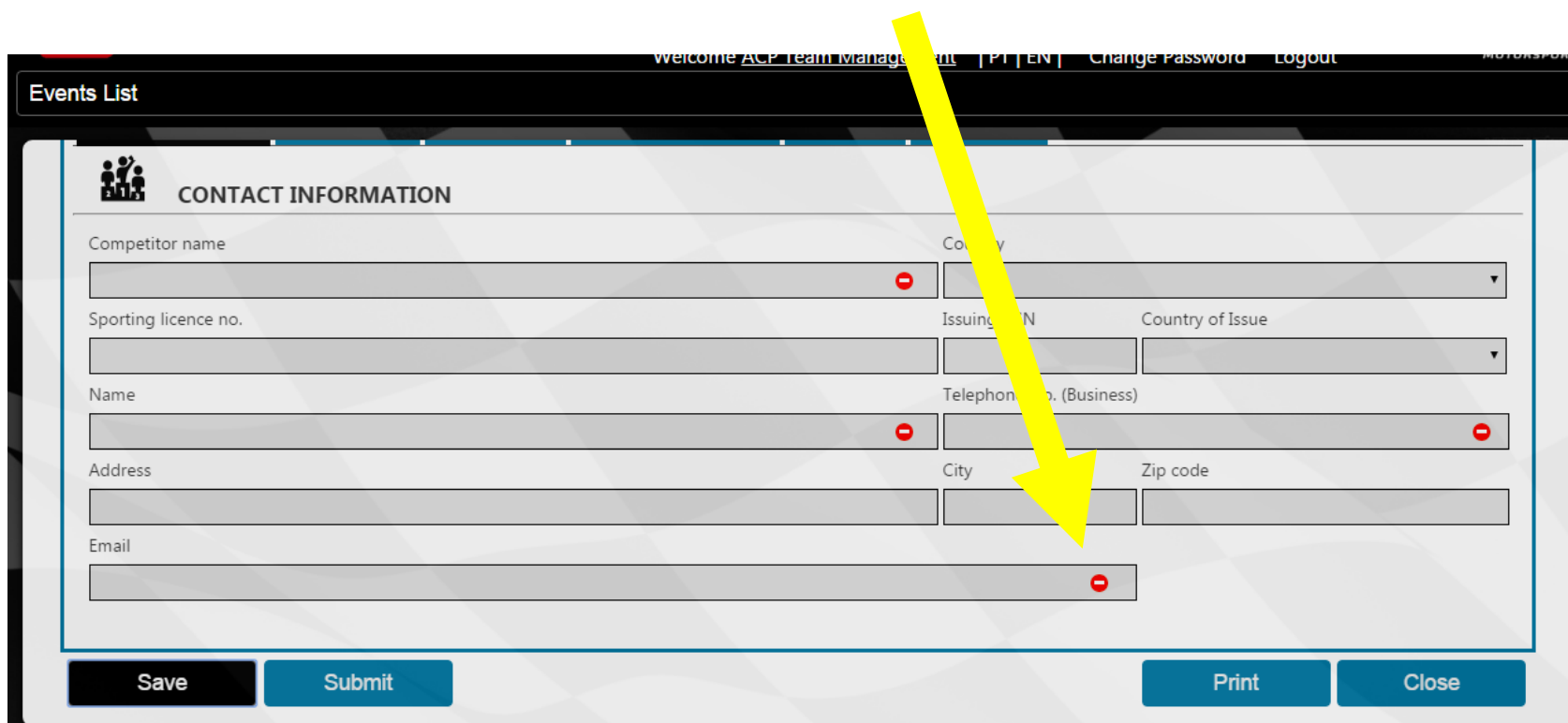
EQUIPAMENTOS DE SEGURANÇA E OUTROS / SAFETY EQUIPMENTS

| | | | |
|-------------------------------------|--|---|----------|
| <input checked="" type="checkbox"/> | Sentinel Unik2 Rental | + | 120,00 € |
| <input checked="" type="checkbox"/> | GPS/ GSM Rental | + | 65,00 € |
| <input type="checkbox"/> | Secondhand Antenna + Holder Sentinel Unik2 | + | 66,00 € |

Extras

Don't Forget to save your details!

Take note that some blanks/info are mandatory and if not filled in, the forbidden sign appears on those blanks. Complete your entry and click on **“SAVE”!**




The screenshot shows a web interface for the ACP Motorsport website. At the top, there is a navigation bar with links: "welcome ACP Team Manager", "PT", "EN", "Change Password", and "Logout". Below this is a tabbed interface with "Events List" selected. The main content area is titled "CONTACT INFORMATION" and contains several input fields. A yellow arrow points from the top right towards the "Save" button at the bottom left. The fields and their status are as follows:

| Field | Value | Forbidden Sign |
|--------------------------|-------|----------------|
| Competitor name | | Yes |
| Country | | No |
| Sporting licence no. | | Yes |
| Issuing N | | No |
| Country of Issue | | No |
| Name | | Yes |
| Telephone no. (Business) | | Yes |
| Address | | Yes |
| City | | No |
| Zip code | | No |
| Email | | Yes |

At the bottom of the form, there are four buttons: "Save", "Submit", "Print", and "Close".

Your entry will be saved online when the entry number appears at the upper right corner. You will also receive an email, confirming that you have registered successfully.



sex 23-09-2016 09:24
Inscrições provas desportivas
[80] - Entry creation alert

Para Inscrições provas desportivas
Cc Inscrições provas desportivas

Dear Sir(s),

your entry request for the competition was received. To perform your request you should submit it using the button - Submit.

Thank you

Best regards,


ACP Motorsport



Entry Form
BAJA Portalegre 500 - 2016
Bike
27 October 2016 - 29 October 2016


Competition no.
Entry no.

COMPETITORRIDERSVEHICLEBAJA PROMOTION CATEGORIESATTACHMENTSENTRYINVOICE

 CONTACT INFORMATION

As soon as you have filled in all the blanks and attached all the mandatory documents and don't need to perform any further changes on your entry, please click on **"SUBMIT"**.
Your registration at the event is now finished!

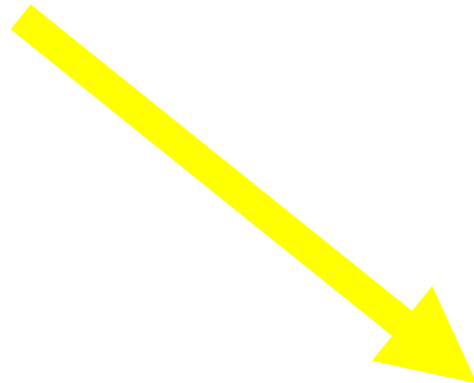
Lista de Provas

 **DADOS DE CONTACTO**

| | | |
|-----------------------|----------------------------|----------------------|
| Nome do concorrente | Pais | |
| <input type="text"/> | <input type="text"/> | |
| Licença desportiva N° | Entidade emissora | Pais emissor |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Nome de contacto | N° Telefone (Profissional) | |
| <input type="text"/> | <input type="text"/> | |
| Endereço | Localidade | Código postal |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Email | <input type="text"/> | |

Note

Whenever you send an email to the organisation, please refer always to your ENTRY NUMBER, it will easen the localisation and identification of your registration process.



De: ACP Provas Desportivas [mailto:entries@acp.pt]
Envoyé: lundi 2 mai 2016 16:43
À: SILVA JOAO <silvajoao@silva.pt>
Cc: entries@acp.pt
Objet: [9] - URGENT FIA REQUEST

**Should you need any further assistance, please
contact us!**



**AUTOMÓVEL
CLUB DE PORTUGAL**

Rua General Humberto Delgado, 3
2685 - 340 PRIOR VELHO
Tel: 351 219 429 187 Fax: 351 219 429 192
acpmotorsport@acp.pt

