THIS DOCUMENT IS A STEP BY STEP TUTORIAL ON HOW TO ACCOMPLISH ONLINE REGISTRATION AND MEMBERSHIP REQUIREMENTS.

Co-driver, Co-Rider, Navigator REQUIRED RACE REGISTRATION ONLINE:

STEP BY STEP WALK THROUGH

1. Go to Website: http://www.score-international.com > **Race Info** tab > **Membership & Registration**

Optional: On an iPad, Tablet, or phone go to **SCORE App** > **Race Info** > **Membership & Registration**.

2. Scroll Down to **Co-driver, Co-Rider, Navigator Race Registration – 52nd Baja 500** Product, click on **Purchase**

3. Read the information as it covers enforced policy. Scroll down.

4. If have an existing account Log-In, you will enter your User ID and Password. This is case sensitive. If never had a SCORE Account select Register for an Account.

*Creating an Account Steps:

Click **Register for an Account** at the bottom. Fill out the questions to establish your participant account. Write down your User name and Password the you have created as you will need it for every race you participate in. Click Create Account.

Fill out the questions that ask about the mailing address. Click on **Save as Account Address.** Click **Okay.**

5. If the Team does not have a race number, the DOR/ROR will need to contact Christine702-407-3059 as this Registration is tied to the entry. You need to have the same number on this form.

6. Once they click on the *Existing Participant* that they want to register for the race then fill out all questions. All questions have to be completed with accurate info as this is the medical and insurance form.

*If you are doing this form for someone else, here are the steps:

Click **+New Participant**

Fill out the information for the New Participant. Click **Add to Cart.**

Then proceed with Step 5.

Warning: Do not click on another Existing Participant's name that does not match the Co-driver, Co-rider, Navigator you are registering, as the entered info cannot be saved and the Registration is voided. The name in the red box must be the same name as the Co-driver, Co-rider, Navigator's name.

7. Click **Add to Cart.** Click **Checkout** if they are only doing this for one Co-driver, Co-Rider, Navigator. Or **Continue Shopping** to add New Participant and fill out the form for that individual, then click **Checkout** once you are done.

8. Click **Complete Order** under the receipt at the far-right top. You should see a green confirmation message that your order is complete!

This must be completed for every Co-driver, Co-rider, or Navigator on the team and is now enforced policy because:

1. To be on Entry List posted on the website the **Co-driver, Co-rider, Navigator Race Registration – 52nd Baja** 500 must be completed along with a paid **2020 SCORE Membership** before the Journal & Race Program deadline or the Online Registration deadline.

2. To fulfill insurance requirements.

3. Border Patrol need to know who is registered for the race if they are coming over with equipment and will not let non-registered team members through at times.

4. To have your Race Wrist band printed we need the medical information in advance.

PURCHASING MEMBERSHIPS ONLINE: STEP BY STEP WALK THROUGH

1. Go to Website: http://www.score-international.com > **Race Info** tab > **Membership & Registration**

Optional: On an iPad, Tablet, or phone go to **SCORE App** > **Race Info** > **Membership & Registration**.

2. Scroll Down to **2020 SCORE Membership** option, click on **Purchase**

3. Read the information. Scroll down.

4. If have an existing account Log-In, you will enter your User ID and Password. This is case sensitive. If never had a SCORE Account select Register for an Account.

*Creating an Account Steps:

Click **Register for an Account** at the bottom. Fill out the questions to establish your participant account. Write down your User name and Password the you have created as you will need it for every race you participate in. Click Create Account.

Fill out the questions that ask about the mailing address. Click on **Save as Account Address.** Click **Okay.**

5. Then the Membership product reloads, scroll down. You should see your name pop up in a red box, click on yourself as a participant if you are buying for yourself, click on +New Participant and fill out the required information if you are buying this Membership for someone else.

6. **Once you click on the red box with the participant's name the Membership form appears.**

7. Fill out the necessary information. Mailing address may be different from the account holders address, if so, please provide complete address with street address, Unit/Suite/Apt #, city, state, zip. Note: certain countries will not allow US mail delivery i.e. MX, SV, HN CU, IRN, KP, SYR, etc.) and Membership card will need to go to Ensenada SCORE Office for pickup when available). If you don't have a race number you need to contact Christine for one 702-407-3059 as this Membership is tied to the entry. Click **Add to Cart.** Click **Checkout** if you are only buying one.

*If you are buying another for someone else/multiple people, here are the steps:

Click **+New Participant**

Fill out the information for the New Participant. Click **Add to Cart.**

Do this for every new person that the account holder wants to buy a membership on behalf.

8. Click **Checkout**, unless buying for another person, then click Continue Shopping and +New Participant, fill out info for that individual, and click Checkout.

9. Make sure billing address is correct. If different from mailing address then click **Add New Address** in the red bar just under **Billing Address** title. Fill out the address info, click **Save Address.**

10. Fill out credit/debit card info. Click **Save & Continue** at the far-right bottom.

11. Click **Complete Order** under the receipt at the far-right top. You should see a green confirmation message that your order is complete!

The Membership must be completed Online in order:

1. To pay the discounted $75, at the race a Membership costs $100.

2. * The process of SCORE Membership Cards and E-Cards are quicker and most accurate as the information is legible.

3. Online is the easiest and reliable way to track your Membership status race to race. If we cannot find proof of a Membership paid at the race nor online, and you cannot provide proof of your purchase, you will have to pay again in order to race. Memberships are non-refundable and non-transferable.

**Two-Three Weeks before race the team is out hosting/setting up the race and cannot process membership cards or e-cards during that time.*

PURCHASING an Official Race Entry ONLINE: STEP BY STEP WALK THROUGH

****IMPORTANT: This product requires the Driver, Rider, or Alternate of Record have a current SCORE Membership in the account prior to allowing registration. The system will automatically delete all information at check out if the race participant you are trying to register is not a current SCORE Member.***

1. Go to Website: http://www.score-international.com > **Race Info** tab > **Membership & Registration**

Optional: On an iPad, Tablet, or phone go to **SCORE App** > **Race Info** > **Membership & Registration**.

2. Scroll Down to **Official Race Entry** for the **52nd Baja 500** option, click on **Purchase**

3. Read the information as it covers enforced policy. Scroll down.

4. If have an existing account Log-In, you will enter your User ID and Password. This is case sensitive. If never had a SCORE Account select Register for an Account.

*Creating an Account Steps:

Click **Register for an Account** at the bottom. Fill out the questions to establish your participant account. Write down your User name and Password the you have created as you will need it for every race you participate in. Click Create Account.

Fill out the questions that ask about the mailing address. Click on **Save as Account Address.** Click **Okay.**

5. Once they click on the *Existing Participant* (this should be the Driver, Rider or Alt of Record) that they want to buy the Race Entry for the Entry form comes up.

*If they are buying for someone else, here are the steps:

Click **+New Participant**

Fill out the information for the New Participant. Then proceed with Step 5.

6. If they don't have a race number, stop the process and contact Christine for one 702-407-3059.

7. Fill out all questions. Remember to always keep the Co-driver/Co-rider/Navigator list current by emailing registration@score-international.com before September 11th, 2020 8PM.

8. Click **Add to Cart.** Click **Checkout**.

9. Make sure billing address is correct. If different from mailing address then click **Add New Address** in the red bar just under **Billing Address** title. Fill out the address info, click **Save Address.**

10 Fill out credit card info. Click **Save & Continue** at the far-right bottom.

11. Click **Complete Order** under the receipt at the far-right top. You should see a green confirmation message that your order is complete!

The entry must be completed Online in order:

1. Border Patrol to know who is racing to allow them across the border with equipment.

2. The Land owners to know who will be pre-running. Not being on the list can cause trouble.

3. To fulfill Insurance requirements the entry must also be paid in full.

4. To have your Race Wrist band printed; we need the medical information in advance.

4. To be entered into the draw or qualifying for start positions and to avoid late fees the received entry needs to paid in full by the registration deadline.