TRANSFERRING ACCOUNT BALANCE (CREDIT) TO A NEW ENTRY - TUTORIAL

Below are Step by Step procedures for those that have an account balance (credit) and wish to apply them toward entry fees:

Go to **Membership & Registration** on the SCORE website or SCORE App and find the Official Race Entry for the Driver, Rider or Alt of Record, and the competition vehicle/moto/quad then click **purchase.**

Log-in to your account that you purchased the Driver, Rider, or Alt of Record's membership and had previously used to register.

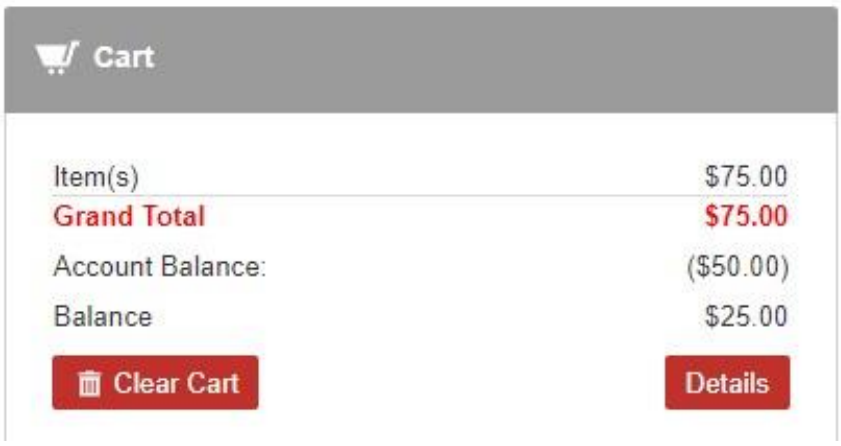
Select the existing Participant that will be the Driver, Rider, or Alt of Record and fill out the application. If it is pre-filled review the information especially your list of Sponsors and Co-drivers/Co-riders as these may have changed for this race.

Click **Add to Cart**, Click **Checkout**.

It will take you to the payment page, scroll down below the credit card information to see your **Balances** box that displays the balance (along with the CC that you paid with) in your account to use toward the race entry. In the blank box type in the amount of funds you wish to use and click **Apply.**



Warning: If you leave the box blank and do not hit the **Apply** button, it will not automatically apply any of the funds available in your account. After you enter the amount and hit apply, at the top in the right-hand corner the calculation will show your new balance due.



Input the credit card information to pay the balance. Click **Save & Continue.** Click **Complete Order** under the receipt at the far top right. Once you see a green confirmation sign your entry is in and an email of receipt will be sent.