THIS DOCUMENT IS A STEP-BY-STEP TUTORIAL ON HOW TO ACCOMPLISH ALL RACE APPLICATION AND MEMBERSHIP REQUIREMENTS ONLINE **Purchasing the SCORE Membership:**

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 **2022 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. Move on to step
5. If never had a SCORE Account, select Register for an Account, and follow step below.

   *Creating an Account Steps:

   Click **Register for an Account** at the bottom. Fill out the questions to establish your participant account. Write down your Username and Password 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:** The Membership is digital and link to the card will be sent to the purchaser's email (see step 12 to access all purchased digital Membership cards). If you do not 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!

12. A link to your new digital SCORE Membership card will be sent in the payment confirmation email. Click on the link and it will take you to your **Dashboard** in your account in which the card is store under **My Certificates.** Click on the Card you want to print. Click **Print.** A prompt to save the card to your device will pop up. Click on **Save.** The certificate opens in PDF format. **Print** and cut out card. For optimum results, use heavy weight multipurpose paper, color ink, and after cutting out card from certificate, laminate.

PLEASE NOTE: that if you are buying memberships for other people, they will not get the email linking them to their card and their card will only be stored in your (the purchaser's) account. **To send them the Membership Card you will need to follow these directions:** Click on **Print** on their card from your dashboard which prompts you to **save** the pdf file to your device. Then compose an email to the recipient and attach their membership card file from your device and hit send. You can print their Membership cards for them by clicking on the **printer icon** after saving the pdf file to your device.

*The digital SCORE Membership Cards are only available with online SCORE Membership purchase. Memberships purchased at the race or in the Ensenada SCORE Office with paper application will not receive a Membership Card.

Co-driver, Co-Rider, Navigator Required Race Application:

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 Required Race Application – 2022 34th San Felipe 250** 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. Move on to step five. If never had a SCORE Account, select Register for an Account, and follow step below.

*Creating an Account Steps:

Click **Register for an Account** at the bottom. Fill out the questions to establish your participant account. Write down your Username and Password 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. Must have the same number on this form. Racing as a Co-driver, Co-rider, or Navigator on multiple teams you must input all the race numbers on one form.

6. Click on the ***Existing Participant*** name that you want to register for the race then fill out all questions. All questions have to be completed with accurate info as this health form is used for printing the wristband and for rescue operations & insurance. Do not put "unknown" as an answer and do not use your information for someone else's application as this will void the application.

*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.**

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 application is voided. **The name in the red box must be the *same* name as the Co-driver, Co-rider, Navigator's name you want registered.**

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!

IMPORTANT: To be listed on any SCORE publication (Entry List, Journal, Race Program) the **Co-driver, Co-rider, Navigator Required Race Application – 2022 34th San Felipe 250** must be completed along with a **2022 SCORE Membership purchased online**.

Purchasing an Official Race Entry online (for the Competition Vehicle/Moto/Quad and Driver or Rider of Record):

STEP BY STEP WALK THROUGH

IMPORTANT: This product requires the Driver or Rider of Record have a current SCORE Membership in the account prior to allowing registration. The system will automatically delete all information entered 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 **2022 34th San Felipe 250** 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. Move on to step
5. If never had a SCORE Account, select Register for an Account and follow step below.

   *Creating an Account Steps:

   Click **Register for an Account** at the bottom. Fill out the questions to establish your participant account. Write down your Username and Password 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 as the Driver, Rider, or Alternative of Record, here are the steps:

   Click **+New Participant.**

   Fill out the information for the New Participant and the application for the race entry.

6. If they do not 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 March 16, 2022 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!