

Schattenbaum Region PCA – Online DE Registration Guide

Create Account

The registration process for all of the 2009 Schattenbaum Drivers Education Events will be on-line at MotorsportReg.com. This will be the only way to register for events and it requires that you have account on the MotorsportReg site. You only need to create an account once, as you will use the same account each time you register for an event in the future. Click on the following URL to be taken to the Schattenbaum registration site <http://sch-pca.motorsportreg.com>. Click on the "Create Account" tab and follow the directions. It is important to include all of your information such as car make/model, emergency contact information, medical information, driver experience, etc. Each MotorsportReg.com account must have a unique e-mail address. Please use an email address that you check frequently, as this is the method used to contact you regarding our events. If you are not a Schattenbaum instructor, but instruct for other regions, please indicate that and which regions you instruct for in the Driving Experience section.

Alternately, you may also create an account during the registration process while signing up for your first event.

Edit Existing Account

If you already have an account on MotorsportReg (for example, you registered for a Riesentoter or NNJR Region event last year) do not create a new account. Instead edit your existing account to include PCA-Schattenbaum as one of your clubs. You can do this by signing in at <http://www.motorsportreg.com> and then clicking My Account in the upper-right hand corner.

Once you have created your account, you can proceed to the Schattenbaum specific registration site at <http://sch-pca.motorsportreg.com> to see our events.

Payment

When you register for an event, you can pay online or submit payment by check. There is a discount for offline payments. Payment must be received by two weeks prior to the event. If payment is not received your spot will be released to wait list applicants. The MotorsportReg system will not accept payment if you are put on the waitlist. If you are waitlisted, you will be notified via e-mail if a spot opens up in your run group. Please print the email receipt you received after you registered and include it with your check payment made out to Schattenbaum PCA.

Notification

You will receive an email generated by MotorsportReg immediately upon completion of your on-line registration request and your status for that event will be "PENDING REVIEW". You can log on and check the event to see your status at any time. It will be indicated as "Confirmed" once all of your registration information on the application has been verified and you are confirmed for the event. Prior to that it will be displayed as "New."

Note: If you have a "permanent" Schattenbaum car number, please enter it in each of the three spaces provided. This will alert the registrar not to assign your number to someone

else. This is necessary because the MotorsportReg permanent number system is currently not working. This should be resolved later in the year.

Please send an email to registrar@schattenbaumorg if you have any questions about the registration process.