

# TUTORIAL ONLINE ENTRIES FOR MOTORSPORT EVENTS

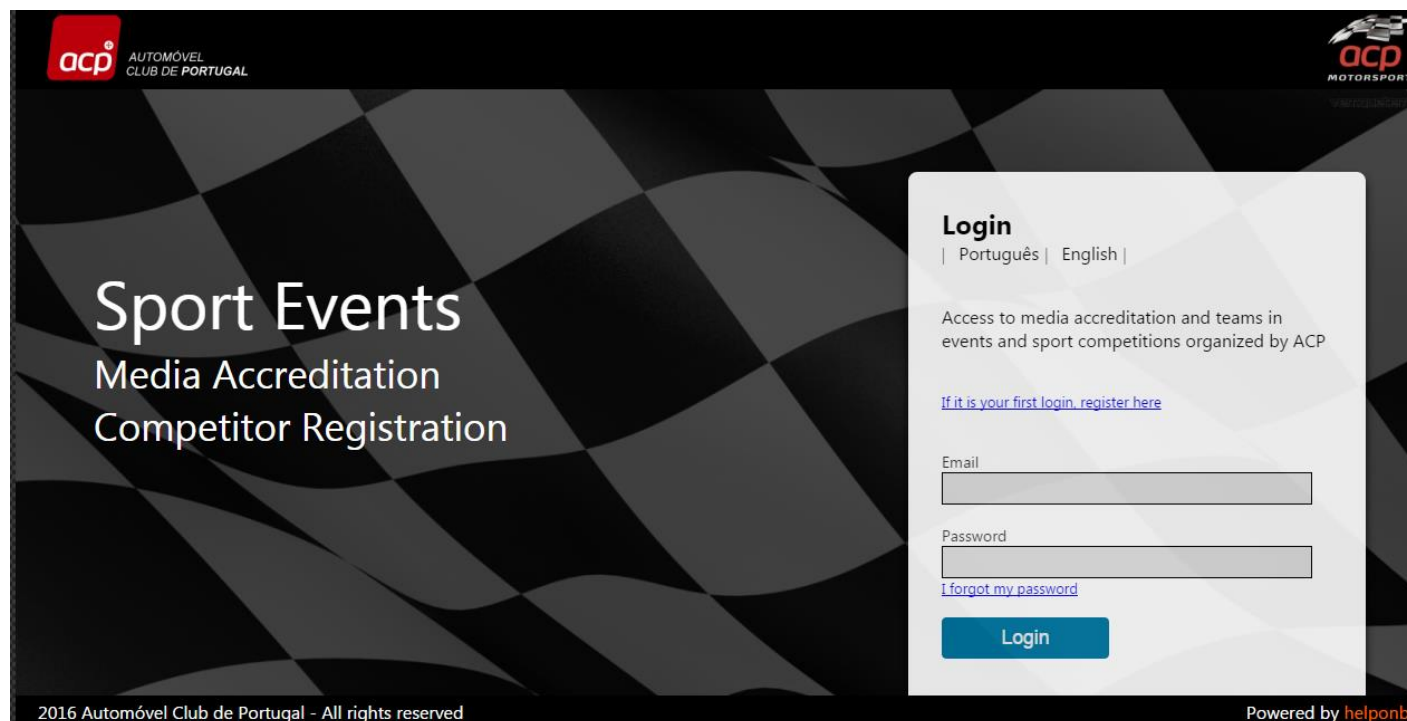


**In order to register online please access the link below:**

**<http://provasdesportivas.acp.pt>**

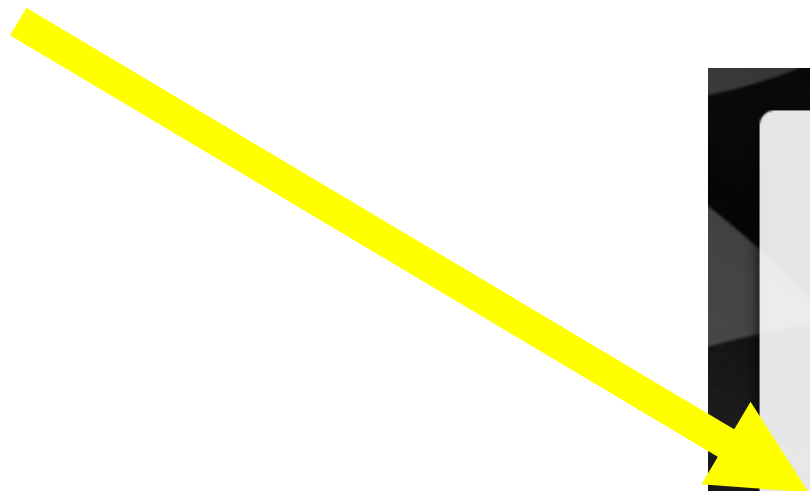
*NOTE: Access and entries should be done on a PC, using preferably Google Chrome. The access through a mobile phone or tablet may not work correctly!*

**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's login page. The header features the ACP logo and the text '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 with the title 'Login' and language options '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 the text '2016 Automóvel Club de Portugal - All rights reserved' on the left and 'Powered by helpnbiz' on the right.

**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:**

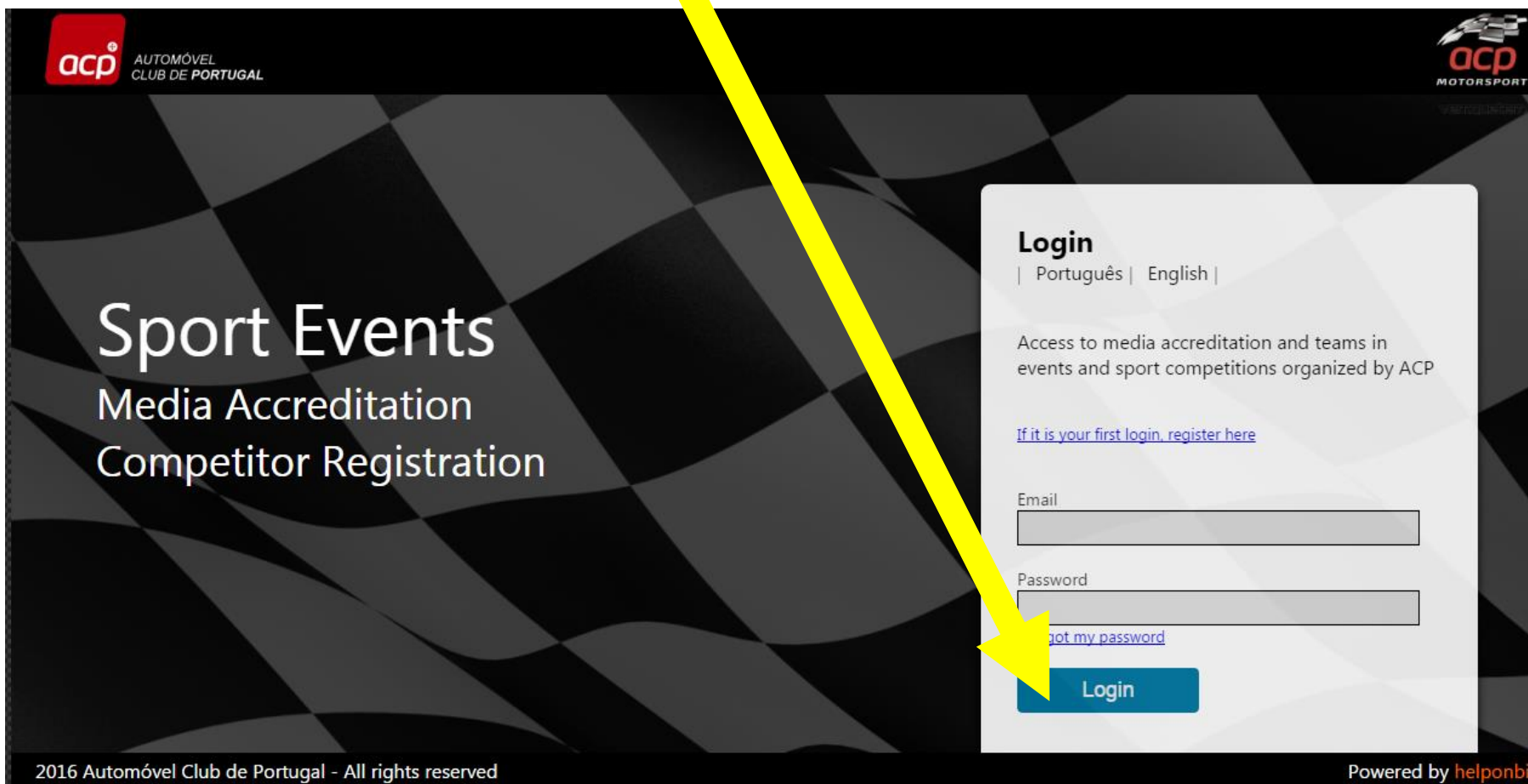
- **Entry type**
- **Entity Name/Team Name/Competitor**
- **Language**
- **Manager**
- **Email**

**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 the following fields and controls:

- Entry Type:** A dropdown menu.
- Entity Name/ Team Name/ Competitor:** A text input field.
- Language:** A dropdown menu.
- Manager:** A text input field.
- Email:** A text input field.
- Access Code:** A text input field with an information icon (i) on the right.
- Buttons:** 'Ok' and 'Exit' buttons at the bottom.

**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, there is a navigation menu with the following items: "Sport Events", "Media Accreditation", and "Competitor Registration". The main content area is titled "Login" and includes a language selector for "Português" and "English". Below this, there is a brief description: "Access to media accreditation and teams in events and sport competitions organized by ACP". A link for "If it is your first login, register here" is provided. The login form consists of two input fields: "Email" and "Password". Below the password field is a link for "forgot my password". A blue "Login" button is positioned at the bottom of the form. A large yellow arrow points from the top of the page down to the "Login" button.

acp<sup>+</sup> 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

[forgot my password](#)

Login

2016 Automóvel Club de Portugal - All rights reserved

Powered by [helponbiz](#)

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

Events List Team

ACP Events Calendar

	<b>BAJA Portalegre 500 - 2016</b> 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	<a href="#">Entries</a>
	<b>24 Horas TT Vila de Fronteira</b> 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	<a href="#">Entries</a> add
	<b>3 Horas TT Vila de Fronteira</b> 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	<a href="#">Entries</a>

### 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.

**30ª EDIÇÃO**  
**2016 BAJA PORTALEGRE 500**

**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)


# ENTRY – FOREIGN RIDER (bikes, quads, etc.)

Select your Class in the “VEHICLE” folder.

October 2016 - 29 October 2016

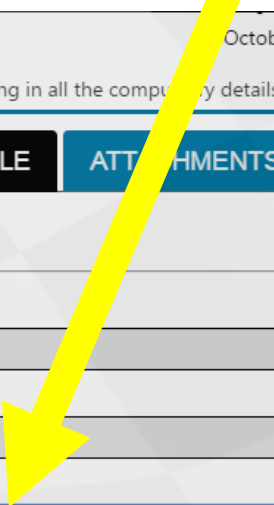
The registration process can only be submitted after filling in all the compulsory details and sending/attachment of the mandatory documents, as well as reception of the entry fee due

COMPETITOR RIDERS **VEHICLE** ATTACHMENTS ENTRY INVOICE

 VEHICLE TO REGISTER

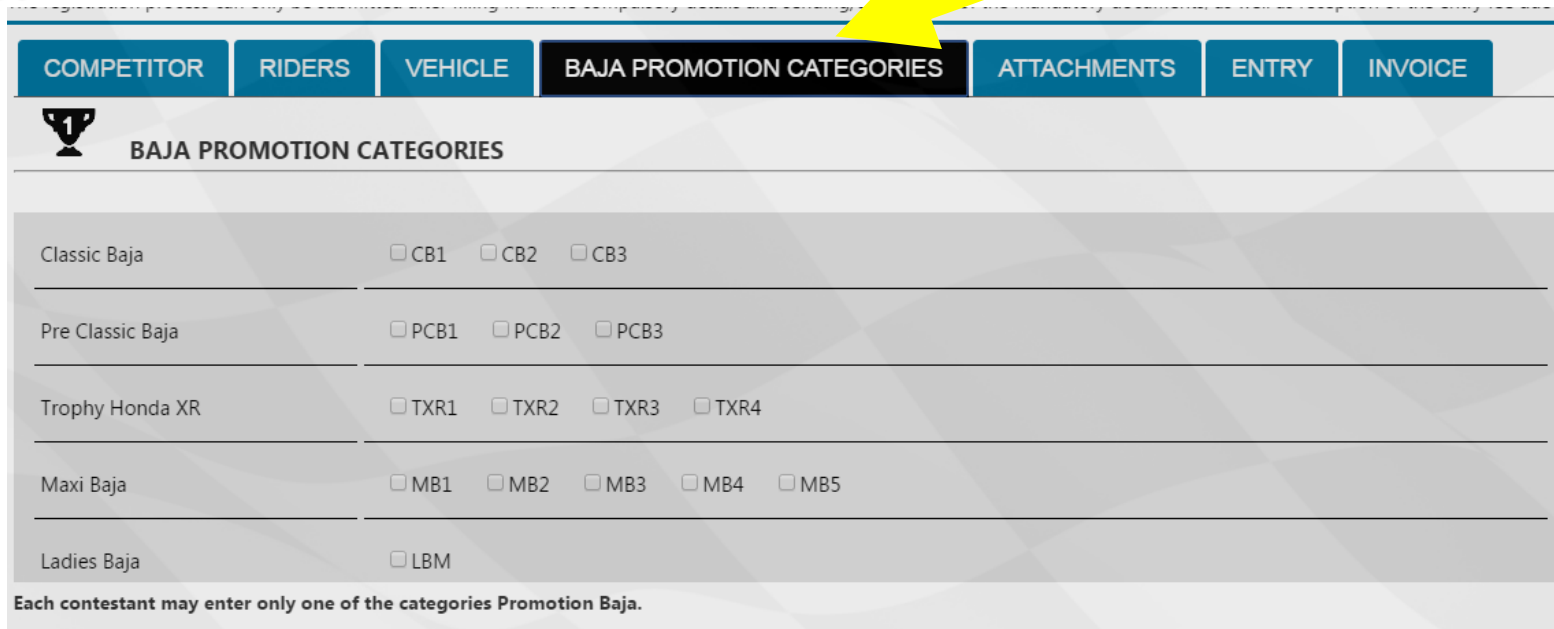
Make	Model	Registration no.	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Frame no.	C.C.		
<input type="text"/>	<input type="text"/>		
Class	<input type="text"/>		

See the Supplementary regulations for detailed description of groups, categories and classes



# BIKE ENTRY NATIONAL EVENT

If you want to enter the national event in the BAJA PROMOTION CATEGORIES, please **SELECT ONLY** the category in the folder “**BAJA PROMOTION CATEGORIES**”. Scroll-down the page to see all the categories.



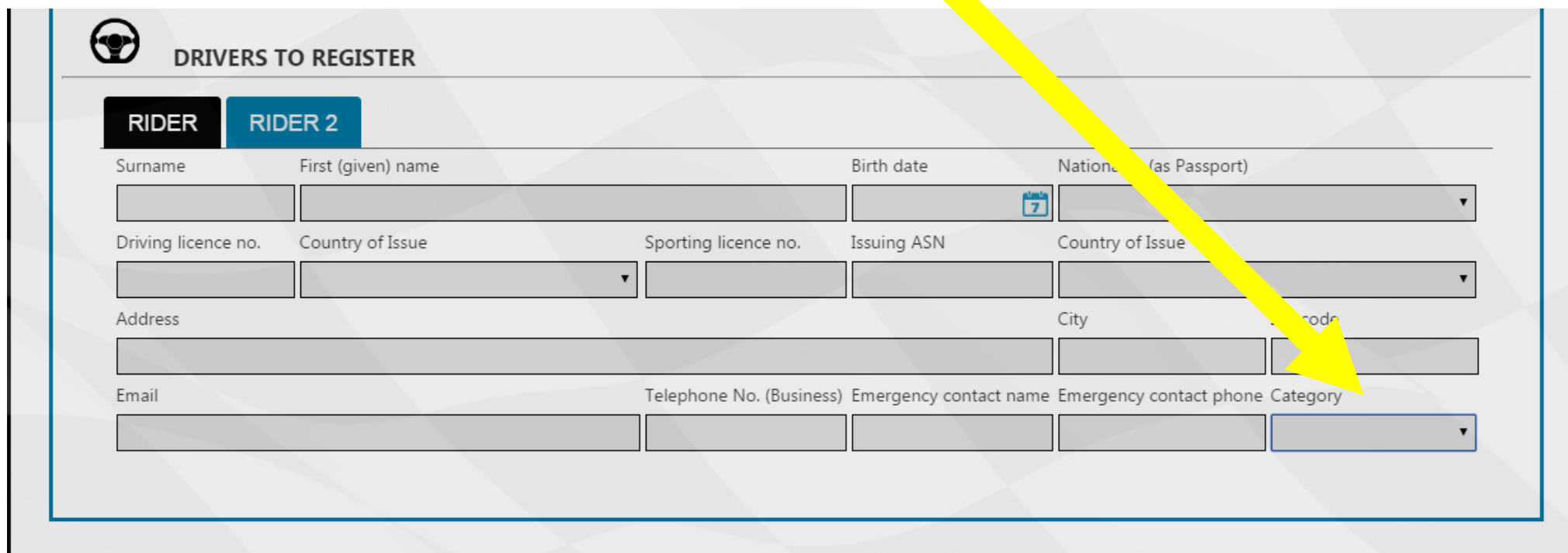
The screenshot shows a web interface for selecting a category. At the top, there is a navigation bar with tabs: COMPETITOR, RIDERS, VEHICLE, BAJA PROMOTION CATEGORIES (highlighted with a yellow arrow), ATTACHMENTS, ENTRY, and INVOICE. Below the navigation bar, there is a section titled "BAJA PROMOTION CATEGORIES" with a trophy icon. The main content area lists several categories, each with a set of checkboxes for sub-categories:

Classic Baja	<input type="checkbox"/> CB1	<input type="checkbox"/> CB2	<input type="checkbox"/> CB3		
Pre Classic Baja	<input type="checkbox"/> PCB1	<input type="checkbox"/> PCB2	<input type="checkbox"/> PCB3		
Trophy Honda XR	<input type="checkbox"/> TXR1	<input type="checkbox"/> TXR2	<input type="checkbox"/> TXR3	<input type="checkbox"/> TXR4	
Maxi Baja	<input type="checkbox"/> MB1	<input type="checkbox"/> MB2	<input type="checkbox"/> MB3	<input type="checkbox"/> MB4	<input type="checkbox"/> MB5
Ladies Baja	<input type="checkbox"/> LBM				

Each contestant may enter only one of the categories Promotion Baja.

# BIKE ENTRY NATIONAL EVENT

Those riders who wish to participate as **“VETERANS”**, select the option in **“CATEGORY”** in the **“DRIVER”** folder.



The screenshot shows a registration form titled "DRIVERS TO REGISTER" with a steering wheel icon. There are two tabs: "RIDER" (selected) and "RIDER 2". The form contains several input fields and dropdown menus:

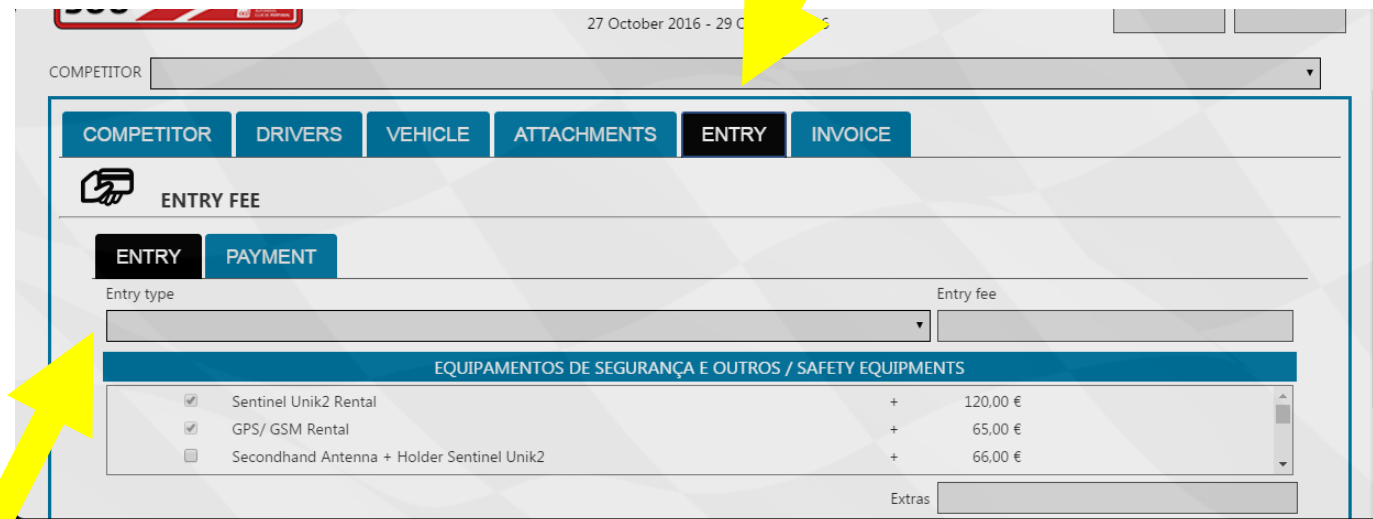
- Surname:
- First (given) name:
- Birth date:  (calendar icon)
- Nationality (as Passport):  (dropdown arrow)
- Driving licence no.:
- Country of Issue:  (dropdown arrow)
- Sporting licence no.:
- Issuing ASN:
- Country of Issue:  (dropdown arrow)
- Address:
- City:
- Postcode:
- Email:
- Telephone No. (Business):
- Emergency contact name:
- Emergency contact phone:
- Category:  (dropdown arrow)

A yellow arrow points from the top right towards the "Category" dropdown menu.

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.



The screenshot shows the 'ENTRY' tab selected in a navigation menu. Below the menu, there are tabs for 'ENTRY' and 'PAYMENT'. The 'ENTRY' tab is active, showing a form with 'Entry type' and 'Entry fee' fields. Below this, there is a section titled 'EQUIPAMENTOS DE SEGURANÇA E OUTROS / SAFETY EQUIPMENTS' with a table of items:

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 €

At the bottom right of the table, there is an 'Extras' field.

Two yellow arrows point to the 'ENTRY' tab and the 'ENTRY' sub-tab.

**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 'CONTACT INFORMATION'. The form contains several input fields, each with a red forbidden sign (a red circle with a white slash) indicating that the field is mandatory and currently empty. The fields are: Competitor name, Sporting licence no., Name, Address, and Email. There are also dropdown menus for Country, Issuing N, and Country of Issue, and text input fields for Telephone no. (Business), City, and Zip code. At the bottom of the form, there are four buttons: 'Save' (black), 'Submit' (blue), 'Print' (blue), and 'Close' (blue). A large yellow arrow points from the top right towards the red forbidden sign in the Email field.

**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.

**COMPETITOR** RIDERS VEHICLE BAJA PROMOTION CATEGORIES ATTACHMENTS **ENTRY** INVOICE

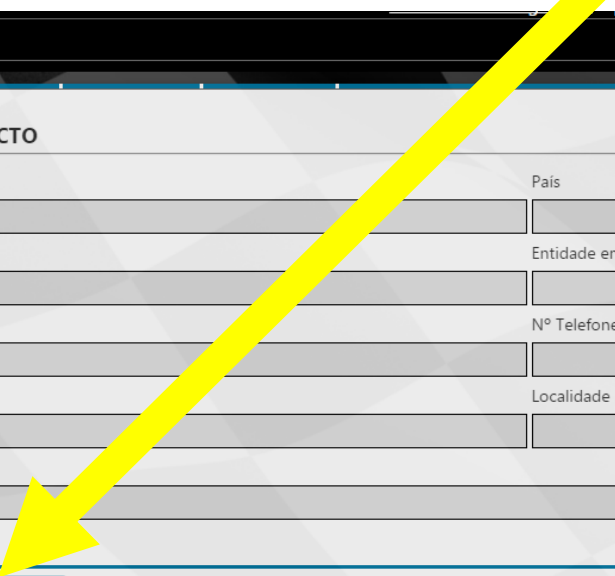
 CONTACT INFORMATION

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**

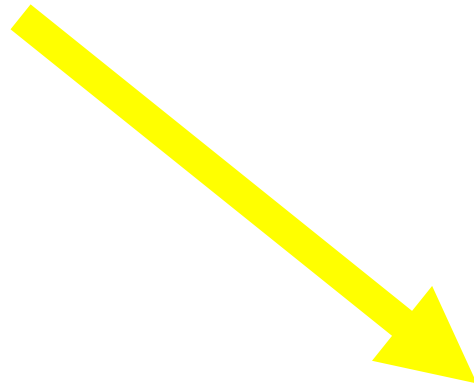
Nome do concorrente	Pais	
<input type="text"/>	<input type="text"/>	
Licença desportiva N°	Entidade emissora	Pais emissor
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nome de contacto	N° Telefone (Profissional)	
<input type="text"/>	<input type="text"/>	
Endereço	Localidade	Código postal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