Advancing the Sport of Motorcycling

PERMITTING IN THE MNZ WEB PORTAL

MNZ is moving away from paper applications and are now asking all Clubs to apply for their Permits online through the new MNZ App Web Portal. This is a different Portal and not part of our normal MNZ website.

We have both the App Web Portal and the App itself.

- The **App Web Portal** is at https://app.mnz.co.nz/
  This is where you can do all event permitting and officials reporting.

- The **"Motorcycling NZ" App** can be downloaded from the Play Store on Android phones or the App Store on iPhones.
  This is where riders will have their digital MNZ Licence, and Clubs use it to scan rider's licences into events.

Logging into the App Web Portal

- An account is already set up for you if you are a current member (licence holder, Official, Club)
- Go to https://app.mnz.co.nz/
- When you log in for the first time, click on "I've lost my password" and enter your email address that MNZ should have on file. This will send an email to you with a link to click on to set your own personal password. If your email address is allocated to several accounts (i.e. your children as well) it will give you the option of who's password account you would like to set. Look in your Junk mail if the email doesn't show.
- Once you have set a password, you are in!

Permissions

Each type of account has different "permissions" (i.e. what you have access to in the Portal) whether it be a licence holder or Official or Club representative.

Your account must be "linked" to a Club in order to be allowed to apply for a Permit. Only the Office can perform this linking. Your Club's President, Secretary and Treasurer are automatically loaded as people who have the permission to apply for a Permit. The Club must contact Mary-Anne if you wish to have another person added to your "Permitting Officials" list.

1. Once you have logged in, it will take you to a Welcome page with any licence details you may have.
2. Click on "Go To Dashboard" to take you into the web portal.
3. On the left hand side, there is a black menu bar with different tabs:

Clubs Allows you to see all the clubs currently affiliated to MNZ and their contact details.

MNZ Members Allows you to view the individual profiles of your own club members.

Permits This section shows your permits that have been submitted to MNZ both past or future. You can view the status of a permit e.g. whether it has been approved or is in review by the Office. You can save draft permit applications here and print approved permits for display at the event.

Events Shows you only your club events for which permits have been issued. You can view the summary status of each event, e.g. see the reports that have been submitted to MNZ by your Officials or those that are still outstanding.

Applying for a new Permit

NOTE: At present we are still running a dual system so you will still be issued with a standard MNZ permit and this will be the Official permit you use on the day of the event. This dual system will carry on until we are satisfied that the App is fully functional and all Clubs are permitting online.

*We are also currently only accepting "Club" permit applications online at present.

- Log in and "Go To Dashboard"
- Select "Permits" from the left hand black menu bar.
- To make a new Permit, click the "+" New Permit button
- You must gradually add information and click "Save to Proceed" at the bottom of the page before it takes you to the next part of the application. Fill out all details accordingly.

  Officials section: to add your Steward and Clerk of Course, search for their name in the boxes provided. If you cannot find your official in the list, it means they might be expired or not qualified for your type of event. Officials are now graded "Trainee, Club, or National" and are discipline-specific, i.e. a "Club Steward MX, XC and E" means you are able to be a Steward at Club level for motocross, cross country and enduro events. Contact Mary-Anne if you are unsure of your Official's qualifications.

- You must then enter in those people who will be responsible for scanning a rider's licence at your event, listed under "Members who will scan riders in"
- Upload any necessary documents (entry form, supplementary regulations etc) in the section provided.
- Once all details are completed, you must click "Submit for Approval" to send it to the Office.
- If it is not allowing you to click the "Submit for Approval" button, this means you have not completed all the fields of information required. Check over your application for missed info.
- Once submitted, this will then send a notification to the Office to approve the permit. If satisfied, then Mary-Anne will approve it, along with the appropriate Commissioners involved. You and your officials will get an email notification to say that the permit has been approved and this can be viewed and printed from the Portal.
- You will also receive a standard MNZ permit as normal as noted at the beginning of this section.

Adjusting/Transferring/Cancelling a Permit after submission

- You can amend certain details in the permit up until the day of the event (venue/officials etc) by clicking "Edit" on the event permit in question. Ensure you click "Save" once completed. Any changes will be notified to the MNZ Office and if need be, another Permit will be issued to you (due to the dual system remaining for now).
- You are also able to cancel your event through the portal. This will be processed by the Office and a credit issued to your account if required.

For more info: Email maryanne@mnz.co.nz or Phone (07) 828 7852 ext 3