



Regina Motocross Club

Instructions: How to Use LiveLaps

How to Setup a LiveLaps Account

For Members (Adults and Minors) Racers & Spectators/Workers

1. Go to www.livelaps.com
2. If you already have a LiveLaps account, use the same 'Account Login' and go to the Membership directions below. If you don't have an account, select 'Create Account' on the top right of the page, and choose Participant Account.
*****NOTE: Each Adult (18 or over) that is a Rider or Spectator (a non-rider such as a spouse, kid, or other family and friends) must create their own account with their own email address and password. However, Minors will not need an email if their account is created from within an Adult Participant account.**
3. Follow the steps and provide the information for each step until you receive confirmation that your account has been created.
4. You now have a LiveLaps account!
5. To add a Minor to your account, click on 'Add Racer' to create their account.

IMPORTANT THINGS TO NOTE!

- Accounts are one-time setup and always free!
- Any Participants that you add to your account will not have control over your account.

The screenshot shows the LiveLaps user interface. On the left is a sidebar menu with icons and labels for various account management functions. The main area is titled 'Dashboard' and contains three primary sections: 'Registration', 'Racers', and 'Profile'. Each section has a descriptive text and several blue action buttons. A red arrow highlights the 'ADD RACER' button in the 'Racers' section.

How to Register for a Regina Motocross Membership or Sign a Spectator/Worker Waiver

1. Login to your LiveLaps account.
2. Go to 'Membership Registration' from the Dashboard.
3. Search and select 'Regina Motocross Club'.
4. Choose the Participant you are buying the membership for.
5. Select the type of membership from the drop-down menu.
 - a. Adult Membership is for anyone 18 years old or older and \$250 each.
 - b. A Child Membership is for anyone 17 years old or younger and \$100 each.
 - c. Membership for Board Members is for Board Members and their immediate family only.
 - d. Choose 'Spectator Waiver Signature Only' if you are a spectator or worker (non-rider) and need to sign a waiver.
6. SKIP the Creating Club section.
7. Scroll down and Select Class and Race #.
 - a. Choose Rider in both drop downs if you are a rider OR
 - b. Choose Spectator in both drop downs if you are a spectator or worker.
 - c. Save and Close
8. Click on 'Continue'.
9. Your Transaction Summary will show \$0 because you are not charged through the LiveLaps Application. If you owe for Adult or Child Memberships, please e-transfer your total payment to info@reginamotocross.com once your registration is complete.

*****IMPORTANT: include your first and last name in the e-transfer message so we can track your transfer to your membership.**
10. Click on Proceed to Payment (you will not be charged anything).
11. Confirm the check boxes in the waiver and sign the waiver.
12. Click on 'Continue'.
13. Your registration is complete!
14. You will receive a confirmation email from LiveLaps.
15. You will also receive an email from the Regina Motocross Club within 2-3 days with further instructions on how to receive your key and stickers for access to the Moto Valley Raceway property. This email may go into spam so **please check your spam folder!**
16. Follow these instructions again to register other members on your account.

NOTE: If you added another adult to your account, they would still need their own separate email and password. And after they are set up with a membership, they will have to login to their own account to sign the waiver before the registration is complete.