



Advancing the Sport of Motorcycling

## MNZ APP SCANNING GUIDE

For anyone to scan at an event they must be nominated on the permit as either one of the Officials or as someone listed who will be scanning on the day.

You **MUST** sync your phone while in wifi range (at home) before EACH and EVERY event, to ensure you have the latest data from the office.

- **Screen One**

This is the front/first Screen you will see on the App which shows the Latest News – tap on the “More” tab

- **Screen Two**

You are now on the Settings Screen. Here you can view the Manual of Motorcycle Sport and the Restricted Riders List.

- **Screen Three**

Tap the box under SYNC. The first time you sync your device it will be the whole MNZ database, so it can take some time. After that, you must remember to sync the database before every event to have the most up to date data.

Once you have synced the MNZ Database tap on the “Events” tab to find your permitted events

- **Screen Four**

In the “Events” screen, tap on My Events. This is a list of all events that you are connected to. Find your event and tap on it.

- **Screen Five**

This will bring up your event details and permit number – tap on “Sign in Rider”

- **Screen Six**

From here you can either Scan the QR Code on the licence using the camera on your phone (see system requirements over Screen) or you can manually input the licence number or name into the search box

- **Screen Seven**

Once you have brought up the rider tap on their name

- **Screen Eight**

If the rider is all cleared to ride you will get this green screen – by tapping on Next Rider you have successfully scanned this rider into your event

- **Screen Nine**

If there is an issue with a licence, you will get a red screen. This could be because the licence is expired or the rider is on the Restricted Riders List.

- **Screen Ten**

The orange screen is just to make you aware you are signing in a Mini/Junior rider

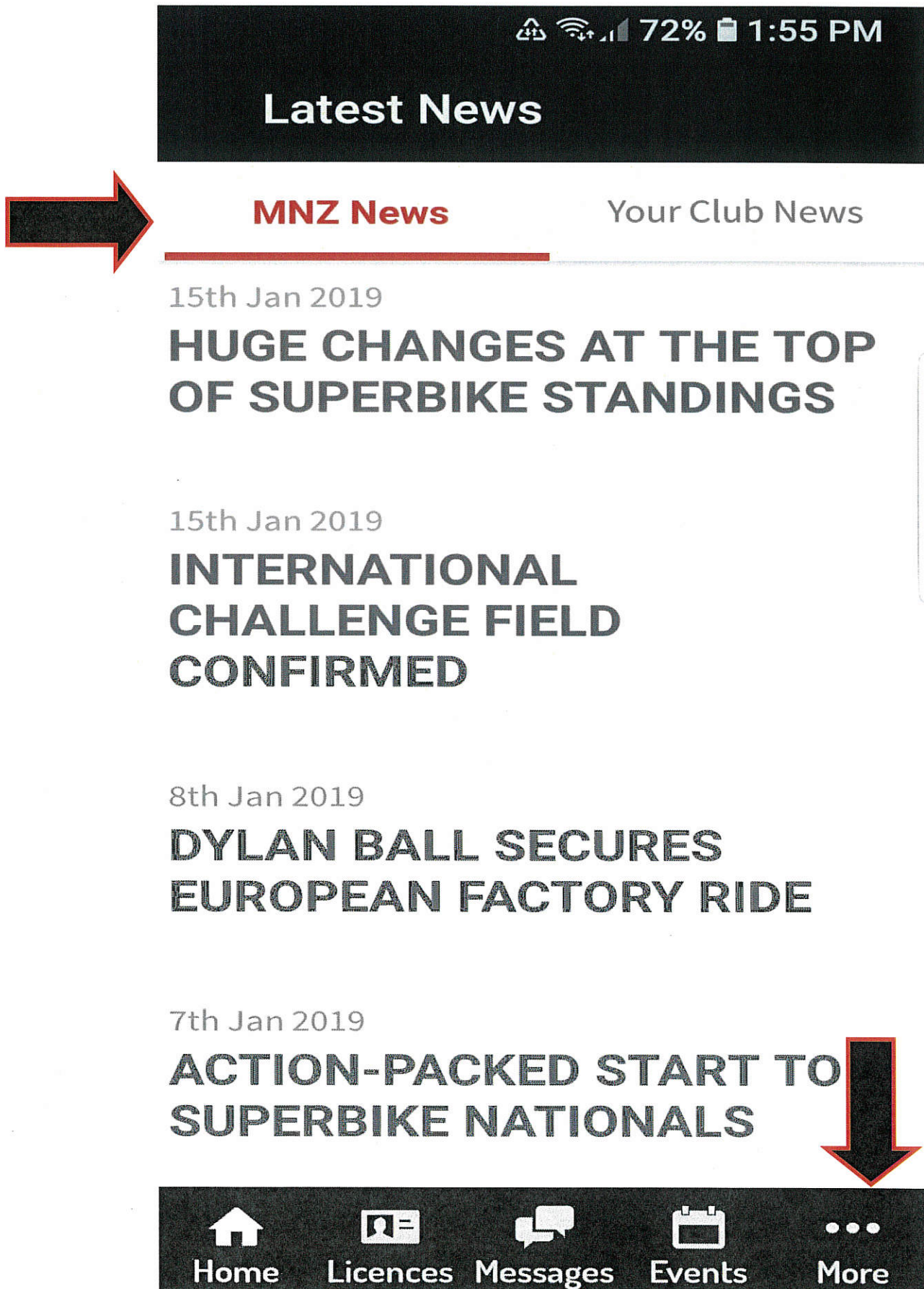
**Once you return home after the event, please go to the App on your phone, click on the EVENTS tab, click on the event you were just scanning at and click on EVENT LIST, then click on SAVE AND SYNC. This will upload all the licences you scanned into the App database.**

## *System Requirements*

- iOS 8 or newer (iPhone 5 or newer).
- Android 4.4 or newer
- Works on both tablets and phones.
- 80mb of free space
- We also recommend an auto-focus camera > 2MP to allow for scanning riders at events.

## Screen One

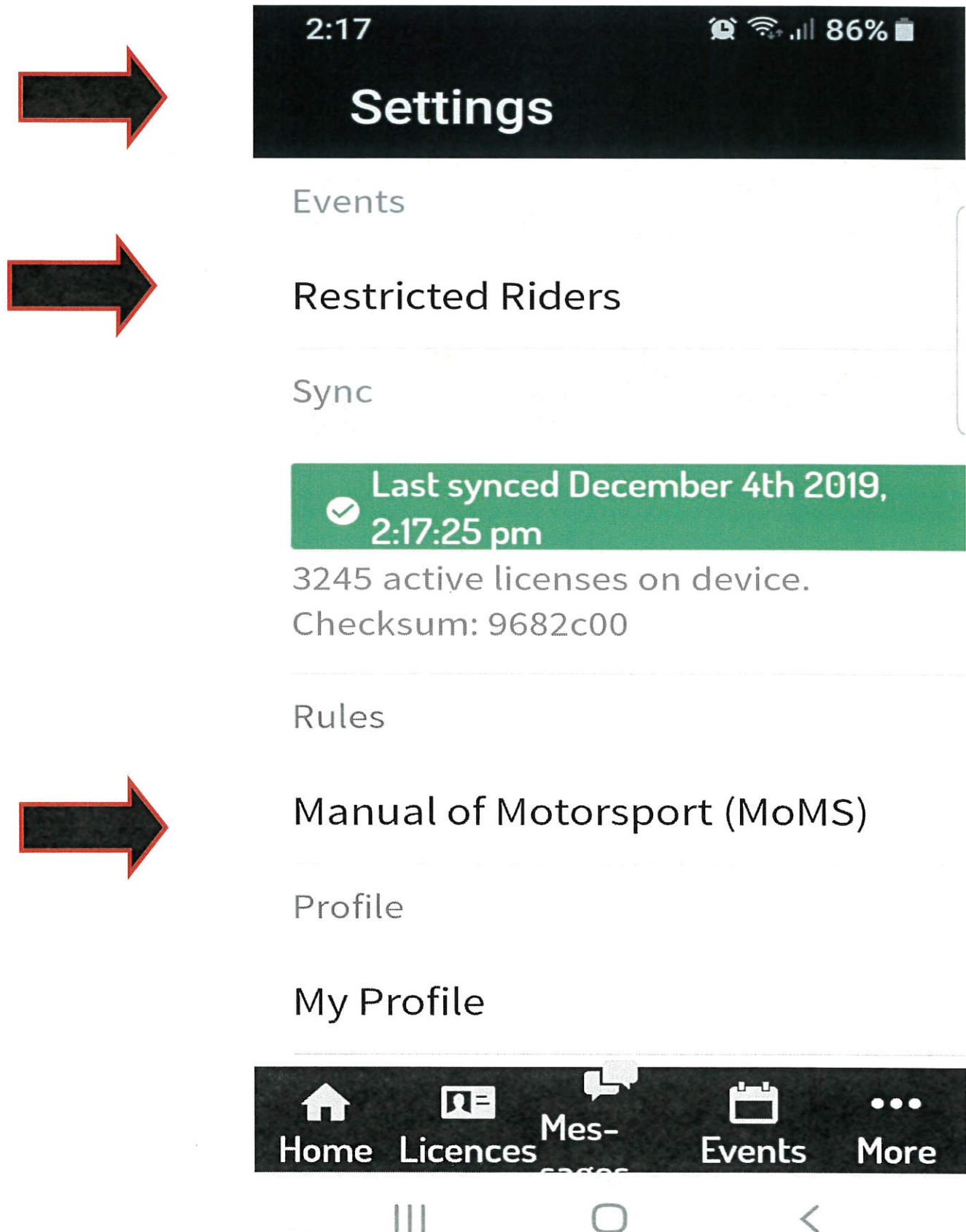
This is the front/first Screen you will see on the App which shows the Latest News – click on the “More” tab





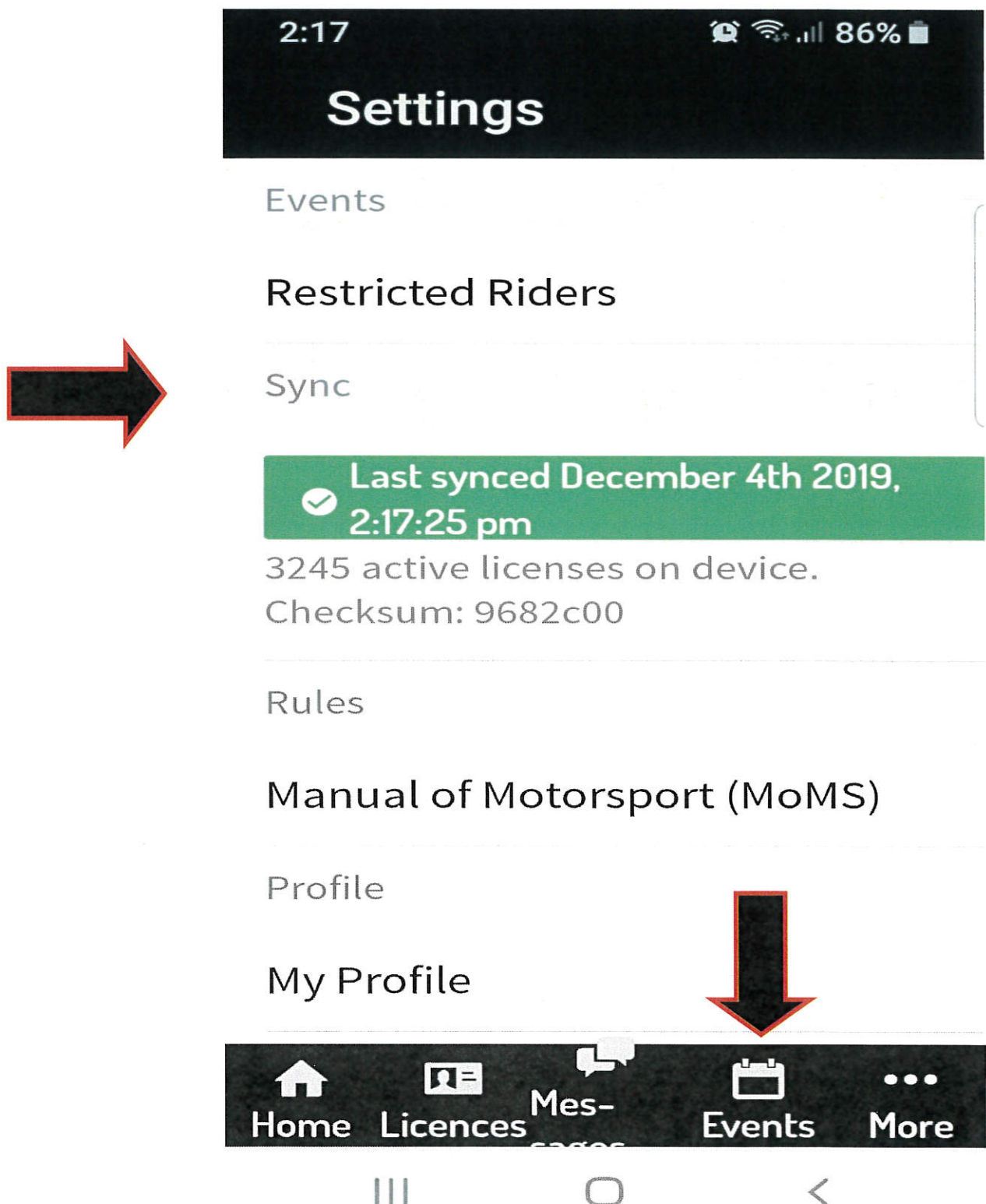
## Screen Two

You are now on the Settings Screen. Here you can view the Restricted Riders List and the Manual of Motorsport



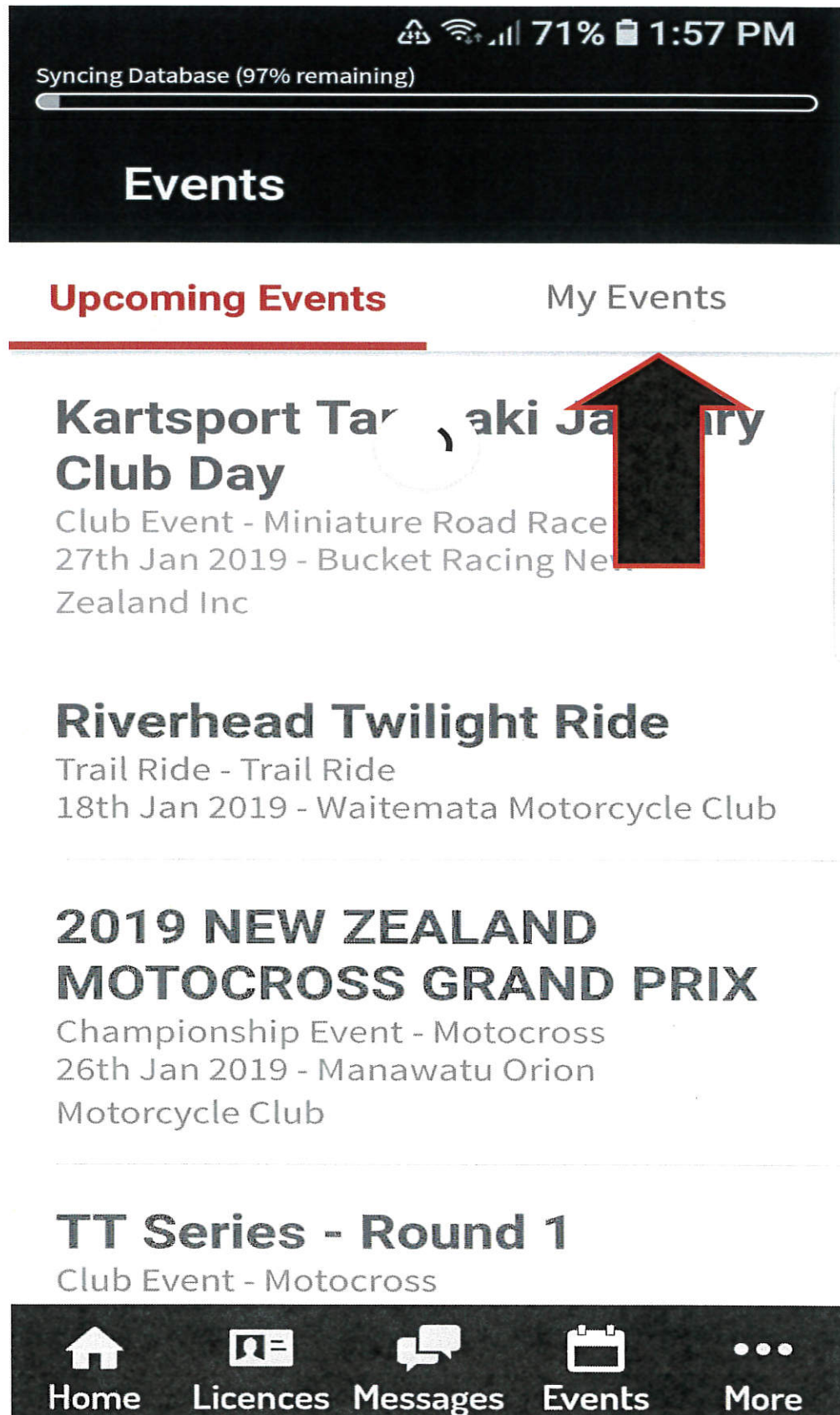
## Screen Three

Scroll down the Settings Screen and locate "Sync", click on this. The first time you synchronize it will be the whole MNZ database, so it can take some time. After that, you only need to remember to sync the database before every event to have the most up to date data. After syncing has completed it may have an orange bar, just tap on the Home tab and tap back to the More tab and it will turn green, meaning you have successfully synced everything. Once you have synchronized the MNZ Database click on the "Events" tab to find your permitted events



## Screen Four

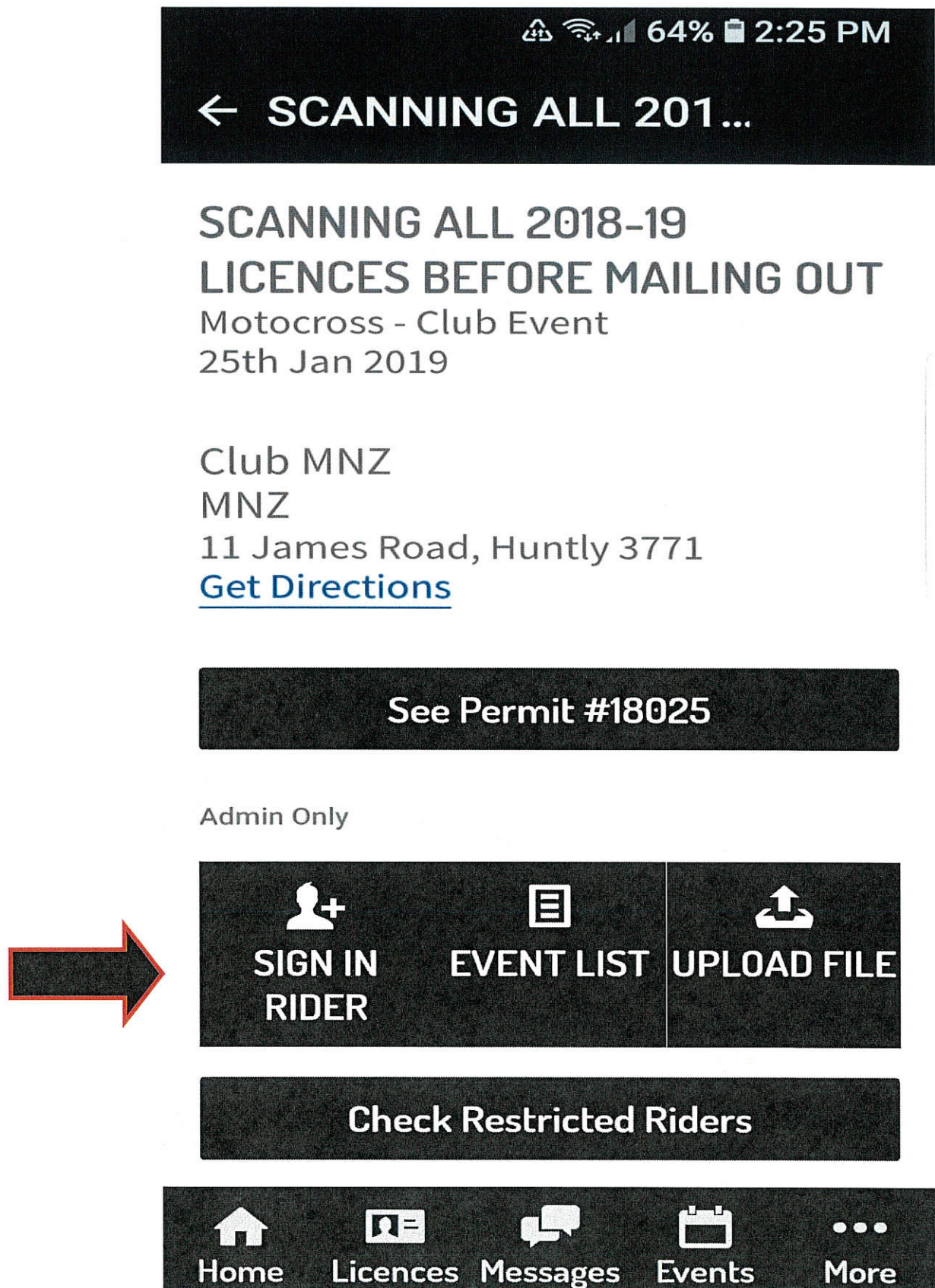
In the "Events" screen, click on My Events. This is a list of all events that you are connected to. Find your event and click on it.





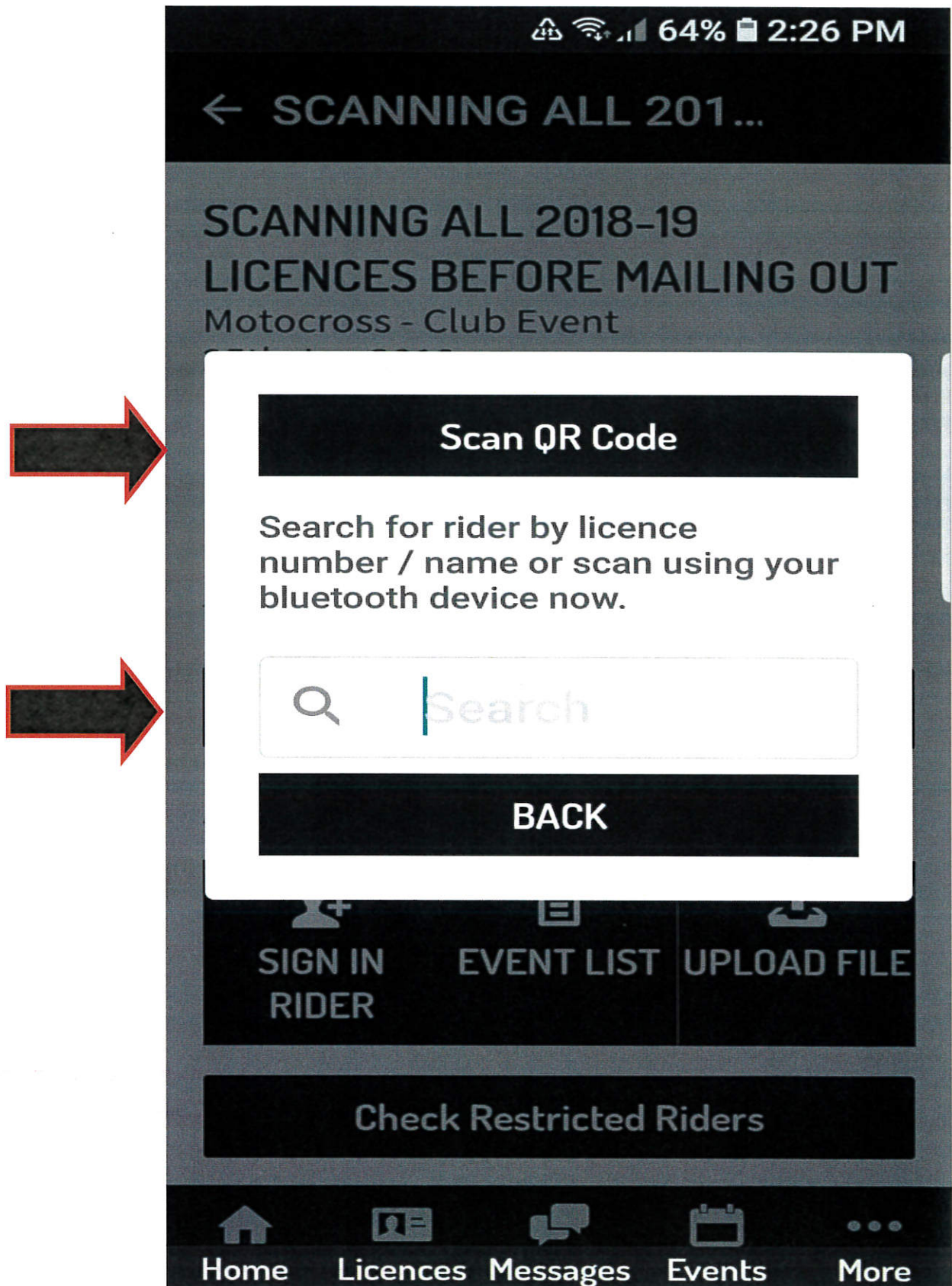
## Screen Five

This will bring up your event details and permit number – click on “Sign in Rider”



## Screen Six

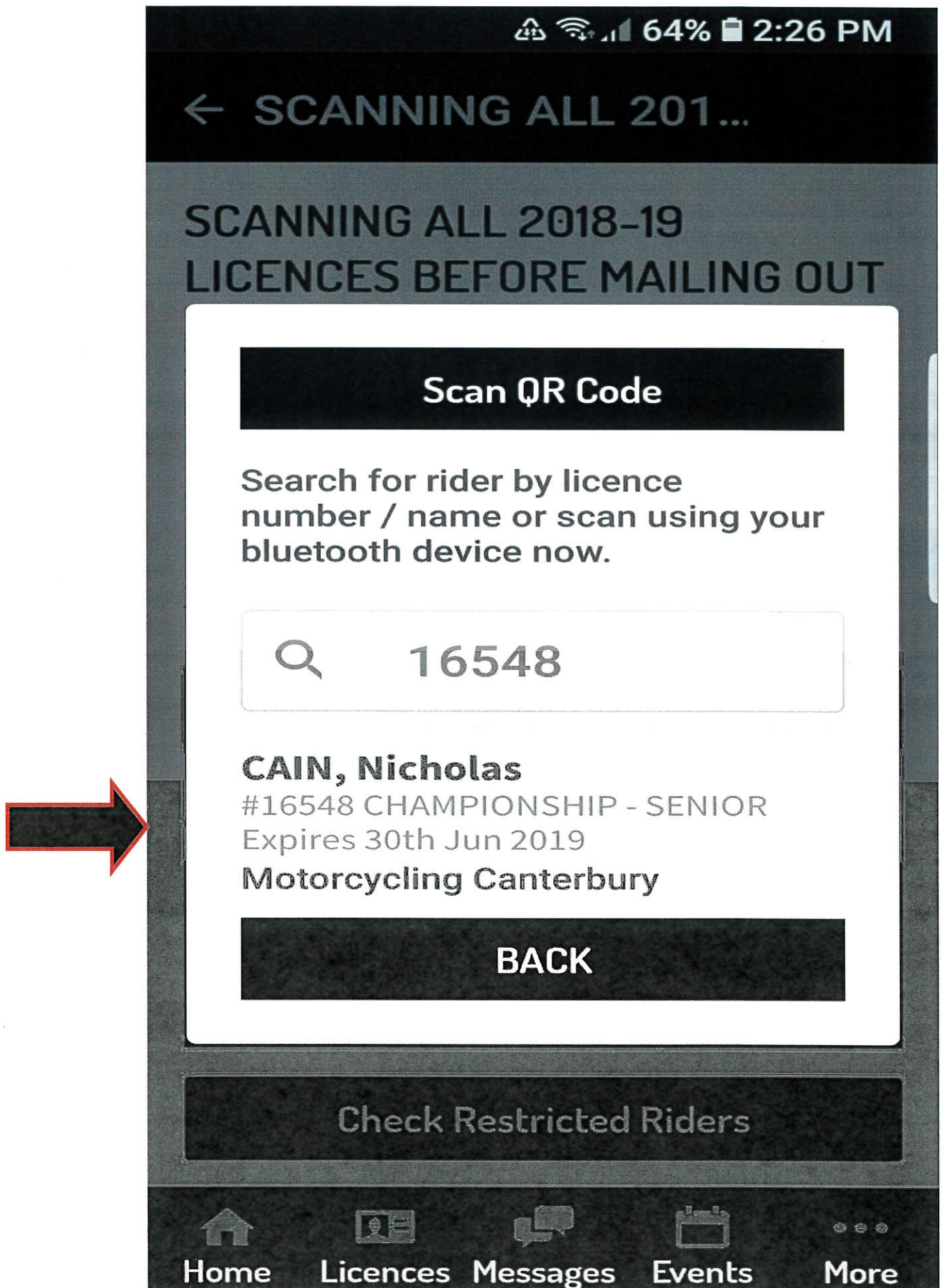
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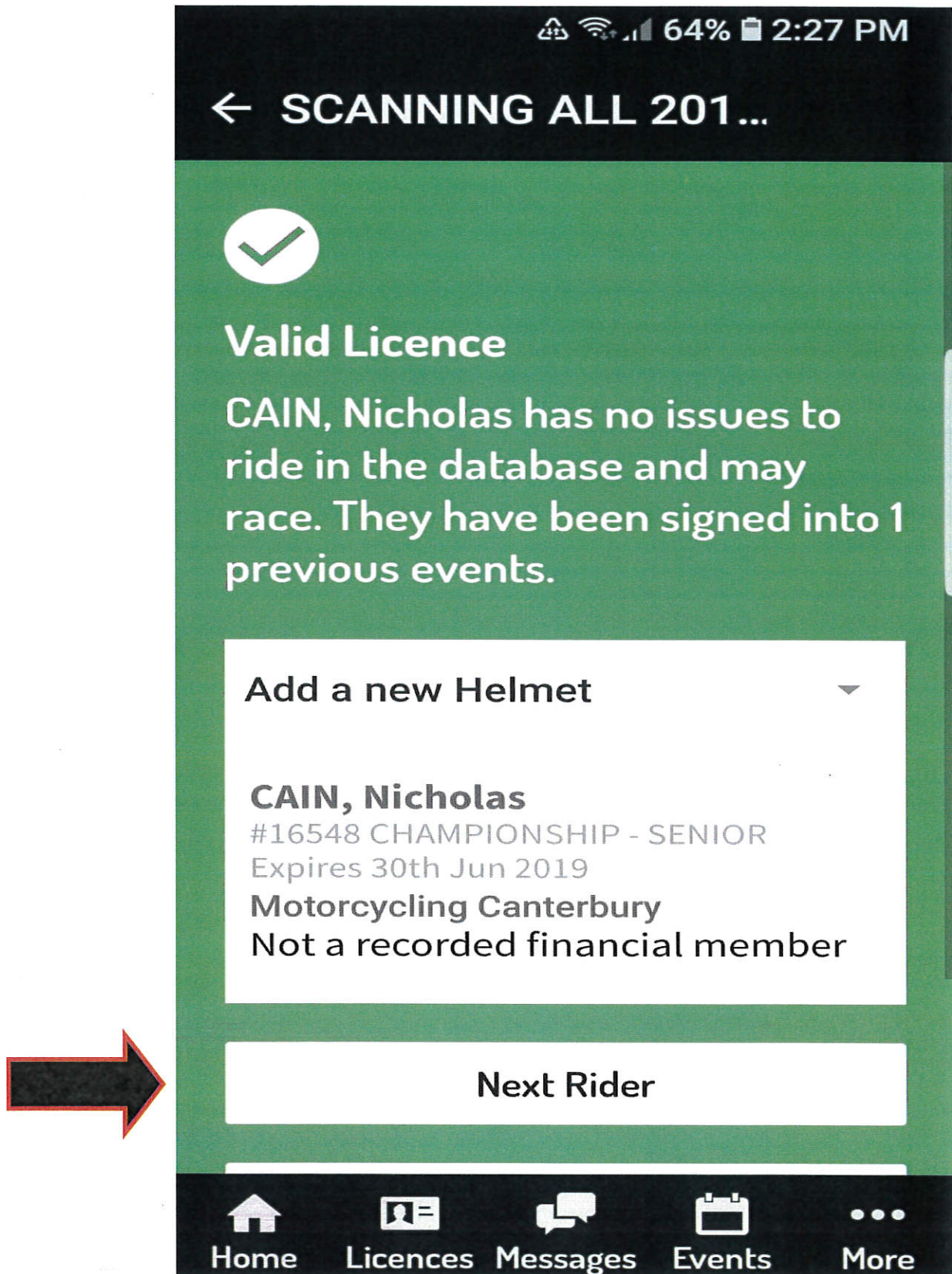
## Screen Seven

Once you have brought up the rider click on their name



## Screen Eight

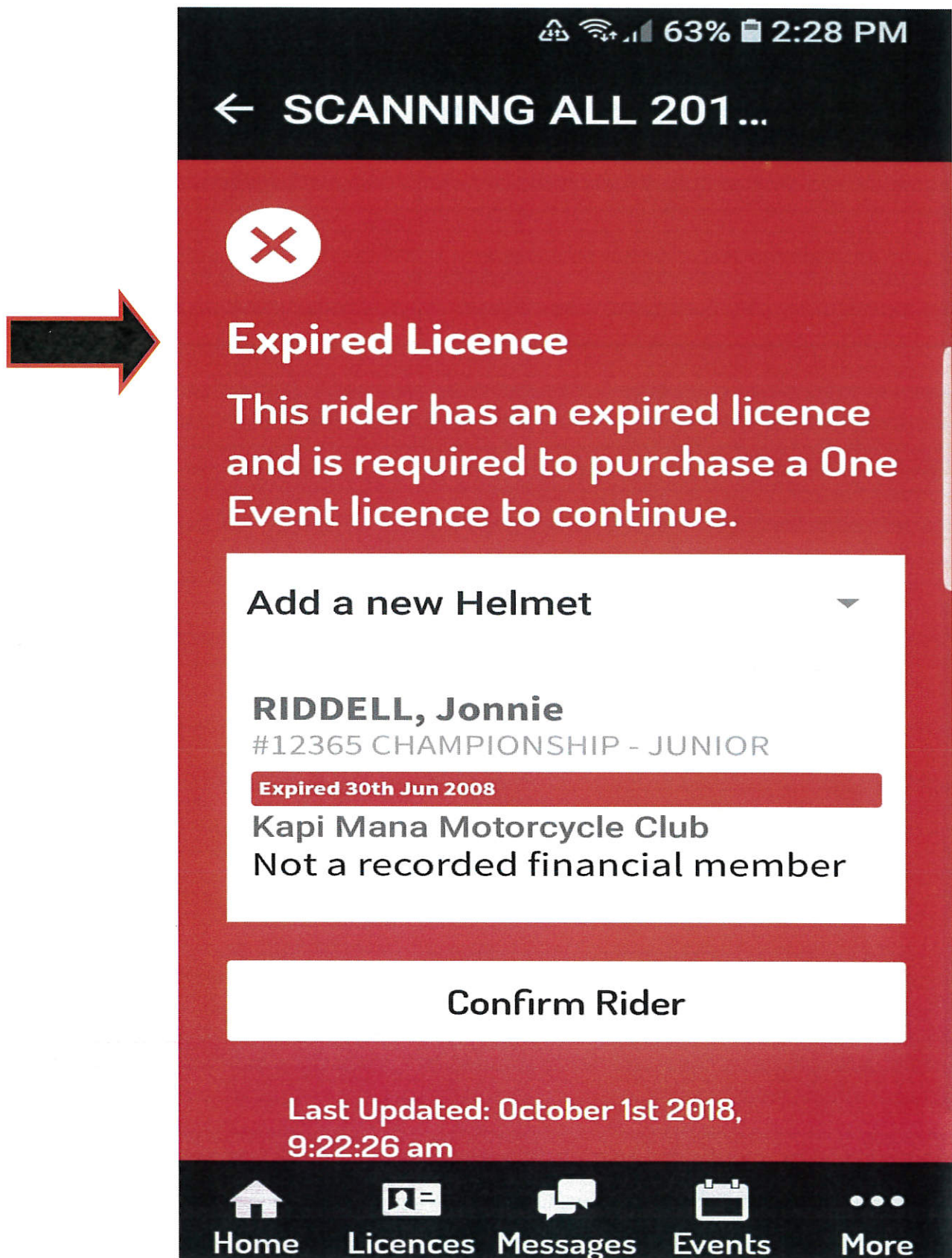
If the rider is all cleared to ride you will get this green screen – by clicking on Next Rider you have successfully scanned this rider into your event





## Screen Nine

If there is an issue with a licence, you will get a red screen. This could be because the licence is expired or the rider is on the Restricted Riders List.



## Screen Ten

An orange screen will come up for any underage rider (just for your information)

