

# MNZ CLUB APP HELP DOCUMENT

## INTRODUCTION:

This document has been developed to assist clubs with using the MNZ App.

You should become familiar with the MNZ App to help you run events and to ensure all information about your events are captured and reported back to MNZ.

The MNZ App includes tools to help your club. These include a current database of Riders, Officials, Restricted Riders List, Online Permitting and the facility to upload and view event reports post-event. To get started using the MNZ App follow the instructions below.

## USING THE MNZ APP:

Step 1: Download the App.

The MNZ App is available for both iOS and Android smartphones OR via the Web Dashboard.

For iOS and Android Smartphones click on one of the links below:



To go through the Web Dashboard go to [app.mnz.co.nz/admin](http://app.mnz.co.nz/admin). This is the hub where you are able to conduct administrative tasks relating to your club and your events. You must be given permission to access this view from the MNZ Office. These permissions are automatically given to all Secretary's, Presidents and Treasurers.

The web dashboard is the place where you should conduct most of the your admin tasks as it will be easier using a computer than a small phone screen.

The screenshot shows the MNZ Admin Web Dashboard for user Mary-Anne VAN DE WETERING. The interface includes a dark sidebar menu with options like "BACK TO PROFILE", "DASHBOARD", "HELP", "CLUBS", "EVENTS", "MNZ MEMBERS", "PERMITS", and "NEWS". The main content area is light blue and features a "Welcome back" message, a "What would you like to do today?" prompt, and several action buttons: "CHANGE PASSWORD OR PROFILE", "CONTACT MNZ HELPDESK", "VIEW RESTRICTED RIDERS", "HELP", and "LOGOUT". Below these are sections for "TODO" (no tasks assigned) and "NOTIFICATIONS" (three permit-related messages). On the right, there is a "Upcoming Events" section listing events such as "Bel Ray 1 2020", "Nelson Supercross Practice Day 1", "2020 - 42nd Southern Motocross Series Round 3", "Nelson Club Day", and "South Island Speedway Series Round 1".

The DASHBOARD home page shows the calendar view of Upcoming Events across the country. There are also panels showing tasks which have been assigned to you and notifications of tasks completed by others that may interest you. You can view a current list of Restricted Riders, contact the MNZ Helpdesk and change your password.

The left hand column displays links to sections where you can create or view a Permit for your club. Officials can submit assessments of an Official they have just completed and submit post event reporting to MNZ. You are also able to edit your own personal membership details.

#### System Requirements:

- ▶▶ iOS13.0 or newer
- ▶▶ Android 5 or newer
- ▶▶ Works on both tablets and phones
- ▶▶ 60mb of free space
- ▶▶ Requires auto focus camera of no less than 2MP to allow scanning riders at events.

## HOMEPAGE TABS

#### CLUBS:

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

#### 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 number of reports that have been submitted to MNZ by the Officials at that event or that are still outstanding.

By clicking on a particular permit this will allow you to see more information, like how many riders were scanned in, any Restricted Riders from that event and any Officials reports and Assessments uploaded.

#### MNZ MEMBERS:

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

This includes contact details, status of their licence, helmet information, and whether they are linked to other MNZ members e.g. a parent with a child profile linked to it.

#### PERMITS:

Shows you all the permits, which 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 still in review.

You can print an approved permits for display at the event.

By clicking on a permit, it will give you more information and all files attached.

## APPLYING FOR A PERMIT

Please look at the PERMITTING IN THE MNZ APP help document.

#### NEWS:

This is where you can view the latest news from MNZ.