# 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 taping 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

**You will only be able to see the licences that you have scanned on your phone i.e. if you have more than one person scanning, each person will only see the licences they scan.**

**A full list will download into the App once all phones have returned to Wi-Fi coverage.**

**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*

- ▶▶ 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.
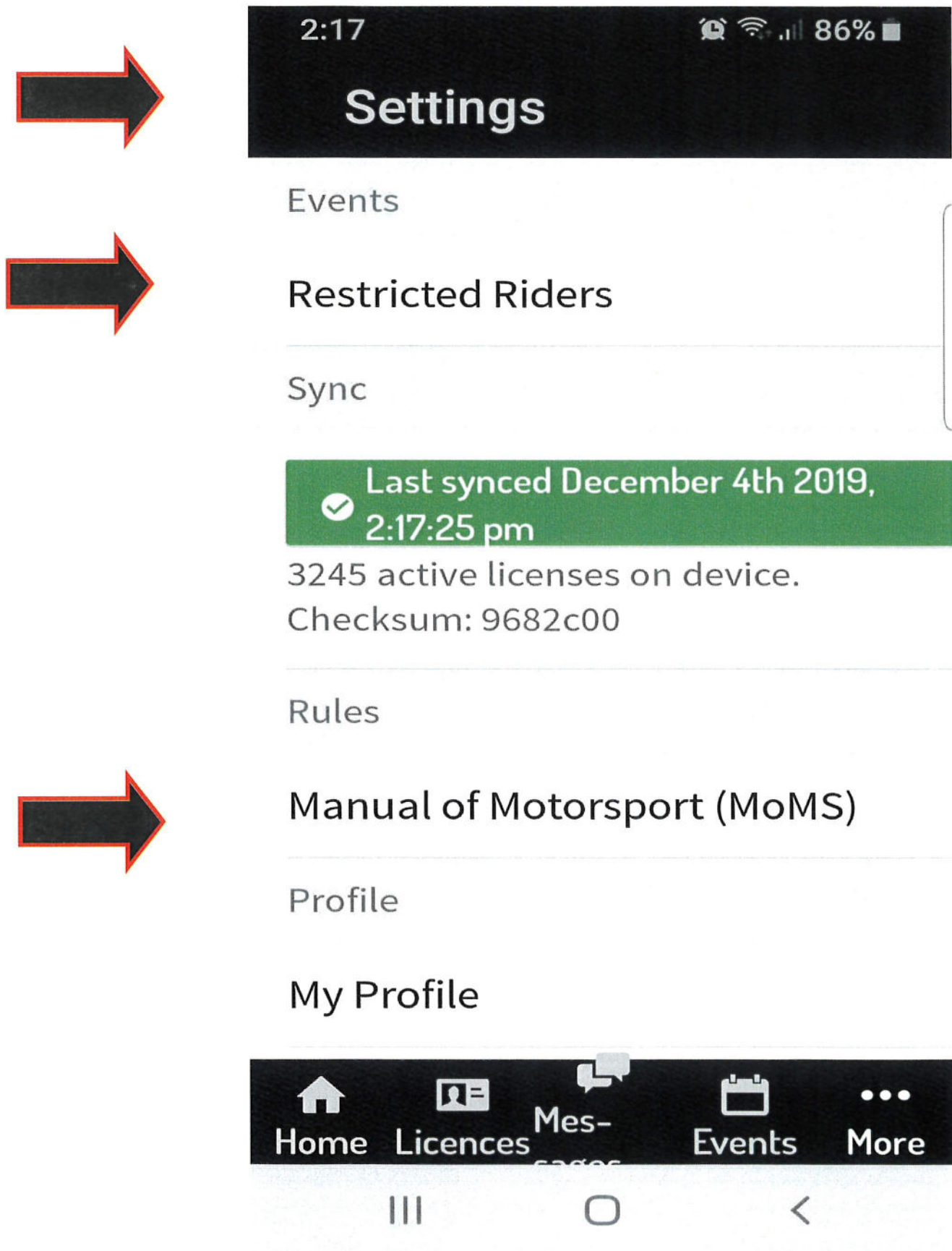
**Screen One**

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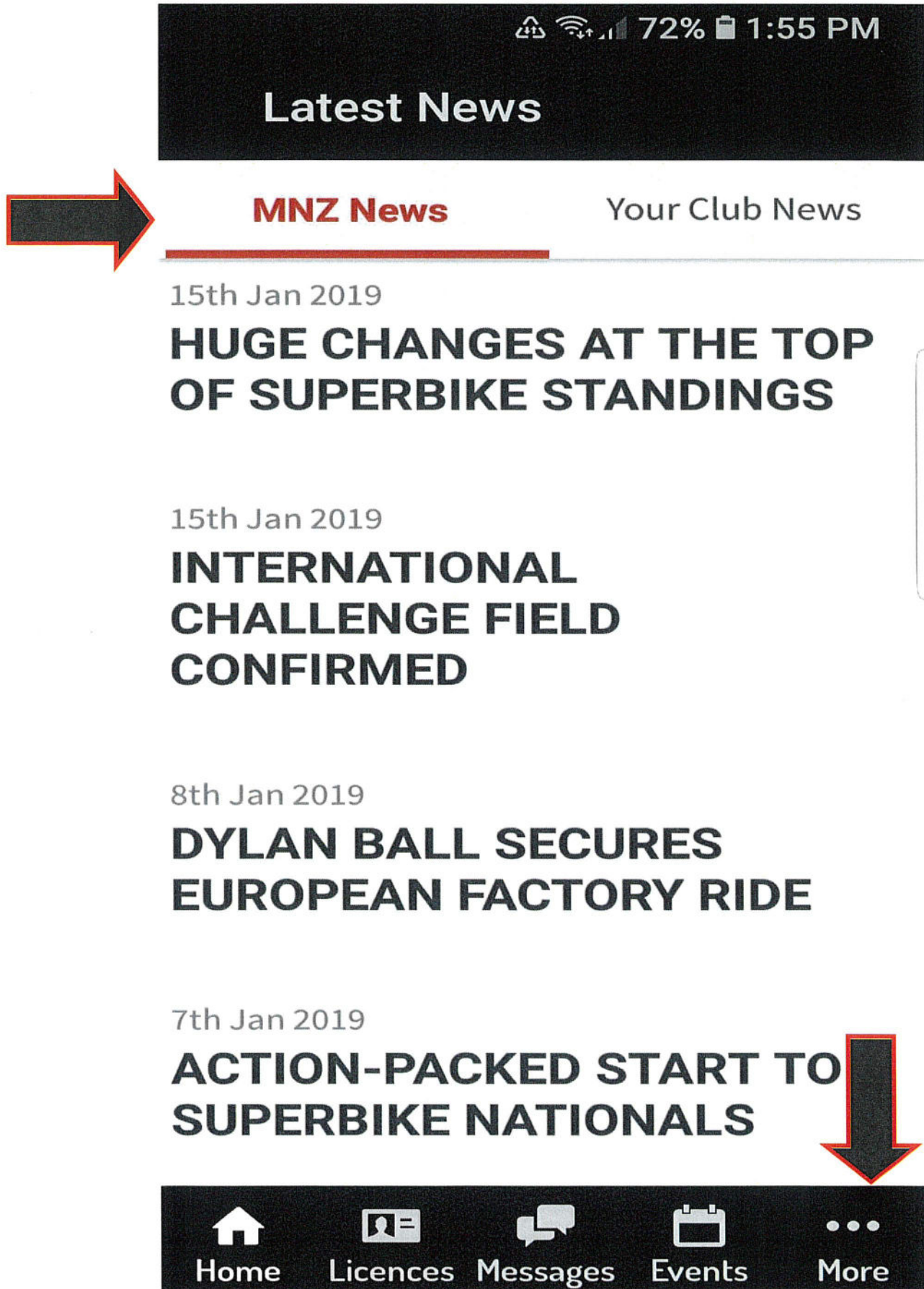
**Screen Two**

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

2:17      🕐 🛜 📶 86% ▮

# Settings

Events

## Restricted Riders

Sync

✅ Last synced December 4th 2019, 2:17:25 pm

3245 active licenses on device.
Checksum: 9682c00

Rules

## Manual of Motorsport (MoMS)

Profile

## My Profile

🏠 Home    📇 Licences    💬 Mes-    📅 Events    ••• More
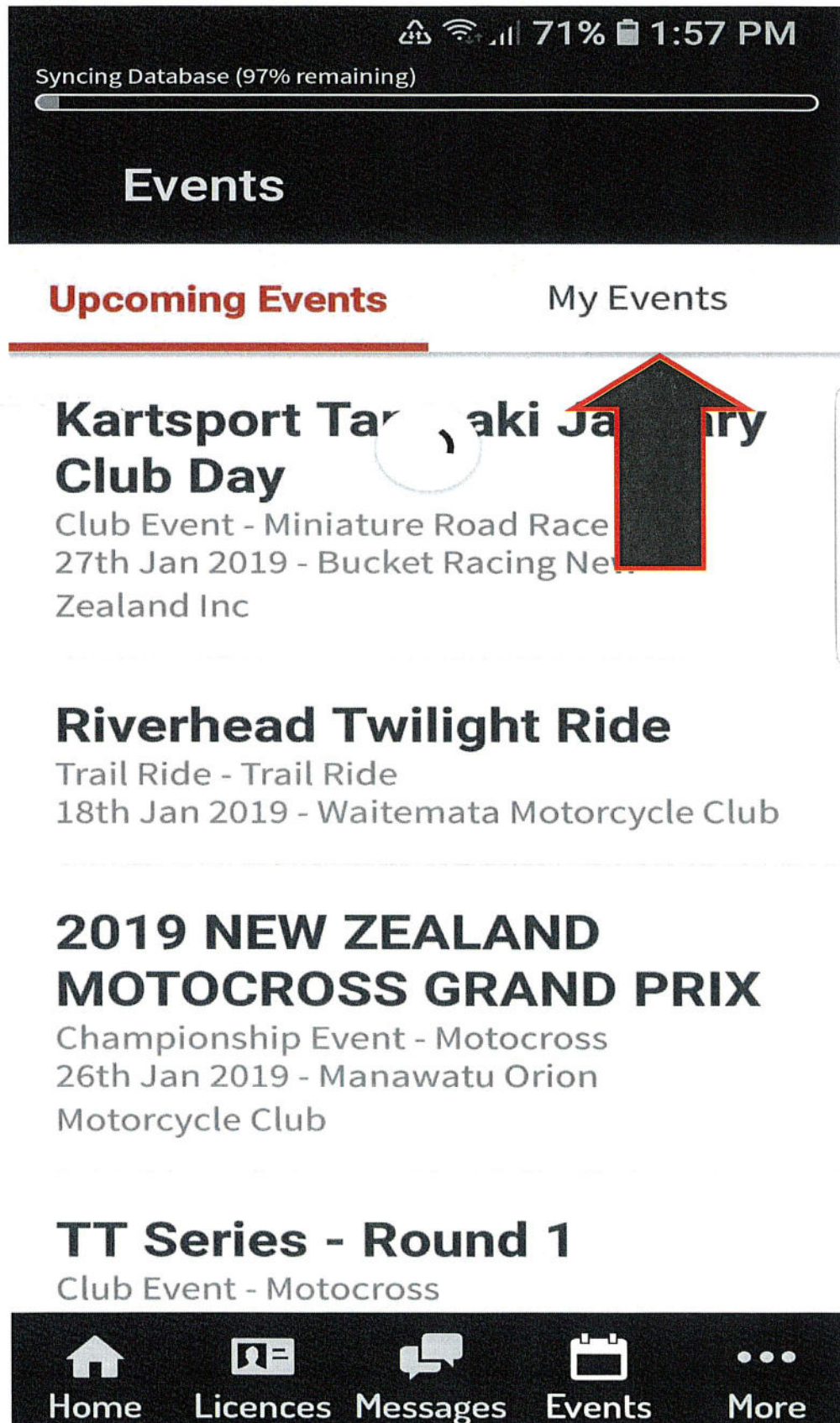
|||      ○      ‹

**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 re-member to sync the database before every event to have the most up to date data. After sync-ing 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

2:17                                          ⏰ 🔋📶 86% 🔋

# Settings

Events

## Restricted Riders

Sync

✓ **Last synced December 4th 2019, 2:17:25 pm**

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🏠 Home    🪪 Licences    💬 Mes-sages    📅 Events    ••• More
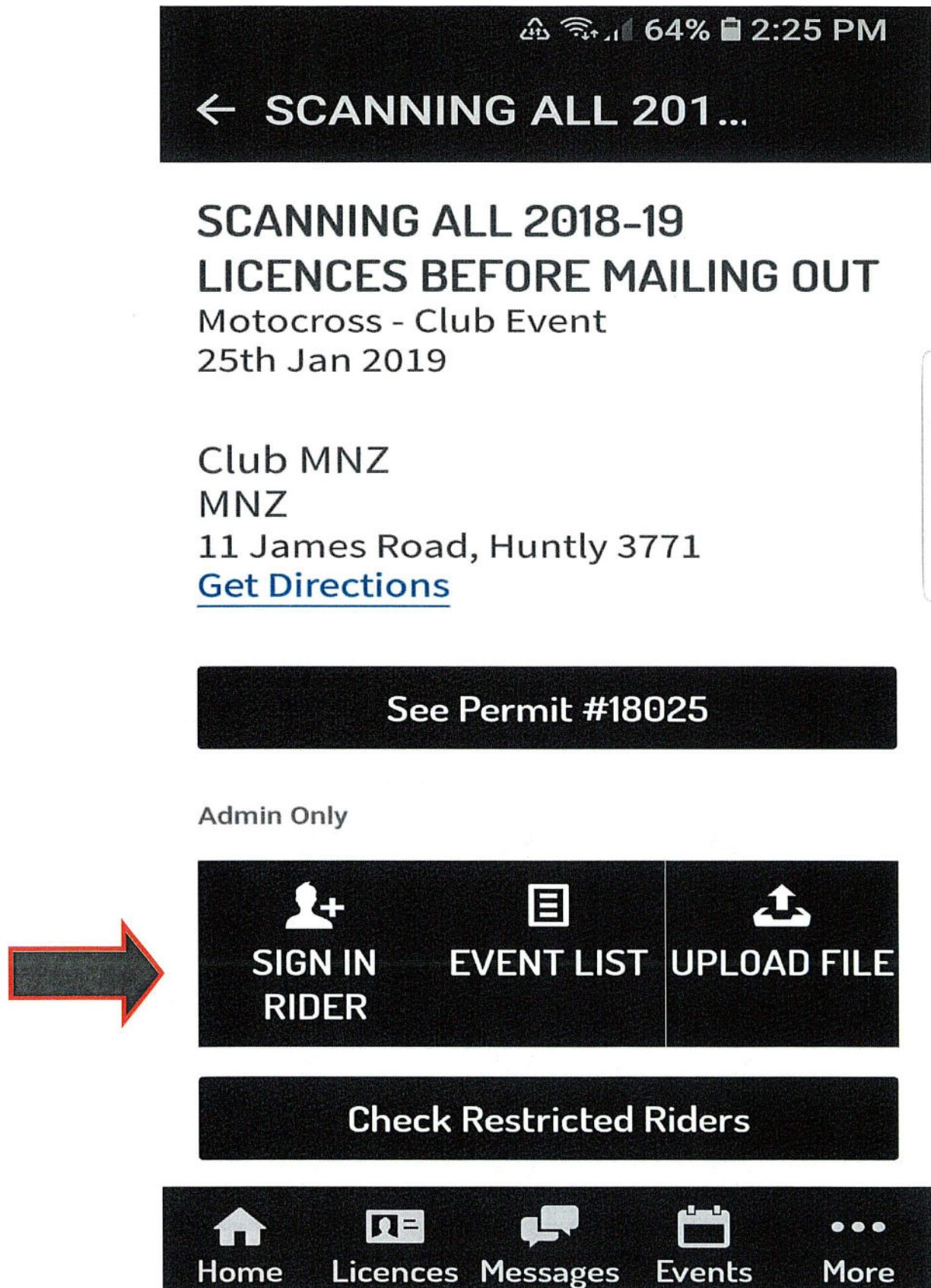
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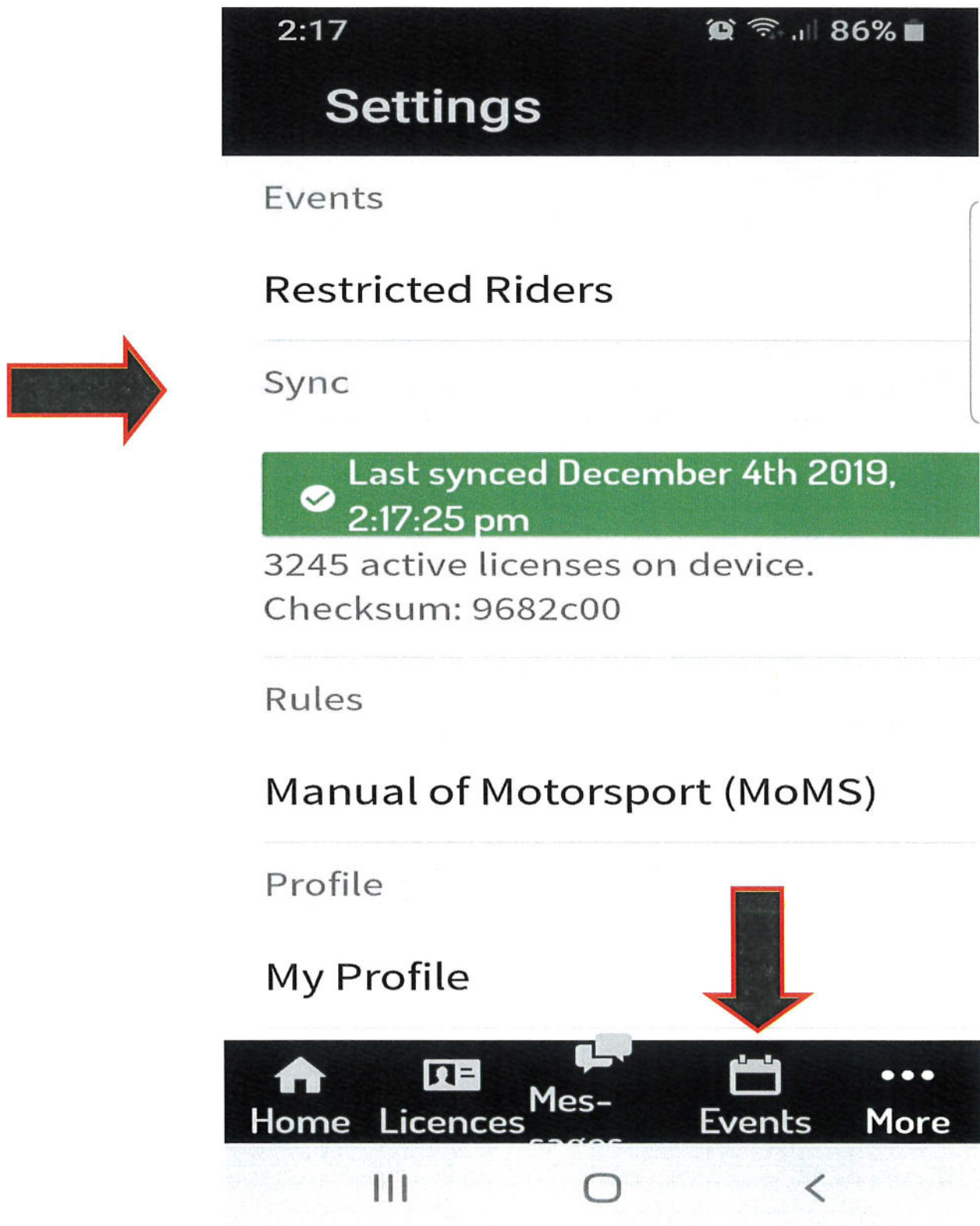
Screen Four

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"



SCANNING ALL 201...

## SCANNING ALL 2018-19 LICENCES BEFORE MAILING OUT
Motocross - Club Event
25th Jan 2019

Club MNZ
MNZ
11 James Road, Huntly 3771
Get Directions

See Permit #18025

Admin Only

SIGN IN RIDER    EVENT LIST    UPLOAD FILE

Check Restricted Riders

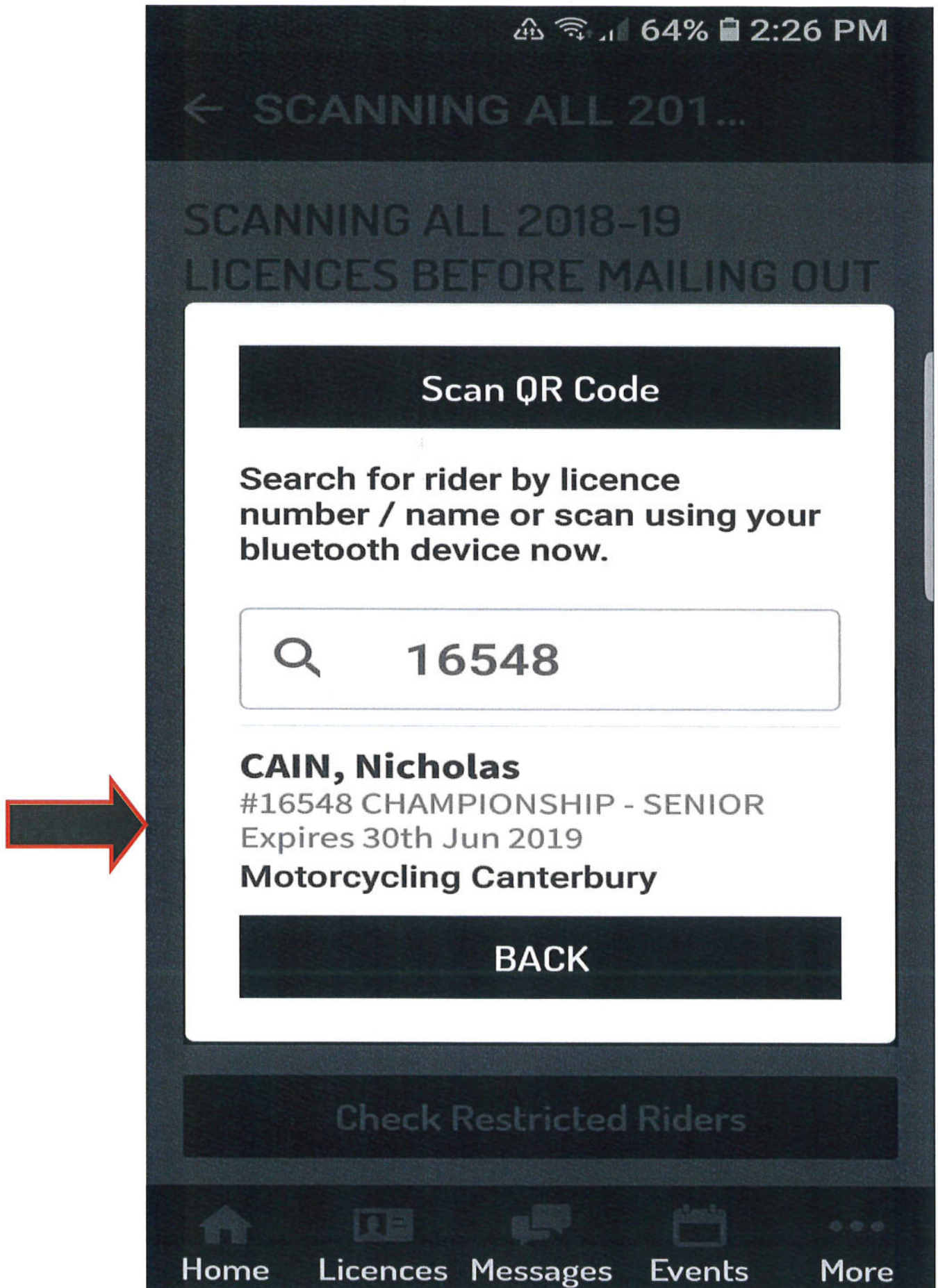Home    Licences    Messages    Events    More

**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
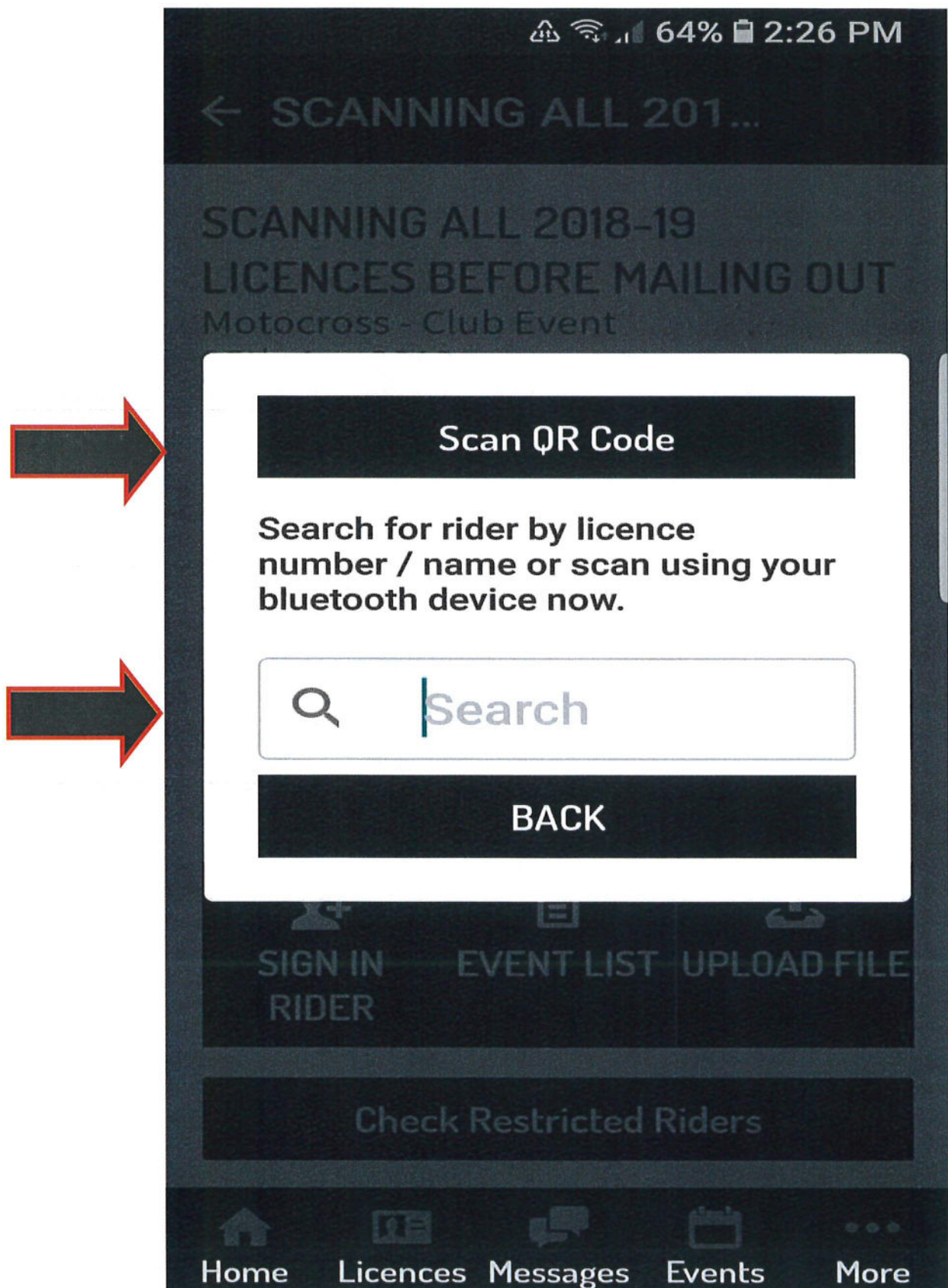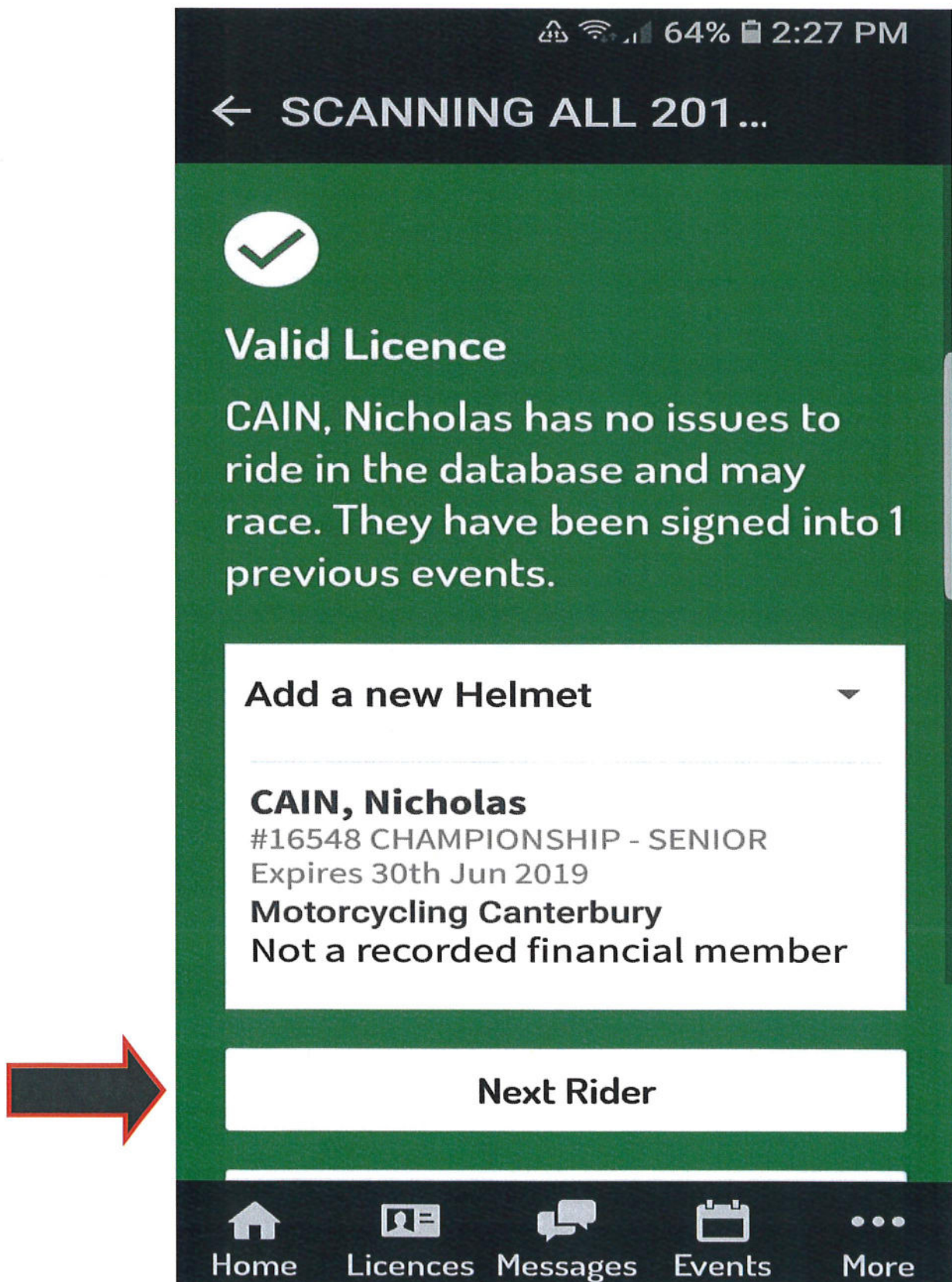
**Screen Seven**

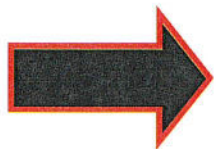Once you have brought up the rider click on their name

**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.



SCANNING ALL 201...

❌

**Expired Licence**

This rider has an expired licence and is required to purchase a One Event licence to continue.

Add a new Helmet ▾

**RIDDELL, Jonnie**
#12365 CHAMPIONSHIP - JUNIOR
Expired 30th Jun 2008
Kapi Mana Motorcycle Club
Not a recorded financial member

**Confirm Rider**

Last Updated: October 1st 2018, 9:22:26 am

🏠 Home    🪪 Licences    💬 Messages    📅 Events    ••• More

**Screen Ten**

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



← **VMCC Track Day**

!

## Underage rider

This rider is underage and will require a guardian.

Add a new Helmet ▾

**TAYLOR-TARRANT, Brooklyn**
#30415 CLUB - MINI MX
Expires 30th Jun 2019
Taranaki Motorcycle Club
Not a recorded financial member

**Confirm Rider**

Last Updated: January 14th 2019, 4:19:25 pm

🏠 Home    Licences    💬 Messages    📅 Events    ••• More