Advancing the Sport of Motorcycling

PERMITTING IN THE MNZ WEB PORTAL

All Clubs are to apply for their Permits online through the MNZ App Web Portal.

This is a different web Portal and not part of our normal MNZ website.

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

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

- 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 and click on them from the drop down box. If you cannot find your official in the list, it means they might be expired or not qualified for your type of event. 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" for it to be sent 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 (if required). 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.

Adjusting/Transferring/Cancelling a Permit after submission

- Once a permit has been approved, any changes can only be actioned by the MNZ Office
- You are able to cancel your event through the portal. This will be processed by the Office and a credit will be issued to your clubs account.

For more info: Email maryanne@mnz.co.nz or Phone (07) 828 7852 ext 2