

# **TUTORIAL ONLINE ENTRIES FOR MOTORSPORT EVENTS**



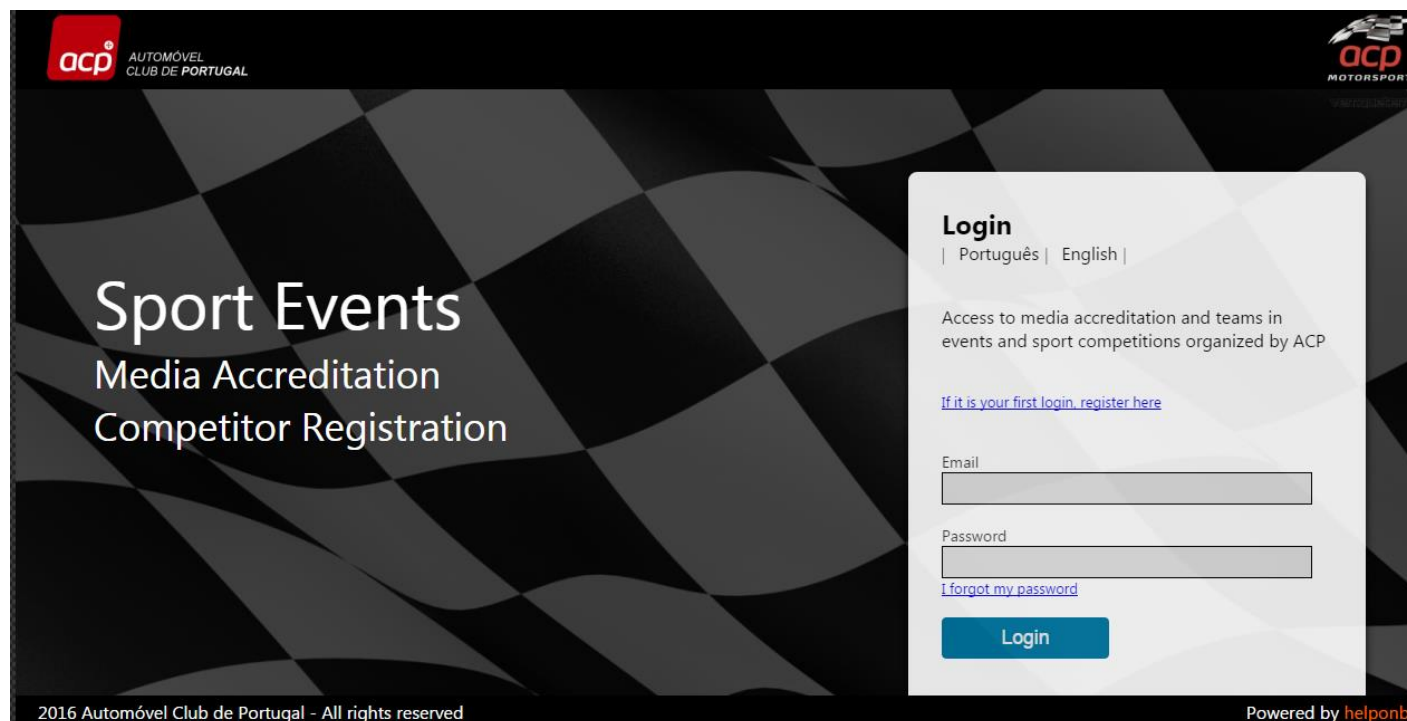
**In order to register online please access the link below:**

**<http://provasdesportivas.acp.pt>**

*NOTE: Access and entries should be done on a PC, using preferably Google Chrome. The access through a mobile phone or tablet may not work correctly!*

**Before you register your  
entry, please take a look  
at all the information and  
SUPPLEMENTARY  
REGULATIONS at the  
official website of the  
event!**

**[www.rallydeportugal.pt](http://www.rallydeportugal.pt)**



The screenshot shows the ACP website interface. At the top, there are logos for 'acp AUTOMÓVEL CLUB DE PORTUGAL' and 'acp MOTORSPORT'. The main content area has a dark background with a checkered pattern and the text 'Sport Events', 'Media Accreditation', and 'Competitor Registration'. On the right side, there is a white 'Login' box. Inside the box, there are links for 'Português' and 'English', a description of the login page's purpose, a link to 'register here' for first-time users, input fields for 'Email' and 'Password', a link for 'I forgot my password', and a blue 'Login' button. At the bottom of the page, there is a footer with '2016 Automóvel Club de Portugal - All rights reserved' and 'Powered by helpbiz'.

**acp** AUTOMÓVEL  
CLUB DE PORTUGAL

**acp**  
MOTORSPORT

## Sport Events

Media Accreditation  
Competitor Registration

### Login

| Português | English |

Access to media accreditation and teams in events and sport competitions organized by ACP

[If it is your first login, register here](#)

Email

Password

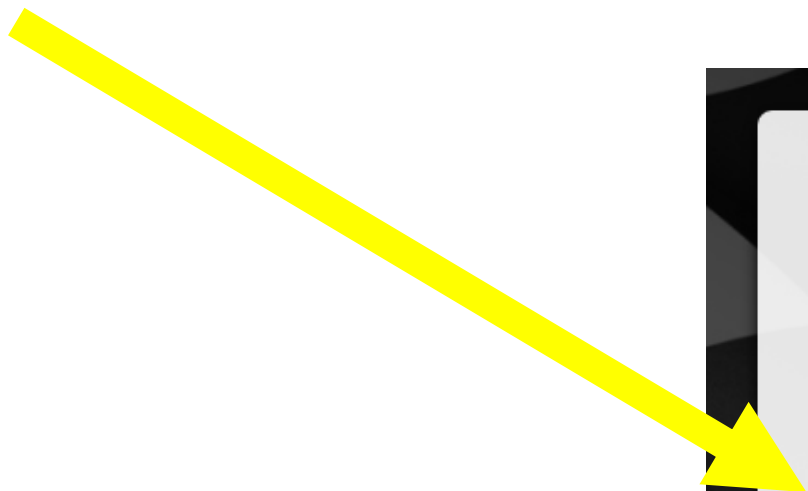
[I forgot my password](#)

Login

2016 Automóvel Club de Portugal - All rights reserved

Powered by **helpbiz**

**If it is your first time at our site, click here to obtain a password:**



### Login

| Português | English |

Access to media accreditation and teams in events and sport competitions organized by ACP

[If it is your first login, register here](#)

Email

Password

[I forgot my password](#)

Login

Powered by **helpo**

**Here you should fill in the following blanks:**

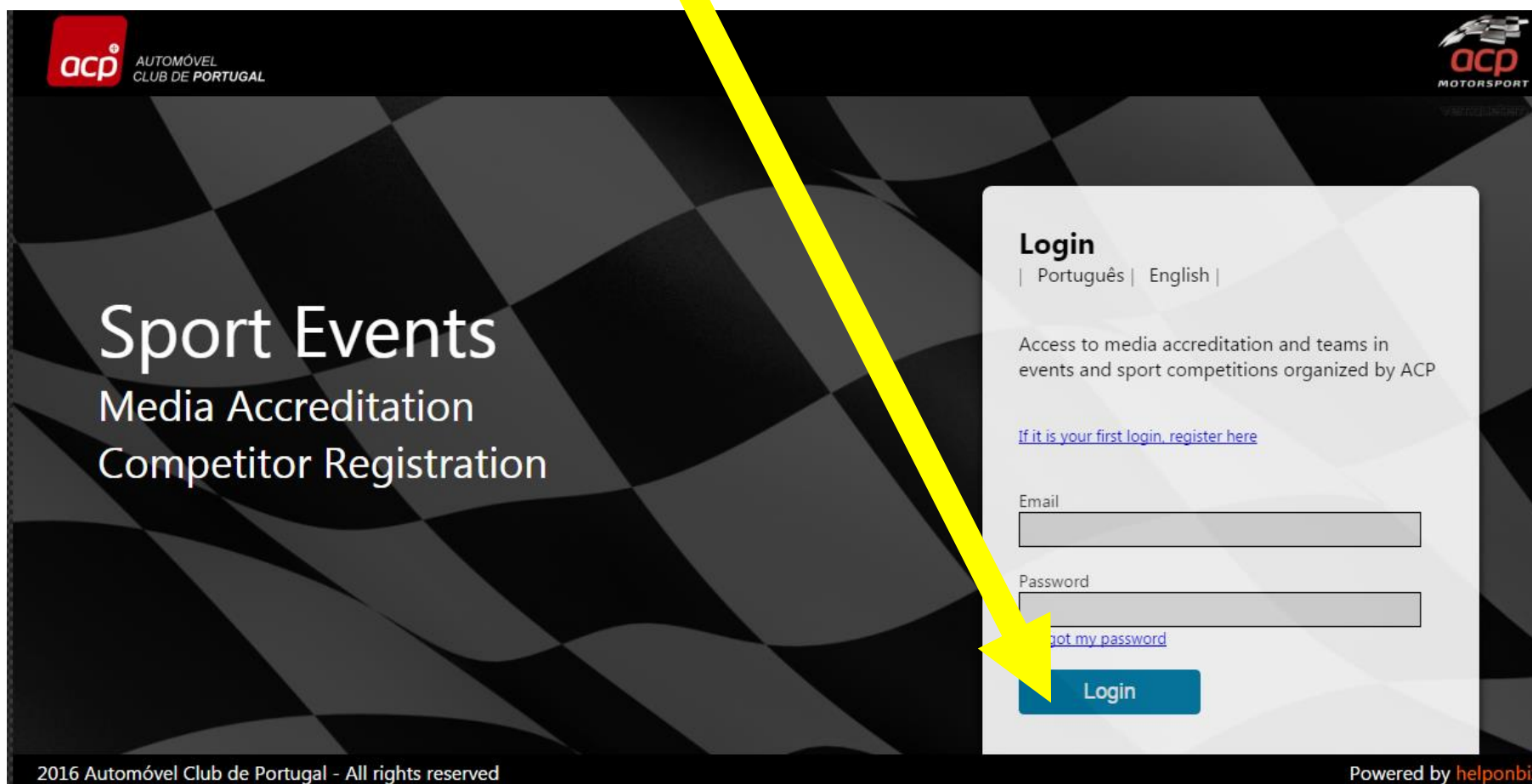
- **Entry type**
- **Entity Name/Team Name/Competitor**
- **Language**
- **Manager**
- **Email**

**Click then OK and you will receive an email with your access codes per email (please check your spam as well!)**

The image shows a 'Login Request' dialog box with a dark grey header and a white body. The header contains the title 'Login Request' and a close button (X). The body contains six input fields: 'Entry Type' (a dropdown menu), 'Entity Name/ Team Name/ Competitor' (a text field), 'Language' (a dropdown menu), 'Manager' (a text field), 'Email' (a text field), and 'Access Code' (a text field with an information icon on the right). At the bottom of the dialog, there are two buttons: 'Ok' and 'Exit'.

Field	Type
Entry Type	Dropdown
Entity Name/ Team Name/ Competitor	Text
Language	Dropdown
Manager	Text
Email	Text
Access Code	Text

**Now you can fill in your details received per email (email + password)  
and click on “LOGIN”!**



The screenshot shows the ACP website's login interface. On the left, the text 'Sport Events', 'Media Accreditation', and 'Competitor Registration' is displayed. On the right, a 'Login' form is present. A large yellow arrow points from the text above to the 'Login' button at the bottom of the form.

**acp**<sup>+</sup> AUTOMÓVEL  
CLUB DE PORTUGAL

**acp**  
MOTORSPORT

## Sport Events

Media Accreditation  
Competitor Registration

### Login

| Português | English |

Access to media accreditation and teams in events and sport competitions organized by ACP

[If it is your first login, register here](#)

Email

Password

[Forgot my password](#)

Login

2016 Automóvel Club de Portugal - All rights reserved

Powered by **helponbiz**



Select the event in which you want to register,  
then click on the logo

**acp**<sup>+</sup> AUTOMÓVEL CLUB DE PORTUGAL

Welcome [ACP Team Management](#) | [PT](#) | [EN](#) | [Change Password](#) | [Logout](#)


**Events List**

ACP Events Calendar

	<b>Vodafone Rally Portugal 2017</b> 18 May 2017 - 21 May 2017 Vodafone Rally Portugal 2017	Entry Period 14 March 2017 - 18 April 2017	 56d, 09h, 36m, 31s	<a href="#">Competitors List</a>	<a href="#">General List</a>
---	--	---	--	----------------------------------	------------------------------

Welcome [ACP Team Management](#) | [PT](#) | [EN](#) | [Change Password](#) | [Logout](#)


2017



**Available Information**

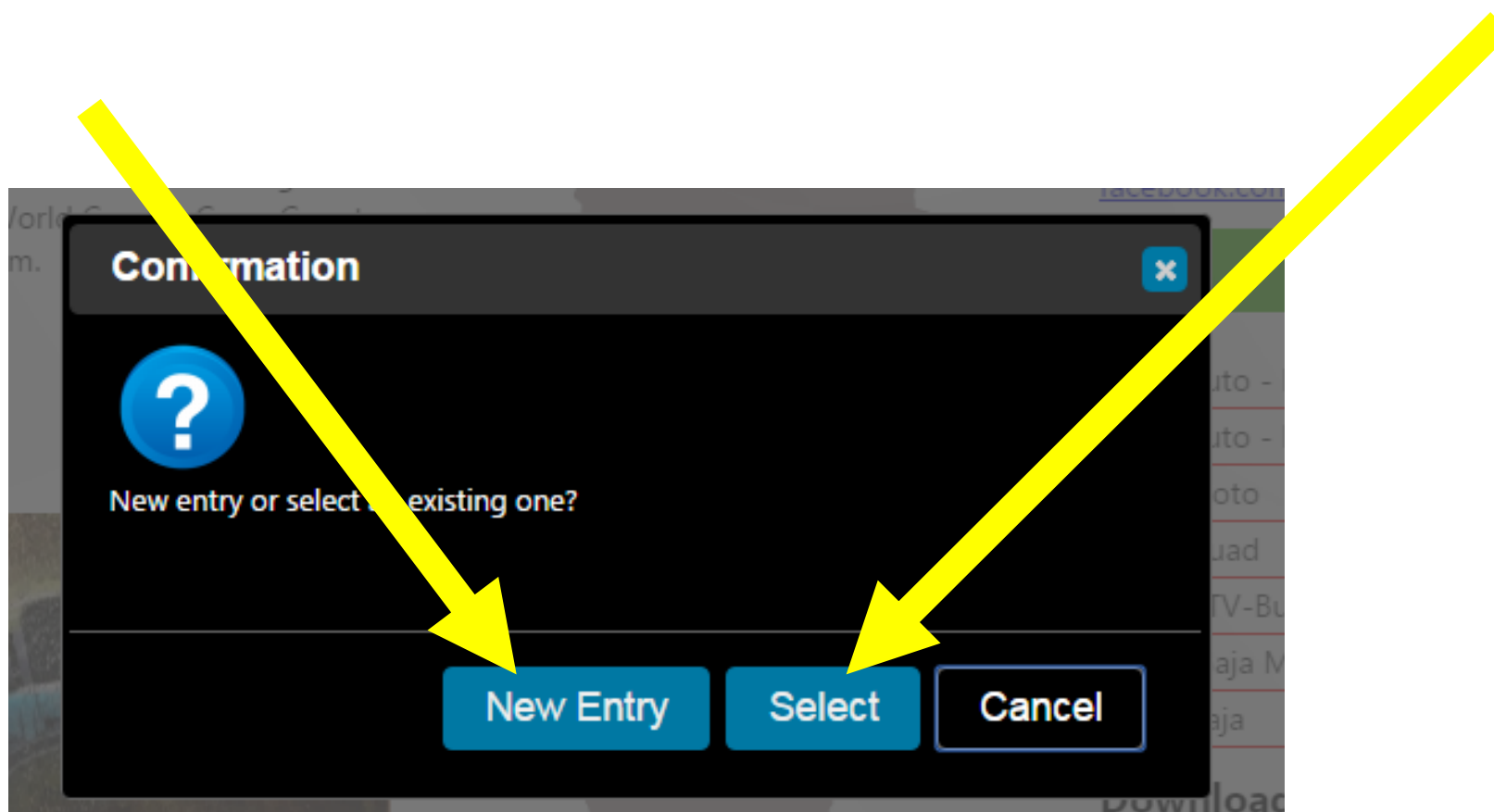
Vodafone Rally Portugal 2017

**Entries List**

PT Rally Event (WRC) [add](#) 

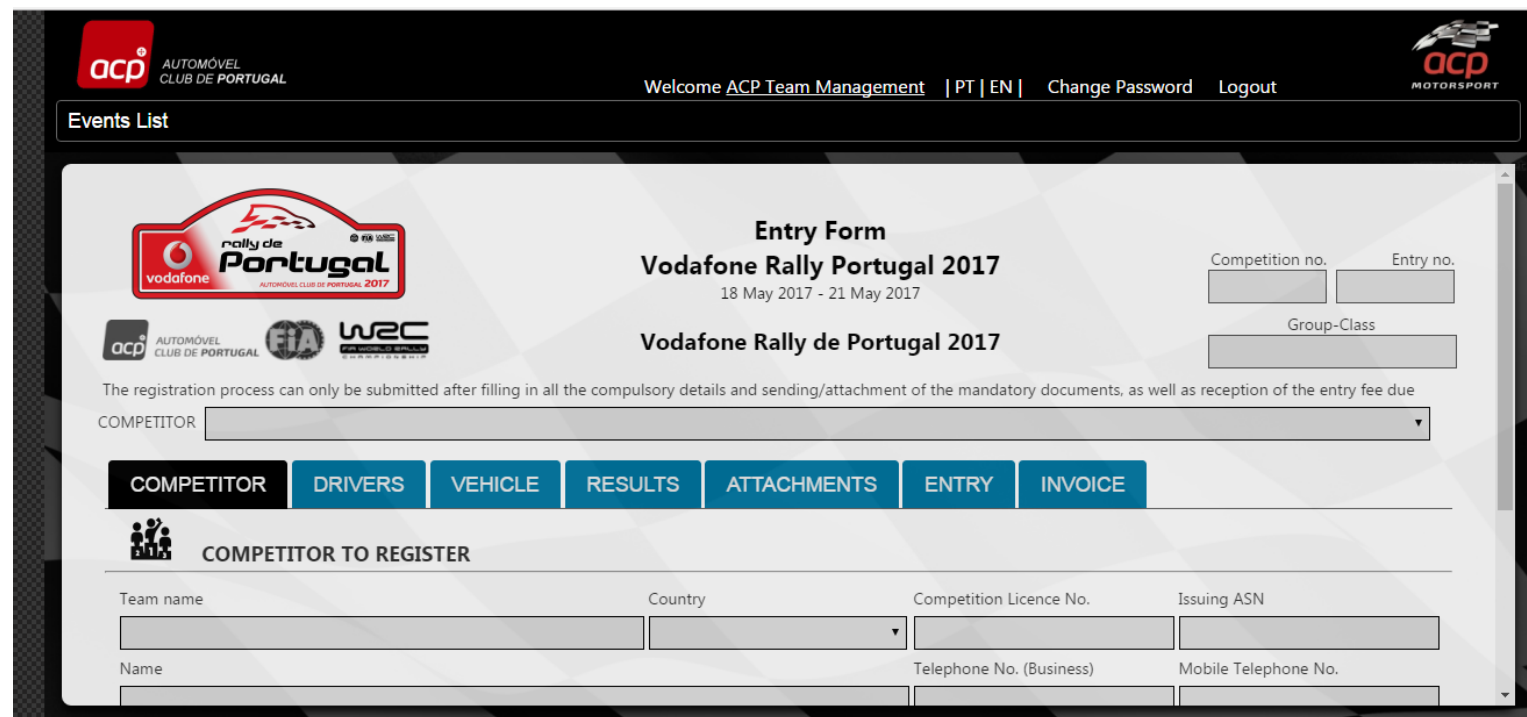
Here just click on **“ADD”**.

To register a new entry, click on **“NEW ENTRY”**. If you want to access an already registered entry , click on **“SELECT”**.



Enter each folder, fill in the blanks and select the suitable options according to your type of entry.

In the folder **“ATTACHMENTS”** add all the mandatory documents (max. size 4 MB each document!) and don't forget to fill in your details at **“INVOICE”**, since we are obliged by the Portuguese law to issue an invoice/receipt.



The screenshot shows the ACP Team Management website interface. At the top, there is a navigation bar with the ACP logo, the text "AUTOMÓVEL CLUB DE PORTUGAL", and a welcome message "Welcome ACP Team Management" with links for "PT | EN | Change Password | Logout". Below this is a section titled "Events List" which contains the "Entry Form" for the "Vodafone Rally Portugal 2017" (18 May 2017 - 21 May 2017). The form includes logos for Vodafone, ACP, FIA, and WRC. It features input fields for "Competition no.", "Entry no.", and "Group-Class". A dropdown menu for "COMPETITOR" is shown. Below the form is a horizontal menu with tabs: "COMPETITOR", "DRIVERS", "VEHICLE", "RESULTS", "ATTACHMENTS", "ENTRY", and "INVOICE". The "COMPETITOR" tab is selected, showing a section titled "COMPETITOR TO REGISTER" with input fields for "Team name", "Country", "Competition Licence No.", "Issuing ASN", "Name", "Telephone No. (Business)", and "Mobile Telephone No.".

In the **“ENTRY”**  
folder select your  
**“ENTRY TYPE”**.  
Please fill the  
Account holder  
blank in, so that  
your payment can  
be easily found.

**acp**<sup>+</sup> AUTOMÓVEL CLUB DE PORTUGAL

Welcome [ACP Team Management](#) | [PT](#) | [EN](#) | [Change Password](#) | [Logout](#)

Events List

COMPETITOR

**COMPETITOR** **DRIVERS** **VEHICLE** **RESULTS** **ATTACHMENTS** **ENTRY** **INVOICE**

**ENTRY FEE**

Entry type  Entry fee

Identify the entry form fee and the total amount payable

☐ Bank Transfer ☐ Bank deposit

Currency  Paid value  Transfer description

Account holder

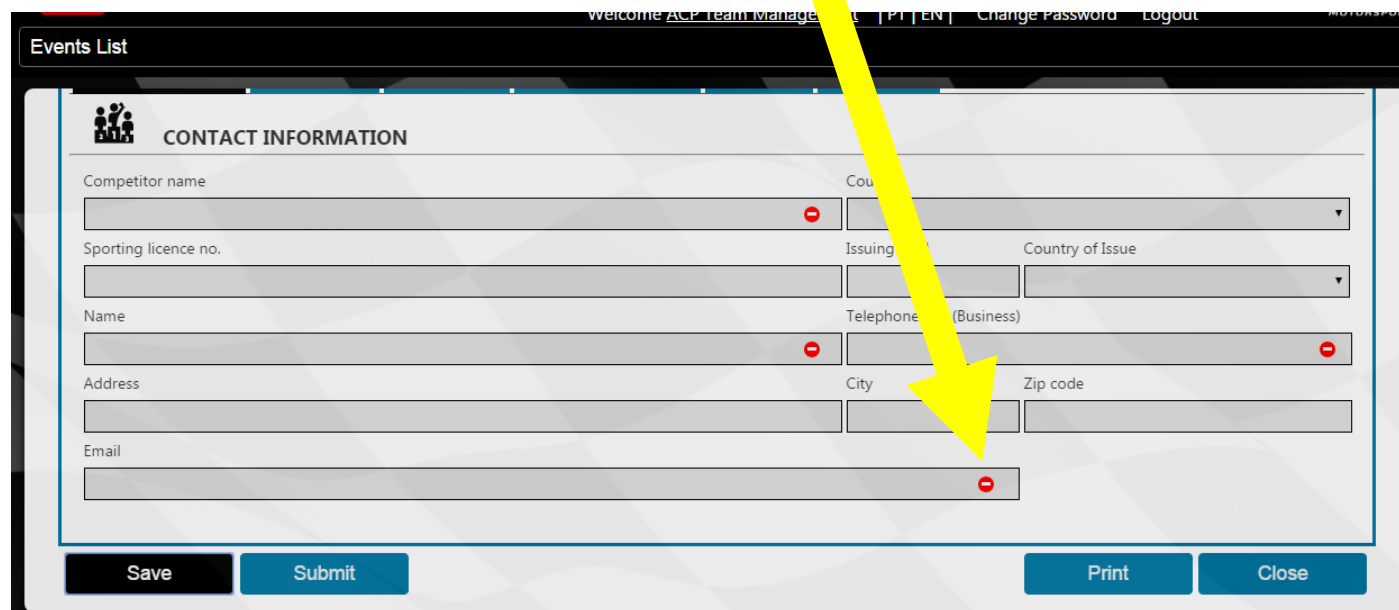
Comments

Entity	ACP - Automóvel Club de Portugal
Bank	BPI - Banco Português de Investimento
BAN	0010 0000 26738780013 36
IBAN	PT50001000002673878001336
SWIFT	BBPIPTPL

**Don't Forget to save your details!**

**Take note that some blanks/info are mandatory and if not filled in, the forbidden sign appears on those blanks. Complete your entry and click on "SAVE"!**

**(Note! Never use a point or colon in the following situation: in CC write e.g. 1600 and not 1.6 or 1,6)**

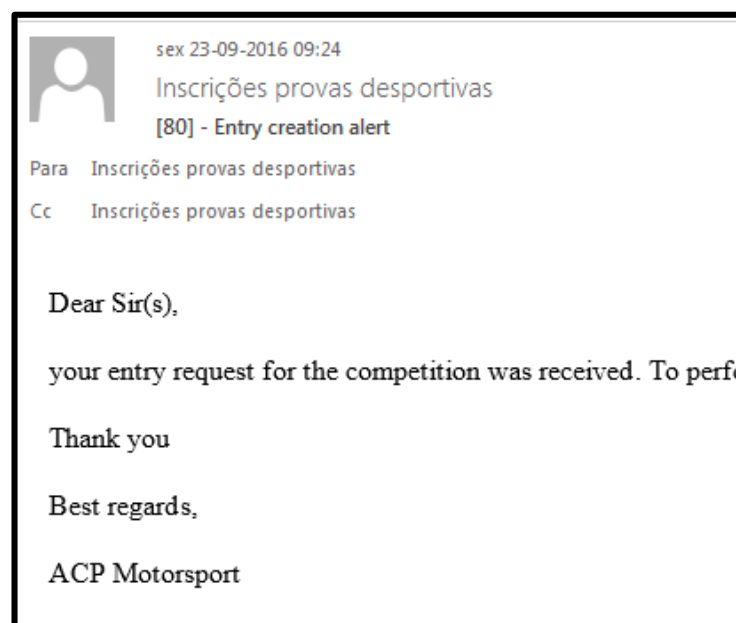


The screenshot shows a web application interface for 'Events List' with a 'CONTACT INFORMATION' form. The form contains several input fields, some of which are empty and marked with a red circle with a diagonal line (a forbidden sign), indicating they are mandatory. A yellow arrow points to the 'City' field, which is empty and has this sign. Other fields with the sign include 'Competitor name', 'Sporting licence no.', 'Name', 'Telephone (Business)', and 'Email'. The 'Country' field is a dropdown menu. The 'Issuing' and 'Country of Issue' fields are also dropdown menus. The 'Address' field is a single-line text input. The 'City' and 'Zip code' fields are single-line text inputs. At the bottom of the form, there are four buttons: 'Save', 'Submit', 'Print', and 'Close'.

CONTACT INFORMATION		
Competitor name	Country	
<input type="text"/>	<input type="text"/>	
Sporting licence no.	Issuing	Country of Issue
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Telephone (Business)	
<input type="text"/>	<input type="text"/>	
Address	City	Zip code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	

Buttons: Save, Submit, Print, Close

**Your entry will be saved online when the entry number appears at the upper right corner. You will also receive an email, confirming that you have registered successfully.**



**Entry Form**  
**Vodafone Rally Portugal 2017**  
18 May 2017 - 21 May 2017

Competition no.  Entry no.

Group-Class

The registration process can only be submitted after filling in all the compulsory details and sending/attachment of the mandatory documents, as well as reception of the entry fee due

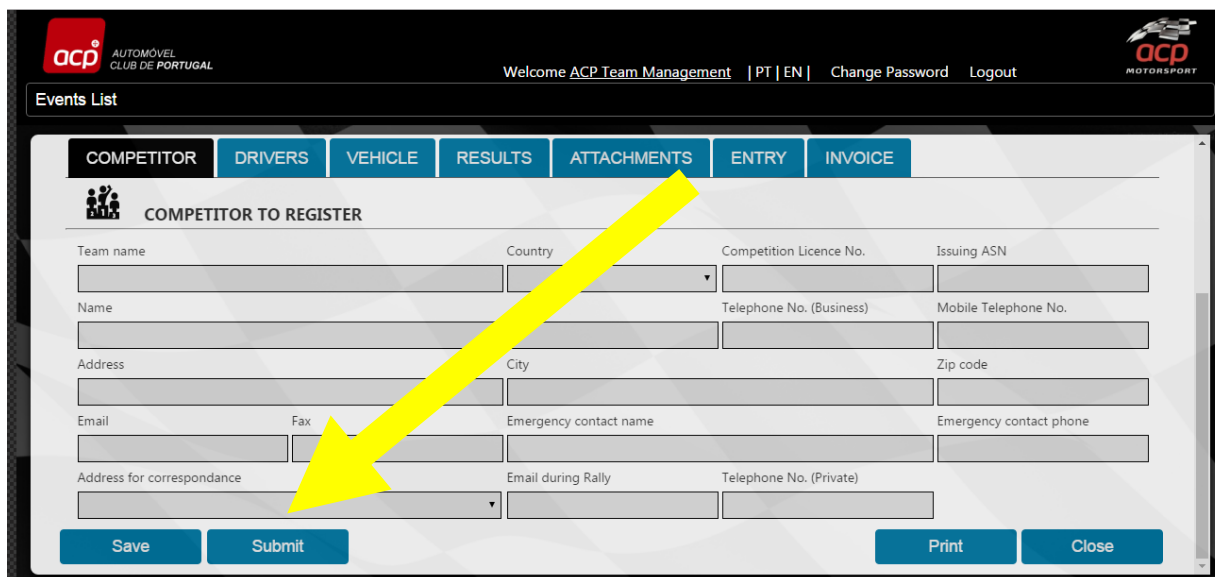
**COMPETITOR** DRIVERS VEHICLE RESULTS ATTACHMENTS ENTRY INVOICE

**COMPETITOR TO REGISTER**

Team name	Country	Competition Licence No.	Issuing ASN
<input type="text" value="Team Helponbiz"/>	<input type="text"/>	<input type="text" value="L-1255756346"/>	<input type="text" value="Portugal"/>

As soon as you have filled in all the blanks and attached all the mandatory documents and don't need to perform any further changes on your entry, please click on **"SUBMIT"**. You will receive a confirmation email.

Your registration at the event is now finished, but will only be accepted after reception and confirmation of the payment!



The screenshot displays the 'Events List' page of the ACP Team Management system. The 'COMPETITOR' tab is selected, showing a 'COMPETITOR TO REGISTER' form. The form includes fields for Team name, Country, Competition Licence No., Issuing ASN, Name, Telephone No. (Business), Mobile Telephone No., Address, City, Zip code, Email, Fax, Emergency contact name, Emergency contact phone, Address for correspondence, Email during Rally, and Telephone No. (Private). A yellow arrow points to the 'Submit' button at the bottom of the form.

# Note

Whenever you send an email to the organisation, please refer always to your ENTRY NUMBER, it will easen the localisation and identification of your registration process.



De: ACP Provas Desportivas [mailto:entries@acp.pt]  
Envoyé: lundi 2 mai 2016 16:43  
À: SILVA JOAO <silvajoao@silva.pt>  
Cc: entries@acp.pt  
Objet: [9] - URGENT FIA REQUEST

**Should you need any further assistance, please  
contact us!**



**AUTOMÓVEL  
CLUB DE PORTUGAL**

Rua General Humberto Delgado, 3  
2685 - 340 PRIOR VELHO  
Tel: 351 219 429 187 Fax: 351 219 429 192  
[acpmotorsport@acp.pt](mailto:acpmotorsport@acp.pt)

