On Line Registration System (OLRS)
Getting Started &
Frequently Asked Questions!
For Central Florida Region Club Racing Events

This document is intended for two purposes. First, to help you get started using the On Line Registration System (OLRS). Second, to answer many of the most frequently asked questions regarding the use of this system. Please review the following information before calling or writing us about the system. It may provide you an immediate answer and will save us all time. THANK YOU in advance for your cooperation in this matter!

Central Florida Region, SCCA

Getting Started

To view the schedule and event information for Central Florida Region, SCCA, events, click on the link for event entry form information on the region's website (www.cfrscca.net). This will link you to the calendar of events at DLBRacing.com. When the calendar appears, set the calendar filters at the top of the calendar to the year/month/region desired. We suggest that you set event type to "ALL".

Orientation

The dark blue menu bar across the top of the page enables you to select the calendar format (Calendar/Site) or edit your account information (Account Settings). The light blue bar near the top of the page is where you change the calendar month to view or select the region/club whose events you want to view. Select the month you want to view from this bar. Also select Central Florida Region from the Club section if it isn't already selected.

To review all of the events on the calendar for that month, simply scroll around the calendar using the scroll bars at the bottom and right side of the page. Scroll to the bottom of the page and you will see a legend which tells you which colors apply to which type of event venue and also which icons to click to actuate an event. Use the light blue bar to change months, etc.

To register for an event go the event in question on the calendar date and click on the register icon. If this icon is not displayed, the event is not open for registration, the intended date registration will open should appear on the calendar view. If the event is open, then proceed as indicated below depending upon your unique situation:

If you have never created an account on the OLRS you will need to scroll down past the Login portion of the page to the "Create Account" section and enter your account information. When you finish entering your information, click the Create Account button at the bottom of the screen. Once this is done, you will find yourself on the first registration page. Follow the instructions on the screens to complete your registration for the event.

If you have an account, but haven't yet logged in, you will be prompted to enter your ID and password. Once this is done, you will find yourself on the first registration page. Simply follow the instructions on the screens to complete your registration for the event.

If you are already logged in, you will find yourself at the first page of the registration form. Follow the instructions on the screens to complete your registration for the event.

To set up an OLRS account without registering for an event go to the upper right hand corner of the calendar and click on the "Click to Login" link. Scroll down past the login portion to the "Create Account" section and complete the information, then click the Create Account button to save your data. The next screen you see will be the basic account information screen. From there you may go to the dark blue bar at the top of the screen and select where you want to go on the registration site. Most people select the "calendar/site" menu. Once you have an account there will be more information/functions available to you on the calendar. Those who have accounts on the system will be able to see some details which those without accounts cannot see.

Frequently Asked Questions!

Email Address as OLRS Account #

Q1. Why didn't the OLRS use the SCCA number as the key to identify registrants rather than the email address?

A. We wanted to have the OLRS available for use by all our different event venues. This includes Club Racing, Solo II, Rally, and Rally Cross and some possible future venues. Not all these venues require participants to be an SCCA member. We had to find a different way to uniquely identify each individual. The email address suited that purpose since it is by definition unique and they are readily available and free to everyone who wants one. You can create a free email address at yahoo.com, gmail.com., etc..

Q2. Why do I have to give you my email password? I don't want anyone else to know that password!

A. You do NOT have to provide your actual email password to the OLRS. You may use ANY password with your email address to set up your account on the OLRS. In fact, we encourage you NOT to use your email password as your password to the OLRS. Remember this is a separate system from your email system and the password doesn't relate.

Q3. If I want to change my email address and/or password, how is it done?

A. Changing either your email address or password (or both) is totally under your control. You must first logon using your "now current" email address and password. Then go to the menu bar at the top of the page. You will see a number of menus labeled Calendar/Site, Account Settings, Help, etc. Select "Account Settings" by placing your mouse arrow on that menu (don't click) and then a scroll down the menu until you come to "Password" or "Email address", then click on the appropriate item. This technique will allow you to change those items. Just remember, your email address is how the system will recognize you when you register for events and we will use it to contact regarding those events. Please use the appropriate email address.

Q4. Will you provide my email address to any third parties? I don't want the address to get "spammed"!

A. You may relax. Your email address will NOT be provided to any third parties. The email address you provide will be used as your OLRS account number will only be used by the system and club or system administrators to communicate information to you about events.

Q5. How do I decide whether to I check the "Remember Me" box during the logon to the OLRS?

A. First of all, checking the "Remember Me" box will save you having to logon to the system each time you want to register, etc. If you check the box, the system will place a note on your PC so the OLRS will recognize you every time you click on the link. Whether you should use this option depends upon how secure your PC is with respect to access by others who might try to go into the registration system and create havoc with your account. For instance, if you are using a public PC in the library, you should never check that box. However, if you have a home PC and no one there is likely to mess around with your account, then it is handy to check the box. It will automatically recognize who you are and you'll never have to login again.

Personal Account Information

Q6. How can I change information I have on file in my account?

A. This information is at your fingertips. You must first logon to the system, then go to the menu bar at the top of the page. You will see a number of menus labeled Calendar/Site, Account Settings, Help, etc. Select "Account Settings" by placing your mouse arrow on that menu (don't click) and then a scroll down the menu that appears until you come to the section which contains the information you may want to change, then click on the appropriate menu item. This will take you to the page to allow you to change your data. The menu items which contain your information are: My Account, Garage (shows all your car(s) information), Personal Profile, Club Memberships, and SCCA License. Make corrections there and the corrected information will be used the next time you register. As you update your license grade and renew annually, you should update this information.

Q7. How can I cancel my registration for an event?

A. You may cancel your registration for an event on line by going to the event on the calendar and clicking on the cancel ✖ icon. It's that simple. If you paid by credit card, the region will refund your entry fee back to the card through paypal. If you paid by check, your check will be shredded.

Q8. When I first registered, I only entered my first name in the nickname section. How can I add my sir name as well?

A. You must first logon to the system, then go to the menu bar at the top of the page. You will see a number of menus labeled Calendar/Site, Account Settings, Help, etc. Select "Account Settings" by placing your mouse arrow on that menu (don't click) and then a scroll down the menu that appears until you find the Personal Profile item. This will take you to the page to allow you to change your data. Make corrections there and the corrected information will be used the next time you register.

Q9. If I cannot or don't want to register on line, may I mail/fax my paper registration form into the CFR event registrar as I have always done?

A. The short answer is yes. Paper entries are available for those who do not have internet access. Contact the registrar for the event to obtain a paper entry, You are encouraged to register online, as this saves you, the Registrar and the Chief of Timing many hours of work. Please note, as events/race groups fill up, those whose registrations are entered on line are immediately registered when payment is confirmed. Those that are mailed will be delayed by the amount of time it takes our registrar to receive them, confirm payment and enter the registration into the system for you. All registrations will be entered into the system because it automatically creates your on site registration forms and Timing and Scoring input files. In Central Florida, payment by credit card is only available to those who register online.

B. Additionally, by using the OLRS to register for any event, the next time you go to register, nearly all your information will be pre-filled on the form. You'll never have to remember your log book number or transponder number again!

Car Numbers

Q10. Does the OLRS recognize reserved numbers?

A. Yes! Upon receipt of the annual updates to the SEDIV permanent number list, the CFR DLB administrator will reserve numbers to driver accounts. If the driver login information is not available at the time numbers are reserved to prevent anyone from registering with them If you try to register, and your permanent number is not available, please register with a different number and contact Robin at cfrreg2@aol.com. Robin will then assign the number to your account. Please note that numbers must be reflected on the SEDIV permanent listing for "South" tracks. (i.e. Florida tracks).

B. Please note, having a number assignment on the SEDIV list does not guarantee assignment of the number for any given event. SEDIV number assignments are made with run groups that aren't always followed by every region. As a result, there may be conflicts with the number assignments.

Q11. I can't select the car number I want, but the entry list shows that nobody else has taken it?

A. The number is reserved for a permanent number holder. The supplementary regulations will specify a date through which permanent numbers are reserved, upon that date reserved numbers, not taken, will be released to other drivers. Register with a different number and log back in to your account at dlbracing.com, after the number release date, edit your registration and see if the number has become available.
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<u>Misc. Questions</u>

Q12. How may I see who has signed up for a given event?

A. If you have already created an account on the system, just sign in and locate the event in question on the calendar, then select the car 🚗 icon to view the list of registrants. If you don't have an account, create one by navigating to the upper right hand corner of the calendar and choosing the "Click to Login" link. Fill out the information to create your account, and then reselect the calendar from the upper left menu bar at the top of the page. Once you are back at the calendar, go to the event date and click on the car icon to view the event registrants. You must be logged in to view the entry list.

Q13. Is the weather report for the event location?

A. Yes, the weather report is keyed to the zip code we record for that event. The system picks up the weather forecast for 7 days beginning on the date of the inquiry.

Q14. I noticed that a VIN number is a required field on the registration form. However my race car doesn't have or require a VIN number. What should I do?

A. Excellent question!   If you have a car that the GCR does NOT require a VIN number to be recorded, simply enter "N/A" in that field. Please be advised if you do this for a car class that DOES require a VIN number, the Central Florida Region, may at it's option, elect to void your registration.

Q15. Will we be able to register two drivers in one car?

A. Yes. Select the fee option from the drop down menu indicating whether or not you are the primary driver or a secondary driver. OLRS will ask if the other driver has already registered, if so, you will be presented with a selection of car numbers for cars already registered. Select the number that your other driver registered and select which practice, qualifying or race sessions you will be driving.

B. Each driver must have his own login id (email address) and each driver must register with that login. One driver cannot register for another while logged into the OLRS as himself.

Q16.   How do I reserve a garage at Daytona?

A. There are a limited number of garage spaces available for rent at Daytona events. Select the option in the garage box from No to $25 – select garage space below. Upon changing of this field, hyperlinks to the Blue area and the yellow area will be displayed. Click on either choice, the garage layout will be displayed, select an open space, and click "continue". The space will then be assigned to you.

B. If you hover over the spaces on the garage diagram, the name of the driver occupying that space will be displayed.

C. If no garage spaces are available when the diagram is displayed, return to the registration screen and change your choice in the garage box to "No".

If you have a question that isn't covered here, please ask! This document will be updated as we encounter new questions.   Please send questions to the attention of Robin Ragaglia at CFRREG2@aol.com.

Note: Special thanks to the Washington DC Region, especially Beth Mills, for pioneering this document and allowing CFR to adapt it for its use..