

Entering an event online using the Shannon Sports IT “EVO” Entries System

The online entries website is <https://www.shannonsportsit.ie/evo/Login> and when you first visit the site, you will see the login / registration page:

EVO On-line Entry - Secure User Login/Registration

Before you can use EVO, you must login, using your email address. If you have never registered with EVO, then you must register. Once you are registered, you will be able to submit entries to events which use EVO; you will be able to an

Important Notice

If you login to the “Read and accept the Regulations” page, and you have already entered, **PLEASE** Home” (at the bottom of the page), and AMEND your existing entry. Links from other websites often existing entry, and will drop you onto the new entry page!

[Click here](#) for a “questions and answers” guide to using EVO. If you have any other questions you w EVO Administrator” link after you login, to submit your request. **PLEASE READ THIS GUIDE!**

If you're STILL having trouble registering and logging in, you may contact me using [this contact fo](#)

Registered user login

If you have already registered with EVO, enter your registered email address and password below, and click **Login**. If y be emailed to you, so long as you have actually given the correct email address!

Email address

Password

New user registration

If you have NOT YET registered with EVO, enter the email address you wish to register with, choose a password, and e which is already registered.

Email address

Confirm Email

Password

Confirm Password

Your FIRST Name(s)

Your LAST Name

National Authority

Member of Club

Privacy statement: How your data is used

Registering for the first time

Before you can enter an event online, you must register on the EVO system if you have not already done so. To register for the first time, fill in the **New user registration** section. Enter your email address, twice; this should be a valid, working email address which you have access to, as the system uses email as the main means to communicate with entrants. Choose a password which is at least 6 characters long, and is not more than 30 characters long; using a “password manager” is recommended. You must enter the same password twice, for confirmation. Fill in your FIRST and LAST names. Select which National Authority is appropriate (usually MI, or MSUK for Northern Ireland or mainland Britain; please don't choose FIA or Other unless your licence is NOT issued by MI or MSUK). Select the club you are a member of, if it is on the drop-down list; for UK or overseas, select “Other”, or none (blank).

When you have filled everything in, click on the **Register** button:

New user registration

If you have NOT YET registered with EVO, enter the email a an email address which is already registered.

Email address

Confirm Email

Password

Confirm Password

Your FIRST Name(s)

Your LAST Name

National Authority

Member of Club

After registering, you will be logged in. The first thing you will see is a warning that your email is unverified. Although you can use EVO to enter events with an “unverified” email address, you should verify it; this may become required in the future. When you registered, an email will have been sent to the email address you gave, and it will look like this:

This is a message for Fred Flintstone from EVO Registration Manager. Your name is shown so that you know that this is a genuine email from the EVO Online Entries system.

This email comes from a send-only address. **Please do not reply**, as replies will not be monitored. If you need to contact the organisers, or the EVO Administrator, please use the appropriate **Contact** links, after logging in to EVO.

You are now registered with EVO. You should **VERIFY** your email address by clicking on the link below, or by entering the following verification code and clicking on the **Verify Email** button in EVO.

Your verification code is: **582E7976F6AE5CB1379DDA0B5B34D09D** which expires at 28/07/2021 12:23.

[Verify My Email](#)

[EVO](#)

[Rally Results](#)

[Contact Admin](#)

The EVO “home” page that you will see after registering, or when you login but still haven't verified your email, will look like this:

EVO On-line Entry - Home

Welcome, Fred Flintstone (fred@flintstone.com). Last logged in: 25/07/2021 15:26

Below, there is a list of open events. Click on **Enter Event**, to the right of the event, to enter that event. Click on **Make Enquiry**, in the right-most column, to send a message to the event organisers - you do not have to have entered to be able to do this.

All current entries that you have made are listed under **My Entries**. You can view any entry, and amend it if it is unprocessed, by clicking on **View/Amend**. Click on **Contact Secretary**, in the right-most column, to send a message to the event organisers which will include your entry ID; this will help them to identify your entry.

At the very bottom of the page, there is a link which you can use to contact us, if you are having trouble.

Your connection is encrypted using SSL. This means that the information that you type in is safe from being eavesdropped on. This is indicated by a **padlock** icon in your browser.

Important service message:

Once you have submitted your entry, **PLEASE** do not submit another one; if you need to make changes, you should **AMEND** your existing one (you can do this by clicking on [My Entries](#)).

*Remember, until you have clicked the red **Submit Entry** button, your entry has **NOT** been properly submitted.* If this is because of missing details, there will be an error message explaining what's wrong - please read all error messages carefully!

Warning! Unverified email!

Your email address, fred@flintstone.com, is **unverified**. This may mean that you registered with an invalid email address, or an email sent to this address has “bounced” (been rejected).

Although you **CAN** continue to use EVO for the time being, an unverified email address means that you **may not receive any notifications**, and event organisers and EVO Administrators **may not be able to contact you**. However, you **CAN** still send messages to organisers and to EVO administrators using the **Contact** links, although they may not be able to reply to you.

The verification code which was emailed to you when you registered is still valid. You may copy it from the email, paste it below, then click on **Verify Email** to complete your verification, or you can click on the **Verify My Email** link in your registration confirmation email.

Verification code:

[My Entries](#) [Open Events](#) [My Preferences](#) [Logout](#)

My Entries

A list of all your current entries is shown below. To view indemnity and details for an entry, click on **View/Amend**. To contact the Entries Secretary, click on **Contact Secretary**. So

You can verify your email one of two ways:

- You can “copy” the long verification code from the email (usually, double-clicking on the verification code will select it, and Control-C will “copy” it), then “paste” it into the “Verification code” text box on the EVO Home page, then click **Verify Email**; or
- You can simply click on the **Verify My Email** link in the email.

Either way, once your email has been verified, you will stop seeing the warning message, and will instead see *Your email address is verified* whenever you login.

Logging in when you are registered

Once you are registered, you login by entering your email address and password, and clicking on the **Login** button:

Registered user login

You have been logged out of EVO

If you have already registered with EVO, enter your email address and password, which will be emailed to you, so long as you have actually given us your email address.

Email address: fred@flintstone.com

Password: *****

Login Email Password

New user registration

If you have forgotten your password, click on **Email Password**; within a short time, your password will be delivered to your email address. This is one reason why it is important to use a working email address, and verify it.

Selecting and entering an event

Once you have logged in, you will see the EVO “home” page. This will show a list of all of your past entries, under the heading **My Entries**, and a list of events that are currently open and that you can enter, under the heading **Open Events**:

My Entries

A list of all your current entries is shown below. To view indemnity and details for an entry, click on **View/Amend**. To contact the Entries Secretary, click on **Contact Secretary**. If an entry has not yet been acknowledged, you may amend it. Entries will not be marked as acknowledged until the indemnity and entry fee have been received by the Entries Secretary. Incomplete entries (status is **Incomplete**) will be automatically deleted after 36 hours. Entries showing as **Holding** have been returned to you by the entries secretary for completion.

There are a total of 2 entries listed:

ID	Event	Driver	Navigator	Car	Class	Status	Seed	Reserve		
OL/39533	Carlow Loose Surface Rallysprint, 2021	Fred Flintstone	TBA	TBA TBA		Acknowledged	Not Yet		View/Amend	Contact Secretary
OL/39435	Laois Summer Rallysprint, 2021	Fred Flintstone	Barney Rubble	Ford Fiesta ST 1A		Accepted	2	No	View/Amend	Contact Secretary

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Open Events

You may enter any of the events shown below, by clicking on **Enter Event**, or you may send a message to the organisers by clicking on **Make Enquiry**. When you select an event, you will be taken to the event page where you can read the regulations. You will have to check a box to indicate that you have done so, then click on the Accept button, to proceed.

Event	Type	Starts	Entries Open	Entries Close		
Clare Loose Surface Autocross, Aug 2021	AUTOCROSS	22/08/2021	21/07/2021 16:00	16/08/2021 17:00	Enter Event	Make Enquiry
Carlow Loose Surface Rallysprint, 2021	RALLYSPRINT	29/08/2021	21/07/2021 12:45	20/08/2021 18:00	Enter Event	Make Enquiry

In the list of **My Entries**, you will see two clickable links: **View/Amend**, and **Contact Secretary**. Clicking on **View/Amend** will let you review that entry, and, if the event has not yet been run and the organisers allow it, you will be able to amend your entry (for example, to fill in incomplete details). Clicking on **Contact Secretary** will allow you to compose a message and send it to the event entries secretary.

In the list of Open Events, you will also see two clickable links: **Enter Event**, and **Make Enquiry**. The Make Enquiry link is to allow you to send an enquiry to the event entries secretary, even before you have entered. If you wish to start an entry for an event, click on the Enter Event link. You will see the Event information page, which will look like this:

On-line Rally Entries - Introduction

Welcome to EVO - the Events Online Rally Entry system. You will be brought through a number of forms, starting with Driver (below), then Navigator, Entrant, Car details, and additional information, as appropriate to the event you are entering.

Important - PLEASE read before you begin!

Some things to remember while using EVO:

- DO NOT use your browser's Back/Forward buttons, use the Back/Next buttons on the forms
- DO NOT enter a year after licence numbers, JUST the number before the year
- DO select the correct Licence Issuer (MSI, MSA, etc)
- DO make a note of your Online Entry File/ID number
- DO click the **Submit Entry** button to submit your entry, or it will not be received
- REMEMBER that you can AMEND your entry; please DON'T submit a new entry. This causes a LOT of bother.

For rallies, there is a check box, **Use as Entrant**, at the bottom of the Driver data entry form. If the DRIVER is the entrant or the correspondence contact, check this box. There is the same check box at the bottom of the Navigator data entry form. If the NAVIGATOR is the entrant or the correspondence contact, check the box on the Navigator form. You can only check either the Driver or the Navigator as Entrant, not both.

If you do not check either the Driver or the Navigator as the Entrant or correspondence contact, then you will be able to enter these details separately. However if you simply forgot to check the Driver or Navigator as the Entrant, then click the **Back** button on the Entrant's Details form. Data already entered will not be lost.

At the end of the process, you will be presented with a Final Confirmation page, with a button labelled "PDF Entry Form" which will generate a downloadable PDF copy of your entry and indemnity. **FOR 2021, YOU DO NOT NEED TO PRINT OR SUBMIT THIS**; while COVID restrictions remain in place, there will be minimal use of physical forms. Unless otherwise specified and agreed, your entry fee should be paid online - see the Payments page on your entry for instructions and relevant information.

If you have logged in with a valid email address, you will receive an email confirming your entry details within a few minutes of finishing. You can login at any time to review your entry. You will be able to amend your entry, by clicking on the **Amend** button at the bottom of the Indemnity page, up until the time it has been acknowledged by the Entries Secretary. After this time, you can no longer amend your on-line entry; you will have to notify any amendments to the Entries Secretary, by phone or by email.

[Contact us](#) if you are having trouble, or if you would like YOUR club to consider using EVO for their events.

Logged-in User: Fred Flintstone
Event Name: Clare Loose Surface Autocross, Aug 2021
Organised by: [Clare Motor Club](#) - Permit No. 21/024
Regulations: https://www.shannonsports.ie/wp-content/uploads/2021/07/AC0821_With_Links.pdf
Held under the International Sporting Code of the F.I.A. and the General Competition Rules of Motorsport Ireland and these supplementary regulations.
Start Date: 2021-08-22
Entries Secretary: M [REDACTED]
Phone: [REDACTED]
Address: Online entry only
Instructions: DO NOTHING, THIS IS A TEST SYSTEM!

On-line Entry - YOU MUST READ AND ACCEPT THE REGULATIONS! Check (click) the "I have read ..." check box BEFORE clicking Accept!

I have read the [Regulations](#) for this Event and agree to accept them.
 I do NOT accept. I Accept

There are clickable links for visiting the organising club's web site (if there is one), and for downloading the regulations. In order to proceed, you must:

- Check (tick) the box confirming that you have read the regulations and agree to accept them; **and**,
- Click the **I Accept** button.

Doing anything else will bring you back to the EVO "home" page. Once you have checked the confirmation and clicked I Accept, you will see the first page of the entry, where you select which category to enter, if there are multiple categories; the list of categories will show you which classes are permitted for each category, as well as the entry fee.

If you have previous entries, for any other events, they will be listed below, and you can use the "radio buttons" to select previously entered details to pre-fill in relevant sections of your entry. The previous entries are in reverse order of event dates most recent first, and will be limited to events you have entered within the past 3 years. The default (pre-selected) is to enter new details.

There is also a row of buttons, to navigate through your entry; depending on the event, there may be more or fewer buttons. These buttons will appear on every entry page. See screen-shot below, and note where you choose which category you are entering, and any previous entry details to re-use:

Logged-in User: Fred Flintstone
 Event Name: Clare Loose Surface Autocross, Aug 2021
 Organised by: [Clare Motor Club](#) - Permit No. 21,702
 Regulations: [https://www.motorsport-ireland.com/competitions/autocross/](#)
 Held under the International Sporting Code of the F.I.A. and the General Competition Rules of Motorsport Ireland
 Start Date: 2021-08-22
 Entries Secretary: M. [redacted]
 Phone: 08 [redacted]
 Address: Online entry only
 Instructions: DO NOTHING; THIS IS A TEST SYSTEM!

On-line Entry - Select Category/Copy previous entry

<<Back **Next>>** Basic Driver Other Car Special Payments **Submit Entry**

Note: mandatory fields are shown in *red*; they **must** be completed before you can leave this page. Use the buttons below to navigate properly recorded. **Remember** to click on **Submit Entry** when you are done, or your entry will **NOT** be processed.

This event has multiple categories, with different classes allowed, and different entry fees. You must select which category you wish to enter.

Choose	Category	Classes Permitted	Entry Fee
<input type="radio"/>	Main Field	1, 2, 3, 4, 5, 6, 7, 10, 11, 12,	€125.00 (EUR)
<input type="radio"/>	Juniors	8, 9,	€75.00 (EUR)

You have previous entries; you may choose to re-use the details. Just click on the radio button in the relevant columns, next to the entry details selected for the relevant column. **Note.** There are SEPARATE columns to re-use details for each of Driver, Navigator, Car, and Class.

ID	Event	Driver	Navigator	Car	Class	Driver?	Car?
OL/39536	Clare Loose Surface Autocross, Aug 2021	TBA	N/A	TBA TBA		<input type="radio"/>	<input type="radio"/>
OL/39533	Carlow Loose Surface Rallysprint, 2021	Fred Flintstone	TBA	TBA TBA		<input type="radio"/>	<input type="radio"/>
OL/39435	Laois Summer Rallysprint, 2021	Fred Flintstone	Barney Rubble	Ford Fiesta ST	1A	<input type="radio"/>	<input type="radio"/>
[Enter new details]						<input type="radio"/>	<input type="radio"/>

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Warning: Clicking on any of the following links will LOSE any details you have just entered! Click on any of the buttons at the TOP of the page: [EVO Home](#) [Contact Entries Secretary](#) [Contact EVO Administrator](#) [Logout](#)

When you have selected the correct category, and any previous entry details to use, click on the **Next>>** button. If you try to do this without selecting a category, you will see an error message:

On-line Entry - Select Category/Copy previous entry

<<Back **Next>>** | Basic Driver Other Car Special Payments **Submit Entry**

Note: mandatory fields are shown in *red*; they **must** be completed before you can leave this page. Use the buttons below to navigate properly recorded. **Remember** to click on **Submit Entry** when you are done.

ERROR: You must select a category to enter!

This event has multiple categories, with different classes allowed, and different entry fees. You must select which category you wish to enter.

Choose	Category	Classes Permitted	Entry Fee
<input type="radio"/>	Main Field	1, 2, 3, 4, 5, 6, 7, 10, 11, 12,	€125.00 (EUR)

You now need to progress through the pages of your entry, using the row of navigation buttons; it's usually easiest simply to click **Next>>** after completing each page. The following screen-shots show the **Driver** details, **Other** details (which is where you can put in any notes), the **Car** details, then any "special" details required by the organisers for this event. You can click on the appropriate button to go directly to that page, most useful if amending your entry to complete missing details. If you have entered the wrong category and don't see your class as an option on the **Car** page, go back to the **Basic** page and select the correct category. Note that any mandatory fields are highlighted in red, and must be completed.

Entrant's / Driver's details page:

On-line Entry - Entrant's Details

<<Back | Next>> | Basic Driver Other Car Special Payments **Submit Entry**

Note: mandatory fields are shown in *red*; they **must** be completed before properly recorded. **Remember** to click on **Submit Entry** when you are

Last Name	<input type="text" value="Flintstone"/>
First Name	<input type="text" value="Fred"/>
Sex M/F	<input type="text" value="M"/>
Title	<input type="text" value="Mr."/>
Address 1	<input type="text" value="345 Cave Stone Road"/>
Address 2	<input type="text" value="Bedrock"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
County/Region	<input type="text" value="Co. Carlow"/>
Post Code	<input type="text" value="ZZZ X123"/>
E-Mail	<input type="text" value="fred@flintstone.com"/>
Landline	<input type="text" value="055-555 1234"/>
Fax	<input type="text"/>
Mobile	<input type="text" value="085-555 1212"/>
Member of Club	<input type="text" value="Carlow"/>
Licence Issuer	<input type="text" value="MI"/>
Licence Category	<input type="text" value="National B"/>
Licence Number	<input type="text" value="1234"/>
Next of Kin	<input type="text" value="Wilma"/>
Contact Number	<input type="text" value="085-555 2211"/>
Relationship	<input type="text" value="Spouse"/>
Blood Group	<input type="text" value="N/A"/>
Medical Notes	<input type="text"/>

“Other” details page:

On-line Entry - Other Entry Details

<<Back | Next>> | Basic Driver Other Car Special Payments **Submit Entry**

Note: mandatory fields are shown in *red*; they **must** be completed before you can leave the page. **Remember** to click on **Submit Entry** when you are done, or your entry will not be properly recorded.

Past Results/Comments/Notes

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Car details page:

On-line Entry - Car Details

<<Back | Next>> | Basic Driver Other Car Special Payments **Submit Entry**

Note: mandatory fields are shown in *red*; they **must** be completed before you can leave the page. **Remember** to click on **Submit Entry** when you are done, or your entry will not be properly recorded.

Note - if your Car Make or Model are not listed, select Other for the Make, and complete **Model** after changing your Make.

Car Make	Ford
Car Model	Fiesta ST
Unlisted Model	
Capacity	10
Year of Manufacture	2021
Class Entered	1 - Saloon cars up to 1450cc
Homologated?	<input checked="" type="checkbox"/> Check this if your car is in homologation
4WD?	<input type="checkbox"/> Check this if your car is 4-wheel drive
Multi-valve?	<input type="checkbox"/> Check this if your car has more than 2 valves per cylinder
Turbo-charged?	<input checked="" type="checkbox"/> Check this if your car is turbo-charged
Logbook Number	777
Homologation Papers	
Registration	SAI 743
Colour	WHITE

Additional Details page, if further details are required:

On-line Entry - Additional Details

<<Back | Next>> | Basic Driver Other Car Special Payments **Submit Entry**

Note: mandatory fields are shown in *red*; they **must** be completed before you properly recorded. **Remember** to click on **Submit Entry** when you are done

Multiple-driving with (1)?

Multiple-driving with (2)?

Mechanic's Name

Mechanic's Mobile

Mechanic's Email

Usual/historic race number

Payment Information page:

On-line Entry - Payment Information

<<Back | Next>> | Basic Driver Other Car Special Payments **Submit Entry**

Note: mandatory fields are shown in *red*; they **must** be completed before you can leave this page properly recorded. **Remember** to click on **Submit Entry** when you are done, or your entry will be deleted.

Your options for payment of your entry fee are shown below. Note that online payments are not available for some events.

For all online payments, you should clearly indicate your online entry ID, which is O "early payment" discounts, or payment by installments, details of which will be found in the online entry details page.

For online bank transfers, you will need at least the organiser's IBAN (International Bank Account Number), such as bank or branch name, or recipient (payee) name, which are also shown below if available.

Bank payee:

Bank name:

Bank branch/address:

Bank IBAN:

Bank BIC:

An email has been sent to **fred@flintstone.com** confirming submission of this entry.

This system does **not** take online payments; the Payment Information page will present you with the options available, and will show clear instructions. Once you have reached this page, your entry is now "submitted"; until it is "submitted", it is considered "incomplete" and incomplete entries are automatically deleted after 36 hours.

Final confirmation page:

You should always complete your entry by clicking on the red **Submit Entry** button, even if you have seen the Payment Information page (above). This page will show you “buttons” you can click on to go back and Amend your entry, and to download a printable PDF version of your entry. This is for your own records, you do not need to print it, or to send this in to the organisers.

The final confirmation page looks like this:



Logged-in User: Fred Flintstone
Event Name: Clare Loose Surface Autocross, Aug 2021
Organised by: [Clare Motor Club](#) - Permit No. 21, 2021
Regulations: <http://www.claremotorclub.ie/wp-content/uploads/2021/08/Regulations-2021.pdf>
Held under the International Sporting Code of the F.I.A. and the General Competition Regulations of the F.I.A.
Start Date: 2021-08-22
Entries Secretary: [Clare Motor Club](#)
Phone: [087 901 1111](#)
Address: Online entry only
Instructions: DO NOTHING; THIS IS A TEST SYSTEM!

On-line Entry - Final Confirmation for File ID: OL/39539

You should now: DO NOTHING; THIS IS A TEST SYSTEM! Your TOTAL fee due is **€125.00 (EUR)**.
Click on the **PDF** button, below, to download your indemnity and entry details as a printable PDF.

You MAY amend your entry by clicking Amend below

[PDF Entry Form](#) [Amend](#) [Finish](#)

[Top of page](#) [EVO Home](#) [Contact Entries Secretary](#) [Contact EVO Administrator](#) [Logout](#)

Your entry status explained:

Incomplete: there are errors in your entry, which are clearly shown, or you have not yet clicked on Submit Entry; if not completed, this entry will be deleted after 36 hours;

Submitted: your entry has been properly submitted. You may still be asked to complete missing details, and of course to pay the entry fee, but your entry will now stay on the system;

Acknowledged: the organisers have acknowledged your entry; if your entry fee has been received, this will be noted;

Accepted: this won't happen until close to the event date, and it means that your entry has now been accepted, either confirmed (subject to scrutiny and other formalities), or on a reserve list;

Withdrawn: your entry has been withdrawn. It can be re-instated at the organisers discretion, you should contact the organisers.

Duplicate: your entry has been marked as a “duplicate” of another entry, and won't be considered; this is probably because you put in a new entry instead of amending your existing entry.