

Instructions for using the new “Participant Licence”.

The new rule which came into effect on the 1st January, 2017 is “a competitor under 18 years of age cannot enter a race meeting or request a licence change”.

These function’s must be done by the competitor’s Parent/Legal Guardian.

This person can hold either a current “Competition Licence” OR a current “Participant’s Licence”.

You can apply for a “Participant’s Licence” at <https://karting.net.au/cms/participant-licence>

You will need a digital (jpeg) “passport” style photo ready to attach to the application. There is no cost involved and the request is processed instantly. On completion of the application the Participant will be emailed with their licence number and login details for their Participant’s Licence.

Once the Participant ID number is obtained the Parent/Legal Guardian must log into the “Minor’s Competition Licence” at <https://karting.net.au/cms/member>

You will be asked to log in. Enter the Minor’s ID and password.

Login

Identity Number: N12345

Password: ●●●●

(note: password is case sensitive)

Login Cancel Forgotten password

There is a forgotten password facility for your convenience if required. Click on the button and the password will be emailed to you.

You will be now presented with the drivers Home Page.

Move your mouse over the “My Details functions” section and a drop down box will show the available functions.

Karting Australia Licence System

Logout Print page (hide)

My Details

Personal Details

Name: Robert SMITH
DOB: 09/05/2005 (11 years)
ID: N12345

Club Membership Details

Club: North Shore Kart Club
Expiry Date: 15/06/2017

Race history

Press for [All Endorsements, Penalties and Reprimands](#)

Licence Details

Competition licence

Status: Current
Class: Cadet 12
Grade: C
OLT: 03/03/2015
STA: 06/02/2015
Card Issued: 26/11/2008
[View more licence details >>>](#)

My Details functions...

- Request Address or Licence Change
- Add, Change or Delete Participant Detail
- Request Licence Renewal
- Request Licence Card Replacement
- Change Password
- List Race Meeting Entrants
- Pre-Enter Race Meeting

You will then need to select the “Add, Change or Delete Participant Detail” function.

You will see that the Minor can no longer “Request Licence Change” or “Pre-Enter a Race Meeting” in this licence as this can only be done by the Parent/Guardian from their Participant’s ID.

The next step is to "Add" the guardians "Participant ID" or "Competition Licence ID". A maximum of TWO is allowed.

Add, Change or Delete Participant Detail

Personal Details


Name: Robert SMITH
DOB: 09/05/2005 (11 years)
ID: N12345

Licence Details
Competition licence
Status: Current Expiry: 15/06/2017
Class: Cadet 12 First issued: 11/02/2008
Grade: C Renewed: 20/02/2009
OLT: 03/03/2015 Restrictor: no
STA: 06/02/2015
Card Issued: 26/11/2008
[View more licence details >>>](#)

Participants

ID	Name	Action
No Records Found		

Add the "Participant ID" and then click on OK

Add, Change or Delete Participant Detail

Participant details

ID:

Add, Change or Delete Participant Detail

Personal Details


Name: Robert SMITH
DOB: 09/05/2005 (11 years)
ID: N12345

Licence Details
Competition licence
Status: Current Expiry: 15/06/2017
Class: Cadet 12 First issued: 11/02/2008
Grade: C Renewed: 20/02/2009
OLT: 03/03/2015 Restrictor: no
STA: 06/02/2015
Card Issued: 26/11/2008
[View more licence details >>>](#)

Participants

Showing 1 to 1 of 1 << <
1 >>>

ID	Name	Action
P100	John SMITH	delete

Check the ID selected is correct and if OK click on "Save"

The "Participant" part of the Minor's licence is now completed. This will allow ID "P100" to access this licence.

Logout Print page (hide)

✓ Saved 'Add, Change or Delete Participant Detail'

My Details My Details functions...

Personal Details


Name: Robert SMITH
DOB: 09/05/2005 (11 years)
ID: N12345

Participants Licence Numbers
ID: P100
Name: John SMITH

Club Membership Details

Licence Details
Competition licence
Status: Current Expiry: 15/06/2017
Class: Cadet 12 First issued: 11/02/2008
Grade: C Renewed: 20/02/2009
OLT: 03/03/2015 Restrictor: no
STA: 06/02/2015
Card Issued: 26/11/2008
[View more licence details >>>](#)

All "Pre-Entries" and "Licence changes" must be done through the Participant's Licence.

This is done by logging into the "Participant's Licence" at <https://karting.net.au/cms/member>

Login

Identity Number:

Password:

(note: password is case sensitive)

Move your mouse over the "My Details functions" and a dropdown box will give you the following options :

Karting Australia Licence System

Logout Print page (hide)

My Details My Details functions...

Personal Details


Name: John SMITH
DOB: 25/05/1975 (41 years)
ID: P100
No current club membership

Licence Details
Competition licence
No competition licence held

Other licences
Other licence expiry: 31/12/20
Other licence roles: Participant
Card Issued: Not issued

My Details functions...

- Request Address or Licence Change
- Request Address or Licence Change of a Minor
- Change Password
- List Race Meeting Entrants
- Pre-Enter Minor in Race Meeting
- Request Participant Licence Renewal

Race history

The Options available are

1. **“Request Address or Licence Change”** – This function is for changing the “Participant’s” own details.
This request is processed immediately.
2. **“Request Address or Licence Change of a Minor”** – This function allows you to access your Minor’s Licence and request changes to their details.
The following screen is displayed :-

[Logout](#) [Print page](#)
(hide)

[My Details](#) « Request Address or Licence Change of a Minor

Request Address or Licence Change of a Minor

Choose the minor you wish to make changes for:

Choose One ▾

Choose One

Robert SMITH

[« Back to 'My Details'](#)

Select the minor you wish to change by clicking on the driver’s name from the driver’s offered.

Request Address or Licence Change

Personal Details



Name: Robert SMITH
DOB: 09/05/2005 (11 years)
ID: N12345

Contact Details

Phone (home):

Phone (work):

Phone (mobile):

Fax:

Email:

Confirm Email:

Residential Address

Address Line 1:

Address Line 2:

Suburb/Town:

Postcode:

State:

Postal Address

Address Line 1:

Address Line 2:

Suburb/Town:

Postcode:

State:

Licence Details

Only choose a Grade or Class if you want to request an upgrade or downgrade

Preferred Grade:

Preferred Class:

You can request a change to any of the details and/or request a change to the licence Grade or Class. Click on “Save” when completed. These changes have to be approved by the State Licencing Officer.

When requesting a change of Licence “Grade” or “Class” make sure you allow a week for processing.

[Logout](#) [Print page](#)
(hide)

✔ Your updated details have been forwarded to the AKA state office for processing

My Details My Details functions...

Personal Details

Licence Details

3. **“Change Password”** – After you log in for the first time you may wish to change your password to something more suitable. This occurs immediately and an email will be forwarded to you as confirmation.

4. **“List Race Meeting Entrants”** – You can use this function to view which drivers have already entered meetings that have been opened open for Pre-Entries. Select “Club” from Club Dropdown box and the available meeting will show

Select a meeting

My Details < List Race Meeting Entrants [Logout](#) [Print page \(hide\)](#)

List Race Meeting Entrants

Race Meeting

Club: Oakleigh Go-Kart Racing Club

Race Meetings: 2017 Junior Top Guns Round 1

[View Classes](#)

Race Entrants

[Back to 'My Details'](#)

Then Click on View Classes.

List Race Meeting Entrants

Race Meeting

Club: Oakleigh Go-Kart Racing Club

Race Meetings: 2017 Junior Top Guns Round 1

[View Classes](#)

Race Entrants

Race Classes

Showing 1 to 8 of 8 << < 1 > >>

Class	Race Order	No. Entrants	Info
Cadet 9	TBD	2 (Preentries: 2)	
Cadet 12	TBD	2 (Preentries: 2)	
Cadet 12 C&P	TBD	0	
KA4 Junior Light	TBD	2 (Preentries: 2)	
KA4 Junior Light C&P	TBD	0	
KA4 Junior Heavy	TBD	1 (Preentries: 1)	
KA4 Junior Heavy C&P	TBD	1 (Preentries: 1)	
KA3 Junior	TBD	0	
Total		8	

Click on the class and the entrants for that class will be displayed (see next page)

List Race Meeting Entrants

Race Meeting

Club: Oakleigh Go-Kart Racing Club

Race Meetings: 2017 Junior Top Guns Round 1

[View Classes](#)

Race Classes

Showing 1 to 8 of 8 << < 1 > >>

Class	Race Order	No. Entrants	Info
Cadet 9	TBD	2 (Preentries: 2)	
Cadet 12	TBD	2 (Preentries: 2)	

Race Entrants

Entrants for Cadet 12

Showing 1 to 2 of 2 << < 1 > >>

Family name	Given name	Club
GIBSON	Samuel	Oakleigh Go-Kart Racing Club
WOODHOUSE	Isaac	Go-Kart Club of Victoria

You can then click on another class name to that class's entries. Continue until finished.
After completing your views of classes click on "Back to My Details" to return to your homepage.

KA4 Junior Light C&P	TBD	0	
KA4 Junior Heavy	TBD	1 (Preentries: 1)	
KA4 Junior Heavy C&P	TBD	1 (Preentries: 1)	
KA2 Junior	TBD	0	
Total		8	

[« Back to 'My Details'](#)

5. "Pre-Enter a Minor in a Race Meeting" – This function is where you Pre-Enter your Minor in Race Meetings that have been opened for Pre-Entries.

It should be noted that the Minor will have to have a current club membership and a current licence at the time of the selected Race Meeting or Pre-entry will not be allowed. In this is the case renew your membership and/or your licence and try again.

When this function is selected the following screen is presented

Select the Minor you wish to enter from the drop down box then the State & then the Club.

[My Details](#) < Pre-Enter Minor in Race Meeting (hide)

Pre-Enter Minor in Race Meeting

Race Meeting Details

Minor: Robert SMITH

State: VIC

Club: Oakleigh Go-Kart Racing Club

Meetings available for preentry for N12345 (Robert SMITH) and Oakleigh Go-Kart Racing Club: 2

Showing 1 to 2 of 2 << < 1 > >>

Date	Title	Preentries available	Action
13/01/2017	2017 Junior Top Guns Round 1	Available	Enter
14/01/2017	2017 Junior Top Guns Round 2	Available	Enter

[« Back to 'My Details'](#)

The approved meetings available at that club will be displayed. Select the meeting you want by clicking on "Enter". The Pre-Entry screen will then be displayed for you to complete (see Next Page)

Select the "Participant" if you have more than one. If there is only one Participant on the Minor's licence it will be used as the default and no entry will be required.

Personal Details



Name: Robert SMITH
DOB: 09/05/2005 (11 years)
ID: N12345

Race Entrant Details

Emergency Contact:

Pit Crew 1:

Pit Crew 2:

Participant:

Please select one of these Authorised Participants:

- [John SMITH](#)

Phone:

Address:

Prepayment Details

Preentry Paid:

Licence Details

Competition licence

Status: Current Expiry: 15/06/2017
Class: **Cadet 12** First issued: 11/02/2008
Grade: C Renewed: 20/02/2009
OLT: 03/03/2015 Restrictor: no
STA: 06/02/2015
Card Issued: 26/11/2008

[View more licence details >>>](#)

Club Membership Details

Club: North Shore Kart Club 

Expiry Date: 15/06/2017

Entry Fees

One Class Entered \$85.00

Two Classes Entered \$170.00

Three Classes Entered \$255.00

Payment Details

- Prepayment is optional for this meeting
- An email will be sent when entry has been processed

Amount: Method:

Race Classes

Showing 1 to 1 of 1 << < 1 > >>

Race Class	Kart No	Endorsement	Kart Type	Eng Type	Tx No	Sponsor name	Action
Cadet 12	5	C to B gde	CRG	Mini Rc	1234567	Smith Industries	delet

The payment requirement's for the meeting is displayed here. (Note this meeting has Optional payment)

If you wish to Pre-Enter but NOT PAY then **DO NOT** select a "Race Fee". This will then leave the payment amount blank.

Complete your Race Class information

Race Class - Compulsory

Kart No – Compulsory

Endorsement – Select from available. It is your responsibility to request an endorsement if you want one.

Kart Type – For program use.

Engine Type – For program use.

TX Number – Your Transponder Number that you will be using. It is important that this accurate.

Sponsor Name – Optional.

You can "Add" another class entry if offered for your licence class.

When finished click on "Save".

If you wish to Pre-Enter and PAY then select the following extra option's :-

Select the Participant if more than one by clicking on the name. If only one Participant entry is not required.

Name: Robert SMITH
DOB: 09/05/2005 (11 years)
ID: N12345

Competition licence
Status: Current Expiry: 15/06/2017
Class: Cadet 12 First issued: 11/02/2008
Grade: C Renewed: 20/02/2009
OLT: 03/03/2015 Restrictor: no
STA: 06/02/2015
Card Issued: 26/11/2008
[View more licence details >>>](#)

Race Entrant Details
Emergency Contact:
Pit Crew 1:
Pit Crew 2:
Participant: John SMITH
Please select one of these Authorised Participants:
• [John SMITH](#)
Phone: 0400 155 224
Address: 34 Smith Road
Smithville NSW 2222

Club Membership Details
Club: North Shore Kart Club 🇺🇸
Expiry Date: 15/06/2017

Entry Fees
One Entry \$100.00
Two Entries \$160.00
Three Entries \$200.00

Payment Details
• Prepayment is optional for this meeting
• An email will be sent when entry has been processed
Amount: 100.00 Method: Choose One
Choose One
Secure online payment

Race Classes
Showing 1 to 1 of 1

Race Class	Kart No	Endorsement	Kart Type	Eng Type	Tx No	Sponsor name
Cadet 12	5	C to B gde	CRG	Mini Ro	1234567	Smith Industries

Add

Select the Race Fee required by ticking the appropriate box.

This will produce a fee in the amount box. Select the method of payment and then click on "Save".

The SecurePay screen will be displayed.

It is important to observe the message below.

Do not use the browser back button even if there is a delay in processing your payment. Using the browser back button will result in your credit card being charged several times.

Invoice Payment

Enter Your Payment Details

Invoice Number N12345-SMITH-15388046

Amount 100.00 AUD

Credit Card Number   4444 3333 2222 1111

Card Expiry Date 03 / 19

CVV2 125 ?

Enter your card details and then click on "Continue"

 Warning. This is a test payment page.

Payment Receipt

It is important that you press "Continue" for any additional instructions. Your tax invoice is below.

Tax invoice

Coffs Harbour Kart Racing Club Inc.
PO Box 888, Toormina. NSW 2452
ABN: 43 768 127 597

Date: 04/01/2017

To: Robert SMITH

Receipt number: N12345-SMITH-15388046

Item	Price
Preentry for: One Entry, 21/01/2017 - Participant's Testing Meeting 2	\$100.00
Credit card surcharge	\$0.00
Total	\$100.00

Total price includes GST

 Print

 Continue...

You will be presented with the opportunity to print a tax receipt after your payment has been processed. Select "Print" if you wish to print the Tax Invoice. This is the only opportunity you have to print this Tax Receipt. Then select "Continue" to finish the process.

6. – “Request Participant Licence Renewal”

You “Participant Licence” will always have a licence expiry date of the 31st December.
A reminder email will be sent to you at the beginning of December each year.

Renewals are processed immediately and a confirmation email will be sent to you.