



## CCS/ASRA Race Registration FAQs

### 1. I pre-entered. Do I still need to go to Registration?

**Answer** - Yes. ALL riders (including each and every Team Challenge team rider) must report to Registration before they will be allowed on the track.

There is paperwork to sign including insurance release forms, copies of your pre-entry forms etc.

Registration is also the place to obtain the Official Event Schedule, Contingency Claim forms and other necessary documents.

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### 2. What should I bring to Registration?

**Answer** - Our registrars need to know who you are and whether you are licensed to race with us, the number of your transponder(s) and determine if you have a current AMA Membership.

To avoid delays and problems, please have these items ready to show our clerks:

- Your CCS/ASRA Competition License\*  
\*If applying for a new License, bring School Certificate or proof of racing experience (CCS license from a previous year or licenses from other orgs.)
- Photo ID
- Numbers of all personal transponders owned
- AMA Membership Card

It is also suggested that you bring a photocopy of your pre-entry form with you.

If you are under age 18, your legal guardian must accompany you to Registration. Written, notarized proof of their legal guardianship must be presented to the clerk.

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### 3. Does "early" registration -always- occur the day before the weekend starts?

**Answer** - Not necessarily, but 90% of the time there will be several hours of registration the afternoon/evening before the weekend starts at selected events.

Keep in mind that early registration periods are manned by unpaid, volunteer clerks & registrars. The time they spend the day before benefits them as well as the riders, easing their work load for the next day.

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#### 4. What else does Registration handle?

**Answer** - While you are attending our races, Registration acts as our "Customer Service Department". Our clerks are knowledgeable about all of our operations and can answer most questions you have (or direct you to the proper person).

Usually, Registration also handles:

- Sales of Official CCS/ASRA Merchandise (t-shirts, hats etc.)
- Trophies
- Pre-Entries for upcoming events
- Requests for Refund
- All Transponder duties

However, if Registration is outside of the main track some tasks may be assigned to other departments inside where it is more convenient for our riders.

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#### 5. Should I hang on to my Registration Receipt for any reason?

**Answer** - **YES**. That copy (usually a pink sheet) not only acts as your receipt, but it confirms what races you have entered and paid for.

Use it first in Tech where our inspectors will need to refer to it. After tech is finished, put it in a safe place where you can find it easily.

If there are any problems whatsoever with your entries (grid positions, scoring etc.) we will need to see your receipt. In addition, that form must be attached to requests for refund.

\* For your own personal security, store your receipt in a safe location while at the track.

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#### 6. I pre-entered, but the registrar could not find my form! Why?

**Answer** - The most common reasons include:

- Your form was received too late. (Pre-entries must be received 2 weeks prior)
- Your credit card was declined. (Attempts to contact you may have been unsuccessful)
- You faxed the form upside down. (We received a blank sheet of paper)
- You do not have a current competition license or need an ASRA upgrade.
- Our fax/copy machine malfunctioned.

If your pre-entry cannot be located by our Registration Clerks, complete a Post-Entry form and provide a valid credit/debit card. The 3-part post-entry form is necessary to give you a receipt & a tech form as well as to provide a "paper trail" for our records.

If we find your entries in the Scoring Computer, you are entered and on the grid in the proper position. Your card will not be charged again. However, if you are not entered into the computer, you will be charged Post Entry fees and gridded accordingly. Having a copy of your Pre-Entry with you can speed up the process.

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**7. What forms of payment does CCS/ASRA accept?**

**Answer** - Cash, Checks, MasterCard, VISA, Discover, Debit Cards. We do not accept American Express.

**CHAMPIONSHIP CUP SERIES**

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