

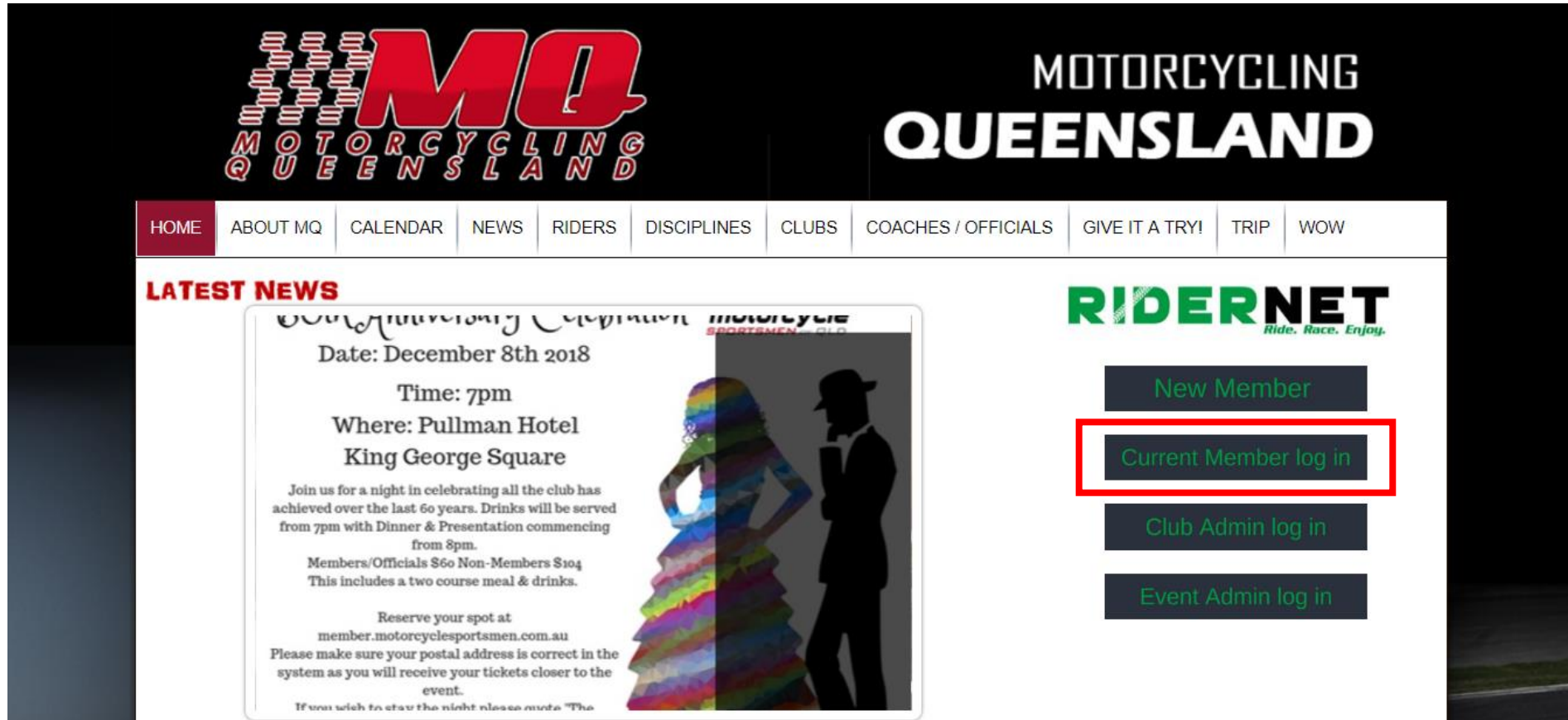


# Apply for Coaching Permits through Ridernet

*Version 3 (Updated: 22-10-2018)*

**Coaches log into their profile through the MQ website.**

[www.mqld.org.au](http://www.mqld.org.au)



The screenshot shows the Motorcycling Queensland website. At the top left is the MQ logo with the text 'MOTORCYCLING QUEENSLAND'. To the right, it says 'MOTORCYCLING QUEENSLAND'. Below the logo is a navigation menu with the following items: HOME, ABOUT MQ, CALENDAR, NEWS, RIDERS, DISCIPLINES, CLUBS, COACHES / OFFICIALS, GIVE IT A TRY!, TRIP, and WOW. The 'COACHES / OFFICIALS' item is highlighted in red. Below the navigation menu, there is a 'LATEST NEWS' section with a notice for a '60th Anniversary Celebration' on December 8th, 2018, at 7pm at the Pullman Hotel, King George Square. To the right of the notice is an image of a woman in a colorful dress and a man in a suit. Below the notice is a 'RIDERNET' section with the tagline 'Ride. Race. Enjoy.' and four login buttons: 'New Member', 'Current Member log in' (highlighted with a red box), 'Club Admin log in', and 'Event Admin log in'.

**Select 'Current member login'**

# Enter your details to sign into your profile

## Sign In

(for existing or former members)

Enter your Ridernet ID (Licence Number)

Enter your Password

Login

[Forgot Password?](#)

Administrator Log In

- OR -

## Become A Member

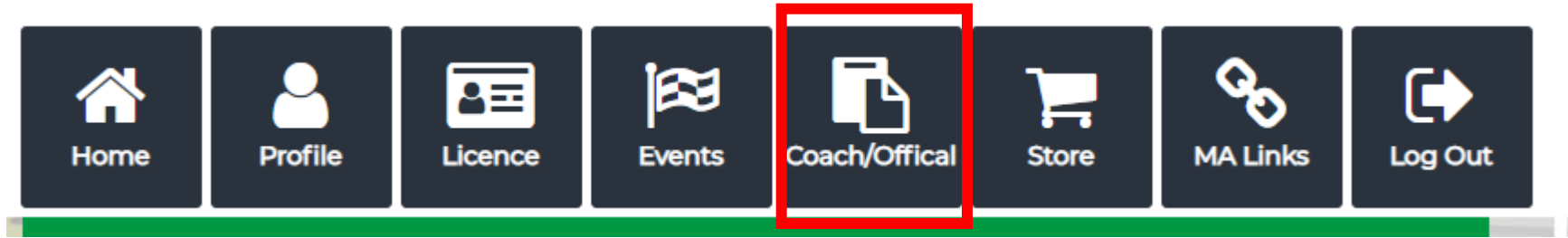
Purchase a Licence

Purchase a Club Membership

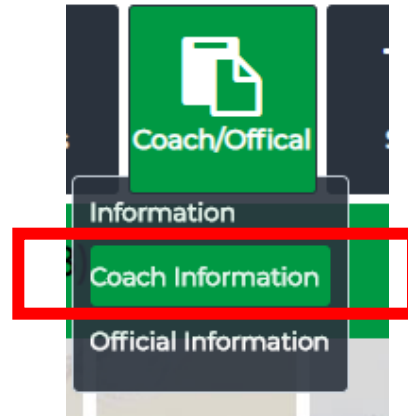
Become a Coach/Official

Enter an Event

## Hover over Coach/Official tab



## Click on Coach Information



# Scroll down and select 'Add Event'

Your Coaching Events

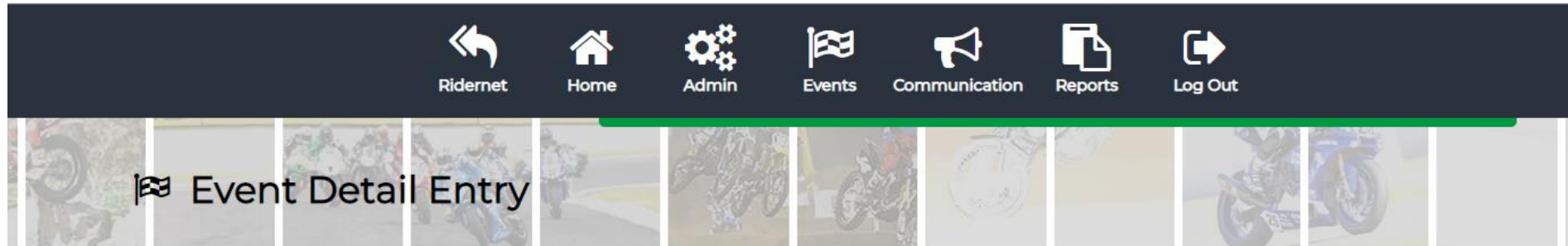
Show Past Events

Event Information

No records to display.

Add Event

# Ensure that the State is 'Motorcycling QLD'. Name the coaching permit, select coaching and add the dates and times as per below



\* Required Fields

\* Select State : Motorcycling QLD ▾

\* Event Name : Coaching Event

Coaching

\* Event Type : Coaching ▾

Event Runs Between : 01-Dec-2018 08:00 AM   And : 01-Dec-2018 02:00 PM  

# Most of these questions you can just ignore, expect the Entry Fee and if you don't have one you can just put \$0 but you must enter something

## Then click Continue

Require VIN Number

Require Engine Number

Will Electronic timing be used for this event?

\* Entry Fee:

\$0.00 Entry Fee Text:

Late Entry Fee:

This Event is Refundable

Event Runs During:  Day  Night

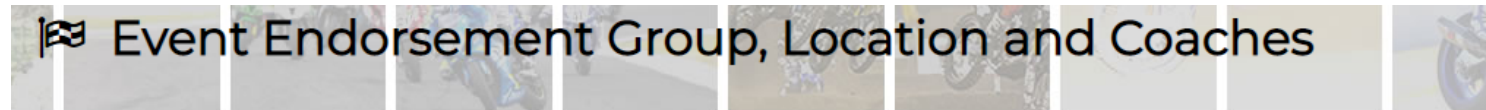
Event Extra Activities:  Canteen/Sale of Food  Licence Testing



**Select the Endorsement Group from the drop down.**

**Select the location from the drop down, if it is a Club's venue select Club Venue then select the club and their location in the pop up.**

**If you have any assistants, please list them in the Nominated person section here. Click on "Finished with Endorsement group, location."**



## Coaching Event

Event :

Step 1. Select Endorsement Group, Location...

\* Endorsement Group :

\* Event Location :

Nominated Person :  (Optional)

Exit

Finished with Endorsement Group, Location



# Select 'Continue' if there is not posters and advertising

## Event Description

You are not required to enter a description for your event, but may choose to do so if you wish.  
This description of your event is shown to the Ridernets when they register online.  
It should contain your Event Advertising text but doesn't need dates, location details or information like that.



Add Event Description

# Selected 'Credit Card' (there will be no charge) and 'select apply'

## Event Date Permit Request

Please check all the details of this Event and, if you are satisfied that it is complete, enter your Credit Card details and click on the **Apply** button.

Event: **Coaching Event**

Coach Level :

Number of Participants Allowed :

Information	Requirement	Status
Dates Entered	Event Dates and Registration Dates entered	✓
Event Type selected	Coaching Event Type - Coaching or Junior Coaching has been selected	✓
Location	Event Location Selected	✓
Endorsement Group	Endorsement Group set for event	✓

Authority And Disclaimer

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I wish to apply for approval to conduct the above described meeting and hereby agree to abide by the General Competition Rules of Motorcycling QLD.

\* Payment Type :  Credit Card  
 Cash

*Note: An Electronic Processing Fee may be charged.*

**The permit will be emailed to you, if you need to come back in and print it go to the event in your events lists and click on Update**

QMP monthly coaching	From : 04-Nov-2017 07:00 AM	To : 04-Nov-2017 05:00 PM	Location : Queensland Moto Park	Type : Coaching	Group :	Status : Permit 0/17/R/81893	<b>Update</b>
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**Then Click Print Permit**

- Exit
- Delete Event
- Assign Event
- Event URL Link

**Print Permit**