

Central Roadracing Association Online Pre-Registration Instructions

If you have questions about the process below please contact racereg@cra-mn.com.

1. Visit <http://www.cra-mn.com> and click on the “Racers” link at the top of the main page. Once on the “Racers” page, there will be a group of links, you will need to click “Pre-Registration” link. This will take you to the pre-registration shopping cart.
2. Select the “**Register**” link within the store and follow the instructions for creating your store profile. When creating your store profile enter your competition number after your last name. (e.g., Smith #123).
3. If you already have a CRA store account click the “**Sign In**” link and enter your e-mail address and password to continue. Once you have an account and are signed in you may start the pre-registration process.
4. First, you will want to let us know what bike(s) you will be racing for the upcoming weekend. You can do that by selecting the “**Options**” button from within the “**Bike / Racer Information**” box. When you click “**Options**” it takes you to a page that asks you for your Bike Manufacturer, Engine Displacement, Year Manufactured, and Bike Model . There is also an option labeled Bike Identifier. Use this option if you are using two or more bikes in a race weekend. Select “**1**” for your first bike and then come back in and configure your second bike and label it as “**2**” and so on for additional bikes. Leave the Qty at 1 and then click “**Add to Cart**” when you are complete. (If your make/model/displacement is not listed you may add it to the “Special Comments” area of the shopping cart right before you check out.)
5. After clicking “**Add to Cart**” you will see your shopping cart. To add another bike or to start pre-registering click “**Continue Shopping**”.
6. Click “**(Month) Weekend**” to start registering for that race weekend’s races. Once you are into that weekend’s pre-registration area the races are divided by Practice, Sprints, Trophy Dashes and Endurance. (Depending on what is being raced that weekend.) Races are divided by Novice and Expert. Keep this in mind when going forward and choosing your races.
7. If purchasing a Friday practice first select “**Friday Practice**”. Select “**Add to Cart**” to place this item in your shopping cart. Friday practice is per racer and not per bike. Click “**Continue Shopping**” if you wish to keep shopping otherwise click “**Checkout**” if you are ready to complete your pre-registration. Skip to step 11 if you are ready to complete your pre-registration.
8. If you continue shopping you will be brought back to the last item you purchased. Use the quick links above the item to return to “**(Month) Weekend**”. From here you may select Sprints, Trophy Dashes, etc. For example we will select “**Sprints**”. For “**Trophy Dashes**” and “**Endurance**” the process would be the same.
9. Once you select “**Sprints**” you will see each competition class. Within each ‘class’ is each race type that is valid for that class.
10. If you were to select “**Ultralight**” you would see Ultralight Grand Prix Sprint (Expert), Ultralight Grand Prix Sprint (Novice) and so on. Each race has an “**Options**” button. When you select “**Options**” you see the “**Bike Identifier**” drop-down. Use this to help identify which bike this

- sprint is for. (You setup your bike identifier back in step 5.) Click **“Add to Cart”** to add this sprint to your cart. Continue this process until you have selected all races you would like to purchase.
11. Once you are ready to checkout review your shopping cart. Verify that you have all of your bike information input correctly and that your purchased races have the correct **“Bike Identifier”** associated with the correct bike. If you have verified everything is correct click the **“Checkout”** button.
 12. The first step of checking out is filling in your billing information. There is a **“Use Contact”** dropdown that you can use if you already have your information saved. Otherwise completely fill in all fields and select **“Continue”**.
 13. **The next step is where you will enter a Coupon Code. A coupon code allows you to get your discount for purchasing multiple sprint races. Your coupon code will be in the following format: If you purchased a total of four sprints you will get a discount of \$45 off your total pre-registration order. The coupon code you would use is 4SPRINTS. (Three sprints purchased would be 3SPRINTS, five would be 5SPRINTS, etc.) SPRINTS must be all capped. After entering the code, you need to apply the coupon by hitting the “apply coupon” button below the field where you entered the code. This discount should then be reflected in your order price on the right hand side of your screen. If you fail to enter your coupon code when checking out you have the following options: 1) you can cancel your order and lose your grid spot – you will then re-register adding your discount, or 2) forfeit your discount and you can keep your grid spot. Since Race Registration needs to approve all orders before they are processed they will notify you via e-mail that you failed to add the coupon. You will have until pre-registration deadline to respond to the e-mail notification. If you fail to respond to the e-mail you will automatically forfeit your discount.**
 14. The **“Special Instructions”** section this is a space for you to enter any bike info that may not have been listed in the **“Bike / Racer Information”** item. We will make sure to get this information added to our store site A.S.A.P. This is also an area to put any notes/comments for the Pre-Registration team such as AMB Transponder number, sponsors, contingencies, etc.
 15. Directly underneath the **“Special Instructions”** section is the place for payment information. We only accept Visa or Mastercard through our merchant. Fill in the credit card information completely and then click the **“Place Order”** button.
 16. Your order is now complete! When you click the **“Place Order”** button your order is time/date stamped and placed in the order queue. Please be aware that your card will NOT be charged and you will NOT be pre-registered completely until your order is reviewed by Race Registration and approved. Once Race Registration approves your order, your card will be charged and you will be notified via e-mail.

If you have any questions regarding this process please direct them to racereg@cra-mn.com.

Central Roadracing Association

2011 Pre-Registration Guidelines

Pre-registrations are accepted on-line only.

To qualify to pre-register, you must have a current CRA license or a license with a club that we reciprocate with (ie: CCS, WERA, AMA). If you are a new rider, you are not allowed to pre-register on your new rider weekend. You can start pre-registering the weekend after you receive your license.

You can pay by credit or debit card. We accept MasterCard, Visa and Discover. We do not accept American Express. Please be aware that your card will be charged within 48 hours of submitting your order.

When you pre-register on-line, you can include multiple bikes on one order. When you register at the track, you will need one form per bike.

Grid positions will be determined by date/time stamp on the order.

Additions/cancellations/changes to orders will not be accepted verbally. Additions must be made through a separate order.

- Cancellations prior to deadline receive a refund minus 10% cancellation fee.
- Cancellations after deadline require a credit/refund request form be filled out and turned in to Race Registration for consideration. Please be as detailed as possible as to why you are requesting credit after deadline.
- Change requests to an order that has already been processed can be emailed to racereg@cra-mn.com.

2011 PRE-REGISTRATION DEADLINES:

May weekend (competition course)	Open 4/16 @ 8am	Close 4/30 @ 8pm
June weekend (Donnybrooke course)	Open 5/21 @ 8am	Close 6/4 @ 8pm
July weekend (competition course)	Open 6/13 @ 8am*	Close 6/25 @ 8pm
August weekend (competition course)	Open 7/16 @ 8am	Close 7/30 @ 8pm
September weekend (Donnybrooke course)	Open 9/3 @ 8am	Close 9/17 @ 8pm

*this is a Monday, not the traditional Saturday. We will be at the track on 6/11, so I have pushed this to Monday 6/13.