



## Instructions for Prep Shop and Employee Registration

For this new process, each prep shop will need its own primary/parent prep shop profile and use that profile to register for the event. These already exist for many of you as they've been created over the years during the paddock assignment process. If you don't know if one exists, feel free to contact the [MSR help desk](#) or [runoffs@scca.com](mailto:runoffs@scca.com).

Steps:

1. Make sure that you are logged into MSR using the primary Prep Shop profile. Check the account icon in the upper right corner to confirm you are in the correct account.
2. Once you are logged in to your primary prep shop profile, you will create a child profile for the onsite primary prep shop contact and each employee that you will have attending the Runoffs. Create child profiles going to My Account (click on profile in upper right corner and then My Account). This will take you to your Profiles page and click Add Person on the right side of the screen. If your employee already has a MSR profile, they can transfer control to your prep shop profile. Click [here](#) for a link with steps to do that.

You can also wait and create child employee profiles on the fly within the registration form.

3. Go to the Driver and Prep Shop registration event in MSR. [MSReg.com/22runoffsreg](https://MSReg.com/22runoffsreg)
  - Choose the Prep Shop Registration option.

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Driver & Prep Shop Employee - 2022 SCCA Runoffs

**Runoffs Registration**

☐ Driver Registration

☒ Prep Shop Registration  
Drivers do not use this option. This is for Prep Shops registering their employees.

- The first 4 fields will be for the primary prep shop contact and if the Prep shop employees need any general camping passes.

## Runoffs Registration

[Clear selection](#)

☒ **Prep Shop Registration**  
Drivers do not use this option. This is for Prep Shops registering their employees.

**Primary Prep Shop Contact**

**Primary Prep Shop Email**

**At-track cell phone #**  
Please enter a cell phone number you can be reached at while at the track. Please use format XXX-XXX-XXXX.

**How many General Camping Passes do you need?** Optional  
Camping passes will be given to Primary Contact.

- Using the Prep Shop Employee fields to register your employees. The first field will be for the onsite Primary Prep Shop Contact followed by the remaining employee names. If you have more than 10 employees, use the Driver(s) crew list.

If employees needs a **Hot Pit Pass**, employee **MUST** have a valid SCCA Membership valid through **xx/xx/2022**. If it expires before then the membership must be renewed before arrival onsite.

Weekend memberships are NOT valid for the Runoffs.

☐ Prep Shop Primary Contact or Employee 1

☐ Prep Shop Employee 2

☐ Prep Shop Employee 3

☐ Prep Shop Employee 4

☐ Prep Shop Employee 5

☐ Prep Shop Employee 6

☐ Prep Shop Employee 7

☐ Prep Shop Employee 8

☐ Prep Shop Employee 9

☐ Prep Shop Employee 10