



## TUTORIAL - ATTENDEES ONLINE REGISTRATION

### ► STEP A :

- 1) Go to the website <https://rmcit.3mkevents.com/en>
- 2) Click on Log-in.
- 3) Log-in to your **Driver** Account by filling your email address and password.
- 4) Click on « My Registrations ».

The screenshot shows the website header with the 3MK Events logo on the left. The navigation menu includes Home, Calendar, Registration, Regulations, Results, Rankings, Drivers, Gallery, and Contact. On the right, there are tabs for NSK, RMCIT, NSKE, and SWS. A 'Log-in' button with a lock icon is highlighted with a red box. A dropdown menu is open below it, with 'My registrations' highlighted by a red box. A red arrow points from the 'Log-in' button to the 'My registrations' option. Below the navigation, there is a promotional banner for the Rotax Max Challenge International Trophy, featuring the text '4 GRAND FINALS TICKETS TO BE AWARDED' and '+ OTHER AMAZING PRIZES'. The event dates 'JULY 27 - 31 2021' are also visible.

### ► STEP B :

- 5) Click on « ADD A COMPANION » to register people (3 people maximum).  
 (Please note that the driver is automatically registered)

The screenshot shows the 'MY REGISTRATIONS' page. At the top, there is a header with the 3MK Events logo and navigation tabs for NSK, RMCIT, NSKE, SWS, and a 'DRIVER NAME' dropdown. Below the header, the NSK National Series Karting logo is displayed, followed by the text 'No registrations for the moment..'. A Rotax Max Challenge International Trophy logo is also present. Below this, there is a section for 'RMC International Trophy (2020-12-08)' with a table for registration details. The table has columns for Category, Num, My Laps Transponder N°, and Manufacturer. A green box on the right indicates 'Payment : Validated'. Below the table, there is a section for 'Companions' with a table that has columns for Last name, First name, Town, Post code, Department / State, Country, Email, Phone, and Actions. A red arrow points to a '+ ADD A COMPANION' button located below the table.



► **STEP C :**

- 6) Fill out the requested information for each people.
- 7) Then click on « SAVE ».
- 8) Click on « ADD » to register a new people then fill out the requested information.

Companions

Add existing companion

\* Companion

**ADD**

Create a new companion

\* Last name

\* First name

\* Post code

\* Town

\* Country

\* Department / State

Phone

\* Email

**SAVE**

► **STEP D :**

- 9) If you want to modify the information of one person, click on this button:
- 10) Modify the information.
- 11) Then click on « SAVE ».
- 12) If you want to remove a person, click on this button:

Category: My Laps Transponder N°

Num: Manufacturer

Payment : Validated

Companions 2 / 2

Last name	First name	Town	Post code	Department / State	Country	Email	Phone	Actions
Last name	First name	NANTES	44000	LOIRE ATLANTIQUE	France	xxxxxxx@xxx.com		
MARCEL	PATOULACHI	LA ROCHE SUR YON	85000	VENDEE	France	aaaaaaa@aaaa.com		