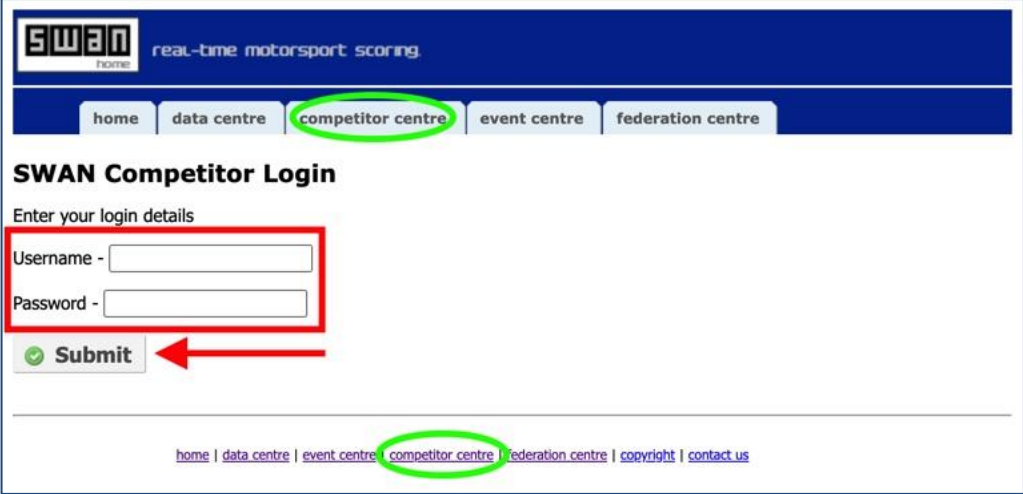



## How to apply for a competition licence through SWAN

This process is to apply for a competition licence whether it be as a driver or navigator. This will then allow us to check all appropriate details and issue with a licence for the upcoming season.

#	Action	Detail
1	Open SWAN	<ul style="list-style-type: none"> <li>- Open preferred Internet Browser</li> <li>- Go to <a href="http://www.trialscores.com/p_competitor_4wd/login.php">http://www.trialscores.com/p_competitor_4wd/login.php</a></li> <li>- Enter your login details provided</li> <li>- Click submit</li> </ul>  <ul style="list-style-type: none"> <li>• <b>Make sure you are in the "competitor centre" section of SWAN</b></li> </ul>
2	License Application	<ul style="list-style-type: none"> <li>- Click on "License application"</li> </ul>  <p>This will then take you to apply for a new competition license (STEP ONE)</p> <p>From here you will be asked to fill in your license details to be able to submit a provisional licence. The highlighted areas in red are required to be filled in:</p> <ul style="list-style-type: none"> <li>- License level</li> <li>- Club Name</li> <li>- Affiliate Number (now starts with 2020-XXXX)</li> <li>- Competition Class</li> <li>- Vehicle Number</li> <li>- Driver License Number (ROAD)</li> <li>- License expiry date (dd/mm/yyyy)</li> <li>- Driver License Type (ROAD)</li> </ul> <p>(see highlighted areas on next page for example)</p>

**SWAN** real-time motorsport scoring

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### SWAN License Application - STEP 1

The SWAN license application area.

**Current contact information**

Name Address Phone Email

If any of your contact details are incorrect then click [Edit my personal information](#)

**License details**

License Number

License Level  DRIVER  NAVIGATOR  EMERGENCY (DAY)

Club Name

Affiliate Number

Competition Class

Vehicle Number

Driver License Number (ROAD)

License expiry dd-mm-yyyy  -  -

Driver License Type (ROAD)  FULL  RESTRICTED  LEARNER

Current NZ Drivers Licences, current NZFWDA Competition Licences and current Alternative Fuels Certificates (if applicable) and Log Books must be presented at Scrutineering

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- The blue highlighted areas will show your current contact information and license number. These have been blacked out for privacy reasons but please check these are correct.
- If they are not correct, please click "Edit my personal information" and update anything that has changed

3 Check details and submit

- Once all of the required fields are filled out and correct, click submit

Current NZ Drivers Licences, current NZFWDA Competition Licences and current Alternative Fuels Certificates (if applicable) and Log Books must be presented at Scrutineering

- A new pop-up box (STEP TWO) will display below if all fields are completed correctly

**(see next page)**

**SWAN License Application - STEP 2**

Confirm your license details before continuing to the license payment.

**License details**

<b>License type</b>	DRIVER	<b>License cost</b>	NZ\$140
<b>Vehicle Number</b>	[redacted]	<b>Affiliate number</b>	[redacted]
<b>Driver license number</b>	[redacted]	<b>Driver license type</b>	FULL

If any of your license details are incorrect then click [Back](#)

Eligibility for vehicle to compete in Class being entered, and compliance with vehicle regulations, will be checked at scrutineering. HOWEVER THE ONUS SHALL REST WITH THE COMPETITOR TO PROVE COMPLIANCE OR ELIGIBILITY.

I CERTIFY that the details given on this License application are correct, and I UNDERTAKE to inform the Host Club Officials of any change in these details, or alterations to the vehicle, which may affect the eligibility of myself, or the vehicle to compete in events

I have read the NZFWDA COMPETITION REGULATIONS and AGREE to be bound by them and any ADDITIONAL SUPPLEMENTARY REGULATIONS which are issued for events

**Submit**

- Again, check that all of your license details are correct. If not, then please go back and update your details.
- Read the important information below the license details. Once read and you agree to these, tick the box by the red arrow.
- Once you have ticked this box, the submit button will highlight.
- Click submit.

4 Make Payment into Comps Committee Account

A provisional license is now issued to you (see below)

**SWAN Provisional License Issued**

You now have a **Provisional License**.

A payment must be made to NZFWDA Competitions Committee 06 0541 0126044 00

**PAYMENT VALUE : NZ\$140**  
**REFERENCE : SW-L** [redacted]

A copy of this number and value has been forwarded to your email account.

When the funds have verified in the NZFWDA account, your license will be issued.

Return to the [Competitor Menu](#)

- Payment is to be made to the NZFWDA Competitions Committee
  - o 06-0541-0126044-00
- Please use the reference provided to you when payment is made.
- An email should also be sent with the same information

Once you have made payment, the Treasurer will wait for this to show in the account and then approve your licence. You will receive another email when your license has been approved. You will then be able to enter into events.

## **IS THIS YOUR FIRST TIME APPLYING FOR A COMPETITION LICENCE?**

If you haven't competed in our sport before and are wanting to get involved, then please come join!

New competitors (Drivers, Navigators & Emergency Navi) are required to fill out a Competition Licence Application Form. This can be found on our website and any other information you may require:

<http://www.nz4x4trials.co.nz/assets/Forms/Comp-Licence-Application.pdf>

Once filled out, please email to [treasurer@nz4x4trials.co.nz](mailto:treasurer@nz4x4trials.co.nz) and you will be informed of your next steps from there.