## **Instructions for Registration Forms**

- 1. To enter data in a field click on it. The field will become highlighted. Begin typing information.
- 2. Use "Registration Form 1" first. Then use registration form 2 and 3 as needed.
- 3. Attach all completed forms and email to <a href="mailto:rangerderbyapp@gmail.com">rangerderbyapp@gmail.com</a>.
- 4. Use the fax form if you need to do this manually and fax it to (540) 674-4132.
- 5. Fill in all of the fields for each person as follows:
  - a. Choose which organization you belong to in upper left hand corner. This is a drop box. The options are IPHC (International Pentecostal Holiness Church) or AG (Assemblies of God).
  - b. Enter Outpost number in upper left hand corner.
  - c. Enter senior commander name and church name in upper right hand corner.
  - d. Enter last name.
  - e. Enter first name.
  - f. Choose age group from drop down box.
  - g. Additional Car. If racer is entering an additional car in the open class select yes. If they are not select no.
  - h. Total Fee. This is a drop down box.
    - i. If the racer is racing one car select \$10.00.
    - ii. If the racer is racing a car in an age group and a second car in an open class, select \$12.00.
    - iii. If after the registration deadline the racer is racing one car select \$15.00.
    - iv. If after the registration deadline the racer is racing a car in an age group and a second car in an open class, select \$15.00.

If you Pre-register on time you will not be charged a late fee for changes that are made on race day. For example you pre-register on time a group of boys but on race day 2 don't show and or boys come that were not registered. You will not be charged for the ones who did not come and the new ones will be charged the standard fee.