



Creating one file for your 2021 Event-entry Documents ...

1. Scan or take pictures of
 - (i) Your 2021 Competition licence (both sides for Interclub and higher grades)
 - (ii) Your 2021 Club Membership card, and
 - (iii) Your 2021 Association Championship Registration card.

This applies equally to co-drivers (rally) and passengers (trials), who also need to scan and copy their documents as above. If you only ever accompany the same driver you could incorporate this into the one page, but otherwise make one solely for yourself.

It will help you if there is a minimum of 'background' surrounding each image, so take a close-up image, provided you can keep the wording in sharp focus.

2. Save these scans/pictures as jpeg files. You can 'crop' them to take out 'background' if necessary, using any picture editing software or the 'Snip' tool in Windows.
3. Open a word-processing file (e.g. Word), with your full name as the filename.
4. Insert each image into the word processing file.

It is easier to manoeuvre the images if they are formatted to be '*in front of text*' – the instructions are usually something like '*Right-click - Wrap Text - In Front of Text*'.
5. When you are happy with the layout, save the file'. It will help to prevent the file from becoming corrupted if you can save it as a 'pdf' file, with the same file name:
'File' – 'Export' – 'Create PDF/XPS' – Select directory – 'Save as Type: PDF' – 'Publish'.
6. Keep your file safely – this can now be uploaded to any on-line entry system when you enter an event and/or sent to an entry secretary as an e-mail attachment.
7. If you need to send a copy of your Motorsport UK vehicle logbook, or any other relevant document, repeat the process above.

Thank you.

**Event Entry Secretaries,
Torbay Motor Club.**