



## Creating pdf files of your 2022 Event-entry Documents ...

1. Scan or take pictures of your
  - (i) Competition licence (both sides for Interclub and higher grades)
  - (ii) Club Membership card, and
  - (iii) 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. If you need to remove 'background', use any picture editing software or the 'Snip' tool in Windows.
3. Insert each image into a word processing file (e.g. Word), with your full name as the filename.

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*'.
4. When you are happy with the layout, save as a pdf file; this prevents the file from becoming corrupted.

*'File' – 'Export' – 'Create PDF/XPS' – Select directory – 'Save as Type: PDF' – 'Publish'.*
5. This file can be uploaded to on-line entry systems and/or sent to an entry secretary as an e-mail attachment.
6. Repeat the process above for your Motorsport UK vehicle logbook and any other documents needed to enter events.

Thank you.

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