# Signing up on Rally Stage Team

Thank you for volunteering to help with our rally...these instructions may help you navigate the Rally Stage Team (RST) website to register.

The instructions are based around signing up to our Clacton event, but would also work in a very similar way for Brands (but there would be less options).

Thank you for your patience with us using this system for the first time...the idea is it will be significantly easier for the Stage Commanders to help allocate and manage their stage teams nearer the time.

# Welcome to RallyStageTeam

This website is designed to support marshalling for motorsport, enabling marshals to gain access to more events and providing events with access to more marshals.

We are continuing to develop this website to maximise the benefits to Marshals and Event Organisers. This means that Marshals get to know about more events and that events can be more safely run due to increased Marshal attendance. RallyStageTeam has already been used on many events, including Rally of Great Britain 2009, the Jim Clark Rally, Richard Burns Memorial Rally, Wales Rally GB since 2007, Circuit of Ireland IRC since 2012 and has proven to be a great success.

We need your help to make it successful, by encouraging Events and Marshals to sign up and use RST.

This site is free to register for Marshals and Events and holds details of over 14,000 Marshals, the majority of which are Online users of the System.

## What's New?

- » 22 Nov: Get Jerky Rally North Wales (25 March) ON LINE NOW
- » 11 Nov: Corbeau Seats Tendring & Clacton Rally 2023 (21-23 April) ON LINE NOW
- » 10 Nov: MGJ Engineering Brands Hatch Winter Stages (21 Jan) ON LINE NOW
- » 15 Oct: East Riding Stages Rally (26 Feb) ON LINE NOW

### **Register for Events**

»	MGJ Engineering Brands Hatch Winter Stages 2023, Brands Hatch, UK			
»	<ul> <li>East Riding Stages Rally 2023, North Yorkshire, UK</li> </ul>			
On	ally 2023			

This is the homepage for RST. It shows which events are available to register to marshal for.

To begin with you need to make an account with RST. In the top right corner, click "Login".

## RallyStageTeam

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If you are already registered on RST from previous events, please do not re-register with a different email address. This will lose your history and may make communications with you problematic. If you have changed your email address, please either login using your old email address, select Contact RST and choose the option to change your email address or send an email directly to admin@RallyStageTeam.co.uk and we can change your email address and will notify you once this is complete.

First Name: *		
Surname: *		
Email Address: *		
Re-type Email: *		
Password: *		
Confirm Password: *		
	Register	Cancel

Please note that you will be sent an email to this address in order to Activate your account before you can login.

If you do not receive your Activation email within the next 10 minutes, please check your Spam\Junk folders. If you are sure that you have still not received it the please Contact RST using the link in the menu bar on this page and we will get back to you as soon as possible.

Fill in these fields to create an account. Note the information in the blue bar below...you will need to activate your account via an email which may go to your junk box.



## Congratulations



Once you have completed the initial registration form this screen will show. You need to go to your email account, find the email to verify your RST account and click on the link. The email may be in your spam/junk box. RallyStageTeam



If you try logging into RST before verifying your account via your email, this message will show.

Please go to your email account to find the verification email and click on the link.



#### MGJ Engineering Brands Hatch Winter Stages - Saturday 21 January 2023



Chelmsford Motor Club is delighted to return with the MGJ Engineering Brands Hatch Winter Stages on Saturday 21st January 2023. This registration is for marshals only, if you are a named official, you will be sent a separate link.

The rally will be Round 3 of the new MGJ Engineering Circuit Rally Championship 2022/23. With crews from that Championship, as well as the local regional championships, we expect a great variety of cars and an exciting day of rallying. The event uses the circuit itself, as well as the pit lane, both paddocks and the rally school course with stages

running into the dusk

# When you log in for the first time, the page will look like this. Please complete your profile!

In the big light blue box, click on "Update Profile" and work through the different boxes/pages, filling in any parts which are applicable to you. In particular your address, Motorsport UK ID (marshal) number, and ICE (emergency) information. If you are a radio operator, please ensure you give your radio details.



If you already had an account on RST, please do ensure your profile is complete. If there isn't a link from the main page (like on the last image), you can access your profile from the top right corner of the screen.

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## **Register for Events**

Get Jerky Rally North Wales 2023, Dolgellau, Wales, UK
 Corbeau Seats Tendring & Clacton Rally, Essex, UK
 MGJ Engineering Brands Hatch Winter Stages 2023, Brands Hatch, UK
 East Riding Stages Rally 2023, North Yorkshire, UK
 Click Here
 Click Here

Once you have created an account, you can now register to marshal at events. You can do this <u>either</u> via the green "Register for Events" box, <u>or</u> by going to the top toolbar, hovering over "Events" so it shows "Event Registration" then left click on that.





## Please Login

#### Username

Password

Remember Me



Forgotten Password?

vent Management v2020.07.1 ©

When you try to register to marshal at an event, it will ask you to log into your account (if you are not already logged in). Note your username is your email address.



Once logged in you arrive at this page.

You need to make sure the correct event you are signing up to is selected then click on "Next". (*Ignore the "Quick Register" link* unless someone has given you specific instructions for this)

**Date Selection** 

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Please select the date and Stage that you would like to register to Marshal on. Available dates are shown in yellow below. You will also be able to see if any of your friends have registered for each Stage.

Where dates are shown in a blue background, this means that you have already registered for a Stage running on this date and cannot register for another on the same date.

Please note that you can only register for one Stage at a time. If you want to register for more than one Stage then you must select to register for another stage when prompted at the end of the process.

If there is is an option to select a Stage/Venue listed as TBA - e.g. "Friday TBA", this means that the Event Organisers have either opted not to list specific venues at this time or you may select this and you will be assigned a venue by the Staffing Team. If the venue you require is not listed, you may request a specific Stage/Venue in the "Additional Notes" section on the last step of your registration and the Event Team will do their best to accommodate your request.

Saturday 22 A	Saturday 22 April 2023							
Select	Stage Name	FCD	Friends					
$\odot$	Setup - Saturday (Setup/Sat)	ТВА						
$\odot$	Rally HQ / Management (RHQ)	ТВА						
$\odot$	Safety Cars (Safety)	ТВА						
$\odot$	Service Park/Clacton Infrastructure (Service)	ТВА						
٥	Clacton Sea Front (SS1/2)	19:00:00						
Sunday 23 Ap	Sunday 23 April 2023							

You then get a chance to select more specifically what you would like to sign up for. For most people for Clacton, you are looking for "Clacton Sea Front (SS1/2)" for the Saturday, and then whichever stage (or any) you would like to do on Sunday. *There is an additional issue for Clacton...you can only sign up for one day at a time on RST! Please complete the process for one day, then repeat for the other.*  Ω

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Please note that you can only register for one Stage at a time. If you want to register for more than one Stage then you must select to register for another stage when prompted at the end of the process.

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Saturday 22 A	Saturday 22 April 2023 +					
Sunday 23 Ap	Sunday 23 April 2023					
Select	Stage Name	FCD	Friends			
$\odot$	Bacons End (SS3/7/11)	ТВА				
$\odot$	Park Farm (SS4/8/12)	ТВА				
$\odot$	Burnt Heath (SS5/9/13)	ТВА				
$\odot$	Bradfield (SS6/10/14)	ТВА				
۲	Any Stage on Sunday (SS3/14)	ТВА				
$\odot$	Main Time Controls (MTC)	ТВА				

For Sunday, you can either select a particular stage, or if you are happy to marshal on any stage, please select "Any Stage on Sunday". Please note we can't absolutely guarantee to give you a specific stage as it depends on marshal numbers, but we will do our best!

For quick reference the stage commanders are below. They are generally the same as previous...the stages are running in reverse order to previous years.

- Bacons End (Simon Marks)
- Park Farm (Ian Evans)
- Burnt Heath (Graham Frary)
- Bradfield (Paul Rees)

Please note that you can only register for one Stage at a time. If you want to register for more than one Stage then you must select to register for another stage when prompted at the enc process.

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Saturday 22 A	pril 2023	() www.rallystageteam.co.uk			(+)
Sunday 23 Apr	ril 2023	you have already selected Clacton Sea Front (SS1/2), You can only register for one Stage at a time. You want to change your selection to Any Stage on Sunday (SS3/14) now?			$\overline{}$
Select	Stage Name	OK Cancel	FCD	Friends	
۲	Bacons End (SS3/7/11)		ТВА		
۲	Park Farm (SS4/8/12)		ТВА		
۲	Burnt Heath (SS5/9/13)		ТВА		
۲	Bradfield (SS6/10/14)		ТВА		
۲	Any Stage on Sunday (SS3/14)		ТВА		
۲	Main Time Controls (MTC)		ТВА		
r Dealt					Nexts

If you do try to sign up for both days simultaneously it will give this message. Please register for one of the days, then repeat the process for the other day.

Your Group Attendance Information



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In order to ensure you are allocated to Stages and Junctions with any friends you may be attending with, we need to gather a bit of information about how you will be attending this Event.

We manage this process by creating Groups of Marshals. For each Group there must be an allocated Group Leader, who will receive any information packs and passes (where required) on behalf of the Group. Groups may also contain Group Members.

Joining or forming Groups will help to ensure that you are allocated together by the Stage Team for the Event wherever possible.

Please tell us whether you are attending:

By Myself

O As A Part Of Group

Back

Next

If you are signing up as a marshal who is not linked to any other marshals, please select "By Myself".

If you would like to be close to other marshals please select "As A Part of A Group". Then click Next.

RallyStageTeam			HOME MY PORTAL EVENT	S SETUP CONTACT RST
V	ت			
Your Role				TENDRING & CLACTON 22 <sup>ND</sup> & 23 <sup>RD</sup> APRIL 2023
Please select your requested Role for	this Event:			
Marshal		•		
Notes\Comments\Specific Requireme	ents:			
		li.		
Back				Finish

For the "By Myself" option, this will be your next page.

For most, the role will be "Marshal" which is pre-selected but you can change this. If your exact role doesn't exist in the list, leave it as "Marshal" and the Chief Marshal will change it when allocating. If you have any particular comments to add, please do so.

Then click Finish.

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If signing up with the Group option see the next images.



If you select to join up as part of a group, this is your next page.

In your group of associated people, please nominate one of your as the group leader. If you are this person, select the top option. If you are in a group but not the leader, select the second option. Then click Next.



If you select the second option (to join a team) it will automatically bring up this box. Search for your team leader on this search function – you can type their name in then look through the list to find the relevant person to select them.

		RallyStage		Contact Search You can search or	<b>:h</b> i First Name, Surna	me and Email Address					×	SETUP	CONTACT RST	LF
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		I am joining some	Joh	n Davie				No	No	No				
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		Back						No	No	No			Next	
								No	No	No				
								No	No	No				
								No	No	No				
			-					No	No	No				
	www.f	RallyStageTeam.co.uk   Event Ma			Close		None Of These Contacts						Р	Privacy Policy

If your group leader is not yet registered for the event then you cannot select them. You will be made the leader for now but you can swap this over later.



## If you are the group leader then select this option and click Next.

	+ RallyStageTeam		HOME MY PORTAL	EVENTS SETUP CONTACT RST
Ĵ	Select Event Select Date & Stage		Select Role	Done!
	Group Details			TENDRING & CLACTON 22 <sup>NO</sup> & 23 <sup>NO</sup> APRIL 2023
	Including yourself, how many Marshals are you expecting to be in your Group?	Add Names to My Group Now?		
	Back			Next

As the group leader you can select the number of expected marshals – this can be changed later so it will be fine to add more in.

Click on the blue "Add Names to My Group Now?" box if you know members of your team are registered on RST and are happy to be signed up – please double check this with them first as we will assume you have told them!



## Use the check boxes in the search function to select your team members.

	+ Rallys	otageTeam	Select Date & Stage	と考. Attend	dance Details	HOME	MY PORTAL	EVENTS	SETUP	CONTACT RST	
① •••	Your Role	e						TE 22	NDRING 2ND & 23	REFAU 5 RALLY & CLACTON <sup>20</sup> April 2023	
ዮብ	Please se	lect your requested Role for this Event:									
	Notes\Co	mments\Specific Requirements:								Finish	

Once you have completed your team aspects, the focus returns to you as an individual – double check the role selected for you is correct, and add any extra notes before clicking Finish.

If your exact role doesn't exist in the list, leave it as "Marshal" and the Chief Marshal will change it when allocating.





Dear Lucy,

Thank you very much for registering to Marshal on BrandsHatch23.

This is a system generated email to confirm that your request for All Stages (Single Venue) Stage on 21/01/2023 has been updated to ALLOCATED.

Roles and Junction allocations for Radio, Recovery, Rescue and Medical staff are also being updated at this same time and you should check your status online by logging into <a href="http://www.RallyStageTeam.co.uk">www.RallyStageTeam.co.uk</a> and clicking on My Events.

For regular Marshals, the Stage Commanders and their teams will be allocating Junctions and Roles in the next few weeks and again to you will notified by Email when these are updated on the system.

Please note that Junctions and Role may be changed at any time if circumstances change so please ensure you check the website regularly where you will also start to find more relevant information.

Please DO NOT reply to this email as the mailbox is not attended. If you need to contact the Event Staffing Officers, the Stage Team or us, please login to the website and click the Contact icon in My Events for the Event\Stage Teams or Contact RST in the main Menu Bar for website problems\questions.

Many thanks,

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RallyStageTeam.co.uk

When you have registered, once the Chief Marshal has had opportunity to have a look at the website, they will look to make an initial allocation.

Please bear in mind this is liable to change until close to the event.

This email is the same wording for every event on the website so the wording may not make sense for the specific event...please just take it that the Chief Marshal has seen your registration.