



## 2012 Online Race Registration Instructions

**Note:** These instructions assume that you've already renewed your NCK membership for the year. If you have not, you **must** do that first. Please do not try to skip the membership renewal. It creates problems for our Registration guy. If you've already renewed your membership, please go to step 1.

If not, go here:

[http://www.nckroadracing.com/registration/2012\\_registration\\_instructions.pdf](http://www.nckroadracing.com/registration/2012_registration_instructions.pdf) and then go to step 1.

1. Open your browser and goto: <http://www.dlbracing.com/>
2. In the upper right corner of the screen, click the "Login" link.
3. Enter your username (email address) and password.
4. In the upper-right (next to "Views"), click "Calendar".
5. Set the "Show" box to "Northern California Karters Road Racing"
6. Set the month ("Upcoming Events" – top/middle ) to date of the next event. In this case, we'll use "February '12".
7. On the date of the event (February 18<sup>th</sup> in this example), you will see "NCK (RdR)". Click on the icon that shows a car in front of a clipboard. It looks like this:
8. On the next page, fill out the appropriate information for "Entry Fee" (Single Race Entry or All You Can Race), an optional "Note to Registrar" , "Pit Passes", "Additional Fees" (if you need to rent a transponder). Choose which class(es) you wish to enter, which kart you will enter in that class, and your kart number.
9. Click "Continue" at the bottom of the page.
10. On the next page, you will see a summary. Please verify that all information is correct. If not, click the "Back" button at the bottom of the page. If it looks good, select your payment method (Check or PayPal) and click "Continue".
11. If you chose to pay by check, simply follow the instructions on the screen. If you chose to pay via PayPal, you will be redirected to PayPal's site. You do **not** need to login. Simply follow the instructions on the left-side of the page to send payment.
12. That's it! Easy, huh? You can go back to step 3 and then on step 7, you can use the other available icons to view the entry list and more.

See you at the track!

NCK Registration