

How to Request an Endorsement

Endorsements can be requested via two methods: when purchasing a licence or via the member profile.

The following steps will outline how to request endorsements when **purchasing a licence**.

[Login to RiderNet > Profile > Licences > Add Licence](#)

Through the application process, members will reach the Endorsements page which asks them IF they require an endorsement. (Note: Most endorsements are required to Junior Riders, however, some are also required for Seniors – [see Licence Conditions and Endorsements document](#)).

- Click 'Add endorsement'

Licence - Endorsements

Current User: Jon Smith

Please select any endorsements that you require.

If you don't require any, please move to the next page.

Add Endorsement +

ID	ENDORSEMENT	REQUESTED	ENDORSED DATE	STATUS
		None		

Complete the field information:

1. Coach Name
2. Course Permit number
3. Course Date,
4. Upload files (individual files MUST NOT exceed 5MB).

Save and Continue

Endorsements are reviewed by your SCB who will notify you if declined, explaining why and what additional information is required.

Endorsement

Endorsement Type	<input type="text" value="Please select..."/>
Status	Incomplete
Attachment	<input type="button" value="Choose File"/> No file chosen
Coach First Name	<input type="text"/>
Coach Last Name	<input type="text"/>
Course Permit Number	<input type="text"/>
Course Completion Date	<input type="text"/>
Requested	23/6/2022
Declined "Other"	<input type="text"/>

Ride. Race. Enjoy.

ABN 83 057 830 083

Office 38
1 International Drive
West Meadows
Victoria 3043
Australia

P.O. Box 2162
Gladstone Park
Victoria 3043

Tel: (03) 9684 0500
E: mail@ma.org.au
www.ma.org.au

International
Tel: +61 3 9684 0500

The national body of motorcycle sport in Australia affiliated to the Federation Internationale de Motocyclisme [F.I.M]



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Licences – Endorsements

Note: Endorsements can only be applied for once a Kickstart has been completed (upload pages 24-28) or you have completed a Competency Record from the Junior Coaching Logbook.

If you do not require an Endorsement, continue through to the next step

To apply for an Endorsement, follow the below steps:

Select 'add Endorsement.'

Licence - Endorsements

Current User: Jon Smith

Please select any endorsements that you require.

If you don't require any, please move to the next page.

Add Endorsement +

ID	ENDORSEMENT	REQUESTED	ENDORSED DATE	STATUS
		None		

Select Endorsement Type from the dropdown options.

The endorsements will only show those that the rider is eligible to select, based on their age.

Endorsement

Endorsement Type

Please select... (dropdown menu)

Status

Incomplete

Attachment

Choose File No file chosen

Coach First Name

Text input field

Coach Last Name

Text input field

Course Permit Number

Text input field

Course Completion Date

Date input field

Requested

23/6/2022

Declined "Other"

Text area for declining

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Complete the field information – Coach Name & Coach ID, Course Permit number, Course Date, Upload files (individual files MUST NOT exceed 5MB). Save and Continue

Endorsements are review by your SCB who will notify you if declined, explaining why and what additional information is required.



Alternatively, Endorsements can be requested from the **Member Profile** page.



From here, the same steps are taken as previously. Click *'Add endorsement'*

Licence - Endorsements

Current User: Jon Smith

Please select any endorsements that you require.
If you don't require any, please move to the next page.

Add Endorsement +

ID	ENDORSEMENT	REQUESTED	ENDORSED DATE	STATUS
		None		

Complete the field information – Coach Name, Course Permit number, Course Date, Upload files (individual files **MUST NOT** exceed 3MB). Save and Continue

Endorsements are reviewed by your SCB who will notify you if declined, explaining why and what additional information is required.

Endorsement

Endorsement Type	<input type="text" value="Please select..."/>
Status	Incomplete
Attachment	<input type="button" value="Choose File"/> No file chosen
Coach First Name	<input type="text"/>
Coach Last Name	<input type="text"/>
Course Permit Number	<input type="text"/>
Course Completion Date	<input type="text"/>
Requested	23/6/2022
Declined "Other"	<input type="text"/>

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Note: After 5 business days there should be an update on your endorsement application. There are various reasons why your SCB may not have approved your endorsement. The notes can be found here;

ID	ENDORSEMENT	REQUESTED	ENDORSED DATE	STATUS

View

The notes should outline why the endorsement has been declined; if you require your endorsement to be re-reviewed, please contact your SCB

Course Completion Date

Requested

Notes:

Cannot view documents please reupload

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