MOTORCYCLING AUSTRALIA

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
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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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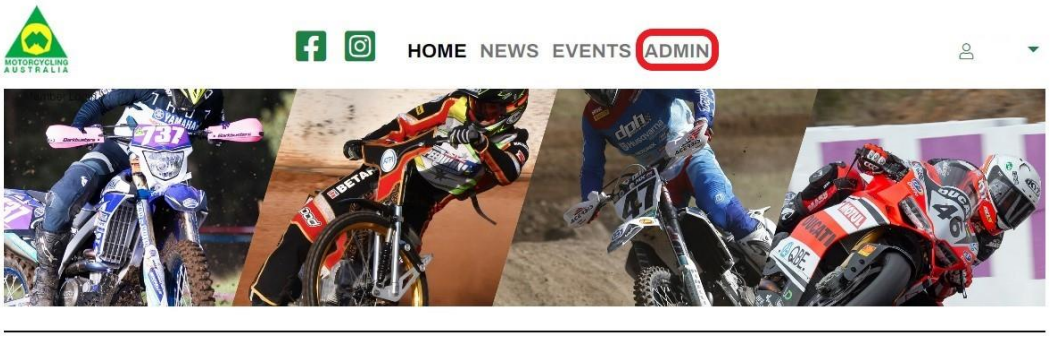
Completing an Event

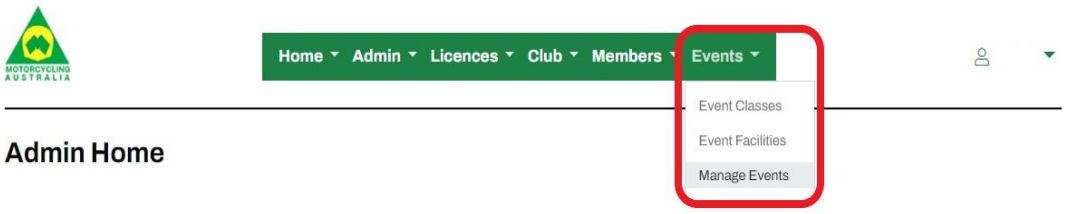
After your event has finished, you will be able to 'Complete' the event. Completing an event will trigger the payments to be received by the club or event promoter.

To complete an event, follow the steps below:

From your member Home Page, go to Admin



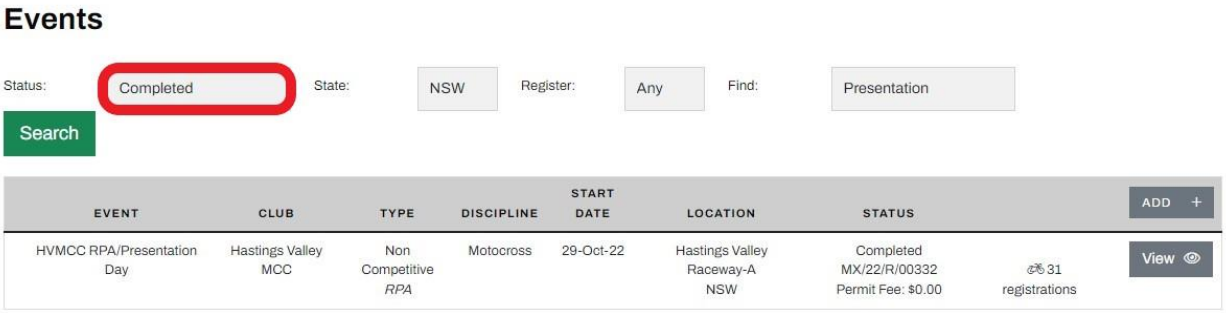
Events > Manage Events



Filter through the listing of events until you find your relevant event/s

Click 'Completed'. This will trigger a confirmation prompt before completing the event.

Once confirmed, the event status will change to 'Completed'. You can find the event in the 'Manage Events' under the 'Completed' status.



Note: All events that are completed **BEFORE** Sunday 11:59am will be processed the following week. If an event is 'Completed' on Monday, it be processed the week after.

If you have any classes or products that have been withdrawn, process those refunds **BEFORE** you 'Complete' the event. This will avoid having to process manual refunds after the funds have been received by the Club. (See Refunding Classes and Products for more information).

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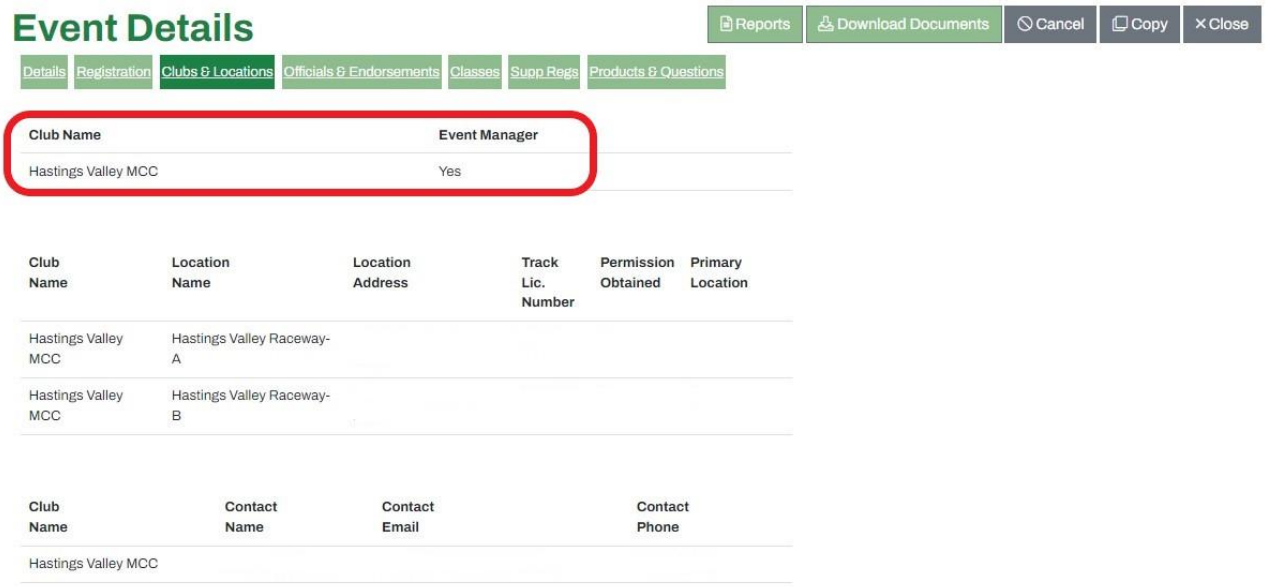
The event finances will be directed to the Club that is nominated as 'Event Manager' in the event setup. This can be view in the 'Event Details'.



Event Details

Reports | Download Documents | Cancel | Copy | Close

Details | Registration | Clubs & Locations | Officials & Endorsements | Classes | Supp Regs | Products & Questions

Club Name	Event Manager
Hastings Valley MCC	Yes

Club Name	Location Name	Location Address	Track Lic. Number	Permission Obtained	Primary Location
Hastings Valley MCC	Hastings Valley Raceway-A				
Hastings Valley MCC	Hastings Valley Raceway-B				

Club Name	Contact Name	Contact Email	Contact Phone
Hastings Valley MCC			

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