



Motorcycling South Australia Inc.

**The Controlling Body for Motorcycle
Sport & Recreation in South Australia**

MEMORANDUM

TO: All Clubs
FROM: Motorcycling SA
DATE: Amended 16 January 2015
SUBJECT: Electronic Licence Procedure

If your club is holding a competition or Non-Competitive event (including Come N Try Days) and are taking entry prior to the event, Motorcycling SA can process Electronic one day licences for these events. Having electronic licences done prior to your event will save the club time at sign in and make this process a lot quicker on the morning of your event. There are few things that are required for these licences.

The following is the procedure that needs to be met to ensure that MSA are able to process your licence ahead of the event.

1. If your club is organising a competition event or non-competition event (including Come N Try) and are taking entry from riders prior to the event.
2. Below is what is required to ensure you have all the information that we need to put on the riders licence:
 - First & Last Name
 - Date of Birth
 - Phone Number
 - Full Address, suburb, state, postcode
 - E-mail Address
 - Gender
 - Junior Log Book (For a Junior wanting to ride a competitive class)
3. On the MSA website a template spreadsheet has been set up to ensure that your club is able to collate all the information [Click Here to Access](#)
4. Once this spreadsheet is complete you send this directly back to Claire at administration@motorcyclingsa.org.au
5. To ensure we have enough time to process these licence please make sure you have this spreadsheet into us COB the Monday before the event.
6. Claire will then mail merge all this information in to our electronic licences and PDF them in bulk and directly send it back to your e-mail.
7. Once you receive this PDF, please print all licences and issue to all riders at sign in.
8. When reporting back to MSA after the event, please ensure that you highlight how many electronic licences were used at the event so that MSA are able to invoice you correctly for the individual licence, if one of these licences are not used you will not be invoiced for it.
9. Cost of these licences are \$25 each for Non-Competitive licences, \$65 each for Competitive Licences & FREE for Come N Try licences.

This is a great way to save a lot of time at the sign in at your events to ensure that all riders are able to have as much time on their bikes as possible.

If you have any further questions please contact Claire at the MSA office.

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Government of South Australia
Office for Recreation and Sport

