

## GUIDELINES FOR WEEKEND MEMBERSHIPS WITHOUT PAPER FORMS

It is possible to create and manage Weekend Memberships without using the SCCA-provided “Weekend Membership Entry Form.”

This only works if you are willing to record names and addresses of the Weekend Members on a computer file. Since rallies and solo events routinely record all entrants this way as a matter of course, these events can do away with the forms, except possibly for workers and guests.

However you record these people, you must use a file (e.g. excel spreadsheet) with columns for:

**(Weekend Member Information)**

Form Number  
Name  
Address  
City  
State  
Zip  
Country  
Phone Number  
Email  
Passenger

**(Event Information)**

Region  
Area of Interest

**(Dates of Membership)**

From  
To

**(Issuing Member Information)**

Name  
Member Number

**[Added columns]**

Event Name (Optional)  
Car number  
Fee

**(Bolded lines in parentheses above are intended to be group headers for the column headers below them.)**

You don't have to create this file: Member Services will send you one with your Weekend Member numbers already inserted. But note that you must add columns for Car Number and Fee (for Rally), and optionally, Event Name.

**Form Number:** this is an ersatz membership number provided to you by Membership. Ask membership for a group of Weekend Form Numbers; ask for enough to cover several events. Use each number once and only once. When you run out, ask for more. They will send you your numbers in an excel file like the one described above.

**Passenger:** “Passengers” was created for Solo. You may put “Passenger” or “Navigator” in this field to help Membership remember to only charge \$5 per car even though two people are listed. Note: “passengers” **are** weekend members, **are** covered by the extra insurance, and **are** sent the SCCA marketing material, even though you are not charged for them.

**Area of Interest:** “Race,” “RoadRally,” “RallyCross,” or “Solo”.

**(Dates of Membership)**

**From:** The date of your event

**To:** The date this weekend membership expires (3 days later). Hint: you may leave this blank. They know what the date should be, based on your "From:" date. If the rule changes, you don't know or need to know.

**Event name:** Races and rallies usually use event name, Solo mostly not. Useful, but not required.

**Car Number:** this is the competition number of each car. If a car contains two non-members, there will be two rows with the same Car Number, one for each non-member.

**Fee:** this cell will contain "\$5" for one row of the two rows for a Car Number. If there is only one non-member in a given car, whether driver or navigator, this cell must contain "\$5" for that row. Total the \$5 figures, and state at the top of the form that this total is the amount that you should be billed for this rally.

Sort the file by **Car Number**.

Include the names of all non-member participants in your event. If two people reside at the same address (spouses, etc.) include each on a separate line. Include any non-member workers such as rally checkpoint workers. Identify "workers" in the "Passenger" column; you should not be charged for workers.

Do not include any current regular SCCA members. Do not include spectators.

If you have paper forms filled out by some participants, you may submit them the usual way, or add them to the electronic file described here. Keep the forms with your waivers.

Name your file NNweekendEEEEMM.XXX, where NN is your Region Number, EEEE is the event type (race, rally, solo), MM is a number that will be different for each file you submit (e.g. MONTH number, or EVENT number). XXX is the file extension (.xls, .xlsx, .txt, and so forth).

Submit it as soon as possible after your event, via email to [membership@scca.com](mailto:membership@scca.com). Any former Weekend Member who applies to join as an *annual* member will be checked against the master file of weekend members, so the paper form is not required to get the credit. Note, however, that it is possible to join online and get credit for one weekend membership. For this to work, the weekend member must know his weekend member number, the one on the file you submitted. Note also, that this method will not work for a weekend member who wants to take advantage of **two** weekend memberships. In this case, tell the person to call membership, and explain what they are trying to do. Membership will take care of it manually. If the weekend member has his weekend member number, the process might go faster, but should work without it.

It complicates Membership's job if Robert Alan Smith enters his second event as Bob Smith. Try to submit the same name for the same person.

Note: SCCA actually prefers this method of submitting Weekend Members, since they do not have to struggle with hand-written data.