



Entries Portal Guide

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This manual is intended to be a support guide for the procedures necessary for registration and enrollment in the Baja TT Sharish GIN 2024.

1 Registration on the Plataform

1.1 National Drivers

National drivers who have not yet registered on the FPAK Portal should go to <https://portal.fpak.pt/auth/view/login> and complete the registration by following the instructions.

FPAK
FEDERAÇÃO PORTUGUESA
DE AUTOMOBILISMO E KARTING

PORTAL
FPAK ONLINE

Português

Email / N° Passaporte / Username

Password

Entrar

[Esqueci-me da password](#)

[Ainda não tem conta? Registe-se](#)

1.2 Internacional Drivers

International drivers who have not yet registered on the FPAK Portal should go to <https://portal.fpak.pt/auth/view/login> and complete the registration by following the instructions.

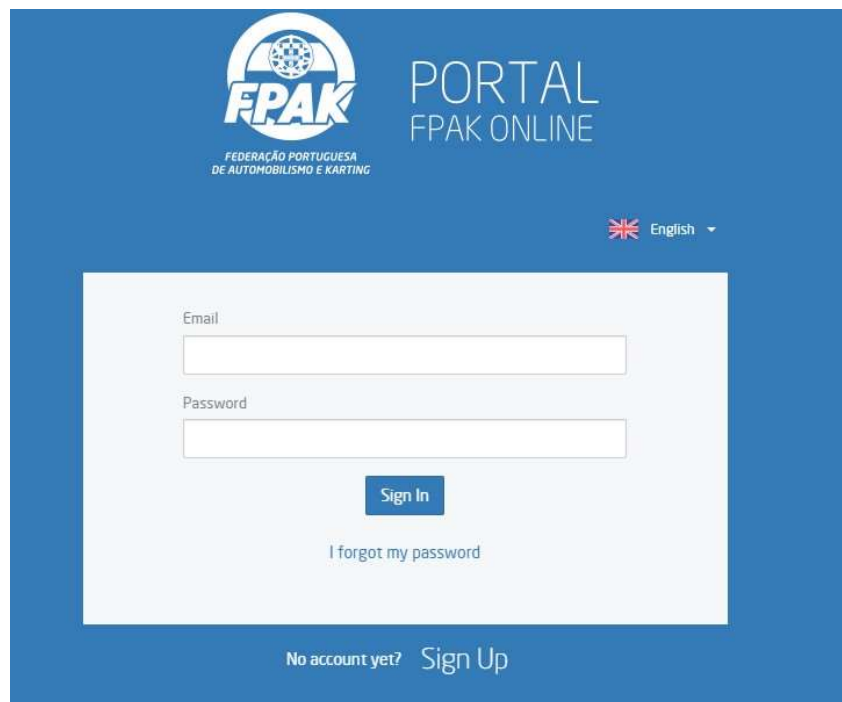
Note: It is not necessary for all drivers to register on the Portal; only the Team Manager needs to register, and then they can enroll all the drivers in the event.

1.2.1 Change the language to English



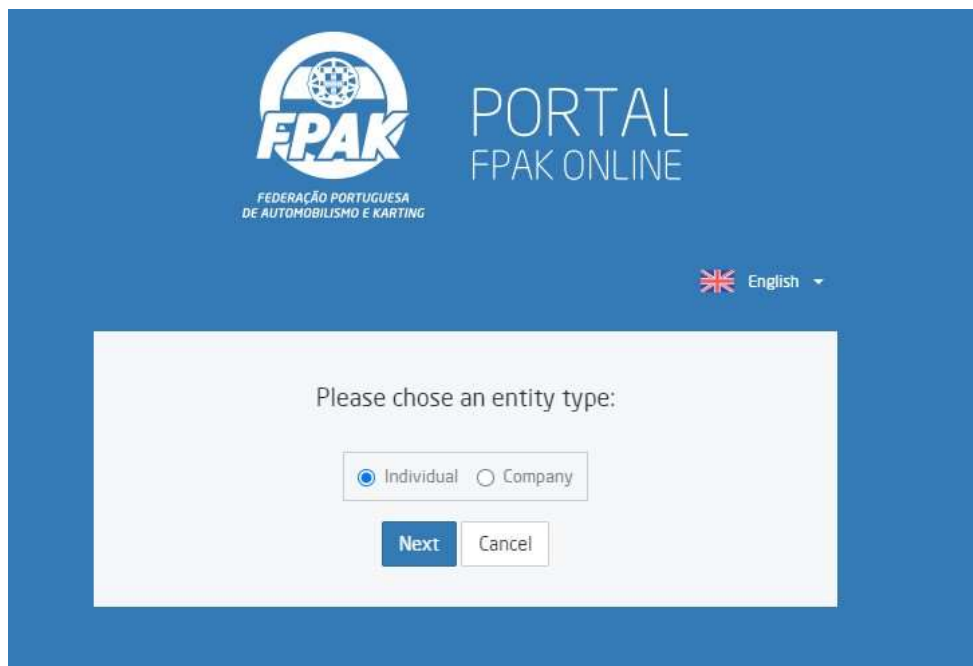
The image shows the login page of the FPAK Portal. At the top left is the FPAK logo, which includes a stylized car wheel and the text "FPAK FEDERAÇÃO PORTUGUESA DE AUTOMOBILISMO E KARTING". To the right of the logo, the text "PORTAL FPAK ONLINE" is displayed. In the top right corner, there is a language selection dropdown menu currently set to "Português". The dropdown menu is open, showing two options: "Português" with a Portuguese flag icon and "English" with a British flag icon. Below the language menu, there are two input fields: "Email / Nº Passaporte / Username" and "Password". A blue "Entrar" button is positioned below the password field. Below the button is a link that says "Esqueci-me da password". At the bottom of the page, there is a link that says "Ainda não tem conta? Registe-se".

1.2.2 Click on Sign Up



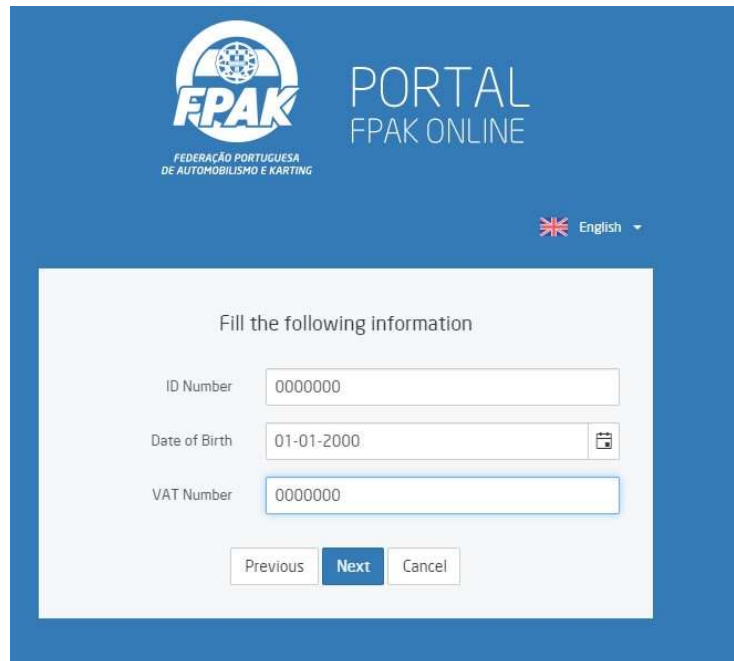
The screenshot shows the FPAK ONLINE sign-in page. At the top left is the FPAK logo with the text "FEDERAÇÃO PORTUGUESA DE AUTOMOBILISMO E KARTING". To the right is the text "PORTAL FPAK ONLINE". In the top right corner, there is a language selector showing a flag and the word "English". The main content area is a light blue box containing two input fields: "Email" and "Password". Below these fields is a blue "Sign In" button. Underneath the button is a link that says "I forgot my password". At the bottom of the box, there is a link that says "No account yet? Sign Up".

1.2.3 Choose Individual



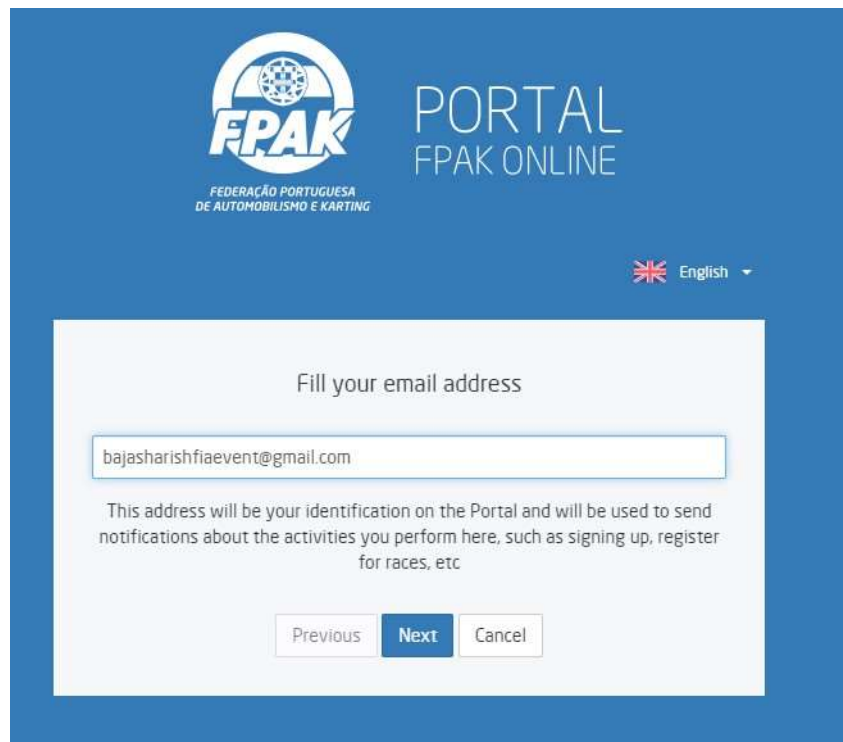
The screenshot shows the FPAK ONLINE entity type selection page. At the top left is the FPAK logo with the text "FEDERAÇÃO PORTUGUESA DE AUTOMOBILISMO E KARTING". To the right is the text "PORTAL FPAK ONLINE". In the top right corner, there is a language selector showing a flag and the word "English". The main content area is a light blue box containing the text "Please chose an entity type:". Below this text are two radio buttons: "Individual" (which is selected) and "Company". At the bottom of the box, there are two buttons: "Next" and "Cancel".

1.2.4 Fill in the details with your passport number, date of birth, and tvAT number.



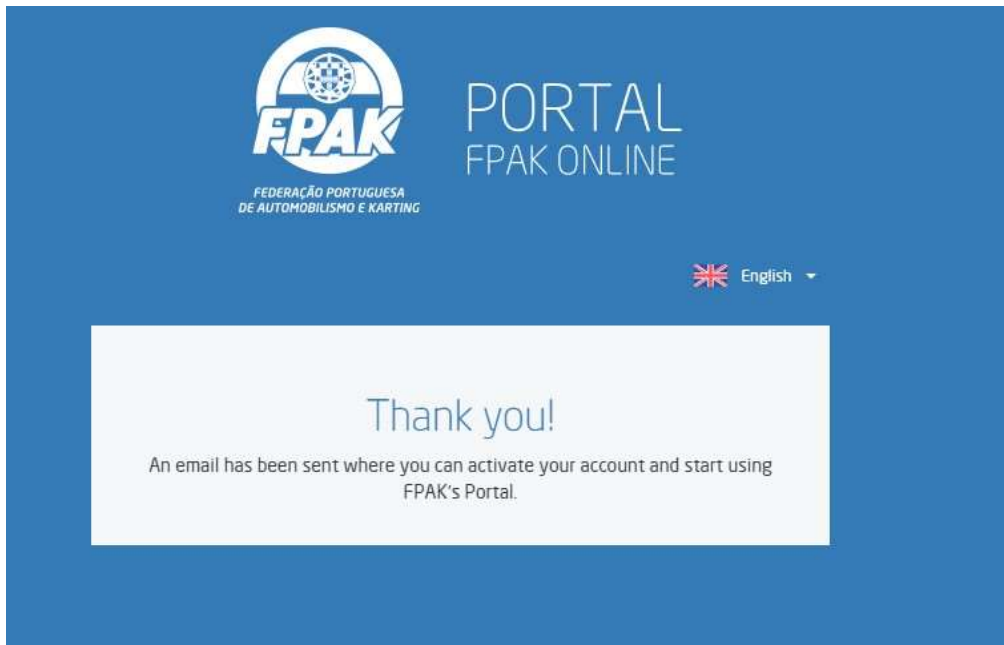
The screenshot shows the 'PORTAL FPAK ONLINE' interface. At the top left is the FPAK logo with the text 'FEDERAÇÃO PORTUGUESA DE AUTOMOBILISMO E KARTING'. To the right of the logo is the text 'PORTAL FPAK ONLINE'. In the top right corner, there is a language selector showing a flag and the word 'English'. The main content area is titled 'Fill the following information' and contains three input fields: 'ID Number' with the value '0000000', 'Date of Birth' with the value '01-01-2000' and a calendar icon, and 'VAT Number' with the value '0000000'. Below the input fields are three buttons: 'Previous', 'Next', and 'Cancel'.

1.2.5 Enter your email address.

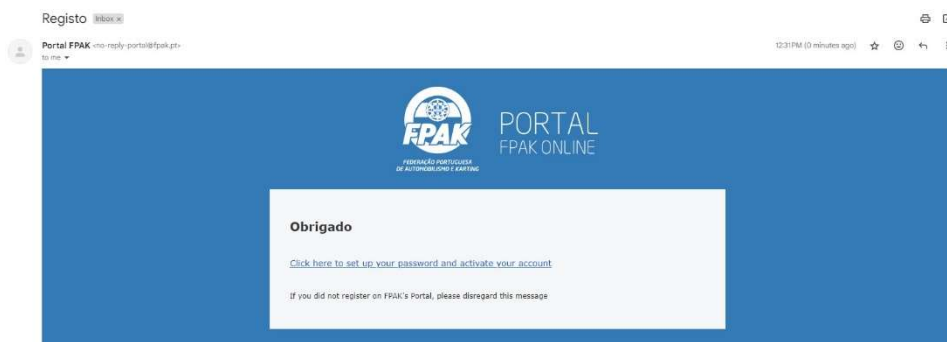


The screenshot shows the 'PORTAL FPAK ONLINE' interface. At the top left is the FPAK logo with the text 'FEDERAÇÃO PORTUGUESA DE AUTOMOBILISMO E KARTING'. To the right of the logo is the text 'PORTAL FPAK ONLINE'. In the top right corner, there is a language selector showing a flag and the word 'English'. The main content area is titled 'Fill your email address' and contains a single input field with the value 'bajasharishfiaevent@gmail.com'. Below the input field is a paragraph of text: 'This address will be your identification on the Portal and will be used to send notifications about the activities you perform here, such as signing up, register for races, etc'. Below the text are three buttons: 'Previous', 'Next', and 'Cancel'.

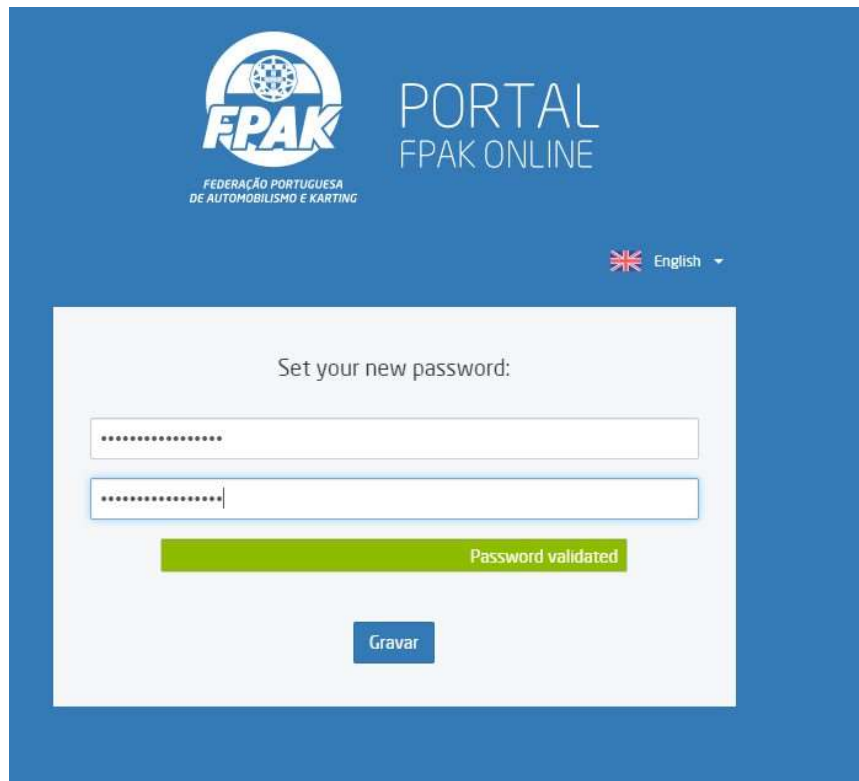
1.2.6 Your registration has been successfully completed. You will receive a confirmation email.



1.2.7 Click the link received in the email to complete the registration



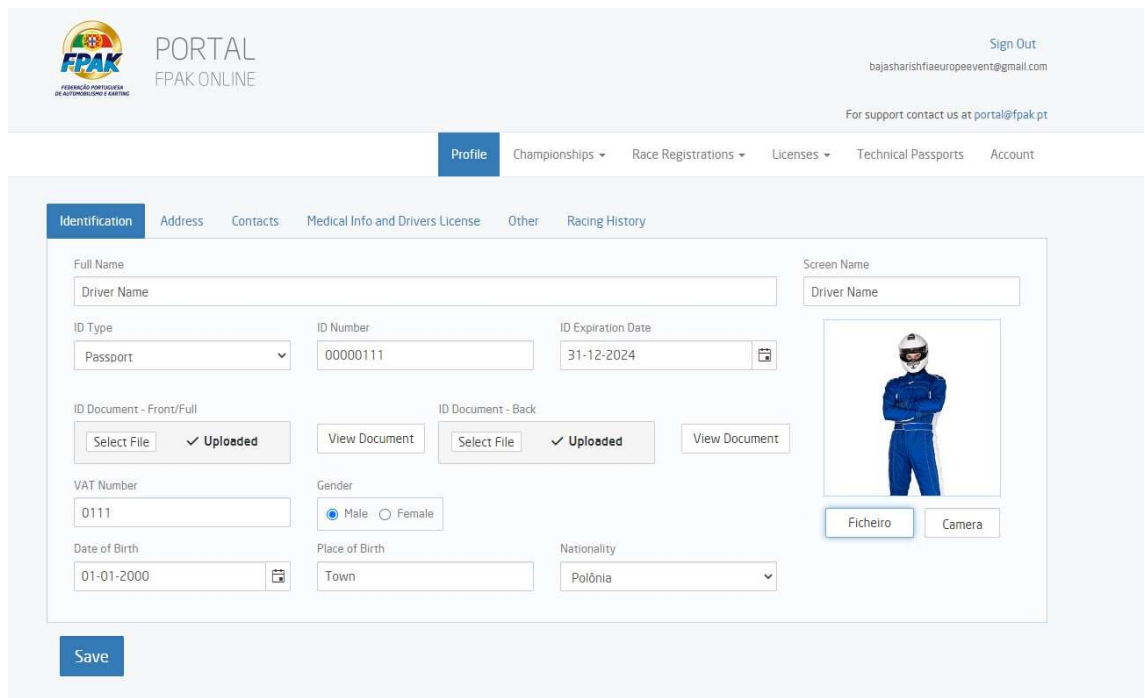
1.2.8 Set an access password



The screenshot shows the 'PORTAL FPAK ONLINE' interface. At the top left is the FPAK logo with the text 'FEDERAÇÃO PORTUGUESA DE AUTOMOBILISMO E KARTING'. To the right, it says 'PORTAL FPAK ONLINE'. In the top right corner, there is a language selector showing 'English' with a flag icon. The main content area is titled 'Set your new password:' and contains two password input fields. Below the second field, a green bar displays the message 'Password validated'. At the bottom center of the form area is a blue button labeled 'Gravar'.


1.2.9 Fill in the required personal information

Note: The image contains the required registration information



The screenshot displays the user profile page on the FPAK ONLINE portal. The top navigation bar includes the FPAK logo, 'PORTAL FPAK ONLINE', a 'Sign Out' link with the email 'bajasharishiaeuroppevent@gmail.com', and support contact information 'For support contact us at portal@fpak.pt'. The main navigation menu has 'Profile' selected, with other options: 'Championships', 'Race Registrations', 'Licenses', 'Technical Passports', and 'Account'. The 'Profile' section is divided into tabs: 'Identification', 'Address', 'Contacts', 'Medical Info and Drivers License', 'Other', and 'Racing History'. The 'Identification' tab is active, showing a form with the following fields: 'Full Name' (with a sub-field 'Driver Name'), 'Screen Name' (with a sub-field 'Driver Name'), 'ID Type' (set to 'Passport'), 'ID Number' (00000111), 'ID Expiration Date' (31-12-2024), 'ID Document - Front/Full' (with 'Select File' and 'Uploaded' status, and a 'View Document' button), 'ID Document - Back' (with 'Select File', 'Uploaded' status, and a 'View Document' button), 'VAT Number' (0111), 'Gender' (radio buttons for 'Male' and 'Female', with 'Male' selected), 'Date of Birth' (01-01-2000), 'Place of Birth' (Town), and 'Nationality' (Polónia). A profile picture of a driver in a blue suit is shown on the right, with 'Ficheiro' and 'Camera' buttons below it. A blue 'Save' button is located at the bottom left of the form.

1.2.10 Fill in the required address information

 PORTAL
FPAK ONLINE

Sign Out
bajasharishfiaeuropeevent@gmail.com

For support contact us at portal@fpak.pt

Profile | Championships | Race Registrations | Licenses | Technical Passports | Account

Identification | **Address** | Contacts | Medical Info and Drivers License | Other | Racing History

Country: Polónia

Postal Code: 0000-000

Locality: Town


Address: Address

District: District

Region: Region

Save

1.2.11 Fill in the required contact information

 PORTAL
FPAK ONLINE

Sign Out
bajasharishfiaeuropeevent@gmail.com

For support contact us at portal@fpak.pt

Profile | Championships | Race Registrations | Licenses | Technical Passports | Account

Identification | Address | **Contacts** | Medical Info and Drivers License | Other | Racing History

Phone Number 1: 1111111111

Phone Number 2: 2222222222

Phone Number 3:

Main Email: bajasharishfiaeuropeevent@gmail.com

Additional Email:

Save

Click Save to successfully complete the registration.

2 Register Procedure

2.1 National Drivers

National drivers (FIA Event and National Event) must register through the Portal or click directly on the link <https://portal.fpak.pt/races/inscricao/1953>.

Important Note: You should only choose one of the options at the time of registration, either EBCup if you are registering for the European Bajas Championship or **CPTT if you are registering only for the national event** (in this way you will count for the national event). Competitors who register for the European Bajas Championship and hold a national license are automatically registered for the CPTT. If you want to register for the Terras do Grande Lago Trophy (joint trophy with the Baja da Extremadura), you should select this option.

Race Registration

36ª Baja TT Sharish Reguengos / Mourão

Competitor

FPAK License

Name	Screen Name	Telephone No.
<input type="text" value="Driver 1"/>	<input type="text" value="Driver 1"/>	<input type="text" value="0000001111"/>
Address	Postal Code	Locality
<input type="text" value="Address 1"/>	<input type="text" value="1000"/>	<input type="text" value="Locality"/>
Email	Driving License	License
<input type="text" value="driver@email.com"/>	<input type="text" value="1111"/>	<input type="text" value="999999"/>
Nationality	ID Number	License issued by
<input type="text" value="Nationality"/>	<input type="text" value="2222222"/>	<input type="text" value="FIA"/>
	Date of Birth	VAT No.
	<input type="text" value="01/01/1990"/>	<input type="text" value="12345678"/>

CPTT TTGLA EBCup

2.2 Internacional drivers

To register for the race, international competitors must register through the Portal or click directly on the link <https://portal.fpak.pt/races/inscricao/1953> and follow these steps.

2.2.1 Uncheck the FPAK License option

Race Registration
36ª Baja TT Sharish Reguengos / Mourão

Competitor

FPAK License License

FPAK License in process

Name

2.2.2 Fill in the competitor's information

Note: Select the EBCup championship. The mandatory data for competitor registration are shown in the image

Race Registration
36ª Baja TT Sharish Reguengos / Mourão

Competitor

FPAK License

Name Screen Name Telephone No.

Address Postal Code Locality

Email Driving License License License issued by

Nationality ID Number Date of Birth VAT No.

CPTT TTGLA EBCup

2.2.3 Fill in the Team Manager information

Team Manager

FPAK License

Name: Telephone No.:

Email:

2.2.4 Fill in First Driver information

Choose the Role First Driver and fill in the required data. At the end click on Add.

Drivers

Role: FPAK License

Name: Screen Name: Telephone No.:

Address: Postal Code: Locality:

Email: Driving License: License: License issued by:

Nationality: ID Number: Date of Birth: VAT No.:

Role	License		
No records to show			

Drivers

Role: FPAK License License: FPAK License in process

Role	License		
First Driver		<p>Driver Name (Driver Name)</p> <p>Telephone No.: 1111111111</p> <p>Address: 1000 Locality</p> <p>Email: bajasharishfiauropeevent@gmail.com</p> <p>Driving License: 1111</p> <p>License: 999999</p> <p>License issued by: FIA</p> <p>Nationality: Nationality</p> <p>ID Number: 2222222</p> <p>Date of Birth: 01/01/1990</p> <p>VAT No.: 12345678</p>	<input type="button" value="Remove"/>

2.2.5 Fill in Navigator information

Choose the role Navigator and fill in the required fields. Finally, click Add and you will get the following screen.

Add

Role	License		
First Driver		<p>Driver Name (Driver Name)</p> <p>Telephone No.: 1111111111</p> <p>Address: 1000 Locality</p> <p>Email: bajasharishfiaeuroppeevent@gmail.com</p> <p>Driving License: 1111</p> <p>License: 999999</p> <p>License issued by: FIA</p> <p>Nationality: Nationality</p> <p>ID Number: 2222222</p> <p>Date of Birth: 01/01/1990</p> <p>VAT No.: 12345678</p>	<input type="button" value="X Remove"/>
Navigator		<p>Navigator (Navigator)</p> <p>Telephone No.: 2222222222</p> <p>Address: 1000 Locality</p> <p>Email: bajasharishfiaeuroppeevent@gmail.com</p> <p>Driving License: 88888</p> <p>License: 777777</p> <p>License issued by: FIA</p> <p>Nationality: Nationality</p> <p>ID Number: 333333</p> <p>Date of Birth: 01/01/1990</p> <p>VAT No.: 123456</p>	<input type="button" value="X Remove"/>

2.2.6 Fill in Vehicle information

Vehicle

FPAK Technical Passport

Passport No. FIA Passport No. Make Model

Registration No. Fuel C.C. Turbo

Chassis No. N° Coque Homologação

Group / Class

Outra

2.2.7 Add the Required Documents

Click on Add Files to upload the necessary documents.

Options

Shared Paddock Area
No

Files

Descargar todos os documentos

Personal Documents:

- Competitor Sporting License
- Sporting License driver and co-driver
- Driving License driver and co-driver
- Driver's ID
- ASN authorisation, for all foreign competitors and/or drivers

Vehicle Documents:

- Vehicle registration
- Owner declaration if the vehicle is not owned by the driver
- Vehicle Insurance cover certificate

Other Documents

- Copy of bank transfer

Add Files

When the upload of each document is completed, you will have a screen similar to the following.

Files

Descargar todos os documentos

Personal Documents:

- Competitor Sporting License
- Sporting License driver and co-driver
- Driving License driver and co-driver
- Driver's ID
- ASN authorisation, for all foreign competitors and/or drivers

Vehicle Documents:


- Vehicle registration
- Owner declaration if the vehicle is not owned by the driver
- Vehicle Insurance cover certificate


Other Documents


- Copy of bank transfer

Navigator ID_2024-07-23T12h45m05.pdf	Ver/Download	Eliminar
FIA Passport_2024-07-23T12h45m05.pdf	Ver/Download	Eliminar
Driver license_2024-07-23T12h45m05.pdf	Ver/Download	Eliminar

Add Files Uploaded

 Driver license.pdf
1.05 MB

 FIA Passport.pdf
1.05 MB

 Navigator ID.pdf
96.82 KB

2.2.8 Fill in Invoice information

Invoicing

VAT Number
1234555

Name
Name

Country
Country

Postal Code
11111

Locality
Locality

Address
Address

2.2.9 Click Save to complete the registration

After clicking save, your registration will be completed and you will receive a confirmation email.

I declare to be aware of the risks and hazards involved in the participation in motorsport events, for which I assume full responsibility and waive to ask any further responsibility to the Event Organizer, or Organizing Club.
 I further state to acknowledge the FIA and FPAK regulations, which I commit to analyse and follow in all its prescriptions.
 I hereby declare that the information provided by the filling of this form is true and correct.
 I authorize the treatment of my personal data by FPAK and its associates under the terms of the current law within the scope of its activities.

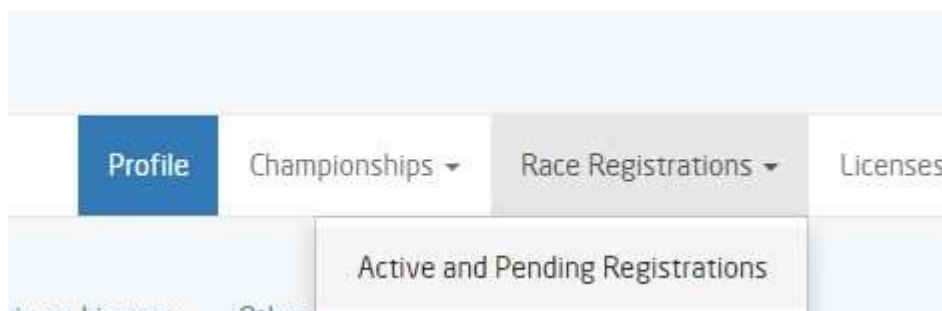
[Save](#) [Back](#) [Payment and Additional Information](#)

For support, please contact us through:
E-mail: faleconnosco@fpak.pt



2.2.10 View/Edit Completed Registrations

The person who completed the registrations (Pilot or Team Manager) can view the status and edit the completed registrations. To do this, simply log in to the portal and click on Race Registrations -> Active and Pending Registrations.



Profile

Championships ▾

Race Registrations ▾

Licenses ▾

Technica

36ª Baja TT Sharish Reguengos / Mourão

2024

Competitor

Lic. in process

Name Driver 1

races.inscricoes.nome_a_utilizar Driver 1

Tel. 00000001111

Address Address 1

Postal Code 1000

Locality Locality

Email bajasharishfiaeeuropeevent@gmail.com

races.inscricoes.cartaDeCondução 1111

Lic. 999999

Issued By FIA

Nationality Nationality

ID No. 2222222

races.inscricoes.dataDeNascimento 01/01/1990

VAT No. 12345678