



2019 MINNESOTA TRUCK DRIVING CHAMPIONSHIPS Driver Registration Instructions

\$165.00 Driver Entry Fee includes:

- a. One (1) "Facts for Drivers" handbook
- b. One (1) MN TDC Patch
- c. One (1) ATA Patch
- d. One (1) 2019 TDC Hat
- e. Breakfast and lunch both days of event
- f. Two (2) Award Ceremony Tickets for the Driver

NOTE: Companies may enter a MAXIMUM of three (3) drivers in each class of competition. Each driver must have the proper endorsement to compete in the desired class of competition and meet all other MTA Truck Driving Championships eligibility requirements.

Step 1: Find your MTA Username and Password. If you do not have one, obtain your MTA Username and Password to enter the registration system. Call 651-646-7351 OR email mta@mntruck.org if you do not have one. Please include your name, company, title, email, and direct line phone number with your request.

Step 2: Download and fill out ALL fields in the following form:

- 1) ATA TR-1 & TR-2: Entry and Release Form and Driver Information Form

Form can be found in the registration system and on the website: www.mntruck.org/TDC.

Step 3: Gather Driver Documents

- 1) Front/Back Commercial Driver's License
- 2) Current Motor Vehicle Record (MVR) (within 30 days of registration date)
- 3) Headshot of Driver (Driver may take a headshot with their cell phone)

Step 4: Save completed documents as separate **PDFs** that will need to be uploaded into the Registration System.

- 1) ATA TR-1 & TR-2 (one document)
- 2) Front/Back Commercial Driver's License
- 3) Current Motor Vehicle Record (MVR) (within 30 days of registration date)
- 4) Headshot of Driver (Driver may take a headshot with their cell phone)

Step 5: Complete Required Online Driver Registration and Pay Entry Fee. You can enter the Registration System at www.mntruck.org/TDC or from the Calendar of Events page.

- 1) Gather Information Needed to Enter into the Online Registration System
 - a. Saved Completed PDF Documents from Step 4
 - b. Driver Information Needed to be Entered into the Online Registration System
 - Driver's Full Name (First, Middle, Last)

- Phonetic Pronunciation of Driver's Name (Example: Chloe pronounced Klo-ee)
 - Class of Competition
 - Has the Driver Competed in this Class of Competition Before?
 - Does the Driver have the endorsements on their CDL for the equipment they will be operating?
 - Driver Home Phone
 - Driver Cell Phone
 - Driver Email
 - Has the Driver had an Accident within the last 12 months?
- 2) Sign-in to Registration System with your username and password.
 - 3) First "Attendee Info" page will be Company Information
 - a. Your Name & Company Information will automatically populate from our system.
 - b. Fill in any required company information that is blank and answer any questions
 - c. Click NEXT
 - d. Under Attendee Selection Choose "Company Registration \$0.00"
 - e. Click Save & Add Another Attendee to add each driver.
 - 4) You may also add products to your Registration on the main event registration page and on the "Attendee Selections" page. If added, they will be in your cart when you Save & Finalize Registration.
 - a. Extra ATA Patches (\$5 each)
 - b. Extra MN Patches (\$5 each)
 - c. Extra Banquet Tickets (\$25 each)
 - d. Extra "Facts for Drivers" book (\$4.50 each)
 - e. Extra 2019 TDC Hats (\$15 each)

The Driver Registration Fee of \$150.00 already Includes:

 - a. **One (1) "Facts for Drivers" handbook**
 - b. **One (1) MN TDC Patch**
 - c. **One (1) ATA Patch**
 - d. **One (1) 2019 TDC Hat**
 - e. **Breakfast and lunch both days of event**
 - f. **Two (2) Award Ceremony Tickets for the Driver**
 - 5) For driver registration, click SAVE & Add Another Attendee.
 - a. Note: DO NOT use the "Copy existing registrant" function.
 - b. For each Driver enter the required Driver information/uploads and click NEXT.
 - c. Under "Attendee Selections" select Driver Entry Fee \$165.00 then click Save & Add Another Attendee.
 - d. When finished entering drivers (Attendees) click Save and Finalize Registration.
 - 6) After entering all drivers and ordering any EXTRA products click Save and Finalize Registration. This will take you to the Checkout (Step 1 of 2) page.
 - a. You can choose to pay by credit card or choose Bill Me to be sent an invoice.
 - 7) On the Thank You page you will be able to click on View Event Registrations to view and print a copy of the driver registrations for your records.
 - 8) If you need to modify your registrations, you may Sign-in and re-enter the Registration System after completing your registration to modify any submissions.
 - 9) To be eligible to compete, ALL documents and online registrations must be completed and submitted by May 15, 2019.