

# **MUSTANG CLUB OF AMERICA PRESENTS**

# MOTOSHO



FOR USE BY MUSTANG CLUB OF AMERICA REGIONAL CLUBS



First of all let's look  
at the typical one  
or two day **regional**  
**show.**



- How many of you represent an MCA Regional Group that has hosted a car show or similar event?  
What are the typical questions?
  - ✓ Resources – Do we have the people to pull it off?
  - ✓ Venue – Where do we have the event?
  - ✓ When – What's the best date for our event?
  - ✓ Logistics – Do we have the equip & hardware?



- What does the MCA provide for it's Regional Clubs to assist them in having a successful event?
  - ✓ Liability Insurance at no cost.
  - ✓ Up to 100 Dash Cards at no cost.
  - ✓ Up to 100 Goody bags at no cost.
  - ✓ 10 Copies of Mustang Times and Member Apps



## So what can the use of Motosho for your Regional Show provide?

- Online Registration of participants for your event.
- Online signup for vendors.
- Eliminate manual entry of registrations in a spreadsheet.
- Allow collection of fees via credit card.
- Automatic notification of registration to participants.



# So let's get started creating your event in Motosho

## First of all we need to introduce you to your Motosho "Points of Contact"

**They will setup your event shell in Motosho for you to build on.**

- **Shorty Brown – Rshortybrown@bellsouth.net**
- **Steve Prewitt - gtpony94@aol.com**
- **Lynda Blackstock – lblackstock.csramc@bellsouth.net**
- **Sandy Brown - brownie657@comcast.net**
- **Diantha Owen – kdowen@bellsouth.net**
- **Doye Ewert – dre300@aol.com**



To setup your event in Motosho, you will need to furnish the “POC” with a completed Appendix E from the National show Guidelines.



Once the shell is created, you will begin to populate your event on the Motosho page “Manage Events” section:

**MOTOSHO** WHERE AUTOMOTIVE ENTHUSIASTS GATHER

HI RSHORTYBROWN@BELLSOUTH.NET  
ACCOUNT SETTINGS · SIGN-OUT

EVENTS & SHOWS CAR CLUBS HOW IT WORKS

**RSHORTYBROWN@BELLSOUTH.NET**  
STOKESDALE, NC

Registered for [Grand Strand Mustang Stampede National Show](#)  
1 car / Confirmation [#56c3c8995a39](#) - Feb 17 2016  
[View registration](#)

Registered for [MCA 40th Anniversary](#)  
1 car / Confirmation [#55fc5198a1ac3](#) - Oct 13 2015  
[View registration](#)

Registered for [Example 2015 MCA Event](#)  
1 car / Confirmation [#55c14460b38f0](#) - Aug 04 2015  
[View registration](#)

**Manage Events**

**Events**  
Planning to attend 2 events

**My Garage**  
5 cars in my garage

ashboard/55c7fb604fa63

Under manage events click on the Icon for your show to begin editing.



This is the default page that you first come to and is used to set up show profile. Now you begin to add information:

The screenshot shows the Motosho website interface. At the top, the Motosho logo is on the left, and the tagline "WHERE AUTOMOTIVE ENTHUSIASTS GATHER" is in the center. On the right, there's a user profile section with the name "HI RSHORTYBROWN@BELLSOUTH.NET" and links for "ACCOUNT SETTINGS" and "SIGN-OUT". Below the header, a navigation bar contains "EVENTS & SHOWS", "CAR CLUBS", and "HOW IT WORKS". A user profile icon is on the far right of this bar.

The main content area is titled "EVENT DASHBOARD - ANCIENT CITY NATIONAL". It features a tabbed interface with "Event" selected. Other tabs include "Classes", "Charges", "Registrations", "Vehicles", "Permissions", "Preferences", and "Reports".

Annotations with arrows point to specific fields:

- "Select the Event tab" points to the "Event" tab.
- "Enter Name for Event" points to the "Name \*" field, which contains "Ancient City National".
- "Add Link for motosho page to clubs web page provided by Motosho" points to the "Custom Link" field, which contains "http://motosho.com/event/ancient\_city\_national".
- "Add URL for use with Facebook provided by Motosho" points to the "Short Url" field, which contains "http://mot.sh/1FDP8jg".

The form fields and their values are as follows:

Field	Value
Name *	Ancient City National
Custom Link	http://motosho.com/event/ancient_city_national
Short Url	http://mot.sh/1FDP8jg
Description	This is a Mustang Club of America sanctioned National Show event.
Type	Sanctioned National
Start Date *	04/15/2016
End Date	04/17/2016
Open Date	08/01/2015
Deadline	03/25/2016
Cap	0
Website	http://www.jmcmustang.net
Email *	registrar@jmcmustang.org
Phone	(904) 699-0882
Location	

At the top right of the dashboard, there are links for "View profile page" and "Show Dashboard".



# Add the event description and type:

**EVENT DASHBOARD - ANCIENT CITY NATIONAL**

[View profile page](#)  
[Show Dashboard](#)

[Event](#) [Classes](#) [Charges](#) [Registrations](#) [Vehicles](#) [Permissions](#) [Preferences](#) [Reports](#)

Name \*

Custom Link

Short Url

Description

Type   
The category of the event.

Start Date \*

End Date

Open Date

Deadline

Cap

Website


Email \*

**Annotations:**

- Red arrow pointing to the Description field: Add a paragraph for brief description about the event / show that will be on the event's profile page
- Red arrow pointing to the Type dropdown menu: Select an event type. For a Regional Club typically "Cruise In" or "Judged"




# Add the date and time information:

 WHERE AUTOMOTIVE ENTHUSIASTS GATHER

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ACCOUNT SETTINGS · SIGN-OUT

EVENTS & SHOWS · CAR CLUBS · HOW IT WORKS



EVENT DASHBOARD - ANCIENT CITY NATIONAL

[View profile page](#)  
[Show Dashboard](#)

Event

Classes

Charges

Registrations

Vehicles

Permissions

Preferences

Reports

Name \*

Ancient City National

Custom Link

http://motosho.com/event/ancient\_city\_national

Short Url

http://mot.sh/1FDP8jg

Description

This is a Mustang Club of America sanctioned National Show event.

Type

Sanctioned National ▼

Start Date \*

04/15/2016

End Date

04/17/2016

Open Date

08/01/2015

Deadline

03/25/2016

Cap

0

Website

http://www.jmcmustang.net

Email \*

registrar@jmcmustang.org

Phone

(904) 699-0882

Location

First day of Event

Last day of Event

Enter the date the host club wants registration to open

Enter the date the host club wants registration for the show to close

This box can be used to limit the number of participants / registrations



# Continue to add info to the dashboard:

**EVENT DASHBOARD - ANCIENT CITY NATIONAL**

[View profile page](#)  
[Show Dashboard](#)

[Event](#) [Classes](#) [Charges](#) [Registrations](#) [Vehicles](#) [Permissions](#) [Preferences](#) [Reports](#)

Name \*

Custom Link

Short Url

Description

Type

Start Date \*

End Date

Open Date

Deadline

Cap

Website

Email \*

Phone

Location

Host Club Website link that shows up on profile page

Host Club e-mail that shows up on profile page and on the participants confirmation e-mail from Motosho

Host Club contact phone number that shows up on profile page and on the participants confirmation e-mail from Motosho



# Now scroll down to add location information:

Location

Location Name

Address \*

Address2

City \*

State \*

Zip Code

Timezone \*

Custom Fields

Entry Format

PayPal Email

Payable To

Mailing Address

Email Info

Release Statement

Registration Closed Message

Event Location Information

Event Time zone location very important for various functions

Host Club's e-mail address associated with their PayPal Account

This is the name the participant that is paying by check would make the check payable to.

Host Club mailing address for mailing payment to

This box is for additional information that will appear on the participants confirmation e-mail


This is for the statement that will appear when registration is closed.


This is an important button any time you make a change to this tab you have to click it to update and save the changes or when entering information for the first time.





Your event is created... But now we need to add details...

[HOME](#) [ABOUT US](#) [ADVERTISE](#) [CONTACT US](#)

 WHERE AUTOMOTIVE ENTHUSIASTS GATHER

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[ACCOUNT SETTINGS](#) - [SIGN-OUT](#) 

[EVENTS & SHOWS](#) [CAR CLUBS](#) [HOW IT WORKS](#) 



### ANCIENT CITY NATIONAL

ST. AUGUSTINE, FL | **APR 15, 2016 - APR 17, 2016**

This is a Mustang Club of America sanctioned National Show event. The show venue is a historic site, with beautiful Live Oaks, gated, and close to downtown. There will be ample trailer parking available on the show site. Adventurous participants can leisurely walk the 1.2 miles along San Marco Ave. past antique shops and attractions to the core historic district. There you'll find Castillo de San Marcos (the fort); Popular St. George Street; numerous and varied restaurants; The bay front park, and the Bridge of Lions. Just to name a few of the opportunities to enjoy this 450 year old city. Please note the School Campus is a completely smoke free facility.


Registration Deadline:  
**Midnight 03/25/2016**


[Register](#)

**00** **00** **28**  
YEARS MONTHS DAYS



0 Comments Sort by **Oldest** ▼

Add a comment...

 Facebook Comments Plugin



#### Contact Info

 [Email](#)  
 [Website](#)  
Phone: (904) 699-0882

#### Host Club


The host club for the event is [Mustang Club of America](#)

#### Judging Divisions

- CONCOURS DRIVEN
- CONCOURS TRAILERED
- CONSERVATOR
- DAILY DRIVEN
- DISPLAY ONLY
- FORD SPECIAL INTEREST
- MODIFIED
- OCCASIONAL DRIVEN
- PRESERVATION
- PRESIDENTS CHOICE
- RETIRED
- SPECIALTY
- THOROUGHbred
- UNCLASSIFIED
- UNRESTORED



The next tab to address is the charges tab.



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EVENTS & SHOWS · CAR CLUBS · HOW IT

Profile icon

Still on the Event Dashboard, click on the Charges tab. This is where you will setup boxes for registering for the show and purchasing various items like T-Shirts and Dinner tickets that will be on the registration page.

EVENT DASHBOARD - ANCIENT CITY NATIONAL

[View profile page](#)  
[Show Dashboard](#)

Event · Classes · **Charges** · Registrations · Vehicles · Per

[Add New Charge](#)

Show 10 entries

Search:


name	type_name	amount	per vehicle	required	cap	count	total
<a href="#">Conservator</a>	Registration	20	1	0	0	26	520
<a href="#">Display Only</a>	Registration	30	1	0	0	22	660
<a href="#">Friday Evening Trolley Tour of St Augustine</a>	Registration	20	0	0	0	175	3500
<a href="#">Friday Evening Youth Trolley Tour of St Augustine</a>	Registration	10	0	0	0	1	10
<a href="#">Judged Entry</a>	Registration	65	1	1	0	220	14300
<a href="#">MCA Membership</a>	Membership	50	0	0	0	3	150
<a href="#">Pony Corral</a>	Registration	30	1	0	0	1	30
<a href="#">Presidents Choice</a>	Registration	65	1	0	0	18	1170
<a href="#">Retired</a>	Registration	20	1	0	0		
<a href="#">Saturday Evening Cruise</a>	Registration	40	0	0	120	120	4800

Showing 1 to 10 of 18 entries

To add a charge or to begin setting up the charges for the event click on this link.



# Click on the charge on wish to modify....



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EVENTS & SHOWS · CAR CLUBS · HOW IT WORKS

EVENT DASHBOARD - ANCIENT CITY NATIONAL

[View profile page](#)  
[Show Dashboard](#)

Event · **Classes** · Charges · Registrations · Vehicles

[Add New Charge](#)

Show 10 entries

Search:

name	type_name	amount	per vehicle	required	cap	count	total
<a href="#">Conservator</a>	Registration	20	1	0	0	26	520
<a href="#">Display Only</a>	Registration	30	1	0	0	22	660
<a href="#">Friday Evening Trolley Tour of St Augustine</a>	Registration	20	0	0	0	175	3500
<a href="#">Friday Evening Youth Trolley Tour of St Augustine</a>	Registration	10	0	0	0	1	10
<a href="#">Judged Entry</a>	Registration	65	1	1	0	220	14300
<a href="#">MCA Membership</a>	Membership	50	0	0	0	3	150
<a href="#">Pony Corral</a>	Registration	30	1	0	0	1	30
<a href="#">Presidents Choice</a>	Registration	65	1	0	0	18	1170
<a href="#">Retired</a>	Registration	20	1	0	0		
<a href="#">Saturday Evening Cruise</a>	Registration	40	0	0	120	120	4800

Showing 1 to 10 of 18 entries

To access an existing charge click on the title and will change color.



This is the typical box that pops up for modifying an existing charge or preparing a new charge.

EVENTS & SHOWS

Modify Charge

Name \*

Description

Type

Active

Per Vehicle

Required

Cap

Amount

Save

Cancel

View profile page

Show Dashboard

Event Dashboard - A

Event Classes Charges

Add New Charge

Show 10 entries

name

Conservator

Display Only

Friday Evening Trolley Tour

Friday Evening Youth Trolley

Judged Entry

MCA Membership

Pony Corral

Presidents Choice

Retired

Saturday Evening Cruise

Showing 1 to 10 of 18 entries

Registration

Amenity

Merchandise

Membership

Discount

Registration

65

20

40

1

1

0

0

0

0

0

120

120

60

1235

4800

This is the drop down menu for the various types of charges. Registration is used for class registration mostly. However, it can be used for situations when you have additional information to provide in the description field that would not appear if using a merchandise type of charge. The Typical Registration box is blue on the registration page



# Continue editing “Modify Charge” fields.

Charge Description can type in a good bit of text. Use caution and do not use special characters like \$, #, !, (, ), “, ‘

**Modify Charge**

Name \*

Description

Type

Active ☒

Per Vehicle ☒

Required ☐

Cap

Amount

Then Active box must be checked for this charge to show up on the registration page. Note an Admin person will still see this on the registration page, however a regular participant will not see it when the active box is not checked

The Per Vehicle box is checked if it is required for the participant to select a particular division (class) while registering for the event

EVENTS & SHOWS

[Add New Charge](#)

Show 10 entries

name

[Conservator](#)

[Display Only](#)

[Friday Evening Trolley Tour](#)

[Friday Evening Youth Trolley](#)

[Judged Entry](#)

[MCA Membership](#)

[Pony Corral](#)

[President's Choice](#)

[Retired](#)

[Saturday Evening Cruise](#)

Showing 1 to 10 of 18 entries

Registration	65	1	0	0	17	1105
Registration	20	1	0	0		
Registration	40	0	0	120	120	4800



# Continue editing “Modify Charge” fields.

**Modify Charge**

Type:

Active: ☒

Per Vehicle: ☒

Required: ☐

Cap:

Amount:

Units:

Max Quantity:

The “Cap” is used when there is need to set a limit on the number of participants or limited quantity of an item or event size.

The “Amount” is what the actual monetary charge for the division (class), merchandise or event.

“Units” has two choices one is “each” the other is “per day”, “each” is used most of the time.

“Max Quantity” is used when there is the need to limit how many of the item can be purchased at one time.

name	Registration	Membership	Registration	Registration	Registration	total
Conservator	26	520				
Display Only	22	660				
Friday Evening Trolley Tour	3500					
Friday Evening Youth Trolley	10					
Judged Entry	14300					
MCA Membership	150					
Pony Corral	30					
Presidents Choice	1170					
Retired						



# Setting up Divisions / Classes.

Modify Charge

SPB - 2007-14 - ROUSH ALL ☐

CON - 1964-06 - CONSERVATOR ALL ☐

DSP - 1964-PRESENT - ALL DISPLAY ☒

RET - ALL - RETIRED Prior Approval Required ☐

Ford Special Interest ☐

Not Classified ☐

SPD - 2010-14 - SHELBY ALL ☐

SPC - 2006-09 - SHELBY ALL ☐

Save Cancel

This is where is the division or divisions are selected that will show up in the charge that is being set-up.

EVENTS & SHOWS C

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ACCOUNT SETTINGS SIGN OUT

EVENT DASHBOARD - A

Event Classes Charges

Add New Charge

Show 10 entries

name

Conservator

Display Only

Friday Evening Trolley Tour

Friday Evening Youth Trolley

Judged Entry

MCA Membership

Pony Corral

President's Choice

	count	total
	26	520
	22	660
	175	3500
	1	10
	220	14300
	3	150
	1	30
	18	1170



# Continue filling in details on Modify Charges tab.

Modify Charge

MC - 2005-14 - DRIVEN (X-UNDER) ☐

Custom Vehicle Registration Fields

Select fields to display during the registration process.

Conservator ☐

Trailer ☒

Field label

If Trailering to Show Check Here

Field default

No

Running ☐

Save Cancel

By selecting one of these items, it will show up in the registration box on the registration page. The trailer is useful to determine how much trailer space will be needed. It is also used to determine if the car is in a trailer class

EVENT DASHBOARD - ALL

Event Classes Charges

Add New Charge

Show 10 entries

name	count	total
Conservator	26	520
Display Only	22	660
Friday Evening Trolley Tour	175	3500
Friday Evening Youth Trolley	1	10
Judged Entry	220	14300
MCA Membership	3	150
Pony Corral	1	30
President's Choice	18	1170
Retired	20	1



# Continue filling in details on Modify Charges tab.

EVENT DASHBOARD - A

Event Classes Charges

[Add New Charge](#)

Show 10 entries

name

[Conservator](#)

[Display Only](#)

[Friday Evening Trolley Tour](#)

[Friday Evening Youth Trolley](#)

[Judged Entry](#)

[MCA Membership](#)

[Pony Corral](#)

[Presidents Choice](#)

[Retired](#)

[Saturday Evening Cruise](#)

Showing 1 to 10 of 16 entries

Modify Charge

Field label

If Trailering to Show Check Here

Field default

No

Running

Clone

Fire Extinguisher

First Show

Save Cancel

These particular fields are used with the mobile classification app during classification and check in procedures. In setting up the registration page these are typically not used.

	total
	520
	660
	3500
1	10
220	14300
3	150
1	30
18	1170
120	4800



# Continue filling in details on Modify Charges tab.

EVENTS & SHOWS   CAR CLUBS   HOW IT WORKS

EVENT DASHBOARD - ANCIENT CITY NATIONAL

[View profile page](#)  
[Show Dashboard](#)

Event   **Classes**   **Charges**   Registrations   Vehicles   Permissions   Preferences   Reports

[Add New Charge](#)

Show 10 entries

name	type_name	amount	per vehicle	required	cap	count	total
<a href="#">Show T-Shirt Large</a>	Merchandise	20	0	0	0	53	1060
<a href="#">Show T-Shirt Medium</a>	Merchandise	20	0	0	0	17	340
<a href="#">Show T-Shirt Small</a>	Merchandise	20	0	0	0	5	100
<a href="#">Show T-Shirt XL</a>	Merchandise	20	0	0	0	62	1240
<a href="#">Show T-Shirt XXL</a>	Merchandise	23	0	0	0	30	690
<a href="#">Show T-Shirt XXXL</a>	Merchandise	23	0	0	0	5	115
<a href="#">Thoroughbred</a>	Registration	315	1	0	0	1	315
<a href="#">Vendor Spaces</a>	Registration	65	0	0	0		

Showing 11 to 18 of 18 entries

Looking at a typical Merchandise charge box and how it is set up.



# Continue filling in details on Modify Charges tab.

EVENTS & SHOWS CAR CLUBS HOW IT WORKS

EVENT DASHBOARD

[Event](#) [Classes](#) [Charges](#)

[Add New Charge](#)

Show 10 entries

name

[Show T-Shirt Large](#)

[Show T-Shirt Medium](#)

[Show T-Shirt Small](#)

[Show T-Shirt XL](#)

[Show T-Shirt XXL](#)

[View profile page](#)

[Show Dashboard!](#)

**Name of Charge**

Name \*

Show T-Shirt Large

**Description of Charge**

Description

Large

Type

Merchandise

Active ☒

Per Vehicle ☐

Required ☐

Can

0

20

Save Cancel

When Merchandise is selected, single line description is all that will show up on the registration page. Any information in the description field will only be displayed by "Hovering" the cursor over the letter "i" within a circle next to the name on the registration page. This type is used for items that are fairly self-explanatory.

Then Active box must be checked for this charge to show up on the registration page. Note an Admin person will still see this on the registration page, however a regular participant will not see it when the active box is not checked

Click on save to save the changes to the charge box



# Continue filling in details on Modify Charges tab.

EVENT DASHBOARD - ANCIENT CITY NATIONAL

[View profile page](#)  
[Show Dashboard](#)

[Event](#) [Classes](#) [Charges](#)

[Add New Charge](#)

Show 10 entries

name

[Conserve](#)

[Display Only](#)

[Friday Evening Trolley Tour](#)

[Friday Evening Youth Trolley](#)

[Jugged Entry](#)

[MCA Membership](#)

[Pony Corral](#)

[Presidents Choice](#)

[Retired](#)

[Saturday Evening Cruise](#)

Showing 1 to 10 of 18 entries

Modify Charge

Name \*

MCA Membership

Description

Type

Membership ▼

Active

☒

Per Vehicle

☐

Required

☐

Cap

0

Amount

50

Save

Cancel

Membership is selected when local Club or MCA membership is required for participation in the event. The membership box is gray on the registration page

26	520
24	720
186	3720
1	10
238	15470
6	300
2	60
17	1105
120	4800



# The finished product.



**Ancient City National**  
Friday Apr 15, 2016 - Sunday Apr 17, 2016  
**Florida School for the Deaf and Blind**  
207 San Marco Avenue  
St. Augustine, FL 32084

## Selected Items

Select items on the left to complete your registration

Payment Total: \$0.00

☐ I agree to the terms and conditions of the show as outlined in the show guidelines.

[Complete Registration](#)

## Personal Information

Salutation	First name	Last name
<input type="text" value="Mr"/>	<input type="text" value="Shorty"/>	<input type="text" value="Brown"/>
Address		City
<input type="text" value="8300 Providence North Drive"/>		<input type="text" value="Stokesdale"/>
State/Province	Postal Code	Country
<input type="text" value="NC"/>	<input type="text" value="27357"/>	<input type="text" value="US"/>
Email	Phone	
<input type="text" value="rshortybrown@bellsouth.net"/>	<input type="text" value="(336) 686-7495"/>	

## Club Membership

### MCA Membership (\$50)

- ☒ No thanks  
☐ I have a current MCA membership  
☐ My MCA membership has expired or will expire before this event  
☐ I have never been an MCA member and would like to join.

## Registration Options

### Judged Entry (\$65)

[ Select Saved Car ]

Add Car

Must pre-register and MCA membership required

### Conservator (\$20)

[ Select Saved Car ]

Add Car

Must pre-register, MCA membership required and must provide conservator number.

### Display Only (\$30)

[ Select Saved Car ]

Add Car

MCA membership not required. Mustangs only, non-judged class. No For Sale Signs.

### Vendor Spaces (\$65)

0

Add

Vendor Space 10' x 20'

### Retired (\$20)

[ Select Saved Car ]

Add Car

Mustangs only Prior Approval Required

### Presidents Choice (\$65)

[ Select Saved Car ]

Add Car

MCA membership not required.

### Presidents Choice (\$65)

[ Select Saved Car ]

Add Car

MCA membership not required.

### Thoroughbred (\$315)

[ Select Saved Car ]

Add Car

Must pre-register and MCA membership required.

### Saturday Evening Cruise (\$40) *Sold out*

0

Add

Limited to the first 120 paid participants. Saturday evening cruise from Show Site to Vilano Beach for a Low Country Boil dinner at popular Aunt Kates restaurant, on the Intercoastal Waterway

### Pony Corral (\$30)

[ Select Saved Car ]

Add Car

Mustangs and other Ford Powered vehicles for sale.

### Friday Evening Trolley Tour of St Augustine. (\$20)

0

Add

A private 1 hour ride of historic down town St Augustine just for MCA show participants, see and learn of its 450 year old history. Tickets include 2 days of hop on and hop off transportation into the downtown historic district.

### Friday Evening Youth Trolley Tour of St Augustine (\$10)

0

Add

Discount for children between the ages of 6 to 12.

## Additional Options

<input type="checkbox"/> Show T-Shirt Large	\$20 each	0
<input type="checkbox"/> Show T-Shirt Medium	\$20 each	0
<input type="checkbox"/> Show T-Shirt Small	\$20 each	0
<input type="checkbox"/> Show T-Shirt XL	\$20 each	0
<input type="checkbox"/> Show T-Shirt XXL	\$23 each	0
<input type="checkbox"/> Show T-Shirt XXXL	\$23 each	0

## Volunteer

Are you an MCA judge?	<input type="text" value="No"/>
Are you a gold card judge?	<input type="text" value="No"/>
Are you a certified judge?	<input type="text" value="No"/>
Are you willing to judge?	<input type="text" value="No"/>

Select items on the left to complete your registration

Payment Total: \$0.00

☐ I agree to the terms and conditions of the show as outlined in the show guidelines.

[Complete Registration](#)

**MOTOSHO**

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Events & Shows

Car Clubs

How it Works

About Us

Advertise

Partners

Motosho

Manassas, Virginia 20110

Email: [info@motosho.com](mailto:info@motosho.com)



Now to register online for your event, participants will need to create a Motosho account.

Creating a user account:

<https://www.youtube.com/watch?v=wz1tZTMoL8Q>

Once the account is created they will need to register for your event.

Filling out an event registration:

[https://www.youtube.com/watch?v=vy\\_CgGD7akE](https://www.youtube.com/watch?v=vy_CgGD7akE)



## The Report Tab on the Dashboard

Your primary use of the Report Tab will be to obtain a spreadsheet containing the registration information for your event.

The convenience is in the fact that you have to do very little manual entry of registration information.



# From the Dashboard

HOME ABOUT US SUPPORT

**MOTOSHO** WHERE AUTOMOTIVE ENTHUSIASTS GATHER

HI RSHORTYBROWN@BELLSOUTH.NET  
ACCOUNT SETTINGS · SIGN-OUT

EVENTS & SHOWS CAR CLUBS HOW IT WORKS

EVENT DASHBOARD - GRAND STRAND MUSTANG STAMPEDE NATIONAL SHOW

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Name \* Grand Strand Mustang Stampede Nat

Custom Link http://motosho.com/event/grand\_strand\_mustang\_stampede

Short Url http://mot.sh/1PKJTRO

Description Grand Strand Mustang Stampede  
MCA National Car Show to be held

Type Sanctioned National ▼

Start Date \* 09/30/2016

End Date 10/02/2016

Open Date 11/01/2015

Deadline 09/09/2016

Cap 400

Website http://carolinamustangclub.com/

Email \* coastalcarolinamustangclub@yahoo.c

Phone (843) 902-7928

Click on Reports tab for access to the available reports



# This is the typical report tab page

The screenshot shows the MotoSHO website interface. At the top, there's a navigation bar with links for HOME, ABOUT US, and SUPPORT. Below this is a header section with the MotoSHO logo, the tagline "WHERE AUTOMOTIVE ENTHUSIASTS GATHER", and a user profile section for "HI RSHORTYBROWN@BELLSOUTH.NET" with links for ACCOUNT SETTINGS and SIGN-OUT. A secondary navigation bar contains links for EVENTS & SHOWS, CAR CLUBS, and HOW IT WORKS, along with a user profile icon.

The main content area is titled "EVENT DASHBOARD - GRAND STRAND MUSTANG STAMPEDE NATIONAL SHOW". It features a tabbed interface with the following tabs: Event, Classes, Charges, Registrations, Vehicles, Permissions, Preferences, and Reports. The Reports tab is currently selected.

Under the Reports tab, there are several sections:

- Registrations**: Includes links for All Registrations, Cancelled Registrations, and Deleted Registrations.
- Vehicles**: Includes links for All Vehicles and MCA Show Export.
- Custom Reports**: Includes links for Incomplete Payroll Transactions and MCA Membership.
- Logs**: Includes a link for Registration log.

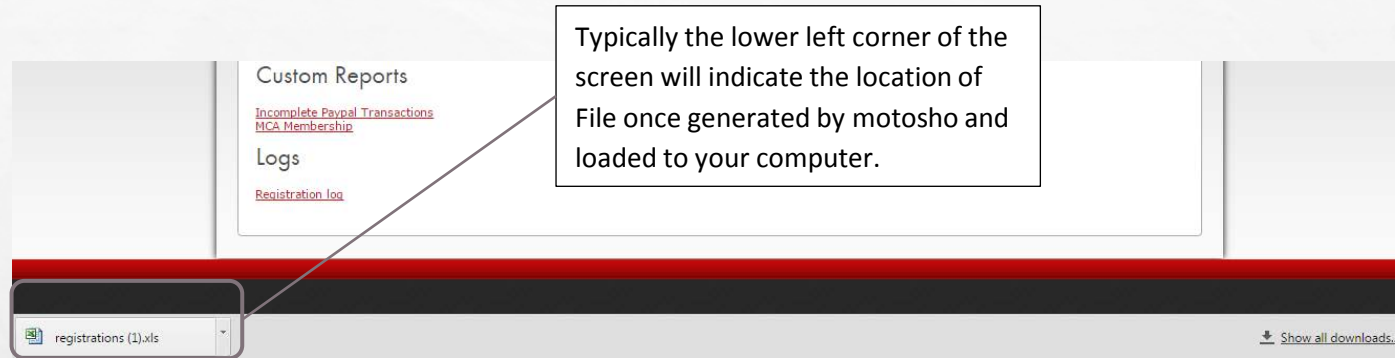
A blue callout box with a pointer indicates that the "MCA Show Export" and "MCA Membership" reports are not available to regional clubs.

At the bottom of the page, there is a footer with the MotoSHO logo.



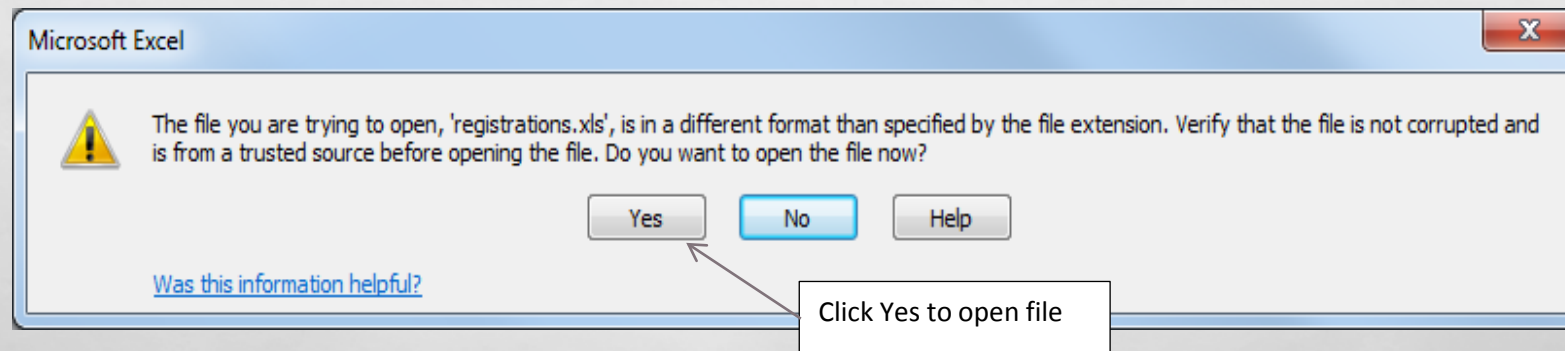
# Select the “All Registrations” Report

A screenshot of the MotoSHO website's event dashboard for the "Grand Strand Mustang Stampede National Show". The page has a dark header with navigation links: HOME, ABOUT US, SUPPORT. Below the header is a banner with the MotoSHO logo and the tagline "WHERE AUTOMOTIVE ENTHUSIASTS GATHER". A user profile is visible in the top right corner with the name "HI RSHORTYBROWN@BELLSOUTH.NET" and links for "ACCOUNT SETTINGS" and "SIGN-OUT". The main navigation bar includes "EVENTS &amp; SHOWS", "CAR CLUBS", and "HOW IT WORKS". The central content area is titled "EVENT DASHBOARD - GRAND STRAND MUSTANG STAMPEDE NATIONAL SHOW" and contains a sidebar with various report categories: Registrations, Vehicles, Custom Reports, and Logs. The "Registrations" category is expanded, showing links for "All Registrations", "Cancelled Registrations", and "Deleted Registrations". A green box highlights the "All Registrations" link, and a callout box points to it with the text: "Place cursor over report you want to download. It will change color from red and then click to start down load. Accessing all reports is the same." The footer of the page features the MotoSHO logo on a dark background.



Next click on the file and it will open but on many computers you may get the warning note below. Click yes for the file to open up for use.

Once open it is recommended you save as an Excel Worksheet to eliminate the error message each time you open the file.





# Spreadsheet Presentation

registrations - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Foxit PDF

Clipboard Font Alignment Number Styles Cells Editing

Confirmation

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Confirm	Status	Last name	First name	Address	City	State	Zip	Phone	Email	Vehicles	Vehicle D	Judged En	MCA Mem	Conservat	Display Or	President	Retired	Thoroughl	Bar
2	56c9eff42	Register	Jones	James	14499 Boy Woodbrid	VA		22193	(703) 618-	bjkokoski	1	1966 Must	1	0	0	0	0	0	0	0
3	56c3c8995	Register	Brown	Shorty	8300 Provi Stokesdal	NC		27357	(336) 686-	rshortybro	1	2015 Rous	0	0	0	1	0	0	0	0
4	56c3d77a5	Register	Place	Bob & Estl	376 Trier F Palm Bay	FL		32907	(321) 345-	ebecalp76	1	2005 Must	1	0	0	0	0	0	0	0
5	56c3d8f35	Register	Wise	Ron & Tra	573 Count Naples	FL		34104	(239) 348-	rwisemail	1	1989 Must	1	0	0	0	0	0	0	0
6	56c3e7977	Register	Sloper	John	686 Oecari Ocean Isle	NC		28469	(703) 409-	Jwsloper6	1	2011 Shell	1	0	0	0	0	0	0	0
7	56c47b7d5	Register	Walker	Matt												0	0	0	0	0
8	56c4925aa	Register	Brown	Lee &												0	0	0	0	0
9	56c49a925	Register	Haney	Joel												0	0	0	0	0
10	56c49fa0b	Register	Newell	Alan												0	0	0	0	0
11	56c4a9049	Register	Cozak	Ed	8391 Peak Bedford	VA		24523	(540) 587-	brpmtns@	1	2015 Must	0	0	0	1	0	0	0	0
12	56c4d928c	Register	Hemenwe	Russ	108 Heart Clayton	NC		27527	(919) 422-	lgnlime05	1	2005 Must	1	0	0	0	0	0	0	0
13	56c4f8dc5	Register	Fuller	Rick	PO Box 16 Austinbur	OH		44010	(440) 275-	rafmuf516	1	2016 Rous	0	0	0	0	1	0	0	0
14	56c50d4a4	Register	Cantwell	Bob & Jeri	312 S Cass Campobe	SC		29322	(864) 237-	rcantwell	1	2001 SVT	1	0	0	0	0	0	0	0
15	56c50f753	Register	Miller	James & N	13878 Red Concord	VA		24538	(434) 283-	1WILDPO	1	2005 Must	1	0	0	0	0	0	0	0
16	56c51ac41	Register	Wells	Tim	165 Lake C Odenville	AL		35120	(205) 960-	Yellarham	1	1993 Must	0	0	1	0	0	0	0	0
17	56c527119	Register	Wells	Todd	474 Wood Jasper	AL		35503	(205) 522-	Twells001	1	1992 Must	1	0	0	0	0	0	0	0
18	56c53dc68	Register	Davis	Tracy	762 Villag Milton	WV		25541	(304) 549-	Tracy.Dav	1	2016 Shell	1	0	0	0	0	0	0	0
19	56c540939	Register	Lanning	Darrell	1832 River Lexington	NC		27292	(336) 247-	fdlanning	1	2006 Must	1	0	0	0	0	0	0	0
20	56c5450af	Register	Kopp	Joel	107 Diane Cheektow	NY		14225	(716) 479-	joelekopp	1	2013 Must	1	0	0	0	0	0	0	0
21	56c5c65ea	Register	Holcombe	Doug & N	Country C Wilson	NC		27896	(828) 231-	dholcomb	1	2007 Must	1	0	0	0	0	0	0	0
22	56c5c7042	Register	Rutledge	Jason	118 Thorn Poca	WV		25159	(304) 539-	jrutledge	1	1987 Must	1	1	0	0	0	0	0	0
23	56c5cbdc8	Register	Porter	Richard &	4886 Toba Woodbrid	VA		22193	(540) 645-	richardpoi	1	1966 Must	1	0	0	0	0	0	0	0
24	56c5cec76	Register	Anderson	Frederick	15328 Car Woodbrid	VA		22193	(571) 970-	richardpoi	1	1966 Must	1	0	0	0	0	0	0	0
25	56c5e6a92	Register	Beck	David	4 Valleyw Asheville	NC		28803	(828) 684-	dbeck721	1	1993 Must	1	0	0	0	0	0	0	0
26	56c5e6bf9	Register	Buhl	Charles	12856 Will Herndon	VA		20171	(703) 728-	buhl20046	1	1966 Must	1	0	0	0	0	0	0	0
27	56c5e7065	Register	Houtz-Ma	Amy	2525 Fenw Bryans Ro	MD		20616	(301) 996-	amyh5116	1	1993 Must	1	0	0	0	0	0	0	0
28	56c61007a	Register	Stanaway	Randy	5111 Rt 17 Yorktown	VA		23692	(757) 898-	jhprioting	1	2011 Rous	1	0	0	0	0	0	0	0
29	56c620ed5	Register	Reese	Robin	1017 Orch Burkeville	VA		23922	(434) 298-	robinrees	1	2003 Must	1	0	0	0	0	0	0	0
30	56c6280ac	Register	Sarratt	Chris	431 N Alat Chesnee	SC		29323	(704) 470-	sarrattc@	1	2011 Rous	1	0	0	0	0	0	0	0
31	56c643644	Register	Saylor	Lyndon	507 Tub M West Salis	PA		15565	(814) 279-	lsaylor618	1	1973 Must	1	0	0	0	0	0	0	0
32	56c64e5f7	Register	Vagnier	Stephen	6433 Irish Delaware	OH		43015	(614) 208-	svagnier@	1	1971 Boss	1	0	0	0	0	0	0	0
33	56c6598a2	Register	Young	Wes	12244 Red Broomfiel	CO		80021	(303) 250-	twoyoung	0	0	0	1	0	0	0	0	0	0
34	56c660923	Register	Ziegler	Dick	PO Box 59 Oak Ridge	TN		37831	(865) 805-	herron.zie	1	1996 SVT	0	0	1	0	0	0	0	0
35	56c66e0ac	Register	McLaughli	Victor	1027 Beav Texarkana	TX		75501	(903) 293-	cw4macre	1	1964.5 Mu	1	0	0	0	0	0	0	0
36	56c670029	Register	Spencer	Glenn	330 Goose Rocky Poi	NC		28457	(910) 233-	glenspenc	1	2014 Must	1	0	0	0	0	0	0	0
37	56c689e37	Register	Sinyard	Sandra	960 Beave Texarkana	TX		75501	(903) 838-	saleen986	1	1965 Must	1	0	0	0	0	0	0	0
38	56c691d7a	Register	Kelsey	John	402 W. Au Jefferson	TX		75657	(903) 746-	jakelsey6	1	1966 Must	1	0	0	0	0	0	0	0
39	56c6932b5	Register	Athey	Destiny	106 Coral Conway	SC		29527	(843) 455-	Bskaggs29	1	2013 Must	1	0	0	0	0	0	0	0
40	56c731eca	Register	Burns	Duane	6349 Beal Snow Carr	NC		27349	(336) 260-	Burnsd1@	1	1999 Must	1	0	0	0	0	0	0	0

registrations

Typical report file once open, you can sort, delete or manipulate the file like any typical MS office "Excel" file and you will not change or alter the information in Motosho.

Note this file is not linked to the Motosho Server any information that is added or edited in the Motosho portal will not be up-dated or changed in this particular report. To obtain the updated information you must download a new file. You can copy over existing file or save new file under a different name.