



**PLEASE READ and follow instructions to complete your application**

**For a successful entry, please refer to the notes below. Many of the areas that need to be filled in say “optional”. Please follow information below to make sure all required information is completed.**

**TO BEGIN** - Click link sent to you. Once clicked you will enter a page that opens to “PowerForm Signer Information”. Complete the following areas – Make sure emails are correct and names spelled correctly!

- a) **Pilot** – Enter your name and email
- b) **Owner(s)** – check aircraft registration to see how aircraft is registered. If unsure of how owner(s) is/are listed on aircraft registration – visit - [https://registry.faa.gov/aircraftinquiry/NNum\\_inquiry.aspx](https://registry.faa.gov/aircraftinquiry/NNum_inquiry.aspx)
  - i) **Note the order that you list all owners’ names – you will need this for page 1.**
    - (1) **Private owner** (not a business, LLC, Corp, etc.)
      - (a) Enter names of owners
      - (2) **Business** – LLC, Corp, private business, etc.
        - (a) Enter name of business and contact email – you will add the contact person (authority to sign for the business) on page 11
    - ii) **Guest** - If you are bringing a guest or crew member, enter their name and email.
  - c) **Once items are completed – click on “Begin Signing”. When next page shows up, you will need to scroll up to Page 1**

1) **Page 1 – Owner information and emails**

  - d) Follow page instructions to start process – Click on - “Got it”, “Check box for Electronic Signature”, “Continue” to get started
  - e) If you have any questions or comments - this is the time to ask. ***This is also a good place to note any others that will flying your plane during PRS. Please list name, email address, and phone #.***
  - f) Enter the “private” owner names in the order from previous page (PowerForm page) and emails. ***Do not put business name or email in this area.***
  - g) Click “Next” once completed.

**From this point forward – scroll down the pages, do not use the “next” button as you will miss important information.**

- 2) **Page 2 - Information/Welcome Letter, page 1**
  - a) Read and initial .
- 3) **Page 3 - Information/Welcome Letter, page 2**
  - a) Read and Initial
- 4) **Page 4 – Class Requirements**
  - a) Review Class requirements and initial. If you have any questions regarding the requirements, contact the Class President listed on form.
- 5) **Page 5 – PRS Entry Checklist**
  - a) **Pilot Check Sheet**
    - i) Check boxes under the following sections that you are sending by deadline -
      - (1) Entry Information



- (2) Pilot Information
- (3) Aircraft Information

ii) **Supporting Documents – THIS IS IMPORTANT**

(1) If you are unable to send all required documents by the deadline of April 15, 2020, mark the box – “I am unable to send all required documents . . . .” List the documents not sending in the “Document”, “Reason”, and “Date” columns. Any document not listed as being late – and comes in after the deadline - will be charged a \$50 Late Document Fee. This late fee is per document. *Documents you list as being late - will not be charged a late fee. **This fee applies to all participants – students, certified racers, and instructors.***

- (2) Print name (if not auto filled in) and Sign

6) **Page 6 – Pilot/Aircraft info**

- a) Complete all red boxes.
- b) If you have a name you prefer to use other than the name on your pilot certificate, enter in gray box – “Preferred Name”
- c) Race Class – Select Class from dropdown.
- d) Registration Type
  - i) Select type of registration.
    - (1) If you are bringing an additional plane for the same class – a form will be sent to you to complete for that aircraft.
- e) Aircraft
  - i) Select if you are bringing an aircraft or not from the drop down menu
    - (1) If you *are not* bringing as aircraft, sign bottom of page and continue.
    - (2) If you *are* bringing an aircraft, check “I am bringing a plane to PRS” and fill out gray boxes in that area. Make sure the registration # and race number are correct. You must have a race number if you are bringing an aircraft. If you do not have a race number, check with Class President for race numbers available.
    - (3) Complete Aircraft section for all that applies.
- f) Sign

7) **Page 7 – Payment**

- a) Fill in quantity for your type the registration and carry total over to “Total” column
- b) If you want to order additional PRS Shirts or hats – now is the time to complete this area. Don’t forget to include the sizes. **We can only guarantee “additional purchases” for on time entries.**
- c) If you are registering as a “No Charge Class Instructor” – click on dropdown box and make selection.
- d) Put “Total Payment Required” in “Total” column next to yellow initial box
- e) Check box if you want the hat and/or polo that comes with your registration. **We only guarantee polos and hats for on time entries. If there are any shirts and/or hats left over, they will be distributed to entrant by submission date received after deadline.**
- f) Select “Yes” or “No” if you want the polo shirt and/or hat. If “Yes” for shirt - indicate size in chart
- g) Complete all the blue and red areas.
- h) Initial
- i) Payment info
  - i) If paying by credit card – complete Credit Card Authorization Form sent with application. Fax to Pilot Registration. Fax number is listed on Credit Card Form.
  - ii) If paying by check – indicate date check being mailed
  - iii) ***As a reminder – your entry will not be processed until payment is received.***



- 8) **Page 8 – Insurance**
  - a) Please read – This page has information needed to give to your insurance company.
- 9) **Page 9 – Release of Liability – Page 1**
  - a) Read and initial where indicated.
- 10) **Page 10 – Release of Liability Page 2 – Needs to be signed even if you are not bringing a plane.**
  - a) Sign where indicated for PILOT
  - b) If you are applying as an “instructor”– print name and click signature box
  - c) Owner/Business signatures – emails are sent those listed at beginning of process.
- 11) **Page 11 Pilot and Owner Data**
  - a) Pilot Data
    - i) Complete all red boxes
  - b) Aircraft Owner Information
    - i) Indicate # of owners
    - ii) Select type of ownership and complete the appropriate boxes
      - (1) Private – fill in all gray boxes except – “Company Business Name” and “Position in Company”
      - (2) Business, LLC, etc. – fill in all gray boxes except – “Owner’s Name”
    - iii) Initial where indicated by “2020 Aircraft Owner Data”
- 12) **Page 12 – Emergency and Medical Information**
  - a) Complete page
- 13) **Page 13 – Certification of Flight Review and Currency**
  - a) Complete and sign
- 14) **Page 14 – Aircraft Data and Safety Data Information**
  - a) Select if you are bringing an aircraft or not.
    - i) If not bringing aircraft, continue to page 16
    - ii) If bringing aircraft, complete ALL gray areas that apply.
    - iii) Hazardous Items – checkmark all that apply and enter information
    - iv) Escape System/Emergency Egress – please detail the emergency egress if your plane is on the ground. This is very important. If “Use last years”, “Same for other aircraft”, etc., is used in this area, you will be asked to complete before your entry is accepted.
- 15) **Page 15 – Aircraft Safety Drawing**
  - a) Please use form that was sent with this entry to complete the required “Safety Diagram”.
- 16) **Page 16 – Major Modification/Alteration Form**
  - a) Select if you are bringing and aircraft or not from the dropdown box
    - i) If you are not bringing an aircraft to PRS, sign where indicated and continue to next page
  - b) Indicate if aircraft has raced at Reno before
    - i) Yes – enter year, complete Section 1, and sign
    - ii) No – Complete section 2 and sign



17) **page 17 – Crew/Guest**

- a) If you have a guest coming to PRS they will receive an email to complete form.

18) **Page 18 – Crew/Guest Release of Liability**

- a) This area to be completed by crew/guest

19) **Pages 19 and 20 - Hotel Information**

- a) **Deadline to make hotel reservations as discounted rate at Eldorado Hotel is May 5.**

20) **FINISH - Part 1**

- a) Click the next button, fill in any areas that may have been missed and once “Next” button is gone, click “Finish”
  - i) A “Save a Copy of your document” will appear. You will have an opportunity after your final signature - after owner and guest signatures – to print and save a “COMPLETE” entry - for your records. You will see another screen at says you are “done”. Nope – not done yet.

- 21) **BEFORE YOU CLICK “FINISH” – If you are unable to complete entry (ran out time, don’t have all the information, etc., DO NOT CLICK FINISH – Click “OTHER ACTIONS” and select – “Finish Later”.** You will receive an email to review your entry. Keep this email handy as it will be needed to get back into your application to finish. Once you are ready to complete the application – open email that was sent to you and click “continue”. You will have an opportunity to pick up where you left off to complete form. Once completed, then – and only then - click “Finish”. Once you click “Finish” - the process starts below.

22) **From this point forward–**

- a) Pilot Registration looks over your application and notes any corrections -
- b) Emails are sent to owners to sign Release of Liability
- c) An email is sent to “Guest/Crew” if you have a guest/crew member listed. If you forgot to list a guest/crew member or have more than one guest/crew member coming – contact PilotRegistration@airrace.org for a “Crew/Guest” PDF form to complete. [pilotregistration@airrace.org](mailto:pilotregistration@airrace.org) and request a Crew/Guest form.
- d) Once all required signatures are signed, you will receive an email to review the Entry and correct anything Pilot Registration states needs to be corrected.
- e) Once all is good to go – you make the section on “page 1” where required, click finish, and you are done!
- f) Now is a good time to print a copy for your records . . .

- 23) **Final note** – if there are any questions please contact Pilot Registration at [pilotregistration@airrace.org](mailto:pilotregistration@airrace.org) (preferred method of contact) or all 775-221-8080 and leave a message. Cell phone # is listed in outgoing message for urgent matters.

See you in June!