Safety Delegate Administration Website Guide for Safety Car Officials

The **Safety Delegate Administration (SDA)** site is a quick and easy way to make sure events are compliant and the right people are doing the right roles - and they have a valid licence for it.

No more crumpled pieces of paper, blurred photos and scrawled handwriting.

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1. You will receive an email that looks like this:

Safety Delegate Administration (SDA) 'New Account Created'

***Jon Aston** has created an Account for you on the **Safety Delegate Administration (SDA) Site**.*

This account has been created for you because you are (or might be) performing a Safety Car or Event Administration role on a Motorsport Event.

The SDA system is a quick and easy way to make sure events are compliant and the right people are doing the right roles - and they have a valid licence for it.

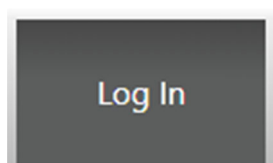*No more crumpled pieces of paper, blurred photos and scrawled handwriting.*

Username = yourname@email.com
Password = RmsaaPb2a[

*Please Log In **here***

*If you have a valid Safety Car Licence, please upload it to the site as this will need to be **verified** by a Safety Delegate so please do so **ASAP**.*

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2. Open a web browser and browse to https://sda.wizzyideas.co.uk.
3. Click "Log In" on the grey Menu at the top of the page:

Log In

4. Log in with the details provided to you:

Login

Username	yourname@email.com
Password	••••••••
Remember Username?	✔

Login   Forgotten Password?

If you forget your password (or your browser is not set to remember it for you) and you need a new password, click the "Forgotten Password?" button after entering your email address into the Username field. An email will be sent to that address, containing your new password.

Once logged in, you will be directed to your Profile page

Here you can make changes to your account, upload a photo of your Safety Car Licence and importantly, see the status of your account.

When logging in for the first time, your account status will show that you haven't uploaded a licence photo yet. This status will change as the account goes through the verification process whereby a Safety Delegate will check and approve a photo of your licence.

Account Status   **No Safety Car Licence uploaded**

A key benefit of the system is you only need to do this once per year no matter how many events you perform a Safety Car role on.

Uploading a Licence

Uploading a licence is nice and simple and is all done using one button regardless if on a desktop computer, laptop, tablet or phone.

1. Click "Take Photo or Choose Image"

Licence Upload   Take Photo or Choose Image

1. If on a desktop, you will be prompted to select a previously saved photo.
   If on a tablet or phone, you get the option of choosing from a previously saved photo, or to take a photo there and then with the camera.
   The photo doesn't have to be completely perfect and straight or cropped etc, just as long as it's fully in shot and clear to read.

2. Once selected, you will see the name of the button change to the filename,
   then click "Upload Licence"

Upload Licence

1. Once uploaded, your account status will change to "Safety Car Licence under review" and it will be reviewed by a Safety Delegate. The Safety Delegate will either approve your licence or request a new photo if this one isn't suitable, either way you will get an email informing you of the licence status.

   Account Status   **Safety Car Licence under review**

   You will also notice that a section below has appeared that shows your current licence number (or status if still awaiting verification), expiry date and a photo of your licence.

Safety Car Licence Uploaded

Current Licence Details

Licence Number	**Safety Car Licence under review**
Expiry Date	**Safety Car Licence under review**
Photograph	

Licence Verification

Once you have uploaded your licence a Safety Delegate will check it (this might take a few days).

When the Safety Delegate checks your licence they will either approve it or (if the image isn't legible) request a new image, you will receive a further email updating you of the status of your licence.

A key benefit of the system is you only need to do this once per year no matter how many events you perform a Safety Car role on.

Next Steps

Once your licence has been verified and approved, you're done (until next year); the Event Admin(s) can now allocate you to Safety Car Roles on various events and the Safety Delegate can verify at a glance that each Role has at least one licenced person in that vehicle which makes it super easy to see and ensure compliance prior to the event.

The Safety Delegate can also extract that information for their report, which is easier for all concerned if you remember the days of passing round a piece of paper for you to write your MSUK ID number on and getting your licence (from the car) to show the Delegate etc.

Support / Assistance

If you need any assistance, please email support@lanonyx.com and we will get back to you as soon as possible.