



## Safety Delegate Administration Website Guide for Safety Delegates

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.

Compliant

Event Name

Start Date

End Date

Days

Safety Delegate(s)

Event Admin(s)

Edit

Admins and SDs

Officials

Report

⊗

Test Event 2

03/06/2023

03/06/2023

1

Jon Aston

Tim Edwards

Moiria Aston

Compliant	Role	Driver Name	Licence No.	
✓	0 Car	Jon Aston	107184	
⊗	00 Car	Test User 1	No licence uploaded	
⊗	Sweeper Car	Tim Edwards	Licence under review	

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## First Steps

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.*

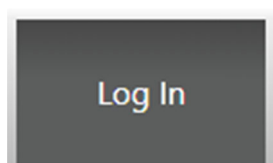
**Username** = [yourname@email.com](#)

**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**.*

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:



4. Log in with the details provided to you:

## Login

Username

Password

Remember Username?



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

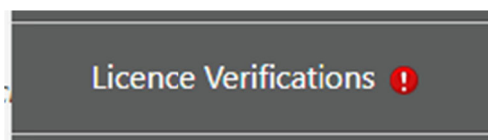


### Verifying a Licence

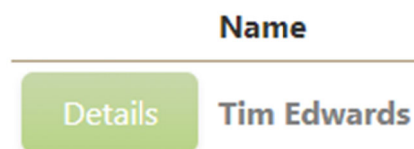
**This “Main Menu” option is only visible to accounts that are set to, or have been set as Safety Delegates in the past, and it will only show events that you are or have been an SD of.**

Each time a new licence photo is uploaded for that account, it will need to be manually verified by a Safety Delegate.

1. Select “Licence Verifications” from the “Main Menu”. If there are any pending, you will see the red symbol next to the wording:



2. Here you will see a list of accounts that currently have licences that need verifying. Click on “Details” next to the account that you would like to verify:



3. Looking at the large photo, **double check the Name is correct, enter the Licence Number and double check the Expiry Date and check that the licence looks valid.**
4. Once you have entered/checked the details and are happy, click the “Approve Licence” button underneath the photo:



5. If, for whatever reason, you cannot clearly see the information, click the “Request New Image” button below the photo. The account in question will receive an email informing them to upload a clearer image:

Request New Image

### Past Events

**This “Main Menu” option is only visible to accounts that are set to, or have been Safety Delegates or Event Administrators in the past and it will only show events that you are an SD or Admin of.**

Past Events is Read-Only and has the Report option available, other than that it behaves the same as Future Events explained below.

### Future Events

**This “Main Menu” option is only visible to accounts that are set to, or have been Safety Delegates or Event Administrators in the past and it will only show events that you are an SD or Admin of.**

1. Select “Future Events” from the Main Menu:

Future Events

Safety Delegates only get the option of viewing the Report (if you need anything editing ask the Event Administrator to perform that change):

Edit

Admins and SDs

Officials

Report

The table displays:

- The “Edit” button – A place to edit the Event Name, Start and End Dates and crucially, assign which Roles will be needed on that Event i.e. 00 Car, Sweeper Car.
- Admins and SDs – Here you can set the Event Administrators and Safety Delegates for that Event.
- Officials – Click here to assign individuals to a particular Car i.e. Sweeper Car Driver, Co-Driver, Passenger 1 and Passenger 2.
- The “Report” button - Here you can see which roles were assigned to the event, who was assigned to those roles (Officials) and whether each role was covered with a valid Safety Car Licence.
- Compliant – A **Green Tick** or a **Red Cross** indicating if the Event as a whole was compliant i.e. every role was covered by a valid Safety Car Licence.
- The Event Name.
- The Start and End Dates – **Red** if the Event is in the past, **Orange** if the Event is in the next Month and **Green** if it is further than that.
- The assigned Safety Delegate(s).
- The assigned Event Administrator(s).

## The Event Report

**You can only view the Event Report if you are an Event Administrator or Safety Delegate for that particular Event.**

Here you can see which roles were assigned to the Event, who was assigned to those roles (Officials) and whether each role was compliant with a valid Safety Car Licence.





1. Click on the “Report” button next to the Event you would like to view the Report for on the Past or Future Events pages:

Report

The table displays:

- Compliant – A **Green Tick** or a **Red Cross** indicating if the Role was compliant i.e. at least one person assigned to that Role has a valid Safety Car Licence.
- The Role Name.
- The Driver Name.
- The Licence Number – A **Green** Licence Number means that their Licence has been successfully verified by a Safety Delegate. If this is not the case, it will show their current Account Status. **Red** means that the User has to do something and **Orange** shows that it is waiting on someone else i.e. a Safety Delegate needs to approve the Licence.
- This is then repeated for Co-Driver, Passenger 1 and Passenger 2.

If you are assigned as a Safety Delegate for this Event, you will also see a green camera icon next to the licence number. Click this to see the photo of the Safety Car Licence if you would like to double check something:

Compliant	Role	Driver Name	Licence No.	
	0 Car	Jon Aston	107184	
	00 Car	Test User 1	No licence uploaded	
	Sweeper Car	Tim Edwards	Licence under review	

2. To send out an email reminder to all people assigned to this Event who have not yet uploaded their licence to the website you can click this button below the table/report:

Email Reminder(s)

They will get an email, reminding them to log into the website and to upload their Safety Car Licence that looks similar to this:

## Safety Delegate Administration (SDA) Reminder

You have been assigned a Role for the **Test Event** Event on the Safety Delegate Administration (SDA) Site but have **not yet uploaded a (valid) Safety Car Licence Photo** for verification.

Please do so **ASAP**

Your username is: [theirname@email.com](#)

Your password is: **Umbhbvb2a[**

Please Log In [here](#)

Once uploaded, this will need to be **verified** by a Safety Delegate so please do so **ASAP**.

To check when the last reminder was sent (so we don't Spam people), look below the button:

The last time a reminder was sent was: **25/05/2023 16:46:28**

### Support / Assistance

If you need any assistance, please email [support@lanonyx.com](mailto:support@lanonyx.com) and we will get back to you as soon as possible.

