



Guia Portal das Inscrições

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Este manual pretende ser um guia de apoio para os procedimentos para necessários para registo e inscrição na Baja TT Sharish GIN 2024.

# 1 Registo na Plataforma

## 1.1 Concorrentes Nacionais

Os concorrentes nacionais que ainda não tenham registo no Portal da FPAK devem aceder a <https://portal.fpak.pt/auth/view/login> e efetuar o registo seguindo as instruções.



The image shows the login page of the FPAK Online Portal. At the top left is the FPAK logo, which consists of a circular emblem with a checkered flag pattern and the text 'FPAK' below it, followed by 'FEDERAÇÃO PORTUGUESA DE AUTOMOBILISMO E KARTING'. To the right of the logo, the text 'PORTAL FPAK ONLINE' is displayed. In the top right corner, there is a language selection menu showing the Portuguese flag and the text 'Português'. The main content area is a white box with a light blue border containing two input fields: 'Email / N° Passaporte / Username' and 'Password'. Below these fields is a blue button labeled 'Entrar'. Underneath the button is a link that says 'Esqueci-me da password'. At the bottom of the white box, there is a link that says 'Ainda não tem conta? Registe-se'.

## 1.2 Concorrentes Internacionais

Os concorrentes internacionais que ainda não tenham registo no Portal da FPAK devem aceder a <https://portal.fpak.pt/auth/view/login> e efetuar o registo seguindo as seguintes instruções.

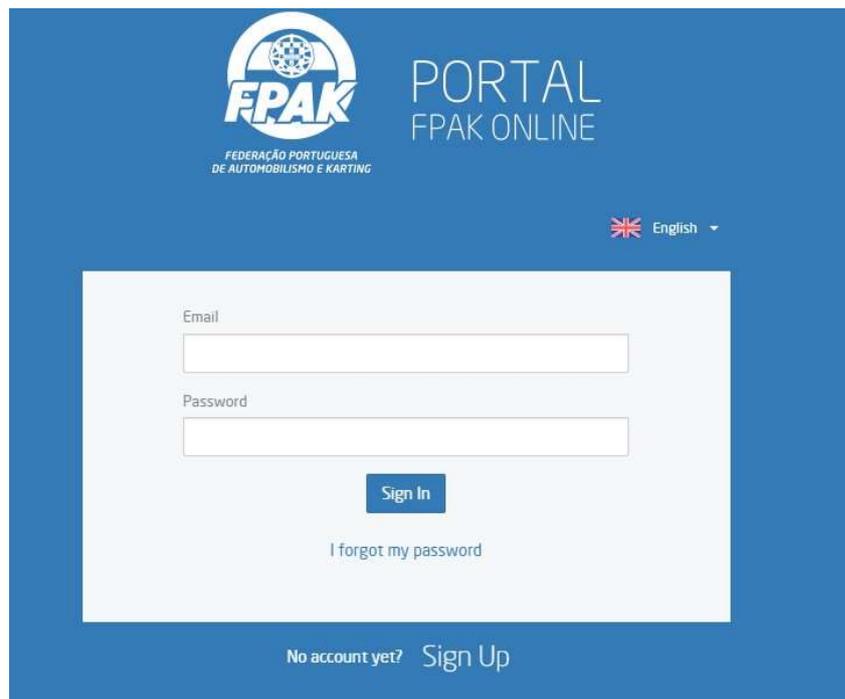
**Nota: Não é necessário fazer o registo no Portal de todos os pilotos, basta o registo do Team Manager e depois este consegue inscrever todos os pilotos na prova.**

### 1.2.1 Mude a língua para inglês



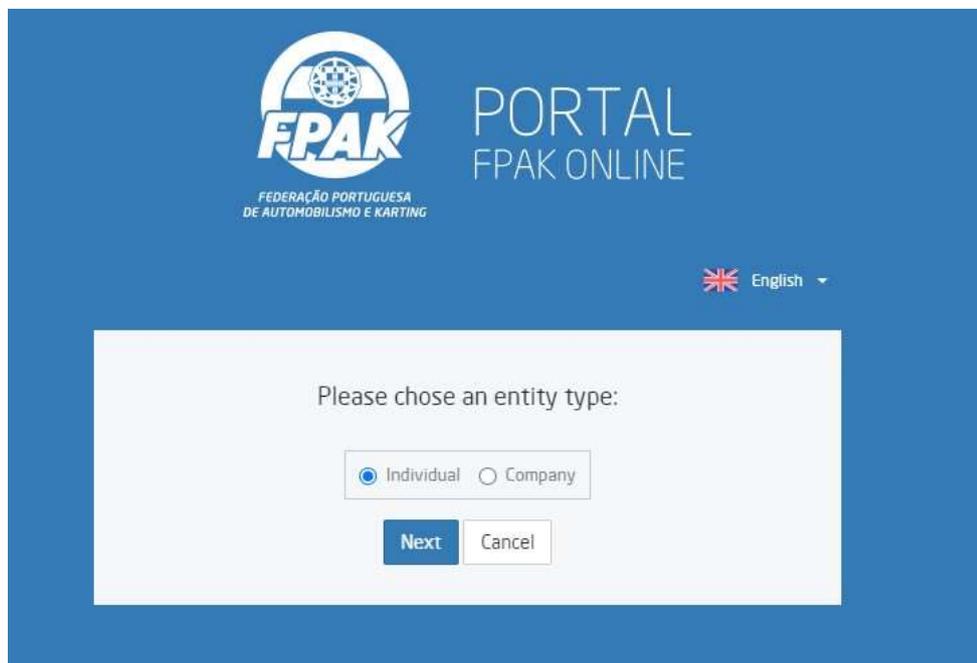
The image shows the login page of the FPAK Online Portal. At the top left is the FPAK logo, which includes a stylized car wheel and the text "FPAK FEDERAÇÃO PORTUGUESA DE AUTOMOBILISMO E KARTING". To the right of the logo, the text "PORTAL FPAK ONLINE" is displayed. In the top right corner, there is a language selection dropdown menu currently set to "Português". The dropdown menu is open, showing two options: "Português" with a Portuguese flag icon and "English" with a British flag icon. Below the language menu is a login form with two input fields: "Email / N° Passaporte / Username" and "Password". A blue "Entrar" button is positioned below the password field. Below the button is a link that says "Esqueci-me da password". At the bottom of the page, there is a link that says "Ainda não tem conta? Registe-se".

### 1.2.2 Clique em Sign Up



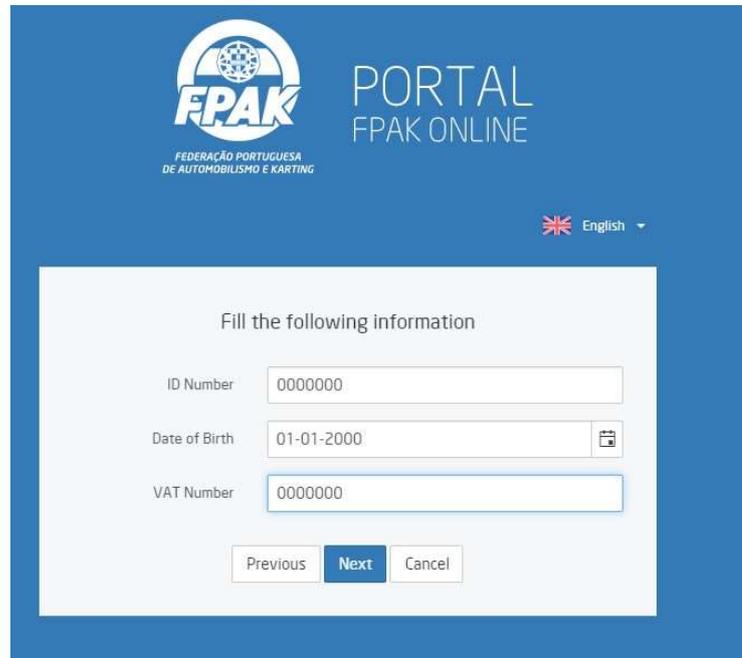
The screenshot shows the FPAK ONLINE sign-in page. At the top left is the FPAK logo with the text "FEDERAÇÃO PORTUGUESA DE AUTOMOBILISMO E KARTING". To the right is the text "PORTAL FPAK ONLINE". In the top right corner, there is a language selector showing a flag and the word "English". The main content area is a light gray box containing two input fields: "Email" and "Password". Below these fields is a blue "Sign In" button. Underneath the button is a link that says "I forgot my password". At the bottom of the light gray box, there is a link that says "No account yet? Sign Up".

### 1.2.3 Escolha Individual



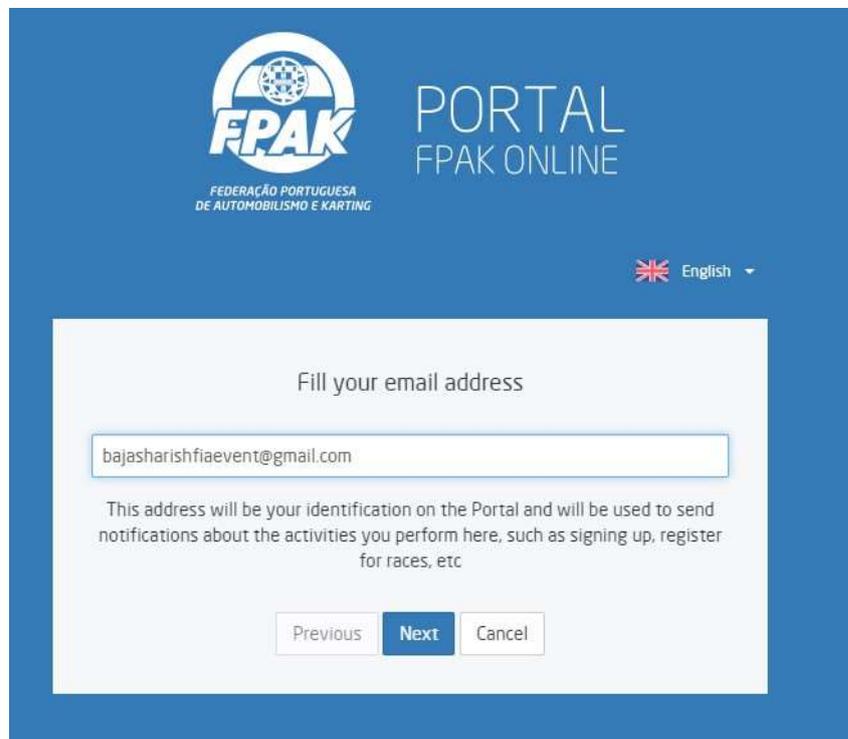
The screenshot shows the FPAK ONLINE entity type selection page. At the top left is the FPAK logo with the text "FEDERAÇÃO PORTUGUESA DE AUTOMOBILISMO E KARTING". To the right is the text "PORTAL FPAK ONLINE". In the top right corner, there is a language selector showing a flag and the word "English". The main content area is a light gray box containing the text "Please chose an entity type:". Below this text are two radio buttons: "Individual" (which is selected) and "Company". At the bottom of the light gray box, there are two buttons: "Next" and "Cancel".

1.2.4 Preencha os dados com o número do seu passaporte, a data de nascimentos e o número de contribuinte.



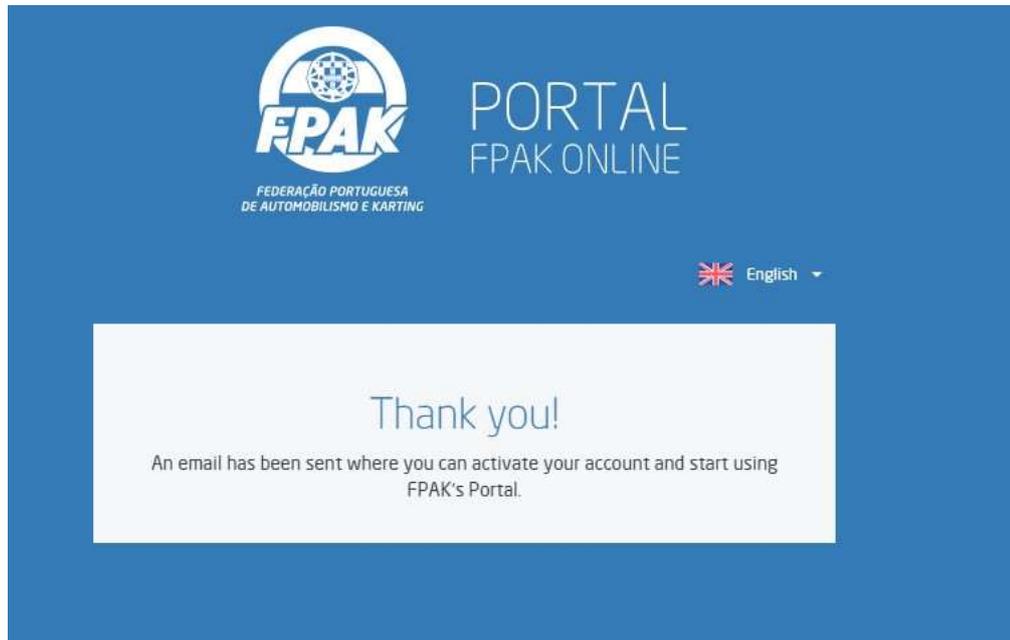
The screenshot shows the FPAK ONLINE portal interface. At the top left is the FPAK logo with the text 'FEDERAÇÃO PORTUGUESA DE AUTOMOBILISMO E KARTING'. To the right is the text 'PORTAL FPAK ONLINE'. In the top right corner, there is a language selector showing a flag and the word 'English'. The main content area is titled 'Fill the following information' and contains three input fields: 'ID Number' with the value '0000000', 'Date of Birth' with the value '01-01-2000' and a calendar icon, and 'VAT Number' with the value '0000000'. At the bottom of the form are three buttons: 'Previous', 'Next', and 'Cancel'.

1.2.5 Coloque o seu email.



The screenshot shows the FPAK ONLINE portal interface for step 1.2.5. It features the same header as the previous screenshot. The main content area is titled 'Fill your email address' and contains a single input field with the email address 'bajasharishfiaevent@gmail.com'. Below the input field, there is a paragraph of text: 'This address will be your identification on the Portal and will be used to send notifications about the activities you perform here, such as signing up, register for races, etc'. At the bottom of the form are three buttons: 'Previous', 'Next', and 'Cancel'.

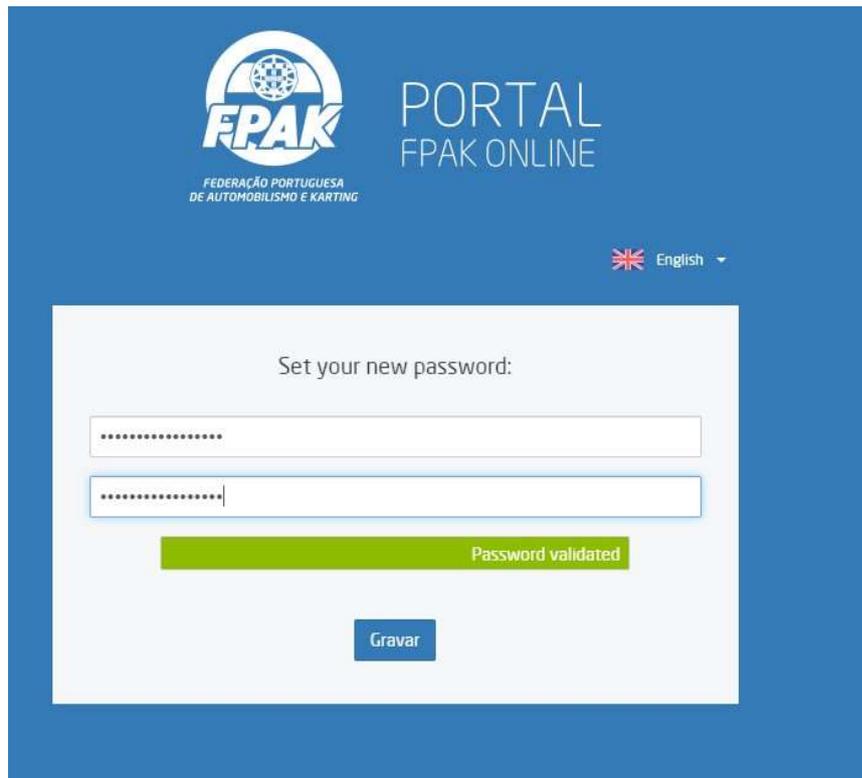
1.2.6 O seu registo foi concluído com sucesso. Irá receber um email de confirmação.



1.2.7 Clique no link recebido no email para terminar o registo



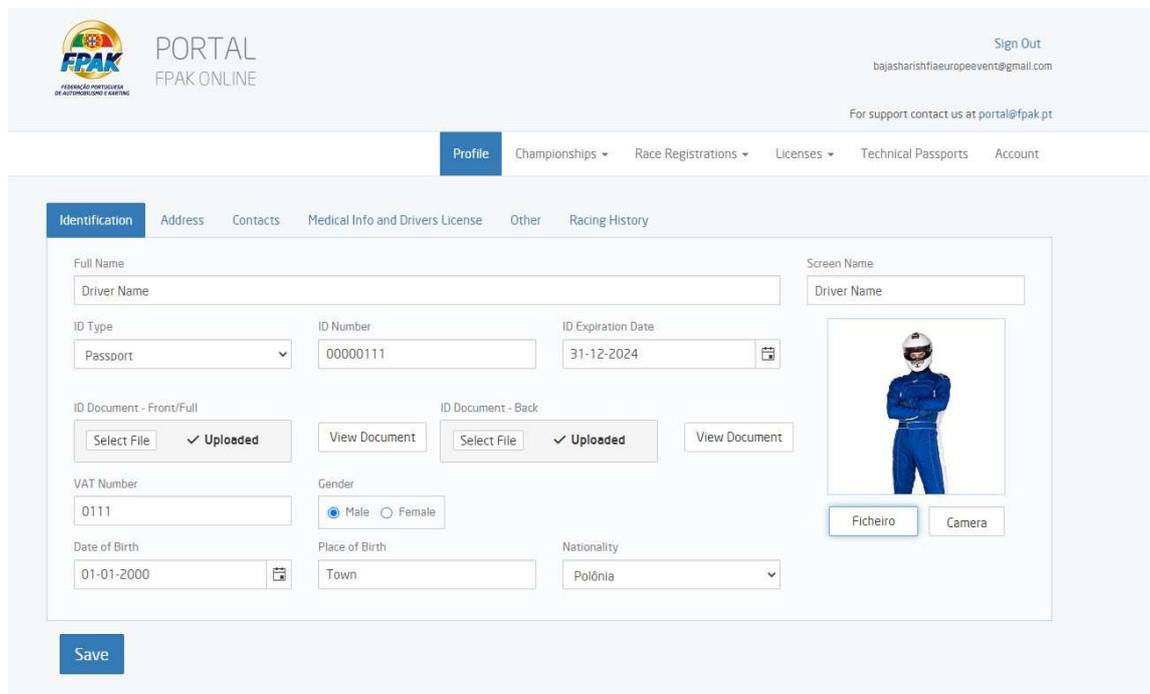
## 1.2.8 Defina uma password de acesso



The screenshot shows the 'PORTAL FPAK ONLINE' interface. At the top left is the FPAK logo with the text 'FEDERAÇÃO PORTUGUESA DE AUTOMOBILISMO E KARTING'. To the right, it says 'PORTAL FPAK ONLINE'. A language dropdown menu shows 'English'. The main content area is titled 'Set your new password:' and contains two password input fields. A green bar below the fields indicates 'Password validated'. A blue button labeled 'Gravar' is at the bottom.

## 1.2.9 Preencha os dados pessoais obrigatórios.

**Nota: Na imagem estão os dados obrigatórios de registo**



The screenshot shows the 'PORTAL FPAK ONLINE' profile page. The top navigation bar includes 'Sign Out', 'bajasharishiaeuropееvent@gmail.com', and 'For support contact us at portal@fpak.pt'. The main navigation menu has 'Profile', 'Championships', 'Race Registrations', 'Licenses', 'Technical Passports', and 'Account'. The 'Profile' page has tabs for 'Identification', 'Address', 'Contacts', 'Medical Info and Drivers License', 'Other', and 'Racing History'. The 'Identification' tab is active, showing the following fields:

- Full Name: Driver Name
- Screen Name: Driver Name
- ID Type: Passport
- ID Number: 00000111
- ID Expiration Date: 31-12-2024
- ID Document - Front/Full: Select File, Uploaded, View Document
- ID Document - Back: Select File, Uploaded, View Document
- VAT Number: 0111
- Gender: Male (selected), Female
- Date of Birth: 01-01-2000
- Place of Birth: Town
- Nationality: Polónia

A profile picture of a driver in a blue suit is shown on the right, with buttons for 'Ficheiro' and 'Camera'. A blue 'Save' button is at the bottom left.

## 1.2.10 Preencha os dados de morada obrigatórios.

**Nota: Na imagem estão os dados obrigatórios de morada**

The screenshot shows the 'Address' tab of the user profile. The form contains the following fields:

- Country: Polónia (dropdown menu)
- Postal Code: 0000-000
- Locality: Town
- District: District
- Region: Region
- Address: Address

A 'Save' button is located at the bottom left of the form.

## 1.2.11 Preencha os dados de contacto obrigatórios

The screenshot shows the 'Contacts' tab of the user profile. The form contains the following fields:

- Phone Number 1: 1111111111
- Phone Number 2: 2222222222
- Phone Number 3: (empty)
- Main Email: bajasharishfiaeuroppeevent@gmail.com
- Additional Email: (empty)

A 'Save' button is located at the bottom left of the form.

Clique Save para concluir o registo com sucesso.

## 2 Inscrição na Prova

### 2.1 Concorrentes Nacionais

Para inscrição na prova os concorrentes nacionais (Evento FIA e Evento Nacional) devem inscrever-se através do Portal ou clicar diretamente no link

<https://portal.fpak.pt/races/inscricao/1953>.

**Nota Importante:** Apenas devem escolher uma das opções no momento da inscrição, ou EBCup, no caso de se inscreverem para o Campeonato Europeu de Bajas ou **CPTT no caso de se inscreverem apenas para o evento nacional** (desta forma contarão para o evento nacional). Os concorrentes que se inscrevam no Campeonato Europeu de Bajas e sejam portadores de licença nacional estão automaticamente inscritos para o CPTT. Caso queiram inscrever-se para o Troféu Terras do Grande Lago (troféu conjunto com a Baja da Extremadura) deverão selecionar essa opção.

Race Registration  
36ª Baja TT Sharish Reguengos / Mourão

Competitor

FPAK License

Name	Screen Name	Telephone No.
<input type="text" value="Driver 1"/>	<input type="text" value="Driver 1"/>	<input type="text" value="00000001111"/>
Address	Postal Code	Locality
<input type="text" value="Address 1"/>	<input type="text" value="1000"/>	<input type="text" value="Locality"/>
Email	Driving License	License
<input type="text" value="driver@email.com"/>	<input type="text" value="1111"/>	<input type="text" value="999999"/>
Nationality	License issued by	
<input type="text" value="Nationality"/>	<input type="text" value="FIA"/>	
ID Number	Date of Birth	VAT No.
<input type="text" value="2222222"/>	<input type="text" value="01/01/1990"/>	<input type="text" value="12345678"/>

CPTT    TTGLA    EBCup

### 2.2 Concorrentes Internacionais

Para inscrição na prova os concorrentes internacionais devem inscrever-se através do Portal ou clicar diretamente no link <https://portal.fpak.pt/races/inscricao/1953> e seguir os seguintes passos.

## 2.2.1 Desmarcar a opção FPAK License

Race Registration  
36ª Baja TT Sharish Reguengos / Mourão

Competitor

FPAK License License

FPAK License in process

Name

## 2.2.2 Preencher os dados do Concorrente

Nota: Selecionar o campeonato EBCup. Na imagem estão os dados obrigatórios para inscrição do concorrente

Race Registration  
36ª Baja TT Sharish Reguengos / Mourão

Competitor

FPAK License

Name <input type="text" value="Driver 1"/>	Screen Name <input type="text" value="Driver 1"/>	Telephone No. <input type="text" value="0000001111"/>
Address <input type="text" value="Address 1"/>	Postal Code <input type="text" value="1000"/>	Locality <input type="text" value="Locality"/>
Email <input type="text" value="driver@email.com"/>	Driving License <input type="text" value="1111"/>	License <input type="text" value="999999"/>
Nationality <input type="text" value="Nationality"/>	ID Number <input type="text" value="2222222"/>	License issued by <input type="text" value="FIA"/>
	Date of Birth <input type="text" value="01/01/1990"/>	VAT No. <input type="text" value="12345678"/>

CPTT  TTGLA  EBCup

## 2.2.3 Preencher os dados do Team Manager

Team Manager

FPAK License

Name:  Telephone No.:

Email:

## 2.2.4 Preencher os dados do Piloto

Escolher a role First Driver e preencher os dados obrigatórios. No final clicar em Add.

Drivers

Role:   FPAK License

Name:  Screen Name:  Telephone No.:

Address:  Postal Code:  Locality:

Email:  Driving License:  License:  License issued by:

Nationality:  ID Number:  Date of Birth:  VAT No.:

Role	License		
No records to show			

Drivers

Role:   FPAK License License:

FPAK License in process

Role	License		
First Driver		<p>Driver Name (Driver Name)</p> <p>Telephone No.: 1111111111</p> <p>Address: 1000 Locality</p> <p>Email: bajasharishfiauropeevent@gmail.com</p> <p>Driving License: 1111</p> <p>License: 999999</p> <p>License issued by: FIA</p> <p>Nationality: Nationality</p> <p>ID Number: 2222222</p> <p>Date of Birth: 01/01/1990</p> <p>VAT No.: 12345678</p>	<input type="button" value="X Remove"/>

## 2.2.5 Preencher os dados do Navegador

Escolher a role Navigator e preencher os dados obrigatórios. No final clicar em Add e obterá o seguinte ecran.

Add

Role	License		
First Driver		<p>Driver Name (Driver Name)</p> <p>Telephone No.: 1111111111</p> <p>Address: 1000 Locality</p> <p>Email: bajasharishfiaeeuropeevent@gmail.com</p> <p>Driving License: 1111</p> <p>License: 999999</p> <p>License issued by: FIA</p> <p>Nationality: Nationality</p> <p>ID Number: 2222222</p> <p>Date of Birth: 01/01/1990</p> <p>VAT No.: 12345678</p>	<input type="button" value="X Remove"/>
Navigator		<p>Navigator (Navigator)</p> <p>Telephone No.: 2222222222</p> <p>Address: 1000 Locality</p> <p>Email: bajasharishfiaeeuropeevent@gmail.com</p> <p>Driving License: 88888</p> <p>License: 777777</p> <p>License issued by: FIA</p> <p>Nationality: Nationality</p> <p>ID Number: 333333</p> <p>Date of Birth: 01/01/1990</p> <p>VAT No.: 123456</p>	<input type="button" value="X Remove"/>

## 2.2.6 Preencher os dados da viatura

Vehicle

FPAK Technical Passport

Passport No.	FIA Passport No.	Make	Model
<input type="text"/>	<input type="text" value="12345"/>	<input type="text" value="Make"/>	<input type="text" value="Model"/>
Registration No.	Fuel	C.C.	Turbo
<input type="text" value="010101"/>	<input type="text" value="Fuel"/>	<input type="text" value="3000"/>	<input type="checkbox"/>
Chassis No.	N° Coque		Homologação
<input type="text" value="0000000001"/>	<input type="text" value="0111111"/>		<input type="text"/>
Group / Class	<input type="text" value="--"/>		
Outra	<input type="text" value="T1+"/>		

## 2.2.7 Adicionar os Documentos obrigatórios

Clicar em Add Files para fazer upload dos documentos necessários.

Options

Shared Paddock Area

No

Files

Descargar todos os documentos

Personal Documents:

- Competitor Sporting License
- Sporting License driver and co-driver
- Driving License driver and co-driver
- Driver's ID
- ASN authorisation, for all foreign competitors and/or drivers

Vehicle Documents:

- Vehicle registration
- Owner declaration if the vehicle is not owned by the driver
- Vehicle Insurance cover certificate

Other Documents

- Copy of bank transfer

Add Files

Quando o upload de cada documento for concluído ficará com um ecran semelhante ao seguinte

Files

Descargar todos os documentos

Personal Documents:

- Competitor Sporting License
- Sporting License driver and co-driver
- Driving License driver and co-driver
- Driver's ID
- ASN authorisation, for all foreign competitors and/or drivers

Vehicle Documents:

- Vehicle registration
- Owner declaration if the vehicle is not owned by the driver
- Vehicle Insurance cover certificate

Other Documents

- Copy of bank transfer

Navigator ID_2024-07-23T12h45m05.pdf	Ver/Download	Eliminar
FIA Passport_2024-07-23T12h45m05.pdf	Ver/Download	Eliminar
Driver license_2024-07-23T12h45m05.pdf	Ver/Download	Eliminar

Add Files

✓ Uploaded

Driver license.pdf  
1.05 MB

FIA Passport.pdf  
1.05 MB

Navigator ID.pdf  
96.82 KB

## 2.2.8 Preencher os dados para a fatura

Invoicing

VAT Number

1234555

Name

Name

Country

Country

Postal Code

11111

Locality

Locality

Address

Address

## 2.2.9 Clicar em Save para concluir a inscrição

Depois de clicar em save a sua inscrição ficará concluída e irá receber um email de confirmação.

I declare to be aware of the risks and hazards involved in the participation in motorsport events, for which I assume full responsibility and waive to ask any further responsibility to the Event Organizer, or Organizing Club.  
 I further state to acknowledge the FIA and FPAK regulations, which I commit to analyse and follow in all its prescriptions.  
 I hereby declare that the information provided by the filling of this form is true and correct.  
 I authorize the treatment of my personal data by FPAK and its associates under the terms of the current law within the scope of its activities.

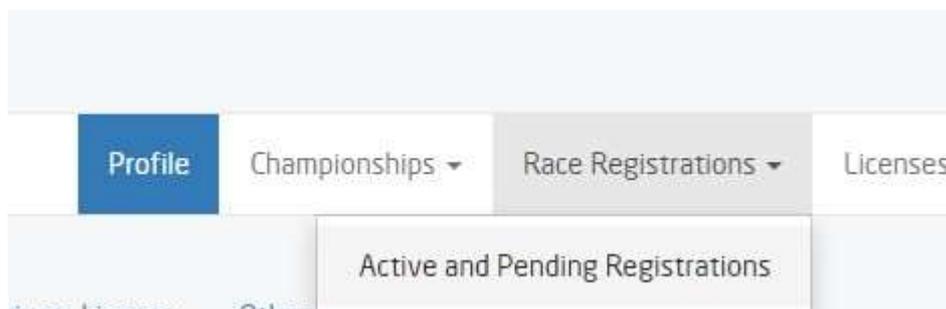
[Save](#) [Back](#) [Payment and Additional Information](#)

For support, please contact us through:  
E-mail: faleconnosco@fpak.pt



## 2.2.10 Ver/editar as inscrições efetuadas.

A pessoa que tiver efetuados as inscrições (Piloto ou Team Manager) pode ver o estado e editar as inscrições efetuadas. Para isso basta efetuar login no portal e clicar em Race Registrations -> Active and Pending Registrations.



Profile

Championships ▾

Race Registrations ▾

Licenses ▾

Technica

## 36ª Baja TT Sharish Reguengos / Mourão

2024

## Competitor

Lic. in process

Name Driver 1

races.inscricoes.nome\_a\_utilizar Driver 1

Tel. 00000001111

Address Address 1

Postal Code 1000

Locality Locality

Email bajasharishfiaeeuropeevent@gmail.com

races.inscricoes.cartaDeCondução 1111

Lic. 999999

Issued By FIA

Nationality Nationality

ID No. 2222222

races.inscricoes.dataDeNascimento 01/01/1990

VAT No. 12345678