

## Indianapolis Motor Speedway Media Credential website Instructions

After signing in with your username and password, the disclaimer page will appear. Read all the text that appears on the page, click on the box to acknowledge you have read and understand the terms and conditions and then click the continue button.

After accepting the terms and conditions, you are now in the Add/Renew/Modify Representative Credentials screen. In this screen, you will see two credential sections labeled "completed" and "incomplete". In the incomplete credential section is a listing of all individuals issued credentials to cover the 2010 Brickyard 400 for your organization. Please note there are only five names listed per page. If you had more than five individuals credentialed for the 2010 Brickyard 400, you will need to move through all of the pages to complete your credential renewals.

**If you want to renew all credentials for everyone who was credentialed last year and there are no additional requests or changes to be made to any of the individuals, you may use the "Approval All" button at the bottom of the screen.** As a safeguard, once you click this button you will be asked if you want to proceed with renewing all credentials from 2010 exactly as they appear. If so, click the "Renew All" button. If you click the "Cancel" button, you will return to the Add/Renew/Modify Representative Credentials screen without completing any credentials.

**To renew credentials individually:** Click the "Review" button next to the individual you wish to renew. This will take you to a screen that lists all credentials issued to that person last year. At this point, you can click on the button that says "Approve All Credentials for this Representative". As a safeguard, once you click this button you will be asked if you want to proceed with renewing the person's credentials from 2010 exactly as they appear. If so, click the "Approve All" button. You will then proceed to a screen that will now show the credentials as approved.

You can also click the "Renew" or "Do Not Renew" buttons for each type of credential the individual has listed. After clicking on the appropriate button, the status of that credential will change. Make sure to do this for each credential listed as there may be multiple pages for each individual.

Clicking on the tab "Request New Credential" will move to a screen to make a new or additional credential request for that individual. After making the request, you will be able to see the request in the "Credentials Requested" tab. Please review and either renew or do not renew all existing credentials for the individual before making additional requests.

Clicking on the "Representative Profile" tab will allow you to modify the information for that individual. If you are entering a date of birth, please use the MM/DD/YYYY format.

**To add a representative:** click the "Add Representative" button on the Add/Renew/Modify Representative Credentials screen. Fill in all requested information and click the "Add This Representative" button when done. Be sure to indicate in the enter credential request section the specific needs and credentials and designate if the individual is a photographer.

If the contact information or address for your company has changed, you may update the information at any time by clicking on the "Edit Profile" link that appears on the left side of the screen. Clicking on the "Main Page" button will always take you back to the Add/Renew/Modify Representative Credentials screen while clicking "Log Out" will always exit the system. You will be allowed to log into the system as many times as necessary until 5 p.m. on July 13, 2011 to complete the credentialing process or check the status of any pending requests.