

## 2011 BikeNZ Road & Track Licencing Procedures

### NEW REGISTRATIONS - DO NOT HOLD A CURRENT BIKENZ LICENCE

1. Go to [www.bikenz.org.nz](http://www.bikenz.org.nz)
  2. Click on the BikeNZ Road & Track Memberships and Licences button
  3. You are now on the home page of the Members Portal
  4. Click on the New Registrations button
  5. Select your Centre from the drop down menu (Canterbury Centre)
  6. Select your club from the drop down menu
  7. Click Next>>
  8. Select the licence type you wish to take out
  9. Click Next>>
  10. Acknowledge that you have read and agree to the Rider Declaration
  11. Click Next>>
  12. Complete all personal details - note red asterisk means a mandatory field
- If an error message appears correct as appropriate before proceeding  
If system reports it already has a member with this name and dob you already have a licence !! Go to the licence renewal section below
13. Click Next>>
  14. Complete credit card details
  15. Click Next>>
  16. Confirm application
- You will receive an email shortly as a receipt advising your application is awaiting approval

### REGISTRATION RENEWAL - ALREADY HOLD A CURRENT BIKENZ LICENCE

1. Go to [www.bikenz.org.nz](http://www.bikenz.org.nz)
  2. Click on the BikeNZ Road & Track Memberships and Licences button
  3. You are now on the home page of the Members Portal
  4. Click on Login
  5. Enter your Username and Password
- If you do not remember or do not know your username and password, click on Username and Password. Enter your email address and click Submit. Your username and password will be emailed to you straight away. Go back to step 4. and log in
6. Click on Registration Renewal
  7. Update the type of licence you require, or accept your current selection
  8. Click Next>>
  9. Acknowledge that you have read and agree to the Rider Declaration
  10. Click Next>>
  11. Review and Update personal details. Note that a red asterisk indicates a mandatory field
- If an error message appears correct as appropriate before proceeding
13. Click Next>>
  14. Complete credit card details
  15. Click Next>>
  16. Confirm application
- You will receive an email shortly as a receipt and a temporary licence

#### Note:

Use the Registration Renewal procedure to upgrade to a higher level of licencing

Use the Update My Details procedure to amend and update personal details

Keep your email address up to date - it is the primary method of keeping in touch with you