



GRBR PILOT ONLINE REGISTRATION INSTRUCTIONS

The Great Reno Balloon Race (GRBR) has now made registering for the event easier for you and for future years to come. With the new system, we will keep the data you submit in our database, and you can update your data as you **update your documents, up to 60 days before the event**. Please scan the required documents and upload them to the system as images (.jpg or .png files), except for actual documents and letters for experimental aircraft which can be uploaded as .pdf or .doc or .docx files.

You must upload and submit all required documents to ensure your progress to the next step of approval. You can update documents later, as needed. Before leaving any page, you will be required to **save your changes by selecting at the bottom of the page "UPDATE"**. The registration software will validate your documents. To "submit your application," you will be required to go to the Home Page and on the Main Menu the last selection is "Submit my documents". Click on that link. If your application is not complete, the system will tell you what information is missing. Proceed to complete your application, and once you successfully pass the validation, your documents will then be available to the GRBR staff.

FOR RETURNING USERS: If you registered for a previous year's event, your profile and data submitted last year are currently still active except for information that has expired or needs updated, such as insurance policy dates, total hours flown, and the like. Some dates may expire before the event date, e.g. BFR date and aircraft registration date. Dates that fall within these limits have been removed, and you will need to reenter the correct dates as part of your application. Please update any data, along with documents, that have changed. **The event staff will re-review all data and documents for this year's event before approving you to attend. Therefore, please ensure that all the information you submit is valid.**

To update your registration, locate the GRBR Login Box and login with your credentials assigned to you when you first registered. From there, update your application information as needed, as well as uploading images and documents.

If you cannot remember your username and/or password, please locate the GRBR Login Box, and click "Forgot Login?" You will then need to check either the "Lost Username" or "Lost Password" option and the system will email you a new password at the email address on file. If you have a new email address, send me an email and I'll change it for you.

INSTRUCTIONS FOR FIRST TIME USERS:

You will need to download the [New Pilot Application](#). Once filled out, return your application to katie@renoballoon.com. Once we approve your application, we will send you a username and a password.

Please follow all the steps below as they are all required to fully register for The Great Reno Balloon Race. Event Signup—log into your account using your username and password.

1. Event Documents for Registration.
 - a. Scan the following documents and have them available as .jpg or .png image files in a convenient location on your computer for easy uploading. During registration, you will



use the provided drop-down menu to upload your documents/pictures. Please have available.

- i. Pilot photo ID (Driver's License or Passport)
 - ii. Pilot Certificate (Both Sides)
 - iii. Pilot Bio (fun facts or stories about your ballooning experiences, reason why you started flying, etc.)
 - iv. Image of the logbook page showing a valid Flight Review
 - v. High Resolution Photo of your balloon
 - vi. Copy of the Aircraft Registration Certificate
 - vii. Copy of the Airworthiness Certificate
 - viii. Copy of the current annual inspection for the balloon
2. Event Registration.
 - a. You will see the Main Front Page. Select "Registration Profile" in the upper left corner. On the next page, click "Edit" and then click "Update your Profile. After filling out the requested information, click "Update" to save your work.
 - b. If you have questions on the data being submitted, hover your mouse over the text/upload field for a description of the information being asked.
 3. Click "Submit My Application" once you have entered and completed all data. This will let you know if you have completed all parts of registration. Once you complete all the data entries, click "Submit My Application." This action will send your registration to the GRBR staff for approval. Filling in all information will ensure a smooth approval process.
 4. Accepted Into Event.
 - a. GRBR staff will review your registration. The GRBR staff will send you an email to notify you once they have officially accepted your registration.
 - b. On the home page, you will find all GRBR documents that you will be required to read and understand.

Again, please note that you can update your registration profile at any time up to 60 days prior to the event.

To prevent losing any work done on the page, click "Update Your Profile" to set your profile into edit mode, then make any changes and then click "Update" to save your changes.

Thank you for registering for the event! Now that you have finished registering, you will come back to this same site to update any changes and documents for future GRBR events without having to input your data all over again.

If you have questions at all, please contact:

Katie Griggs, Flight Director at katie@renoballoon.com or 775-771-4175

Melissa Ung, Event Coordinator at melissa@renoballoon.com or 775-771-7739