

## **IGTC TEAM MESSAGING 2018**

All teams must sign up and use the SRO Team Messaging Application, in accordance with Article 31 of the 2018 Suzuka 10 Hours Sporting Regulations:

This application will be used for communication with the Administration, with Race Control, Radio Checks as well as communication with the Stewards.

### **1: INSTALLING**

You can find the application on the internet, on your phone, tablet or laptop browser, via : <https://sro.minsh.com/launch.html>

From this page you can download it on Android, Apple or your computer.

You can also find this application on the Apple App Store or on the equivalent in Android.

### **2: SIGNING UP**

Please go to the application and sign up, creating an account and identifying yourself with your **name, car numbers and team.**

You can choose an image to identify yourself with – photo or team logo, for example. **PLEASE MAKE SURE YOUR NAME MEANS YOUR TEAM IS EASILY IDENTIFIABLE**

You may have to go through a verification process. If there are any problems, please send me an email on [Jacquie@sro-motorsports.com](mailto:Jacquie@sro-motorsports.com).

### **3: USAGE**

The App has a number of functions:

#### **HOME (also referred to as SHOUT)**

Click on the house logo on the bottom left-hand side of the screen, then select **EVERYBODY** at the top of the screen.

These are messages which go to all users and are stored in a Facebook-like feed. We will use this to send messages to all teams during the event; you can respond or comment to the Shouts.

**THIS IS THE FUNCTION THAT TEAMS SHOULD USE TO COMMUNICATE DURING THE SESSIONS / RACE**

#### **PRIVATE MESSAGES**

You can send a private message to another user by clicking on the MEMBERS tab. You will see a list of all people on the system; there is a search field to allow you to find people.

This allows you to send a private message to someone. Only you and the recipient will see it

#### **SCHEDULE**

This contains reminders on the timetable and other events.

## MEMBERS

This shows all the members and whether they are on line or not. Click on a member to pull up their profile and message them.

## PHOTOS / IMAGES

Please note that you can send photos attached to messages, which could include incident reports, photos of problems etc.

## NOTIFICATIONS

If you are using the App directly on Android or iOS, if you enable Push notifications you will receive a notification on everything on the App. On the internet you need to **refresh** to get the latest info.

## CONTACTING RACE CONTROL DURING THE RACE

Please do not use the personal message system during the sessions or the race.

However, if you wish to send a document such as an incident report, or give specific information, then please use **RACE CONTROL** which will be monitored at all times.

## RADIO CHECKS

At the start of each day, Race Control will do a radio check on the Clerk of the Course Frequency. Please respond via the Shout so that we know everyone can receive the Clerk of the Course.

## TEAM MESSAGING ETIQUETTE

During the race, when you have a problem, please message using EVERYBODY. Then other teams will see and may be able to respond or confirm the issue.

Please note that we will not normally respond to requests for Blue Flags but we encourage teams to manage this between themselves.

## HELP / CONTACT

In case of any issues getting connected, please contact me on [Jacquie@sro-motorsports.com](mailto:Jacquie@sro-motorsports.com) or +41 79 206 4661

## FAQ

*Q : The person who was previously signed up for the Team Messaging App is no longer with the team. What should I do?*

*A : Please let me know on [Jacquie@sro-motorsports.com](mailto:Jacquie@sro-motorsports.com) and I will delete the previous user so that you can sign up again for the team.*

*Q: I signed up but my account hasn't been approved.*

*A : Please drop me an email on [Jacquie@sro-motorsports.com](mailto:Jacquie@sro-motorsports.com) and let me know the email address and user name you used. This usually happens when the name does not clearly reflect the team.*

*Q: I have information for race control but I don't want to shout it to everyone. What should I do ?*

A : You can use the personal message service to myself, the Clerk of the Course or Race Control. But please note that this may not get an immediate reply.

These things should always be sent via EVERYBODY:

- Requests for blue flags
- Information on problems with timing signal, radio reception etc.