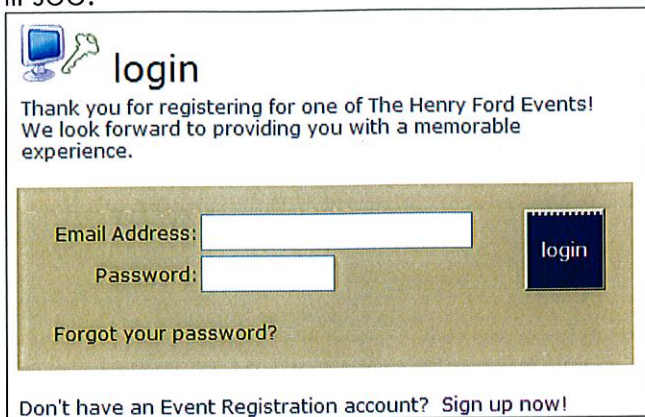


# OLD CAR FESTIVAL

## 2013 Registration Procedures

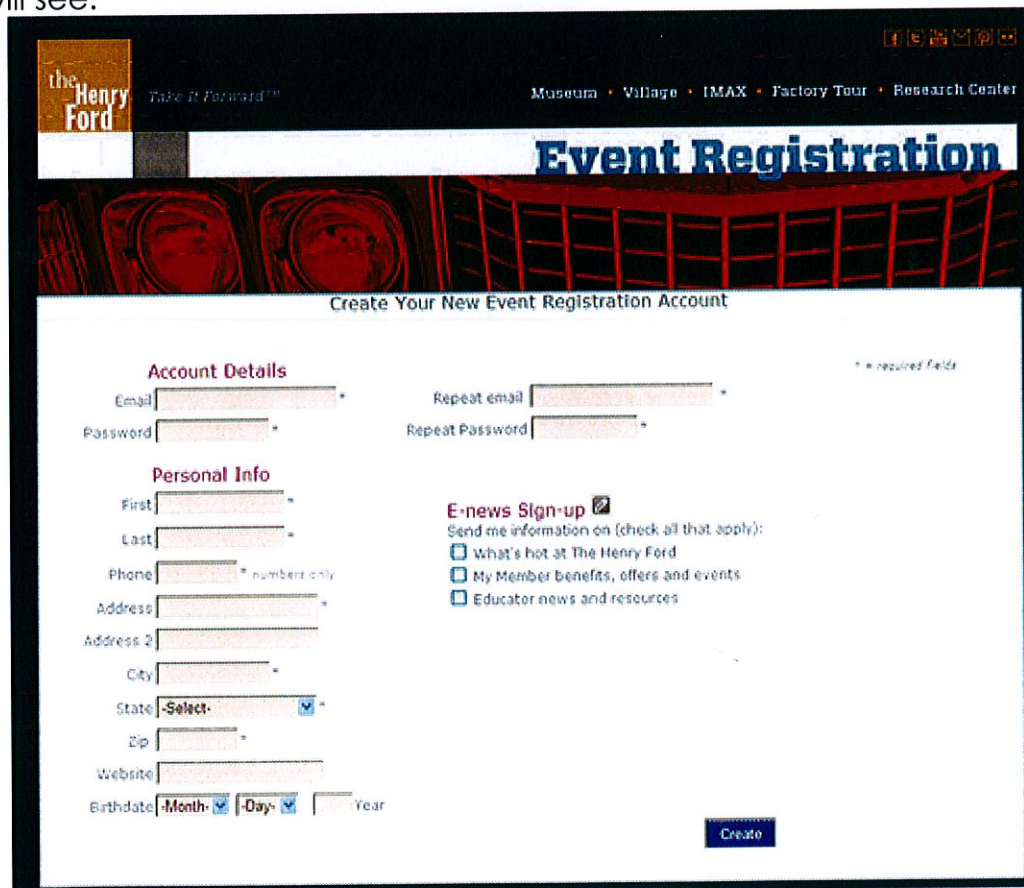
1. Go to <http://registration.thehenryford.org/login.aspx>
2. You will see:



The screenshot shows a login page with a computer icon and the word "login" in large text. Below this, a message reads: "Thank you for registering for one of The Henry Ford Events! We look forward to providing you with a memorable experience." There are two input fields: "Email Address:" and "Password:". To the right of the password field is a blue button labeled "login". Below the password field is a link that says "Forgot your password?". At the bottom of the form is a link that says "Don't have an Event Registration account? Sign up now!"

Click on **"Sign up now!"** at the bottom of the box.

3. You will see:

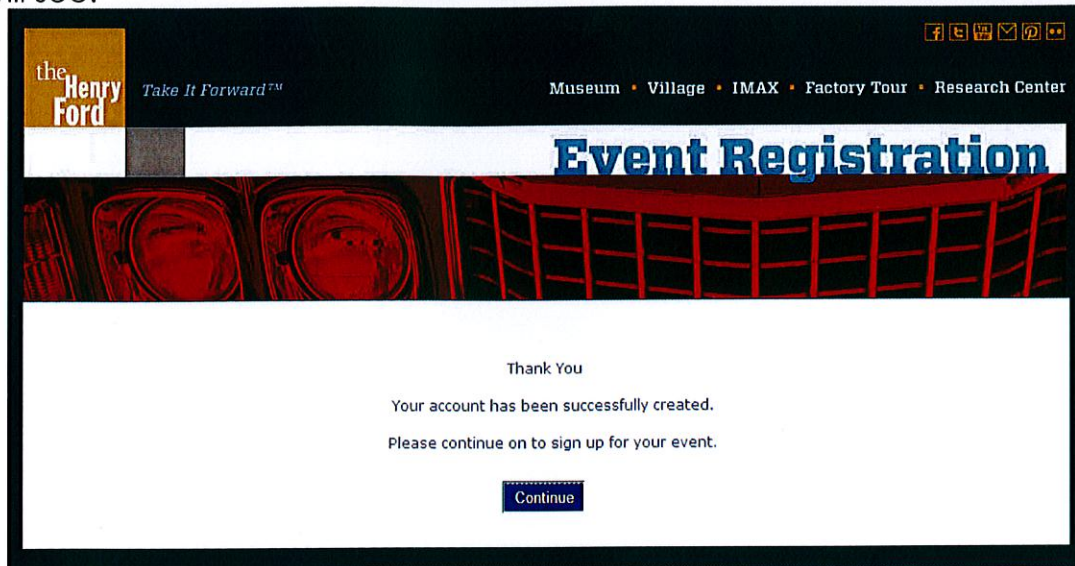


The screenshot shows the "Event Registration" page for The Henry Ford. The header includes the "the Henry Ford" logo, the tagline "Take It Forward™", and navigation links: "Museum • Village • IMAX • Factory Tour • Research Center". The main heading is "Event Registration". Below this is a section titled "Create Your New Event Registration Account". The form is divided into two main sections: "Account Details" and "Personal Info". The "Account Details" section includes fields for "Email" and "Repeat email" (both marked with an asterisk), "Password" and "Repeat Password" (both marked with an asterisk). The "Personal Info" section includes fields for "First" and "Last" (both marked with an asterisk), "Phone" (marked with an asterisk and "numbers only"), "Address", "Address 2", "City" (marked with an asterisk), "State" (a dropdown menu with "Select" and a checkmark), "Zip" (marked with an asterisk), "Website", and "Birthdate" (with dropdowns for "Month", "Day", and "Year"). To the right of the "Personal Info" section is an "E-news Sign-up" section with a checkbox and the text "Send me information on (check all that apply):". Below this are three checkboxes: "What's hot at The Henry Ford", "My Member benefits, offers and events", and "Educator news and resources". At the bottom right of the form is a blue button labeled "Create".

Enter all required information. Your Account Details (email address and password) will be used in subsequent logins. Your Personal Information will be stored in our database.

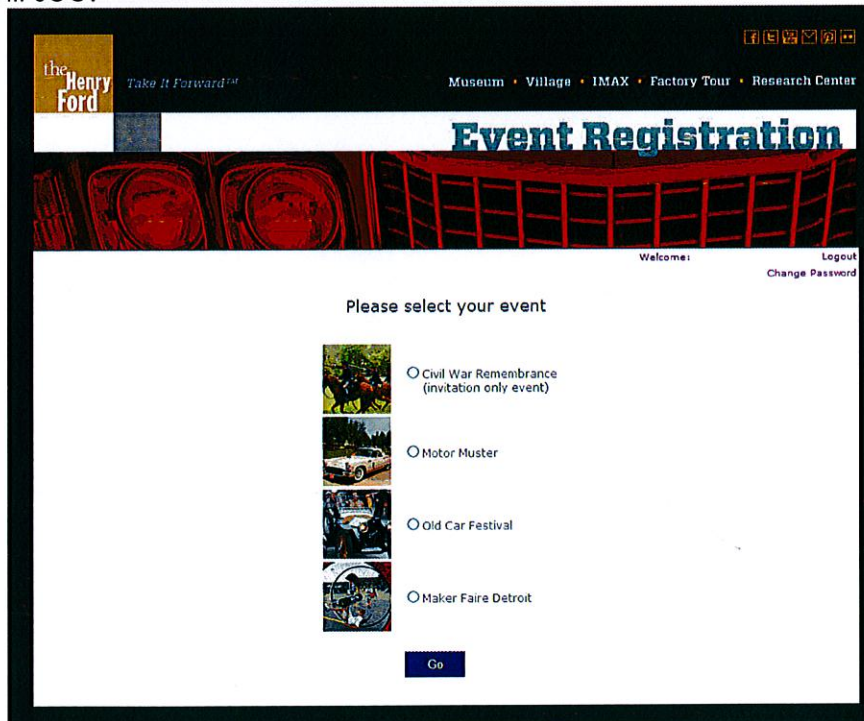
Click **"Create."**

4. You will see:



Now you have an account that you can access, using your email address and password you created. This is the account that you will use in subsequent years to register for events at The Henry Ford.  
Click **"Continue."**

5. You will see:



Click on "Old Car Festival" and then **"Go."**



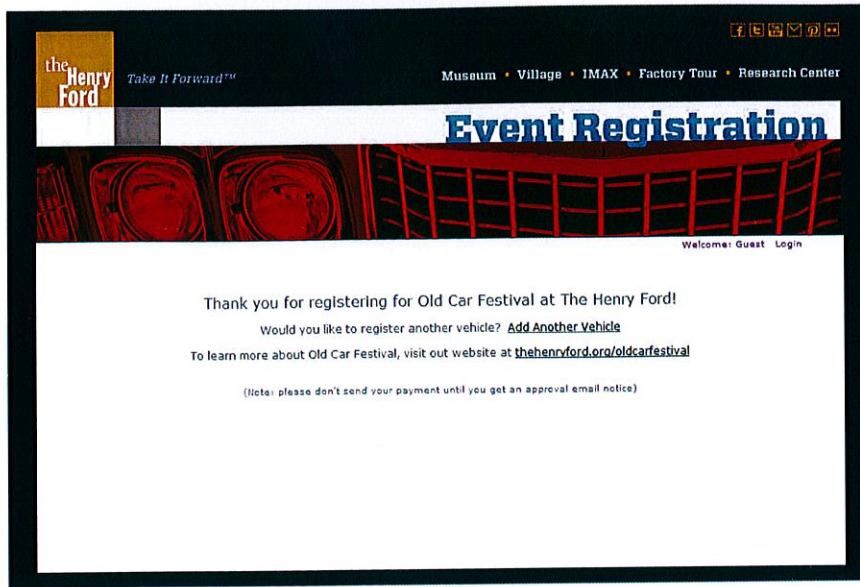
6. You will see:

The screenshot shows a web browser window with the title "Old Car Festival Registration". At the top right, there are links for "Welcome:" and "Logout". The form is titled "Old Car Festival Registration" and is divided into several sections. The "Vehicle Information\*" section includes fields for "Vehicle Type" (a dropdown menu), "Vehicle Make" (a text box), "Body Style" (a text box), "Vehicle Year" (a text box), "Vehicle Model" (a text box), and "No. of cylinders" (a text box with a note "(enter 0 if not applicable)"). Below this is a section for "Enter My Vehicle in Class Judging:" with three radio button options: "Yes", "No", and "Is this vehicle restored?". This is followed by another "Yes/No" question: "Is this vehicle modified from factory original condition in any way, including wheels and tires?". Then another "Yes/No" question: "Has this vehicle been registered before?". Below these are text boxes for "Insurance Company", "Driver License Nbr", and "Policy Nbr". The "Image File Upload" section includes a paragraph of instructions: "New Registrants must upload 3 current, color, ¾ angle photographs of the vehicle. These photos should show the front, rear and side of the vehicle, including wheels. Image upload for returning registrants is optional. (Browse to select your files, then click 'Upload Files')". There is a "Browse..." button and an "Upload Files" button. Below this is a section for "Old Car Festival Criteria Rules and Participant Waiver Form" with links for "Read Criteria Rules" and "Read Speedster Criteria Rules here!". There is a checkbox for "I have read and accept the terms and conditions outlined in the participant waiver form." and a "Submit" button. At the bottom, a red note states: "Note: You can add additional vehicles after you submit the current vehicle".

Enter all required information, then hit **"Submit."**

- If your vehicle has not been restored, you will need to give subsequent information regarding your vehicle.
- If your vehicle has been modified, you will need to give subsequent information about any modifications you have made.
- If your vehicle **HAS** been registered before at Old Car Festival, you will **NOT** need to submit photos, as we have those on file.
- If your vehicle **HAS NOT** been registered before at Old Car Festival, you **MUST** submit THREE photos:
  - A ¾ angle picture of the front and side
  - A ¾ angle picture of the back and side
  - A full side profile picture
- If your vehicle is a Speedster, you will need to read the "Speedster Criteria" and upload the following photos:
  - Front and rear ¾ view photos of car as it will appear at Old Car Festival.
  - Left and right views of engine and compartment.
  - If you have an outside exhaust, one period photo of your chosen era showing a similar exhaust routing or design.
  - One period photo of your chosen era showing a similar body design.
  - One period photo of your chosen era showing a similar paint pattern.
- To upload files, click on **"Browse"** and find the file on your computer. Once you have found the file, click on it, and click **"Upload File(s)."**

7. You will see:



If you wish to register additional vehicles for Old Car Festival, click on “**Add Another Vehicle**” and it will take you through the process again.

**You are now registered in our system. Your admittance to the 2013 Old Car Festival will be pending until you are accepted by a member of The Henry Ford. Once you are accepted, you will receive payment information.**

**If you are registering a vehicle for the first time, your vehicle must be approved by one of our staff of curators.**

**You will receive further pertinent information from a member of The Henry Ford Creative Programs team.**