

# West Australian Street Machine Association Application

User Guide v8.0



## Table of Contents

Introduction.....	1	Completed C4C list .....	10
Usage .....	1	My club events.....	10
C4C .....	1	My Club Code of Conduct .....	10
404.....	1	Club Administration .....	11
Purpose .....	1	Information .....	11
Getting started.....	2	Help Centre .....	11
Installation.....	2	Application – PC version .....	12
Self-Registration .....	2	Administration - App.....	12
Log out.....	4	Add Event.....	12
Password reset .....	4	Event List .....	13
Updates .....	4	Add New Member.....	13
Information .....	4	Active Members.....	13
Application.....	4	New Members .....	14
All Events.....	4	Reports.....	15
My Club Events.....	5	Administration – Web .....	17
Pending Use .....	6	Logging on .....	17
Existing notifications .....	6	Members .....	17
New Private Use .....	7	Members.....	17
Featured Events.....	7	New Members.....	19
Lower Banner .....	7	Events .....	20
My profile .....	7	Edit Events.....	20
Edit my info.....	8	Add Event .....	20
Cancel my Account.....	8	Concession for Classics .....	21
My Documents .....	9	Incoming Messages.....	22
New C4C Application.....	9	C4C applications.....	22
My vehicles.....	9		



## Introduction

The West Australian Street Machine Association (WASMA) was formed to bring a unified voice to the owners of modified cars in Western Australia, working with Government and its various departments to better the modified vehicle experience for all West Australians.

Concessions for Classics (C4C) was introduced by the West Australian government to provide a discount registration scheme for modified classic vehicles. The app also allows for the current 404 scheme.

To track the usage days a club must decide whether to use manual log books or an electronic alternative. All members within a club need to be on the same system. This app provides an electronic log booking system for WASMA affiliated clubs.

The Application will:

- Enable members to record their allowable usage days (Electronic log booking)
- Enable clubs to provide audit information required by Department of Transport (DOT)
- Tracks usage for both C4C and 404 discount registration schemes

It also allows other features to clubs and their members including:

- Member and club registration options
- Member approval by club
- Additional club administrator functions such as club event creation and new member approvals
- Multiple vehicle tracking
- Global Event listings
- Club event listings
- Personal event tracking
- Links to Google maps for event navigation.

## Usage

For clubs opting to use the C4C app as their preferred log booking method all club members who are on C4C must use the app.

### C4C

Full details of the C4C scheme are available on the DOT website here:

<https://www.transport.wa.gov.au/licensing/concessions.asp>

### 404

The app can also be used by Club 404 concession holders as a method to lodge impromptu runs.

Full details of the C4C scheme are available on the DOT website here:

<https://www.transport.wa.gov.au/licensing/concessions.asp>

Club members not on either concession scheme can still use the app as a method to track what events are being planned by either the club they are a member of or the wider auto enthusiast community.

## Purpose

This document is designed to provide instructions on the usage of the app for both club administrators and their members. Although every effort is made to ensure it is accurate it is possible that screens or information may change without notice. WASMA is not responsible for issues that may arise from the usage of this app.

The screens displayed within this guide are from an Android phone and may differ slightly when viewed via a computer, tablet, iPhone or iPad.

To access the app via your computer use this link <https://wasma.org.au/c4c-app.html#c4c-log-app>.

This document remains the property of WASMA and shall not be altered or modified in any way without permission of WASMA.



## Getting started

### Installation

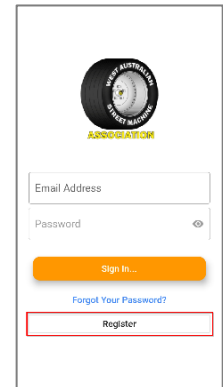
The app is available for both Android and iPhone. Search “WA Street Machines” in either the Android Play Store or the iPhone App store. Once loaded a member can self-register or the club administrator can create an account.

### Self-Registration

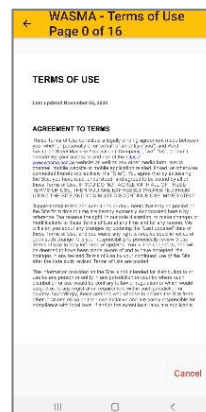
Members can self-register on the app and then be approved by a club administrator.

When the app is opened the login screen is displayed.

- Tap Register.

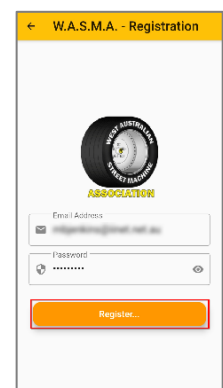


- Scroll/slide through the **Terms of Use** and on the last page tap **I Agree**.

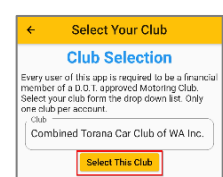


- Enter your email and a password and tap **Register...**

A verification email will be sent to the entered email address.



- Select your club from the list and tap **Select This Club**.





- Tap **CONTINUE**.



- Enter all your details. Make sure all fields are entered. Tap **Next**.

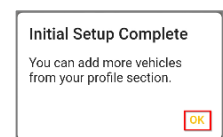


- Enter your vehicle details. Make sure all fields are entered. Tap **Add Your First Vehicle...**.

Other vehicles can be added once registration and approval are complete.



- Tap **OK**.




Self registration is complete. The club administrator can now approve the membership. The message “Your account has not been approved yet” will remain on display and all the tiles will be red, until the club Administrator approves the account.





## Log out

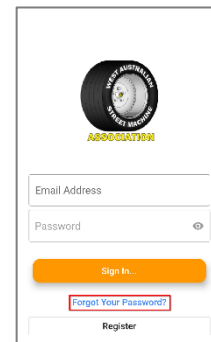
In most cases simply closing the app will leave it logged in and save having to re-log in when the app is launched. To log off completely tap .

## Password reset

From the logon screen:

- Enter email address.
- Tap [Forgot Your Password?](#)

An email will be send to the entered email address. Follow instructions on the email to reset the password.



## Updates

New versions of the app (when available) can be downloaded from either the Android Play Store or the iPhone App store. Access the appropriate store and if an update is available the green install button will be replaced by a green update button.

## Information

To display the version of the app currently installed:

From any screen:

- Tap 



## Application

C4C has 2 usage components. 60 days for club events and 30 days for personal usage.

Club events can be further divided into All Events and My Club Events.

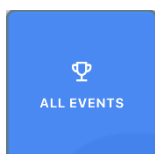
All Events are events that all clubs are welcome to attend (such as Coffee and Cars or Northern Steel). My club events are only for members of that club to attend (such as club only cruises or club meetings). Both these events types will contribute to the 60 allowable club days.

All Events can also be flagged as a featured event. These will display in the featured events tile.

For All Events to be classified as a club event each club must specify in its minutes that these types of events are classified as club events for their club.

The application can also be used to record 404 usage and impromptu run notifications

## All Events



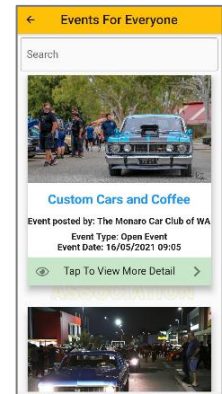
Tap to access All Events

All events display's a complete listing of club events for all clubs. Members can also see more information about the event and also indicate that they are going to an event. This will add the event to the members Pending Use list.



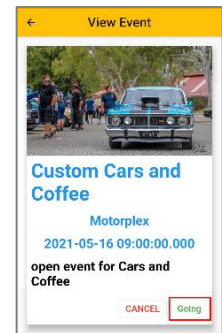
Scroll to see all scheduled events.

- Tap on the event for further information or to attend.



To return to the events list tap **CANCEL**.

- To attend the event tap **Going**.

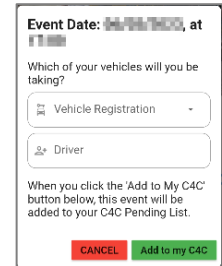


- Select which vehicle is being taken.
- Enter Drivers name

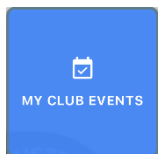
To return to events list tap **CANCEL**.

- Tap **Add to my C4C** to attend the event.

The event will now display in the members Pending Use listing and no more action needs to be taken to log the event as attended.



## My Club Events



Tap to access My Club Events.

My Club Events displays a listing of club member only events. Members can also see more information about the event and also indicate that they are going to an event. This will add the event to the members Pending Use list.

These events will count against a member's 60 days of club usage.

Scroll to see all scheduled events.

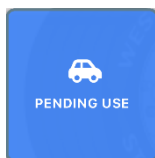
- Tap on the event for further information or to attend.

Events are added to the Pending Use list in the same way as All Events.





## Pending Use



Tap to access Pending Use events. A list of scheduled notifications is displayed.

This tile will display the events that members have selected to attend and also allows the addition of a personal run such as a private (c4c) or impromptu (404) run.

### Existing notifications

No further action is required to attend these events. When the date has past a log will be created and the total number of events attended will be updated.

These totals are displayed against the vehicle in the My Profile section.

Tap on **Create Private/Impromptu Use** to create a personal run.

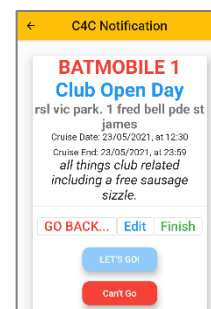
Tap on an event for more options.

**Important Note:** If an event is rescheduled then the existing Personal Use event will not be updated. The notification will need to be deleted by selecting **Can't Go**. The event will then need to be added again as per normal.



Options:

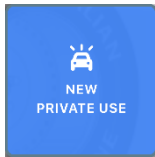
<b>GO BACK...</b>	Return to the Main screen.
<b>Edit</b>	Allows editing of the Personal run.
<b>Finish</b>	Marks the event as attended and finished. This will add to your usage days. If this button or <b>Can't Go</b> are not selected prior to the end of the calendar day then the event will be marked as attended.
<b>LET'S GO!</b>	Opens Google maps to the location of the event.
<b>Can't Go</b>	Removes the notification from your list so no attendance record is made. This must be done before either end of day or <b>Finish</b> is selected.







## New Private Use



Tap to create a personal run such as a private (c4c) or impromptu (404) run. These events will count against a member's 30 days of personal usage for C4C.

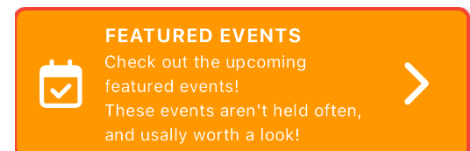
- Enter the personal event details. All fields are required including comments.

To return to the Upcoming Cruises tile tap **CANCEL**. This will not create a notification.

- Tap **Save Private Use Log Entry** to create a private use run. This entry can now be edited and cancelled like any other notification.

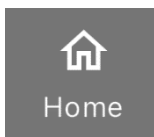
## Featured Events

Featured events are a subset of All Events. They are intended to be events that are popular or large. When an event is created it can be flagged as a featured event. Tapping on the Featured Events tile will display a list of events. Browsing or attending events can be done in exactly the same way as All Events.



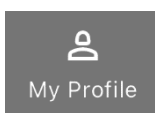
## Lower Banner

The lower banner will remain on screen whilst navigating the application. This allows access to the following items from any location within the app.



Tap to return to the home page at any time.

## My profile



Tap to access My Profile.

Note: **Club Administration** will also be displayed if the member is a club administrator.



My Profile displays the users personal and vehicle information and allows members to:


- Edit their personal details such as name and address
- Cancel their account
- View any documents held in the app relevant to them
- Complete a new C4C application
- Add vehicles to their account
- View any completed events
- View any upcoming My club events
- View the clubs code of conduct
- Access administrator functions (only for club administrators).



### Edit my info

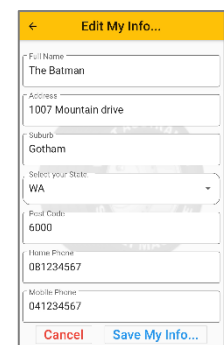
Edit personal information as required.

From the My Profile screen:

- Tap  .
- Edit fields as required.


Tap  to return to the My Profile screen with no changes made.

- Tap  to save the changes.

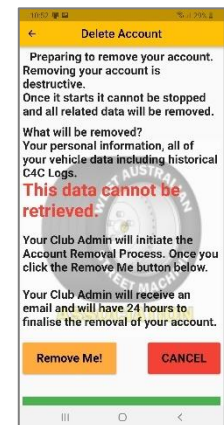


### Cancel my Account

Delete the account.

Tap  to delete the account.

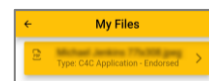
Tap  to return to the My Profile screen with no changes made.





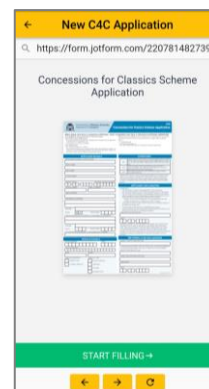
## My Documents

Lists all documents that are stored in the app relevant to the member. These are added by the administrator. Tap on any document listed to view.



## New C4C Application



Opens a Concessions For Classics Scheme application form. Complete and submit when adding another vehicle. Completed form will be sent automatically to the club administrator for processing.




## My vehicles

Add vehicles or modify existing vehicles. Also keep track of club and personal days used.

From the My Profile screen:

- Tap  My Vehicles .

Tap  to add another vehicle.



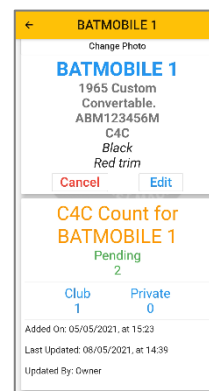
- Tap on a vehicle tile.

Information on the vehicle is displayed including number of pending C4C notifications and how many club and private runs have been completed.

Tap **CANCEL** or phone back button to exit.

Tap **Edit** to edit vehicle details.

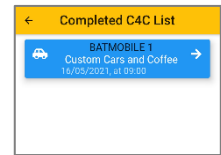
Tap **Change Photo** to alter the vehicle photo. Note: picture will not refresh till the screen is exited and then reloaded.





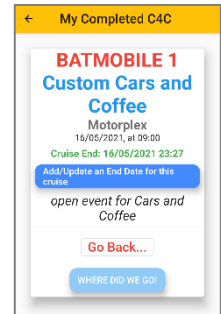
### Completed C4C list

Displays a listing of all completed runs.  
Tap on an event for more information.



Displays event information.

Tap **Add/Update an End Date for this cruise** to edit end time for this event. Note: it is not normally necessary to alter the end date or time for an event notification.



Tap **GO BACK...** to return to the Completed C4C list.

Tap **WHERE DID WE GO!** to open Google Maps for the event location.

### My club events

Tap **My Club Events**.

Navigates to the My Club events page. Refer My Club Events on page 5 for details.

### My Club Code of Conduct

Tap **My Club Code Of Conduct**.

Displays the Code of Conduct for the club.

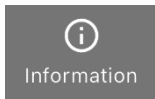




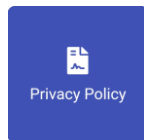
## Club Administration

Will only display if the user is a club administrator.

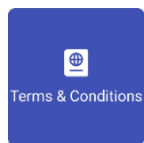
## Information



This opens the WASMA –Files page that displays the following options.



WASMA privacy policy.



WASMA –Terms of Use.



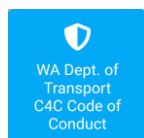
Provides an email address to request a copy of the WASMA constitution.



WASMA General Data Protection Regulation



WASMA code of conduct.



View the Concessions for Classics Code of Conduct document produced by the Department of Transport.



This User Guide.

## Help Centre



This opens the Help Desk. Technical issues can be logged directly using this link. Please confirm issues with your Club Administrator before lodging an issue.



## Application – PC version

The app is also available for use from your PC. The app operates exactly the same as the version provided for Android and Apple smart phones.

Application PC version link:

<https://wasma.org.au/c4c-app.html#c4c-log-app>

Please note that some screens may display differently on a PC than they do in this manual or on a smartphone.


## Administration - App

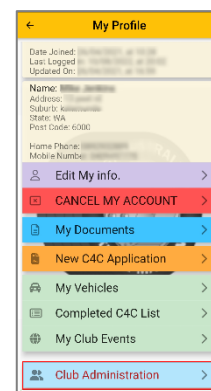
Club administrators have all the functionality of a normal user but can also:

- Add an Event – either club member only or open
- Create a new member
- Approve a new member
- Edit a members profile or car details
- Create Reports.

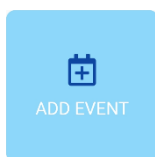
Some of the administration functions can also be completed via a web browser. This may be easier for tasks such as creating an event. Instructions for the web browser version of the app can be found on page

If a person is a club administrator then they will have an extra option displayed on their My Profile screen.


- Tap  **Club Administration** > to enter the administrator functions.

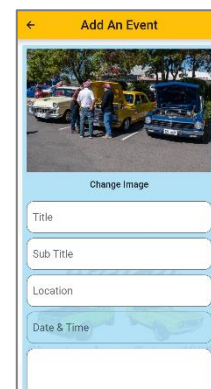


## Add Event



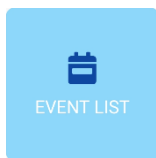
Add either a club member only or an open event. Note that featured events can only be flagged from the Web version of Admin.

- Tap the Add Event tile.
- Complete the event details and tap .



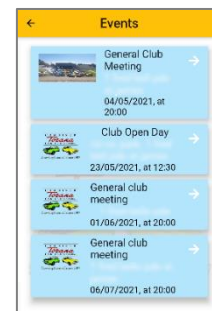


## Event List

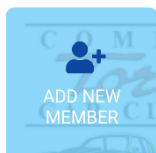


Displays all events created by the club.

- Tap the Event List tile.
- Tap on the event for full information or to edit the event.



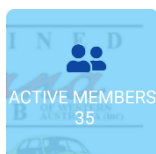
## Add New Member



Create a new member. Self-registration is the preferred option but this allows a club administrator to create a user if required.

- Tap the Add New Members tile.
  - Complete member information.
- Tap **Close** to exit without saving.
- Tap **Add User** to add the user.

## Active Members



Lists all approved/active club members. Administrators can:

- View a members details
- View contact/edit information
- View vehicle information
- Edit a user's activity on the app including approvals and restrictions.

Tile also lists the number of Active Members.

- Tap the Active Members tile.
- Tap to select a member.



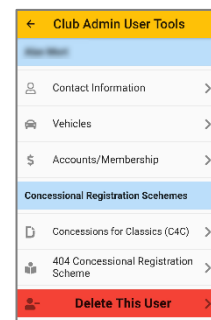


Tap **Contact information** to:

View user details and to edit user information such as:

- Name
- Address
- Phone number.

Authorising a new member or restricting a member's access can also be performed from here.



Tap **Vehicles** to

View a list of members vehicles and edit information such as:

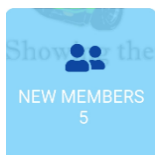
- Vehicle classification
- Number plate
- Colour.

Note – Admin Approved and Department of Transport approved is not being used at this point.

**Accounts/Membership, Concession for Classics (C4C) and 404 Concessional Registration scheme** are all features that are not currently being used.

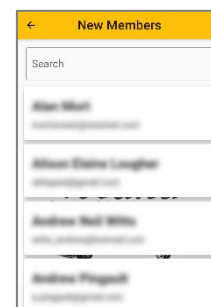
Tap  to remove user from the database.

## New Members

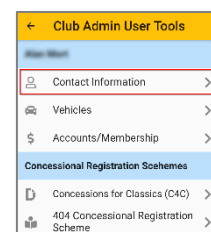


New members awaiting approval. The number of members awaiting approval is displayed.

- Tap the New Members tile.
- Tap to select a member.



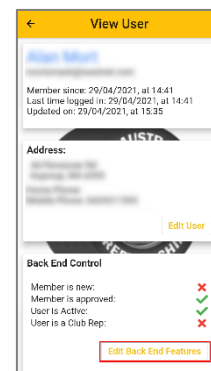
- Tap **Contact Information**.







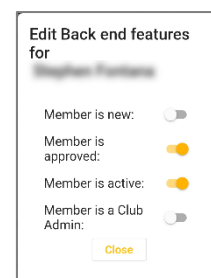
- Tap Edit Back End Features.



Note – this screen can also be accessed for existing users to change the slider controls.

Use slider controls to alter the following:

- Member is new** Removes the “Your account needs to be approved” message from the member and allows normal access.
- Member is approved** Use this to indicate a member has been approved by the club administrator
- Member is active** Slide this control to indicate member is active and can use the app. This could be used if a member is not currently financial and access needs to be limited.
- Member is a Club Admin** Use this control to make a member a club administrator



- Tap Close when editing complete.

## Reports

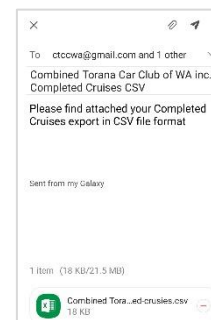


Available reports.

- Tap the Reports tile
- Select the desired report



Once the desired report is selected it will take a few seconds to compile. Then an email with the report in CSV format will be created. The email address will be that of the administrator but can be altered.





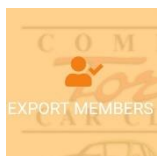
## Available Reports



Lists all events created by the club.



Provides a list of all cruises undertaken by members. Listed by vehicle registration.



Lists all members including details such as email address, street address and phone number.



Lists all vehicles including registration, vin and owner.

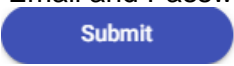


## Administration – Web

The web version of the app allows for some features of the app to be completed via a web page. Thus meaning that a computer rather than a tablet or smartphone can be used. The following tasks can be performed via the web version.

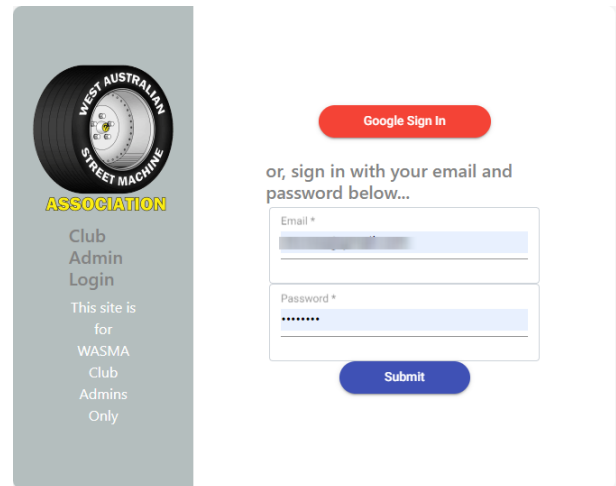
- View/edit members
- New members including editing back end features to activate a member
- Create or edit events
- Reporting

### Logging on

- Open a Browser and enter the URL <https://wasma.org.au/club-admin/>
- Enter Email and Password.
- Click  .

Alternatively use Google Sign In.

A custom start page is displayed including your clubs provided logo.



### Members

- Click on  in the Members Card.



#### MEMBERS

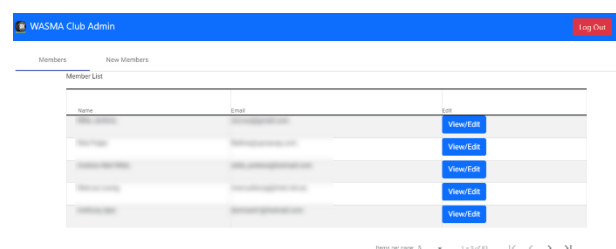
Manage your members, view and update their  
Check member vehicles are setup for C4C.  
List individual C4C use.



### Members

Search for a member by entering their name or page between members using the arrows and alter number of items per page as required.

- Click  against desired member.





## Member

Members General, Contact info and Back End Features are displayed.

The screenshot shows a member profile page with three main sections: 'General Info', 'Contact Info', and 'Back End Features'. The 'Back End Features' section contains a table with the following data:

Member Information	Info
Terms and Conditions accepted: <b>X</b>	
New Member:	<b>X</b>
Approved:	<b>X</b>
Active:	<b>X</b>
Enabled:	<b>X</b>
Club Rep:	<b>X</b>

At the bottom of the 'Back End Features' section, there are three buttons: 'Edit Member Back End Features' (blue), 'Edit Member' (green), and 'CANCEL' (yellow).

- Click **Edit Member Back End Features** to change the Back end Features.

### New Member

Removes the “Your account needs to be approved” message from the member and allows normal access.

### Member is approved

Use this to indicate a member has been approved by the club administrator

### Active

This control indicates if a member is active and can use the app. This could be used if a member is not currently financial and access needs to be limited.

### Enabled

Access to the app is enabled

### Member is a Club Admin

Use this control to make a member a club administrator

- Click **Edit Member** to alter General and Contact information.

The 'Edit Member' form contains the following fields:

- @ (Email address)
- Full Name
- Address
- Suburb
- State
- Post Code
- Home Phone
- Mobile Phone

At the bottom of the form, there are two buttons: 'Save Changes' (blue) and 'Cancel' (red).

- Click **CANCEL** to return to main menu.



## Vehicles

- Click the Vehicles Tab to view all vehicles registered in the app.
- Click **View**.
- Click **Edit Vehicle** to change any vehicle details.
- Click the Pending C4C tab to view any pending C4C entries.
- Click the Archived C4C tab to list all usage. This information can also be exported to excel.

## Files

- Click the Files Tab to view any recorded files.
- Click **Add File** to upload file.
- Click **View** to view any existing files.

## Notes

- Click the Notes Tab to view any recorded notes.
- Click **New Note** to create a new note.
- Click **View** to view any existing notes.

## New Members

This page operates in exactly the same way as the Members List except these members have the New Member flag in place. Any time a New Member is added to this list an email is sent to the club administrator. To remove a new member from this list and add them to the normal members list, Edit their Back End Features. Refer the Members section above for instructions



## Events

- Click on **LET'S GO** in the Events Card.



**EVENTS**






Your Event Management system!  
 Add, Edit and Delete Events.  
 Generate Event reports (coming Soon).

**LET'S GO**

## Edit Events

Page between events using the arrows and alter number of items per page as required.

- Click **View/Edit** against desired event.

Add Event	Graphic	Title	Event Date	Actions
		Albany coffee and cars	03/07/2022	<a href="#">View/Edit</a>
		WASMA monthly meeting	16/06/2022	<a href="#">View/Edit</a>
		Club Meeting	07/06/2022	<a href="#">View/Edit</a>
		Albany Classic	05/06/2022	<a href="#">View/Edit</a>
		Albany coffee and cars	05/06/2022	<a href="#">View/Edit</a>

View, Edit or Delete the event as required. Cancel closes the window.

## Add Event

- Click **Add Event**.

Complete all required fields then click **Add Event**.

You can add an image after the event has been created

\*Image Address:

\* Only needed if you know the image address from the web. Leave this blank to use the default image.

Title:

Sub Title:

Location:

Event Description:

Event Date:

Recurring Event:

Event Type:

Featured Event:

**Cancel**



To alter the event image:

- Locate the event and click **View/Edit**.
- Click **Change Image**.
- Update the image from either a saved image on your pc or copy the image from the web.

### Event Image Selection

Image Upload  
 Copy from Web

**Cancel**

### Concession for Classics

- Click on **LET'S GO** in the Events Card.



### CONCESSIONS FOR CLASSICS

Check your members C4C use.

Generate a C4C report for your records.

**LET'S GO**

This page displays a listing of all usage for your club against C4C. This can be exported to Excel.

- Click **Export to Excel** to export data.

App	Event	Type	Location	Date	Club Type
			Road Hood	05/06/2022	Private
			Albany	05/09/2022	Club Run
			Perth	05/06/2022	Private
			Perth	05/09/2022	Private
			Sanderson to Loomville	04/06/2022	Club Run
			Perth	04/06/2022	Private
			Wagga	03/06/2022	Private
			The Last Drive in Beelar	28/05/2022	Club Run
			75th Ocean Rd Rockingham	28/05/2022	Club Run
			Cruises from North, East and South start points. Ending at Serban Club, Madingley	22/05/2022	Club Run



## Incoming Messages

- Click on **LET'S GO** in the Incoming Messages Card.



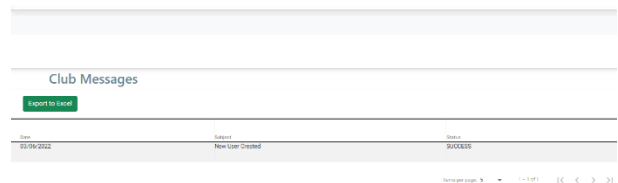
### INCOMING MESSAGES

Get notifications about new members, added events and more.

**LET'S GO**

Lists all messages.

- Click **Export to Excel** to export data.



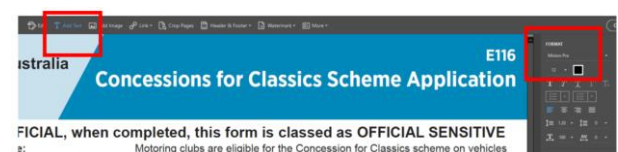
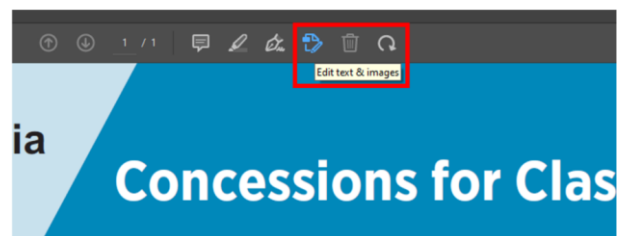
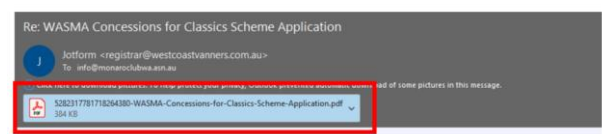
## C4C applications

Once an administrator receives a C4C application from a member it needs to be signed and returned to the member to be sent to the Department of Transport.

If you do not have a purchased version of Adobe PDF then you will need to print, sign and scan the form back to the member.

If you do have a purchased version of Adobe Acrobat then you can use the automated signature option to sign the form.

- Open the PDF attachment on the email.
- Once In Adobe select edit text & images.
- Click on the add text option and then increase the size of the text to 12.







- Click in the name and enter the name of the certifying officer.
- Click in the title box to add in any other relevant title.
- Click on to the date box and enter the date using the space bar to spread out the number.
- Click on to the pen icon to add your previously entered signature as an image.

Drag signature down to the Signature box.

The form is now complete so save as ... as required to the location you are storing your clubs electronic forms. This form could also be added to the Files section of the app. Refer Files on page 19.