



Question and Answer Session

July-December 2016 Events – Due April 1, 2016

ADS Organizers – Omnibus Submission Process

Link to Omnibus Portal Found Here: http://www.americandrivingsociety.org/or_omnibus.asp

Q. How does the Technical Delegate (TD) approve the show?

A. In the Omnibus form, there are drop down menus for officials – including TD. Since TD's are expected to review each event where they officiate, a copy of each Omnibus must be sent to them for approval. Once you select your TD from the drop down menu and submit your Omnibus, your TD will automatically get an email and an invitation to review the submission. They will submit their approval using the portal.

Q. Once an Omnibus is approved, can an organizer log in and make changes?

A. Yes – there are certain aspects of the form that may be changed such as schedule of events, directions, misc details, food on grounds etc. These changes will be in “real time”. Details that pertain to ADS rules such as classes, divisions offered, secretary information, date, venue etc...will need approval before changes will become live.

Q. What is the best internet browser for the Omnibus?

A. The Omnibus portal will work in all web browsers, however Google Chrome, Safari (Mac) and Firefox are recommended. Internet Explorer is not recommended. If you do not have the recommended browsers, Google Chrome and Firefox are available as free downloads.

Q. Can I use my iPad, tablet or smart phone to complete the Omnibus?

A. Using mobile devices is not recommended for completing these forms. While our testing hasn't shown any problems, it's best to use a desktop or laptop computer to complete the form.

Q. I have already submitted a date application; do I need to fill it out again in the Omnibus Portal?

A. Yes. The date application takes only a few minutes to fill out. Going forward, date applications and Omnibus submissions will be submitted in the portal. Applications submitted prior to the Omnibus portal for July-December 2016 events will not be in the portal. When you get to the payment portion of the form, simply select “check” and type “previously submitted payment” in the text box.

TIP: Keep a word document handy to type, edit and save your Omnibus data – especially long lists or blocks of text. When you are ready, simply go to the “Edit” menu, select “Copy” and then go to the desired field in your form and select “Paste”. We have confidence in the form, but internet service varies from location to location – protect your data and your time!



Q. I don't have time to complete the entire form at once. What should I do?

A. When you use the back and forward tabs on the bottom of the page, your information is autosaved. You must proceed to the next page for your current page to be saved. If you do not want to do it all at one, simply proceed to the next page and logout. The next time you login, you will see your event at the bottom of the screen. Click "Complete this Omnibus" to finish your entry.

Q. Does the form autosave?

A. Yes, the form saves your data as you navigate from page to page. If you need to finish your form later, simply click to the next page at the bottom and logout. If you do not proceed to a new page, your data for that page will not be saved. Please make sure to use Google Chrome, Firefox or Safari to complete the form. Do not use Internet explorer. It's also a good idea to develop large blocks of text in a saved word document and copy and paste them into the form just to be safe.

Q. What if my TD has not been confirmed by the submission due date?

A. Many organizers will confirm their TD a year in advance. You may use the same TD for no more than three. The ADS office wants to make the submission process as seamless as possible for organizers, having a confirmed TD makes everything move along more smoothly with less opportunity for error. Increased communication between organizers and TD's leads to better events!

Q. Why are the submission deadlines so far ahead of events?

A. Jan-June events must be submitted by October 1 of the previous year and July-December events must be submitted by April 1 of the current year. At this time, information is available in three formats – print (purchase only), ebook and online. With over 90 ADS-recognized events during the year, the show data takes significant time to process. Further, ADS members plan their competition year well in advance and appreciate having complete information at their fingertips.

Q. Will you still accept submission in word doc attachment form?

A. The ADS office will do our best to work with Organizers to answer questions about the submission process. The online submission process is intended to save time for both staff and organizers – and we recognize that there is a bit of a learning curve. At this time, we are asking that all Organizers submit their Omnibus info online using the new Omnibus Portal.