



STEP-BY-STEP ONLINE REGISTRATION INSTRUCTIONS

Welcome! The fastest way to get your vehicle considered by the Selection Committee is to register online. The process takes only a few minutes. Please read these instructions prior to registering to guarantee a smooth process.

Questions? Contact Meredith Kronz, Exhibitor Concierge, at (843) 785-7469, ext. 4.

There are 4 steps:

1. Go to the Concours website at **register.hhiconcours.com**.
Access to the application is via one of two paths: a) As a **previous exhibitor** or **applicant**, b) As a **new exhibitor**
2. If a previous exhibitor/applicant: Update your profile **OR** if a new exhibitor, create a profile.
3. Login and open a new vehicle application; fill out all of the required fields.
4. Submit.

IF YOU HAVE PREVIOUSLY EXHIBITED AT OR APPLIED TO THE HHI CONCOURS, DO THIS:

- Go to the registration site at **register.hhiconcours.com**
- Enter your Username and Password and click the **LOGIN** button
- **If you do not remember your username and/or password**, click on the **FORGOT PASSWORD** link, enter your email address on the next screen and hit the 'Send Password' button. Your username and a temporary password will be sent to your email box.
 - When prompted, please change your temporary password to one you recognize.
 - Make note of both your Username and Password for future reference.
- It is critical that we have **current contact information** for all exhibitors. Upon logging in, you will be asked to confirm your personal information. If it is not up to date, click on the **MY PROFILE** button at the bottom of the menu on the **left-hand** side of the page and update any field that is out-of-date. Hit submit.
- Select the **Concours d'Elegance** option on left to register your vehicle in Sunday's event.
- Click on the **ADD NEW CAR** button and fill out the application.
- Click **SUBMIT** at the bottom right of the screen. You may have to scroll down to see it. You will see the vehicle you just registered listed on the next screen under the current year. The system will also send an email to your inbox confirming registration.
- If you wish to add another vehicle now, click on the **ADD NEW CAR** link above the current year vehicle list.

IF YOU ARE A NEW EXHIBITOR/HAVE NEVER SHOWN WITH US, DO THIS:

- Go to the registration site at **register.hhiconcours.com**
- Click on **CREATE USER ACCOUNT** and fill in all the fields.
- Write your Username and Password down for future reference, and to re-enter the main system when ready to register your vehicle.
- Select the **Concours D'Elegance** option on the left to register your vehicle in Sunday's event.
- Click on the **ADD NEW CAR BUTTON** and fill out the application.
- Click **SUBMIT** at the bottom right of the screen. You may have to scroll down to see it. You will see the vehicle you just registered listed on the next screen under the current year. The system will also send an email to your inbox confirming registration.
- If you wish to add another vehicle now, click on the **ADD NEW CAR** link above the current year vehicle list.

ONLINE REGISTRATION

HELPFUL HINTS

- Please use traditional upper/lower case whenever entering anything in the online application. Do not type only in lower case or upper case. For example, John Smith not john smith or JOHN SMITH.
- Fill out all of the requested information for your vehicle. There are several screens to work through.
- All fields on the profile and application marked with a **red asterisk *** are required. If you do not have the information handy, please type in 'don't know' or 'not applicable'. Failure to enter something will prevent your application from registering.
- Some fields have drop down boxes—hit the arrow and all the possible answers will display.

Vehicle Information

Final acceptance is subject to Selection Committee review.
Vehicle must be manufactured in 1973 or earlier and not shown at the HH Concours d'Elegance in 2011 or 2012.

Year	<input type="text"/>
Marque	<input type="text"/>
Model	<input type="text"/>
Open or Closed	-- Select -- -- Select --
Coach Work (if applicable)	Open Closed

- When you get to the Displayer section, if you will be showing the vehicle yourself, click “Yes” next to ‘Owner Will Display’ and the appropriate fields will fill automatically from your profile data. If someone else is showing the vehicle, click “No” and fill in the displayer’s contact information.
- **IMPORTANT INFORMATION ABOUT THE PROFILE:** If you are a new exhibitor and registering for someone else, all of the fields in the initial profile relate to the owner, not to you. Your contact information will be recorded on the vehicle application (see above point).

PHOTOGRAPH INSTRUCTIONS

The Selection Committee will be unable to consider your vehicle without photographs. Photos should be sent by email to photos@hhiconcours.com. Simply open a new email, copy or type this address in the “To” line and attach the photos individually. Specific instructions follow.

Five color photos of your vehicle are required:

- (1) Full Profile | (2) Engine Compartment | (3) Interior (showing front seats/dashboard) |
(4) Angled Front/Side View | (5) Angled Rear/Side View

- They **must be in .jpg format** (.pdf photos will not work)
- They should be individual shots, not a collage
- They need not be professional shots but must be high quality images. Most smart phone cameras will be sufficient.
- The profile and angled view shots should be taken with the hood and doors closed.
- Either the profile shot or the front/side shot will be used for the event Catalog. Do not send a shot from another car show with cars in the background. We want the photo to showcase your car, not a group of cars.
- Please include your last name in the file names of the photographs you submit.
- If your vehicle is in restoration, please contact Terry Conway (843) 338-0466 for some alternative solutions.

OPTIONS FOR SUBMITTING PHOTOS

- 1) Send them as an attachment in a separate email to photos@hhiconcours.com
OR
- 2) Send them by U.S. mail to:
Hilton Head Island Concours d’Elegance Selection Committee
c/o Concours Registration
1 Cardinal Road, Suite 16, Hilton Head Island, SC 29926


Concours d'Elegance
HILTON HEAD ISLAND

EXAMPLES OF THE 5 REQUIRED PHOTOS

Photos should be submitted in color; .jpg format



FULL PROFILE



ENGINE
COMPARTMENT



INTERIOR
(showing front
seats/dashboard)



ANGLED
FRONT/SIDE
VIEW



ANGLED
REAR/SIDE
VIEW