

Instructions for Online Submission of Potential NAR National Record

Reference: [United States Model Rocket Sporting Code](#)

USMRSC [Rule 14](#) establishes the procedure for setting a National Association of Rocketry National Performance Record.

These instructions comprise the steps for using the NAR's online record submission form.

1. Gather your documentation (Rule 14.5). NOTE: The Contest Manager file for the event, with a note signed by the contest/event director certifying the results, meets all the following requirements.
 - a. Entry Form – this can be formal or informal but must show:
 - i. Name, date, and location of the contest/event at which you made the flight.
 - ii. Contest/event director's name and NAR number.
 - iii. Location of the contest/event – i.e. nearest city and state.
 - iv. Date(s) of the contest/event.
 - v. Signature of the contest/event director – can be electronic.
 - b. Flight card – this can be formal or informal but must show:
 - i. Flier
 1. Name
 2. NAR number
 3. Competition division
 - ii. Event
 1. Name
 2. Impulse class
 - iii. Flight
 1. Show all Superroc calculations
 2. Timing data in seconds
 - a. Record to 1/10 at least
 - b. Show averaging
 - c. Show rounding
 3. Altitude in meters
 - a. Optical - show baseline in meters and all angles in degrees
 - b. Altimeter
 - i. Make and model of altimeter
 - ii. Launch site temperature at time of flight
 4. Show return
 5. Motor designation and manufacturer – i.e. 1/4A3-2T Estes
 - c. Altimeter data file.
 - d. Any discussion of altimeter anomalies and the final determination by contest/event officials.
2. Scan or take a picture of the entry form, flight card, and any other supporting documents. You can submit all the documents as one file or as individual files.

3. Go to the NAR Records page and then the "Submit a potential National Record" section. NOTE: You will be entering data to the NAR system which will email it to the Records Subcommittee and then delete the data. Failure to enter all data will delay the processing of your record. Enter the data for the flier. If you are not the flier, enter your name, NAR number, and contact information in the Additional information field at the bottom of the submission form.
 - a. Click the check box for reCAPTCHA.
 - b. Your name – For individuals, enter the name as it is on the NAR Sporting License. For Team records, enter the name of the team.
 - c. Your Email – Enter an email address at which the Records Subcommittee can contact the flier/team.
 - d. Your telephone number – Enter a telephone number at which the Records Subcommittee can contact the flier/team.
 - e. Your NAR number – For individuals, enter the NAR number of the flier. For teams, enter the Team number.
 - f. Your competition division – Select the competition division.
 - g. Your birth data – Enter/select the flier's birthdate. For teams, enter the birthdate of the oldest team member. The Records Subcommittee uses this date to verify the competition division. This entry is required, but is not used for Team (D division) records. It is just too much trouble to make it optional.
 - h. Contest/Event Name – Enter the name of the contest/event.
 - i. Contest/Event director's Name – Enter the name of the contest/event director.
 - j. Impulse class – Select the impulse class.
 - k. Event – Select the event.
 - l. Motor type and manufacturer – Enter the motor designation and manufacturer. i.e. 1/4A3-4T Estes. Enter the full designation as shown on the NAR combined list of contest approved motors.
 - m. Date of flight – Enter/select the date of the flight.
 - n. Time of flight – Enter/select the time of the flight. The Records Subcommittee will use the time to resolve multiple records set on the same day and to help determine weather conditions.
 - o. Time zone – Select the time zone of the flight.
 - p. Location – Enter the name of the nearest town and the name of the state. This will help in determining the altitude and weather conditions of the flight for later analysis and other reporting.
 - q. Record value – Enter the final value of the record as meters, seconds, or points.
 - r. Superroc Altitude or Duration or None – For non-Superroc records, enter None. For Superroc Altitude records, enter the altitude of the flight in meters. For Superroc Duration records, enter the duration of the flight in seconds.
 - s. Altimeter used or None – For optically tracked altitude records or duration records, select None. For altimeter records, select the altimeter from the list. If the altimeter is not on the list, check the USMRSC to verify that the altimeter is approved for record setting. Not all altimeters approved for contest use are also approved for setting records. If you think the altimeter should be in the list, select None and make comment in the Additional information field.

- t. Required documentation – Use the documentation fields to attach the entry form, flight card, altimeter datafile, the Contest Manager file, and any other documentation. If the system will not accept your file you can send it directly to records@nar.org.
 - u. Additional information – Use this field to send any other information to the Records Subcommittee.
 - v. Verification check box – Check this box to affirm that you understand the rules and verify the accuracy of your submission.
 - w. Click Send. The system will respond to verify that the data was sent to the Records Subcommittee.
4. Contact the Records Subcommittee Chairman at records@nar.org for clarification or to check on the status of your submission.