

USER GUIDE

# Applicant User Guide

From application to approved member

**Audience** New signups awaiting review

**Version** 1.0 · Updated 2026-05-19

**Support** [support@themotorguild.com](mailto:support@themotorguild.com)

# Overview

Welcome — you've applied to join The Motor Guild. This short guide explains what happens next, what you can and can't do while your application is reviewed, and how to put your best foot forward.

## 1. What happens after I apply?

Every application is reviewed by a human. We look for senior automotive professionals in the GCC who'll contribute to and benefit from the community. Reviews typically complete within 5 business days.

### TIPS

- You'll receive an email on decision.
- If we need more info, we'll reach out — please respond within 7 days.
- Decisions: Approved (full access), Rejected (with reason), or Waitlisted (we'll revisit in 90 days).

## 2. What can I do while pending?

Pending applicants have read-only access to public surfaces and your own profile.

1. Browse public Discussions, Industry News, and the Events calendar.
2. Complete your profile — a complete profile speeds up review.
3. Read the Code of Conduct at </code-of-conduct>.
4. You cannot yet: send messages, post in discussions, view full Directory profiles, RSVP to private events, or start courses.

## 3. Strengthening your application

If we ask for more info, here's what helps.

### TIPS

- A clear LinkedIn URL showing your current senior role.
- A 2–4 sentence statement of what you hope to give and get from the community.
- References from existing members are helpful but not required.

## 4. If your application is rejected

We rarely reject without explanation. If we do, the email will include reasoning. You can reapply after 90 days if circumstances change (new role, more senior position, stronger references).

## 5. Once approved

On approval you receive a welcome email with a direct link to set up your profile. From there, the Member User Guide takes over — it's available at </help/member>.

## 6. Getting help

Reach support at [support@themotorguild.com](mailto:support@themotorguild.com). Include the email you applied with for faster lookup.

### Can I see who reviewed my application?

Decisions are made by the Concierge team collectively. We don't surface individual reviewers.

### Can I expedite review?

If you have a time-sensitive reason (e.g. attending a Guild event next week), email [support@themotorguild.com](mailto:support@themotorguild.com).

### Why was I rejected?

The decision email explains. The most common reasons are insufficient seniority, role not in scope (we focus on GCC automotive), or unverifiable identity.

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