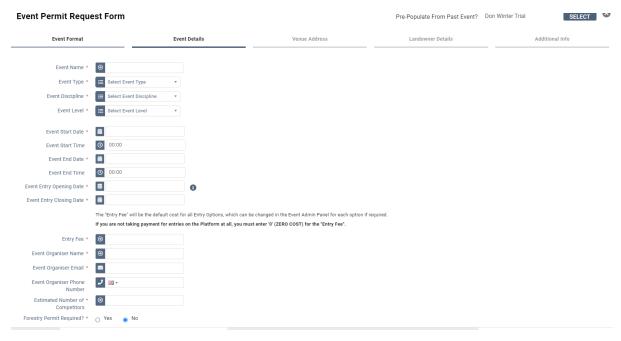
### Permit New SIDECAR/TEAM Event ONLY - Online Entries

Create Event – Permit PLUS Entry system Option

- -If the Event is ONLY Sidecar/Team select the Discipline Sidecar/Team Option
- -If the Event is Sidecar/Team and Solo select the *Discipline* Solo AND Sidecar/Team Option



Complete the Event Permit Request Form to suit your event – Event Organiser Name is to be the Name of the Organising Club



# Venue Address – Either Start typing in the Venue in the Quick Search/Enter Postcode – Please Check that the Address Line 1 states the Venue's Name

Event Permit Request Form			Pre-Populate From Past Event? Don Winter Trial SELECT	
Event Format	Event Details	Venue Address	Landowner Details	Additional Info
	Click here to use your address details.			
Venue Address Search	Start Typing To Search			
Postcode	CV21 2YX Q FIND ADDRESS	1		
	AUTO CYCLE UNION LTD, A C U F			
Address Line 1	AUTO CYCLE UNION LTD			
Address Line 2	A C U House			
Address Line 3	★ Wood Street			
City	<b>☆</b> RUGBY			
County	Select an Option  ▼			
Country	□ United Kingdom     ▼			
PREV Landowne	er Details	3/5		NEXT
Event Permit Requ			Pre-Populate From Past Event?	Don Winter Trial SELECT
Event Format	Event Details	Venue Address	Landowner Details	Additional Info
Landowner Address	* O ACU House, Rugby, CV21 2YX			
What3words Location	* O Auto Cycle Union			
Landowner #1 Name	* Matthew Wear			
Landowner #2 Name *	* ❷ .			
Landowner #3 Name *	<b>*</b>			
		4/5		
PREV		71 ♥		NEXT

#### Additional Info

Event Logo – Clubs Logo if you have one

Event Description – Any Information the club wishes to give to the Competitor

Special Restrictions – Any Special Restrictions for the event

Supplementary Regulations – Upload complete set of Regulations

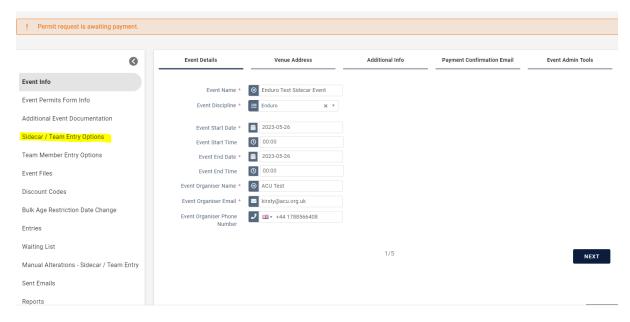
Event Risk Assessment – Upload Risk Assessment if completed

Add To Basket – Pay for permit in normal way either by Stripe/Card Payment OR Select Invoice/Download Invoice to pay by BACS

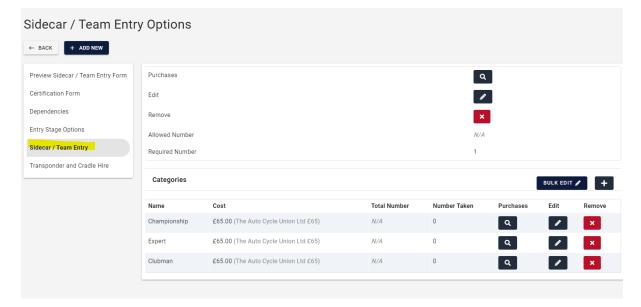
(Please note BACS payments do not show in the ACU account until the next working day)

## **Setting Up Online Entries for Sidecar / Team Entries**

# Select the Sidecar/ Team Entry Options



#### Select Sidecar / Team Entry

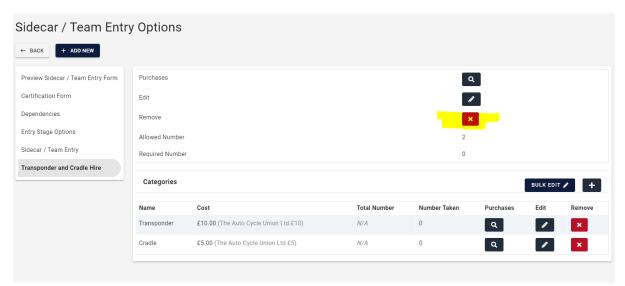


Please note Categories can be renamed by selecting Edit OR delete any that you do not need.

Also under the Edit you can Add account codes to the classes/event to make financial reporting easier



If the event is NOT using Transponder and Cradle Hire you can easily remove this so Riders/Passengers do not select them



Team Member Entry Options has the standard dependencies for a Sidecar Event are attached however these can be tailored to suit your event.

