

How to Add a Team to your Account

How to enter a New Team to your profile....

SIDECAR / TEAM ENTRY > ENTER TEAM

Enter Existing Team ← BACK **+ ENTER NEW TEAM**

If you cannot find the team in your list of teams click 'Enter New Team' button.

Search

Name	Created By	Eligibility	Enter
Telfo kerr	Kirsty Telford	Eligible	+ ENTER

1 Record

Rows per page: 20 1-1 of 1

Select your Team Name

New Team Information

Name Contact Information

Team Name * ACU Team Test

1/2 **NEXT**

Complete an email for Contact of the Team

New Team Information

Name Contact Information

Email * kirsty@acu.org.uk

PREV 2/2 **NEXT**

All fields marked with an * are required.

You will need to Add the Members to your Team

EVENT OVERVIEW SIDECAR / TEAM ENTRY

Sidecar / Team Entry [+ ENTER TEAM](#)

Search

0

Name	Members	Entered By	Eligibility	Entry Form	Actions
ACU Team Test	0 (REQUIRES 2)	Kirsty Telford	Ineligible i	Incomplete	

Rows per page: 20 1-1 of 1

Select the Requires 2 – Add New Team Member

EVENT OVERVIEW SIDECAR / TEAM ENTRY

SIDECAR / TEAM ENTRY > ACU TEAM TEST - TEAM MEMBER ENTRY

ACU Team Test - Team Member Entry [← BACK](#) [+ ADD NEW TEAM MEMBER](#) [+ ADD PREVIOUS TEAM MEMBERS](#)

Search

0

Name	Memb ID No.	DOB	Gender	Entered By	Eligibility	Entry Form	Actions
There are no entries found for this Event							

Rows per page: 20

IF you have members on your account you can either select them from the list
OR Add New Member

Events Add Member To ACU Team Test [← BACK](#) [+ ADD NEW MEMBER](#)

Add Member ✕

Please Note: If you wish to access a member in order to enter them into events or renew their membership then please select 'An Existing Member' and follow the prompts. Access permissions will be granted immediately in some cases.

A New Member

An Existing Member

If a rider has/previously held an ACU Licence you need to make sure you Select
An Existing Member

Request Access To Members: ✕

Please select whether you would like to add Members manually or via a CSV upload.

Add Manually

Upload CSV

[SUBMIT](#) +

Select Add Manually

Membership Type will be Member Details

You need to complete the following CORRECTLY – Hit Select

The screenshot shows a web form titled "Request Access To Members:" with a close button in the top right corner. Below the title is a dark blue header with the text "In order to access the member(s) - please complete the short form below:". The form contains several input fields and buttons:

- A "Membership ID" input field containing the value "300460".
- A "Date Of Birth" input field with a date picker showing "Wed 20", "Mon Oct", "yyyy", and "1987".
- An "Access Type" input field with radio buttons for "Event Only" (selected) and "Full".
- A "Remove" button with a trash icon.
- An "ADD MORE" button with a plus icon.
- A "SUBMIT" button with a plus icon.

At the bottom of the form, there is a search bar with the text "Temp Search" and a magnifying glass icon.

Once you have added the member to your profile you will have access to enter them to events.