

## Permit New SOLO Event ONLY – Online Entries

Create Event – Permit PLUS Entry system Option

-If the Event is ONLY SOLOS select the *Discipline* SOLO Option

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

**Event Permit Request Form** Pre-Populate From Past Event? Don Winter Trial SELECT ✕

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Event Format      Event Details      Venue Address      Landowner Details      Additional Info

Select Event Format \*

- Enduro Sidecar / Team
- Enduro Solo**
- Enduro Solo AND Sidecar / Team
- Flat Track Solo
- Grass Track & Long Track Sidecar / Team

1/5 NEXT ADD TO BASKET

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

**Event Permit Request Form** Pre-Populate From Past Event? Don Winter Trial SELECT 👤

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Event Format      **Event Details**      Venue Address      Landowner Details      Additional Info

Event Name \*

Event Type \*

Event Discipline \*

Event Level \*

Event Start Date \*

Event Start Time

Event End Date \*

Event End Time

Event Entry Opening Date \*

Event Entry Closing Date \*

The 'Entry Fee' will be the default cost for all Entry Options, which can be changed in the Event Admin Panel for each option if required.  
If you are not taking payment for entries on the Platform at all, you must enter '0' (ZERO COST) for the 'Entry Fee'.

Entry Fee \*

Event Organiser Name \*

Event Organiser Email \*

Event Organiser Phone Number

Estimated Number of Competitors \*

Forestry Permit Required? \*  Yes  No

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**

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**Venue Address**

Click here to use your address details.

Venue Address Search

Postcode  **FIND ADDRESS**

AUTO CYCLE UNION LTD, A C U H-

Address Line 1

Address Line 2

Address Line 3

City

County

Country

PREV 3/5 **NEXT**

## Landowner Details

**Event Permit Request Form** Pre-Populate From Past Event? Don Winter Trial **SELECT**

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**Landowner Details**

Landowner Address \*

What3words Location \*

Landowner #1 Name \*

Landowner #2 Name \*

Landowner #3 Name \*

PREV 4/5 **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 Solo Entries

## Select the Solo Entry Options

The screenshot shows a web interface for setting up an event. The left sidebar contains a menu with the following items: Event Info, Event Permits Form Info, Additional Event Documentation, Solo Competitor Entry Options (highlighted), Event Files, Discount Codes, Bulk Age Restriction Date Change, Entries, Waiting List, Manual Alterations - Solo Competitor Entry, Manual Additions - Solo Competitor Entry, Sent Emails, and Reports. The main content area is titled 'Event Details' and contains the following fields: Event Name (Solo Test End), Event Discipline (Enduro), Event Start Date (2023-05-18), Event Start Time (00:00), Event End Date (2023-05-18), Event End Time (00:00), Event Organiser Name (ACU End Test), Event Organiser Email (kirsty@acu.org.uk), and Event Organiser Phone Number (+44 1788566408). A 'NEXT' button is visible at the bottom right.

Select Solo Entry - This is so that you can set up an overall entry limit to the event rather than per class. This can be deleted if NOT needed. You can still add class limits alongside this.

The screenshot shows the 'Solo Competitor Entry Options' configuration page. The left sidebar contains the following items: Preview Solo Competitor Entry Form, Certification Form, Dependencies, Entry Stage Options, Solo Entry (highlighted), Solo Classes, and Transponder and Cradle Hire. The main content area has a 'Purchases' section with the following fields: Purchases (with a search icon), Edit (with an edit icon), Remove (with a red X icon), Allowed Number (1), and Required Number (1). Below this is a 'Categories' section with a 'BULK EDIT' button and a plus icon. The 'Categories' table has the following data:

Name	Cost	Total Number	Number Taken	Purchases	Edit	Edit Dependencies	Remove
Entry Fee	£100.00 (The Auto Cycle Union Ltd £100)	N/A	0				

# Solo Classes

### Solo Competitor Entry Options

← BACK   + ADD NEW

- Preview Solo Competitor Entry Form
- Certification Form
- Dependencies
- Entry Stage Options
- Solo Entry
- Solo Classes**
- Transponder and Cradle Hire

Purchases	<input type="button" value="Q"/>
Edit	<input type="button" value="✎"/>
Remove	<input type="button" value="✖"/>
Allowed Number	N/A
Required Number	1

#### Categories

Name	Cost	Total Number	Number Taken	Purchases	Edit	Edit Dependencies	Remove
Junior Support	£0.00	N/A	0	<input type="button" value="Q"/>	<input type="button" value="✎"/>	<input type="button" value="✎"/>	<input type="button" value="✖"/>
Youth Enduro 12+	£0.00	N/A	0	<input type="button" value="Q"/>	<input type="button" value="✎"/>	<input type="button" value="✎"/>	<input type="button" value="✖"/>
Youth Enduro 15-16	£0.00	N/A	0	<input type="button" value="Q"/>	<input type="button" value="✎"/>	<input type="button" value="✎"/>	<input type="button" value="✖"/>
Enduro Youth Timecard	£0.00	N/A	0	<input type="button" value="Q"/>	<input type="button" value="✎"/>	<input type="button" value="✎"/>	<input type="button" value="✖"/>
Championship	£0.00	N/A	0	<input type="button" value="Q"/>	<input type="button" value="✎"/>	<input type="button" value="✎"/>	<input type="button" value="✖"/>

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

### Edit Championship

General   Pricing   Limits

Unit Cost *	<input type="text" value="65.00"/>
Early Bird Unit Cost	<input type="text"/>
Late Entry Unit Cost	<input type="text"/>
Early Bird Fee End Date	<input type="text"/>
Late Entry Fee Start Date	<input type="text"/>
Account Code	<input type="text" value="Sidecar Account"/>
Class Code	<input type="text"/>

PREV   2/3   NEXT   SAVE

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

## Solo Competitor Entry Options

← BACK + ADD NEW

Preview Solo Competitor Entry Form  
Certification Form  
Dependencies  
Entry Stage Options  
Solo Entry  
Solo Classes  
Transponder and Cradle Hire

Purchases [Search] [Edit] [Remove] [X]

Allowed Number 2  
Required Number 0

Categories [BULK EDIT] [Edit] [Add] [X]

Name	Cost	Total Number	Number Taken	Purchases	Edit	Edit Dependencies	Remove
Transponder	£10.00 (The Auto Cycle Union Ltd £10)	N/A	0	[Search] [Add] [Edit] [Remove] [X]	[Edit] [X]	[Edit] [X]	[Remove] [X]
Cradle	£5.00 (The Auto Cycle Union Ltd £5)	N/A	0	[Search] [Add] [Edit] [Remove] [X]	[Edit] [X]	[Edit] [X]	[Remove] [X]

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

### Edit Solo Classes Clubman Dependencies

[X] Select An Option + ADD 'OR' CONDITION

[X] Enduro Adult  
Hare & Hounds / CrossCountry X / Short Course Enduro / Sprint Enduro / Extreme Enduro [16 years and over]

[X] OR Scottish / Overseas Rider Only  
Enduro Adult (Scottish / Overseas Rider) X

[X] OR One-Event Licence - New Application  
One-Event Licence - Enduro X

Enduro Adult + ADD 'AND' CONDITION

[UPDATE]