

## 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

**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

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 Sidecar / Team Entries

## Select the Sidecar/ Team Entry Options

! Permit request is awaiting payment.

**Event Info**

- Event Permits Form Info
- Additional Event Documentation
- Sidecar / Team Entry Options**
- Team Member Entry Options
- Event Files
- Discount Codes
- Bulk Age Restriction Date Change
- Entries
- Waiting List
- Manual Alterations - Sidecar / Team Entry
- Sent Emails
- Reports

**Event Details**

Event Name \*

Event Discipline \*

Event Start Date \*

Event Start Time \*

Event End Date \*

Event End Time \*

Event Organiser Name \*

Event Organiser Email \*

Event Organiser Phone Number \*

1/5

**NEXT**

## Select Sidecar / Team Entry

### Sidecar / Team Entry Options

[← BACK](#) [+ ADD NEW](#)

Preview Sidecar / Team Entry Form

Certification Form

Dependencies

Entry Stage Options

**Sidecar / Team Entry**

Transponder and Cradle Hire

Purchases

Edit

Remove

Allowed Number *N/A*

Required Number 1

**Categories** [BULK EDIT](#) [+](#)

Name	Cost	Total Number	Number Taken	Purchases	Edit	Remove
Championship	£65.00 (The Auto Cycle Union Ltd £65)	<i>N/A</i>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expert	£65.00 (The Auto Cycle Union Ltd £65)	<i>N/A</i>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clubman	£65.00 (The Auto Cycle Union Ltd £65)	<i>N/A</i>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 ✕

GeneralPricingLimits

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Unit Cost \*

Early Bird Unit Cost

Late Entry Unit Cost

Early Bird Fee End Date

Late Entry Fee Start Date

**Account Code**

Class Code

PREV2/3NEXT

SAVE

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

### Sidecar / Team Entry Options

← BACK+ ADD NEW

- Preview Sidecar / Team Entry Form
- Certification Form
- Dependencies
- Entry Stage Options
- Sidecar / Team Entry
- Transponder and Cradle Hire**

Purchases 🔍

Edit ✎

Remove ✖

Allowed Number 2

Required Number 0

**Categories** BULK EDIT ✎ +

Name	Cost	Total Number	Number Taken	Purchases	Edit	Remove
Transponder	£10.00 (The Auto Cycle Union Ltd £10)	N/A	0	🔍	✎	✖
Cradle	£5.00 (The Auto Cycle Union Ltd £5)	N/A	0	🔍	✎	✖

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

# Team Member Entry Options

← BACK

- Dependencies
- Entry Stage Options

## Edit Entry Dependencies

✕ Select An Option + ADD 'OR' CONDITION

✕ Enduro Adult Sidecar Driver / Passenger

☰ Enduro Sidecar Driver / Passenger ✕

✕ OR Scottish / Overseas Rider Only

☰ Enduro Adult (Scottish / Overseas Rider) ✕

✕ OR One-Event Licence - New Application

☰ One-Event Licence - Enduro ✕

ACU Admin-Only Medical Doc + ADD 'AND' CONDITION

⌂ UPDATE