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

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

Landowner Details

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)

<u>Setting Up Online Entries for Solo Entries</u>

Select the Solo Entry Options

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.

Solo Classes

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

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		🔍
Edit		✏️
Remove		✖️
Allowed Number		2
Required Number		0

Categories   BULK EDIT ✏️ +

Name	Cost	Total Number	Number Taken	Purchases	Edit	Edit Dependencies	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	🔍	✏️	✏️	✖️

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

| ✖️ | | | ≣ Select An Option ▾ | + ADD 'OR' CONDITION |

✖️ Enduro Adult	OR ✖️ Scottish / Overseas Rider Only	OR ✖️ One-Event Licence - New Application
≣ Hare & Hounds / CrossCountry ✖ / Short Course Enduro / Sprint Enduro / Extreme Enduro [16 years and over]	≣ Enduro Adult (Scottish / ✖ Overseas Rider)	≣ One-Event Licence - Enduro ✖

Enduro Adult   + ADD 'AND' CONDITION

⊕ UPDATE