



ACU/Sport80 Permit Application

How to apply for a Trials Permit.

Permits for events must be applied for a clear 7 days before the event is due to take place. You will not be able to apply for a

Issue 3- 11th October - Copied from Master Document YC Guide to setting up events in Sport80 iss2 - 27 July

Trials Permit Application

Log Into your Clubs ACU/Sport80 Platform

MEMBERS

SAVED REPORTS | ADVANCED FILTER | + ADD NEW MEMBER

cross 0 Members

No Members
Once members have been added to your account they will appear here

Click Permits and then Permit New Event.

Permits
Permit New Event
Permit New Course
Pending Requests

AUTO-CYCLE UNION, ACU HOUSE, WOOD STREET, RUGBY, CV21 2YX
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POWERED BY **SPORT:80** **ACU** AUTO CYCLE UNION BIKESPORT GB

CONTACT SUPPORT

Trials Permit Application

The screenshot shows the ACU website's 'Event Permits Options' page. A modal dialog box is open, displaying the message: 'If you wish to take payments for entries via the platform, to proceed you must create a Stripe account first. For more information about this, and Stripe please [click here](#).' The dialog has 'CANCEL' and 'OK' buttons. A yellow callout box with the text 'In Order to create an event using the online entry system you must have a stripe account setup, ensure that you have and then click OK.' has an arrow pointing to the 'OK' button. The background shows a grid of event permit options:

Event Type	Price
Basic 1 Day - Permit ONLY	£690.00
Basic 2 Days - Permit PLUS Entry System	£975.00
Premier - Permit ONLY	£50.00
Premier - Permit PLUS Entry System	£50.00
Regional Trials - Permit ONLY	£20.00
Regional Trials - Permit PLUS Entry System	£20.00

Trials Permit Application

The screenshot shows a web browser window with the URL acu.sport80.com/v/872378/c/members. The page title is 'MEMBERS'. A modal window titled 'Event Permits Options:' is displayed, containing the following text:

Select the type of Event that you would like to get permitted.
If you are unsure please contact support.

The modal displays eight permit options in a grid:

Permit Type	Price
Basic 1 Day - Permit ONLY	£690.00
Basic 1 Day - Permit PLUS Entry System	£690.00
Basic 2 Days - Permit ONLY	£975.00
Basic 2 Days - Permit PLUS Entry System	£975.00
Premier - Permit ONLY	£50.00
Premier - Permit PLUS Entry System	£50.00
Regional Trials - Permit ONLY	£20.00
Regional Trials - Permit PLUS Entry System	£20.00

A yellow callout box with the text 'For all regional trials events click this option.' has an arrow pointing to the 'Regional Trials - Permit PLUS Entry System' option, which is highlighted in a darker blue color.

Platform Terms And Conditions

Thank you for choosing us to process entries to your event via our Platform. Users will register to enter your event by accessing the Platform. Events appear in the 'Events' section of a User's account or can be accessed via acu.sport80.com/events.

If you have users that don't have access to the Internet then please direct them to call your support team for help. We recommend that under no circumstances should you promote entry to the event by any other method, particularly entry via paper form, either post or digitally, as this could confuse the entry process and your total number of entries. The link above should be promoted via the Club or Event specific website as well as social media and all other means you use to ensure as wide an audience is reached as possible.

Users will be asked to create an account and register entries before being able to enter your event. Payments from users to you are processed using Stripe – fees associated with Stripe per transaction are 2.5% plus 20p but are always subject to change by Stripe.

Our fees for use of our Platform are 1.2% including VAT of each and every transaction processed on your behalf via the Platform ("our Fees"). In the event of an entrant cancelling an entry we do not refund our Fees and nor do Stripe. You must provide clear terms and conditions and a cancellation policy for entrants to the users when setting up your Event.

As of January 18th 2018 card processing fees can no longer be passed on directly to end users so you perhaps need to consider adding a few pounds to your entry fee to cover the costs associated with using the Platform.

Once users have entered the competition successfully, names will appear on the live entry list which can be viewed by clicking on the button on the competition information screen within the Platform.

Your Acceptance

Read and accept.

I Accept Terms And Conditions

Trials Permit Application

Event Permit Request Form

Pre-Populate From Past Event? **SELECT** ✕

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

Select Event Format *

- Trials Sidecar / Team
- Trials Solo
- Trials Solo AND Sidecar / Team

1/5

NEXT

ADD TO BASKET

Annotation: From this drop-down box select the event you want to copy from and then click select.

Event Permit Request Form

Pre-Populate From Past Event? **SELECT** ✕

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

Select Event Format *

- Trials Sidecar / Team
- Trials Solo
- Trials Solo AND Sidecar / Team

1/5

NEXT

ADD TO BASKET

Annotation: From this drop-down box select the type of event as appropriate and then click next.

Trials Permit Application

In the "Event Name" field put your Clubs name at the Beginning

Event Permit Request Form

Pre-Populate From Past Event? Horsforth SGME Club Cha... **SELECT**

Event Details

Event Name *

Event Type *

Event Discipline *

Event Level *

Have you notified all relevant Centres? Yes No

Which Centre(s) have you notified?

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 Ev...
If you are not taking payment for entries on the Platform at all, you must enter '0' (ZERO C...

Entry Fee *

Club Name *

Event Organiser Email *

Event Organiser Phone Number

Estimated Number of Competitors

Forestry Permit Required? * Yes No

Road Traffic Authority Required? * Yes No

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

0 : 05

Click next.

PREV **NEXT**

You must tick one of these boxes to say that you have informed the regional centre (or not) of your application, when you click yes, a second box will appear asking you to state the centre you have informed as per the screen shot to the right.

All the fields will have been pre-populated from the previous event, many of these may need changing, especially the event name and dates.

When selecting the date its best to use the calendar selection box. Also note the time selection box to access the clock, especially important when setting a closing time for the entries.

Trials Permit Application

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

Click here to use your address details.

Venue Address Search

Postcode * **FIND ADDRESS**

Address Line 1 *

Address Line 2

Address Line 3

City *

County *

Country *

PREV 3/5 NEXT

ADD TO BASKET

Check all the fields on this page are accurate for your venue, change as required and then click next.

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

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

What3words VENUE Location *

Landowner Address *

Landowner #1 Name *

Landowner #2 Name *

Landowner #3 Name *

PREV 4/5 NEXT

ADD TO BASKET

Check all the fields on this page are accurate for your venue, change as required and then click next.

Screenshot

Trials Permit Application

Event Permit Request Form Pre-Populate From Past Event? Horaforth SGME Club Cha...

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

Please provide any important information you would like people to know about your event.
Please note this event logo upload will be publicly viewable.

Event Logo: No file selected

Event Description: **Add a logo for you event here if required, click choose file.**

SGME Club Championship Rd 4
Routes: Hard; Middle; Easy Plus Conducted S/W Red Yellow & White
Club Members only, to buy membership click here **Add any relevant text for you event here. Links can also be added with the link button.**

Insert link
URL:
Title:
Text: **In this link example I have added a shortcut to the club membership page (CMS), copy the address into the URL, give it a title. The text field will be displayed as text in the page but will be a clickable link to redirect the user to your site.**
Target:

Special Restrictions:
Supplementary Regulations: No file selected **Supplementary regulations must be added, and it is highly recommended that you add a risk assessments.**
Event Risk Assessment: No file selected

5/5

Screenshot

Trials Permit Application

Item	Quantity	Cost Per Item	Total	Remove
Horsforth SGME Club Champ Rd 5 (20/08/2023) - Horsforth & DMC Ltd - Regional Trials - Permit PLUS Entry System	1	£20.00	£20.00	

Discount Code **APPLY**

If you are not automatically directed to this page, click the basket icon in the top right of screen, check your billing details and then select pay, a pop up will appear as below, select payment method.

Multiple Payees ×

You have multiple checkout options, please select how you would like to pay:

- Invoice - £20.00 (1/1 Items)**
Horsforth SGME Club Champ Rd 5 (20/08/2023) - Horsforth & DMC Ltd - Regional Trials - Permit PLUS Entry System
- Card (Stripe) - £20.00 (1/1 Items)**
Horsforth SGME Club Champ Rd 5 (20/08/2023) - Horsforth & DMC Ltd - Regional Trials - Permit PLUS Entry System

Total: £20.00

Billing Details [Click here to use my details](#)

Name: *

Email: *

Address Line 1: *

Address Line 2:

Address City: *

County: *

Trials Permit Application

Item	Quantity	Cost Per Item	Total
Horsforth SGME Club Champ Rd 5 (20/08/2023) - Horsforth & DMC Ltd - Regional Trials - Permit PLUS Entry System	1	20.00	20.00

Fill in your payment details and then click pay.

Items:	£20.00
Processing Fee:	£0.00
Total:	£20.00

Card number
1234 1234 1234 1234

Expiry CVC
MM / YY CVC

Country
United Kingdom

Postal code
LS16 7JQ

Powered by **PAY**

ACU PENDING

Horsforth & DMC...

Pending Requests

Search

From Date: 2023-07-24

1 Record

Licence ID	Approval	Start Date ↓	End Date	Organiser	Sanction Type	Submitted By	Submitted Date	Paid Fee	Info	Actions
#201672	Horsforth SGME Club Champ Rd 5 ACU Approval	20/08/2023	20/08/2023	Horsforth & DMC Ltd	Regional Trials - Permit PLUS Entry System	Graham Wilson	24/07/2023	YES	-	

Rows per page: 20 1-1 of 1

Your permit will now drop into the pending requests section awaiting the ACU to confirm.

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