

# Fixtures & Organising Permits Online Application Guide

## Apply, pay, and track Permits & Fixtures online

All Club officials can now create Fixtures on the Motorsport UK event calendar, and apply and pay for Permits online within the Motorsport UK members area. A status key is displayed against each event to enable clubs to see which Permits are currently being processed, which ones have been cancelled, and which ones have been issued. An event with no status key indicates a Fixture has been created without a Permit.

### Create A Fixture/Permit Online

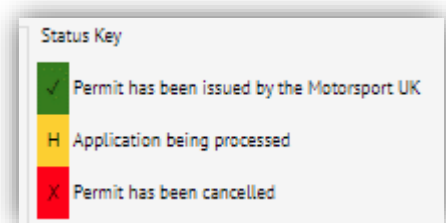
- 1) To access the Online Permits, you will first need to login with the clubs username and password at <https://members.motorsportuk.org/>. If you are unsure of your login details, please contact the Secretary/Competition Secretary of the Club. If this is still unknown please contact Competitions & Clubs ([competitionsandclubs@motorsportuk.org](mailto:competitionsandclubs@motorsportuk.org)), who will reset it for you.
- 2) After logging in click on **Fixtures and Permits**.
- 3) Select an official from the drop-down list. You must tick the box to confirm you have been authorised to make the online application.

*Note: To add or remove a Secretary of Meeting, please contact the [Competitions & Clubs team](#).*

- 4) Click the **Add Fixtures/Create Permit** button to proceed and enter the Event details; including the name of the Event, the type of event, the start & finish dates of the event and the venue of where the event is taking place. Press the **Next** to continue.
- 5) Enter any further information about the event and press **Next** to proceed.
- 6) Select whether you would like the event to be visible in the public search and click **Save**.
- 7) You can now choose to clone the Fixture you have created by clicking **Clone**, turn the Fixture into a Permit by selecting **Yes** and answer the questions or select **No** to go back to the clubs Fixtures/Permits home page.

*Note: All events will be marked with a status. The status key is visible in the Search bar to identify which Permits have been cancelled, approved or being processed.*

- An event without a status key is currently a Fixture on the calendar. This must be turned into a Permit in order to be valid.
- Cross Country Promotional Events are limited to 3 events per club per calendar year.





## Pay For A Permit Online/BACS

- 1) To access the Online Permits Payment section, follow steps 1-3 to Create a Fixture.
- 2) Click the **Pay** button to proceed and pay for any outstanding permits. Payments must be made within 14 days post-event. An automated email will be sent to notify you of any outstanding permits or if any late fees have been applied.
- 3) Select the event you would like to pay for by clicking the small [+] icon, and press the **Pay Permit** button:

Date ▲	Description/Event ▲	Club ▲
☐ 1st Apr 2022	test Autotest	Motorsport UK

**Pay Permit** **Pay By BACS** **Cancel** **Clone**

*Note: The **Pay By BACS** option will display Motorsport UK's bank details so you can send a bank transfer. If using this method it is important a copy of the Permit financial declaration is emailed to the Competitions & Clubs team, and that the Permit number(s) are used as the reference. This option will also prevent any reminders being sent to the Club chasing the Permit.*

- 4) The next screen will show details of the permit including the permit fee per competitor and any late charges. Press **Pay for Permit**.
- 5) Enter whether you have submitted the post-event paperwork and enter the number of competitors that participated at the event. Press the **Proceed** button once complete.

Have you submitted post event paperwork D26.4 (D4.5.5 Clubmans events)

Please enter the number of competitors

We certify that the competition numbers given here signed-on for the above event .

**SUBMIT** >

- 6) Enter your Credit/Debit Card details and press **Proceed**.
- 7) You will receive a confirmation screen confirming the payment has been successful and the option to view the permit or print a receipt. Press the **Return** button to go back to the **Fixtures & Permits** screen.