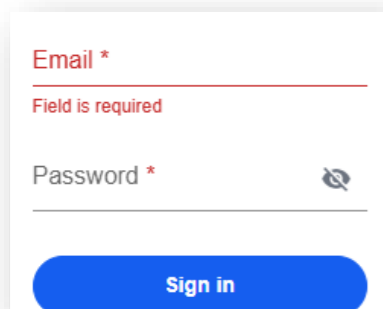


Applying for an Organising Permit

★ For the optimal user experience, we recommend using a PC or Mac. While the system is mobile-friendly, certain forms may appear in a dropdown list due to screen size adjustments.

Step 1 - Login

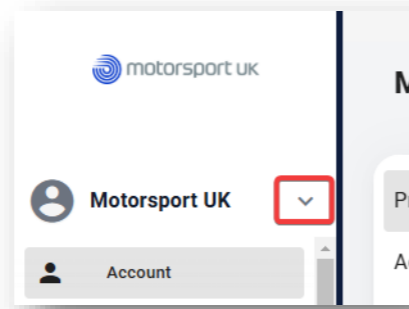
Login to the Motorsport Management Platform using your personal email address: motorsportuk.sport80.com/



The screenshot shows a login form with two input fields: 'Email *' and 'Password *'. The 'Email *' field has a red error message 'Field is required' below it. A blue 'Sign in' button is at the bottom.

Step 2 - Switch to the Club

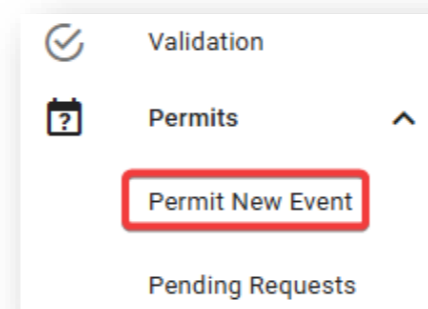
Click the drop-down menu to switch to the Club profile. Please notify your Club Secretary if you cannot see your Club listed.



The screenshot shows the Motorsport UK profile page. A dropdown menu is open, showing 'Motorsport UK' and 'Account'. A red box highlights the dropdown menu.

Step 3 - The Application Process

In the left pane, click on, **Permits** then select **Permit New Event** to start the application process.

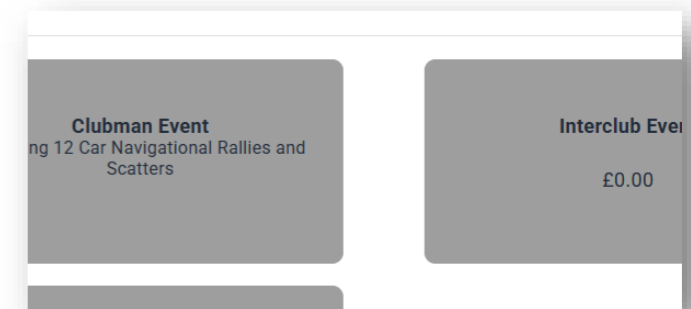


The screenshot shows the 'Permits' menu. The 'Permit New Event' option is highlighted with a red box.

Step 4 - Select the Grade of the Permit

Select the Permit Grade, for multi-status Events you will need to include the Grade in the title of the Event.

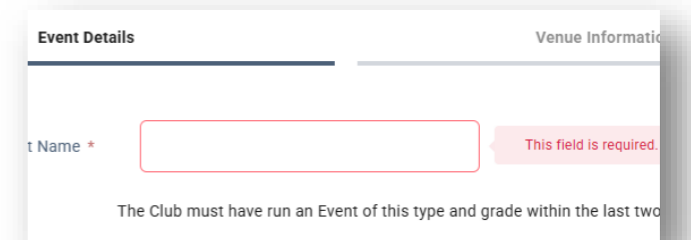
Note: The Permit grade cannot be changed once submitted.



The screenshot shows two event selection options: 'Clubman Event' and 'Interclub Event'. The 'Clubman Event' option is highlighted.

Step 5 - Complete Event Details and Venue

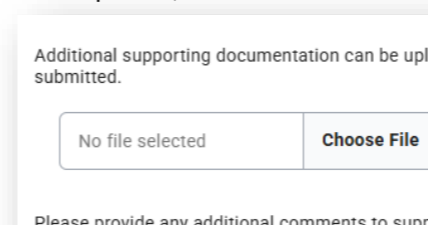
Enter the Event details in each tab, ensuring all fields marked with an asterisk (*) are completed. For the venue, kindly check the dropdown list first. If it is not listed, select **No** and provide the details of the new venue.



The screenshot shows the 'Event Details' form. A red box highlights a required field with the text 'This field is required.' Below the form, there is a note: 'The Club must have run an Event of this type and grade within the last two'.

Step 6 - Upload SRs

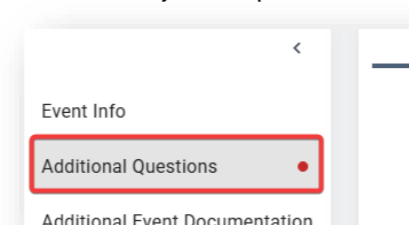
Under **Event Information**, you may upload your SRs. For optimal compatibility, please ensure the file is in PDF format. Once the form is completed, click **Continue Permit**.



The screenshot shows the 'Additional supporting documentation can be uploaded' section. There is a 'Choose File' button and a 'No file selected' indicator.

Step 7 - Application Questions

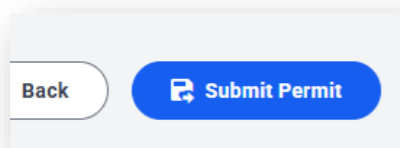
In the central menu, click on **Additional Questions**, complete the form, including the declaration, and then click **Submit** to submit your responses.



The screenshot shows the 'Event Info' menu. The 'Additional Questions' option is highlighted with a red box.

Step 8 - Submit Application

To complete the application, click the blue **Submit Permit** button. The Event status will update to **Pending Permit**, and an email with the document attached will be sent in due course.



The screenshot shows a blue 'Submit Permit' button with a document icon.

★ If you are applying for a pre-pay Certificate of Exemption, the payment will be added to your basket upon clicking **Submit Permit**. Please proceed to the basket to complete the checkout process.

Paying for an Organising Permit

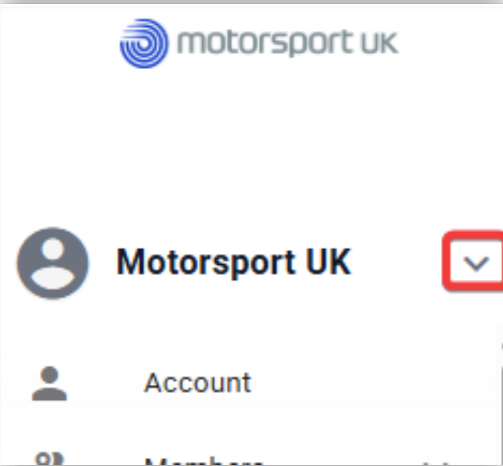
★ For the optimal user experience, we recommend using a PC or Mac. While the system is mobile-friendly, certain forms may appear in a dropdown list due to screen size adjustments.

Step 1 - Login

Login to the Motorsport Management Platform using your personal email address: motorsportuk.sport80.com/

Click the drop-down menu by your name to switch to the Club profile. Please notify your Club Secretary if you cannot see your Club listed.

Club Treasures making direct payments will need to complete Steps 1-4

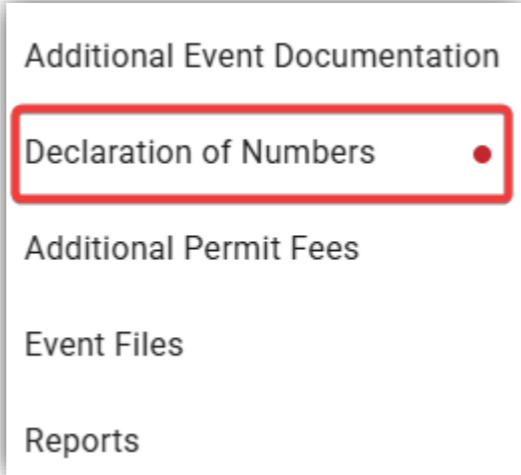


Step 2 - Declare Number of Participants

In the left-most selection pane, click on **Events Admin**, select **Events** and click on the Event you wish to pay.

Click on Declaration of Numbers to enter the number of participants, click Next to confirm and press Submit to finalise the declaration.

This may be repeated for multiple Permits.

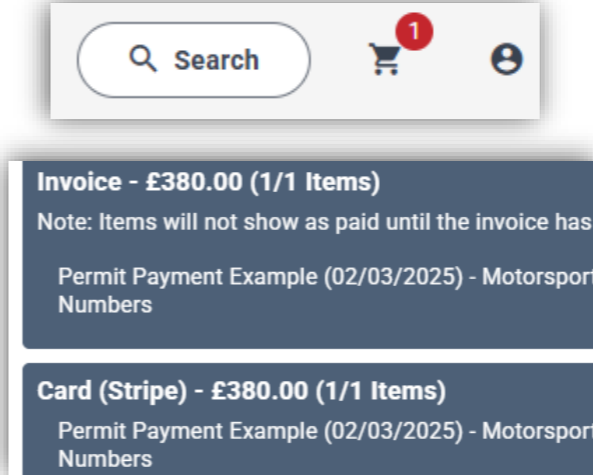


Step 3 - Transaction Basket

As you submit the number of participants, the fees will be added to your basket (located in the top right corner of the page).

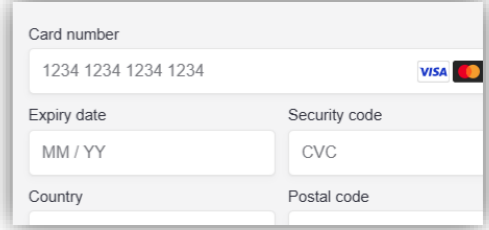
Click on the basket to proceed to the payment check-out screen and enter your billing details.

Upon clicking **Checkout**, an option will appear to make payment by Stripe or Invoice.

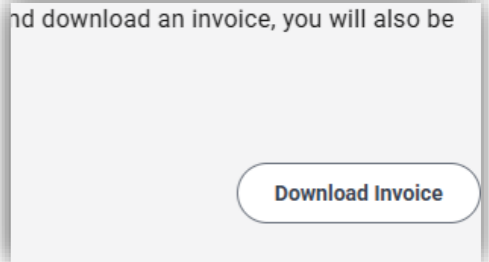


Step 4 - Making Payment

Stripe Option: The card details screen will appear for you to complete the transaction.



Invoice Option: Please ensure you click the "Download Invoice" button. The invoice number can then be used as your reference when making the bank transfer.



★ A copy of the Permit document can be downloaded from the **Reports** section of the Event

★ If you are applying for a pre-pay Certificate of Exemption, the payment will be added to your basket upon clicking **Submit Permit**. Please proceed to the basket to complete the checkout process.

Note: You must log in and complete Step 4 after the event. This will not add any further payments to your basket but is required to set your Permit to Complete.

FAQ

- ★ **Why does my event status show “Post Event Paperwork Required”?**
This status appears after each event and indicates that the number of competitors must be declared. Please refer to the *Paying for a Permit* guide in this document for further details. If you have pre-paid for a Certificate of Exemption, Scatter, or 12 Car event, you must complete the declaration after the Event. *This will not add any further payments to your basket but is required to set your Permit to Complete.*
- ★ **How do I print a copy of the Permit?**
To print a Permit, log in to your account and switch to the relevant club. Then, navigate to **Event Admin > Events** and click on the **Report** tab within your Event to access the Permit.
- ★ **How do I cancel a Permit?**
Permit cancellations are currently unavailable online. To request a cancellation, please email the **Competitions & Clubs** team at competitionsandclubs@motorsportuk.org, who will process the cancellation on your behalf.
- ★ **Why do I receive an error message when creating a dual-Permit event?**
For dual-Permit events, please ensure that the event grade is included in the title. This prevents the duplication checker from flagging your application as a duplicate entry.
- ★ **How do I add another official to the club?**
To add additional officials to the club, please contact the **Club Development** team at club.development@motorsportuk.org.
- ★ **Why do I receive an error message when clicking the “Continue Application” button?**
Ensure that all required fields marked with an asterisk (*) are completed. Additionally, your Supplementary Regulations (SRs) document may not be in a valid format—please avoid uploading **.docx** files and instead submit your SRs in **PDF format**.
- ★ **I have received an incomplete Permit Application reminder email.**
To remove this reminder, log in and navigate to **Events Admin > Events**, complete the required questions, and submit your application. If the application is a duplicate entry, please contact the Competitions & Clubs team for assistance in removing it.