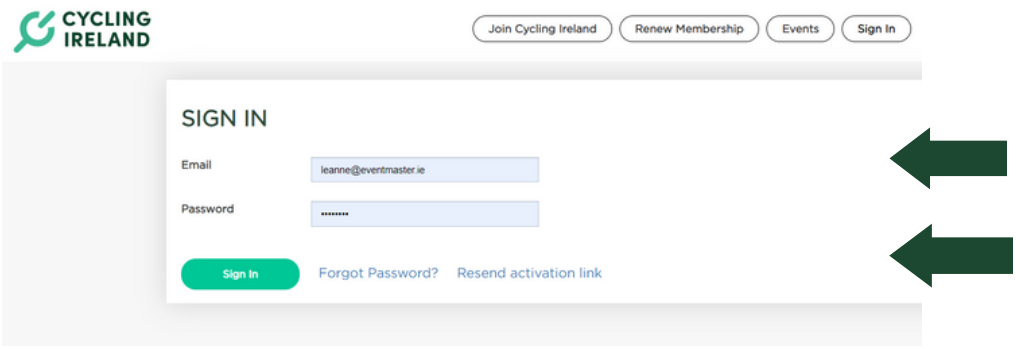
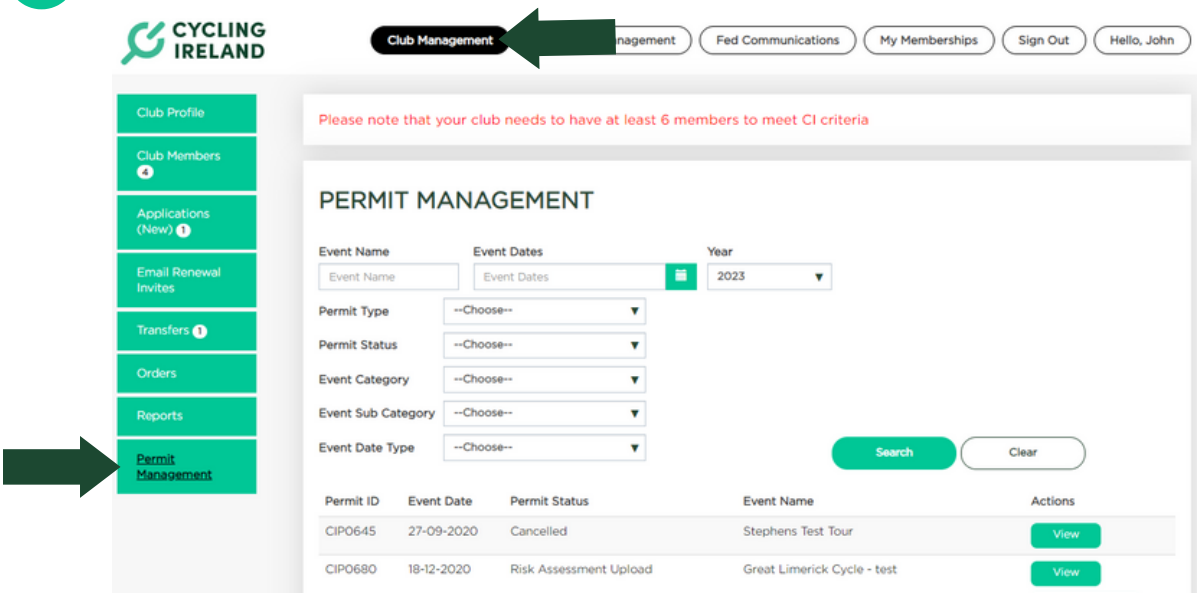
Applying for a Permit

CYCLING IRELAND

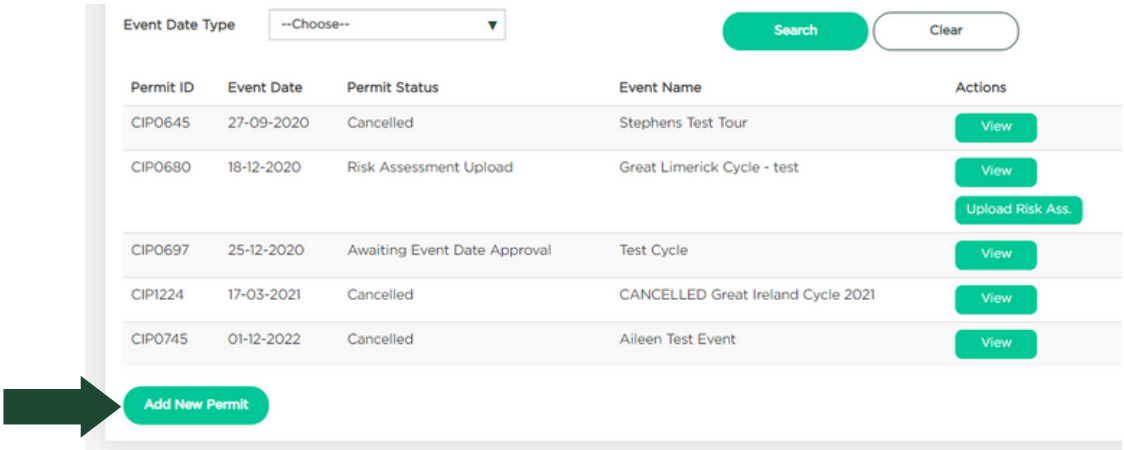
1 Log in with your CLUB email and password Here



2 Go to **Club Management** and Select **Permit Management**



3 From here you can 'Add New Permit'.



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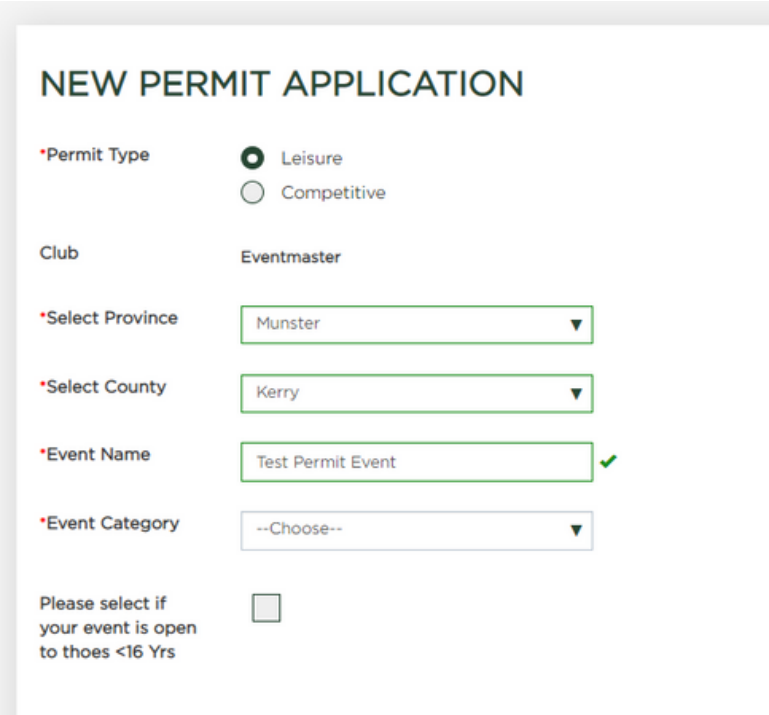
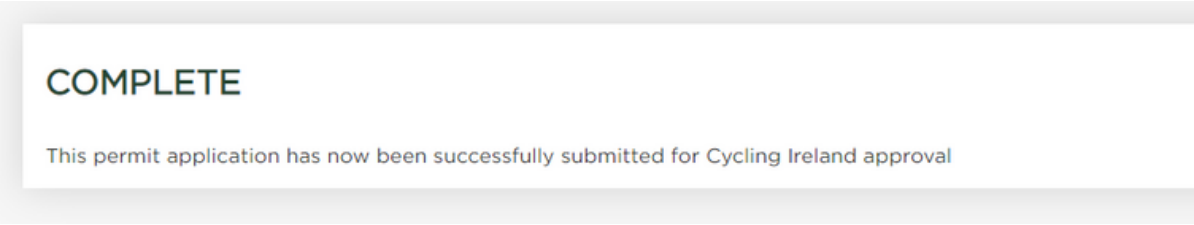
4 From here you will be prompted to fill in the required information for your event/permit.

This information will automatically set up a draft event for online registration through the Eventmaster platform.

Read and accept the terms & conditions to proceed.



5 You will get a message on screen to let your know that your permit has been submitted as well as an email confirmation to the address provided on the permit application.



6 You can track the status of your permit in the **Permit Management** section of your Cycling Ireland Club account.

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Permit Approval Process

Your event permit will go through a number of steps before being open for online booking.

- **Awaiting Event date approval** – The date of you event will be approved by regional/federation user. If your event date is declined, we will contact you about alternative dates.

- **Upload Risk Assessment** – Your event date has been approved and you are invited to upload your risk assessment. At this stage, Leisure events can open for online bookings.

- **Awaiting Risk Assessment Approval** – Your Risk Assessment is being checked. If it is declined your status will return to 'Upload risk assessment' and we will be in touch with reason(s) as to why it was declined.

- **Approved -** You event is fully approved and sanctioned by Cycling Ireland. Competitive events can open for online booking. The Cycling Ireland events team will give you administrative access to the event within the Eventmaster ticketing platform.

If you need any help please don't hesitate to contact us – contactus@cyclingireland.ie