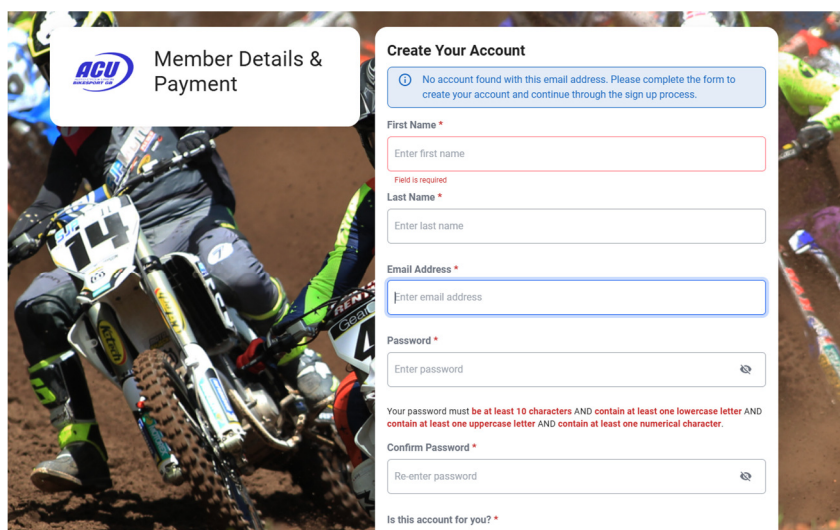
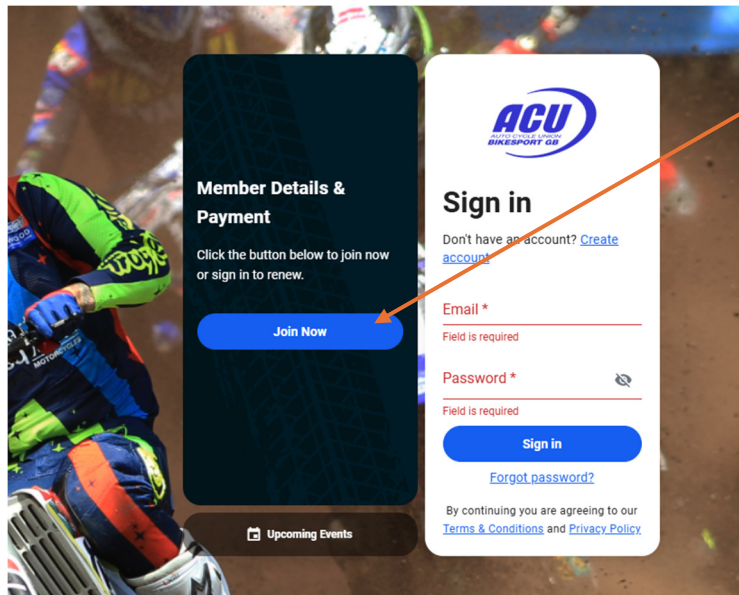


ACU Sport 80 instructions

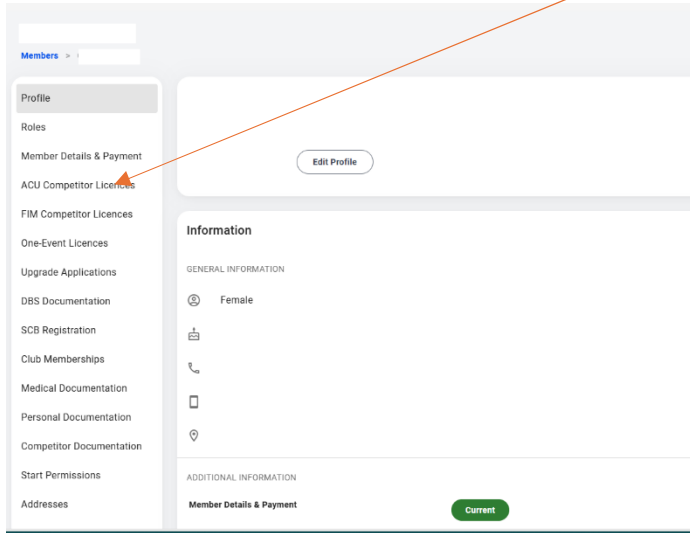
If you haven't already, go to <https://auth.sport80.com/> and click on 'Join now'



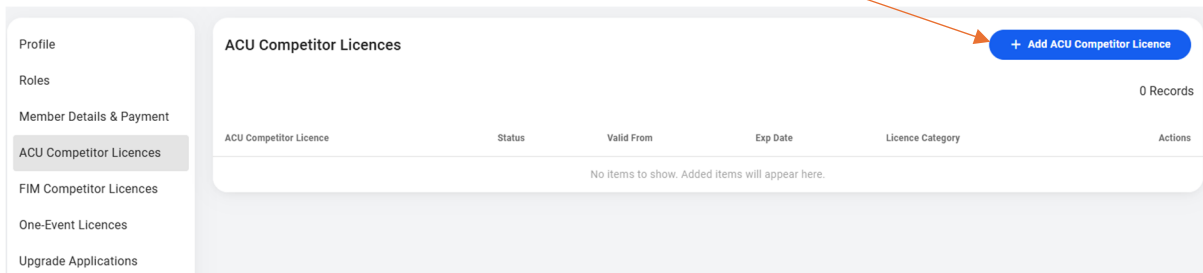
Make sure you fill in all your personal details, then you'll need to complete the following sections in order to ensure you end up with a valid race licence.

ACU Competitor Licences – WITHOUT FILLING IN THIS SECTION YOU DO NOT HAVE A RACE LICENCE, EVEN IF YOU’VE PAID YOUR ACU FEE AND FILLED IN ALL THE OTHER SECTIONS, IT IS IMPORTANT THAT THIS SECTION IS FILLED IN FIRST!

- 1) From the main profile page click on ‘ACU Competitor licences’ on the left hand side of the screen

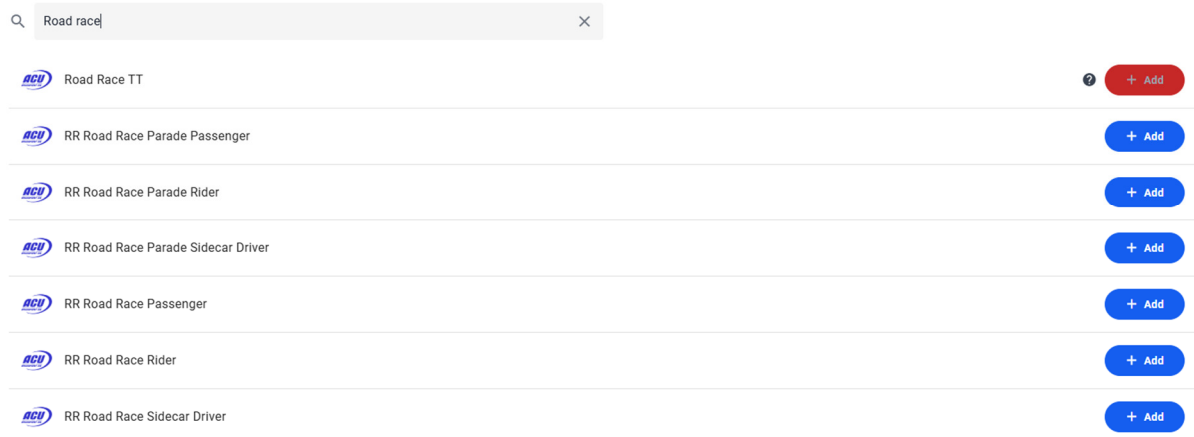


- 2) Click on the blue button that says ‘+ Add ACU Competitor Licence’



- 3) Type ‘Road Race’ in the search box, if you’re a solo rider then click on the blue ‘+ Add’ button next to ‘RR Road Race Rider’, if you’re a sidecar passenger click on the button next to ‘RR Road Race Sidecar Passenger’

Please select the acu competitor licence type you would like to add.



- 4) Choose your licence category, 'Intermediate Novice' if you hold a full category "A" DVLA licence, otherwise 'Novice'. Then click on next

ACU COMPETITOR LICENCE DETAILS ACU Competitor Licence Details

DECLARATION

The available licence categories may have been filtered to only show those available based on age.

Licence Category *

RR Rider - Intermediate Novice

RR Rider - Novice

1/2

Next

- 5) Tick the check box, and then click the white '+ Add' button in the bottom right hand corner

ACU COMPETITOR LICENCE DETAILS Declaration

DECLARATION

I understand and declare to the best of my knowledge that there have been no changes to my Medical circumstances, and that if there have been, I will submit a new Medical Questionnaire for ACU review.

Further, I confirm that I have read and understood the following information relating to the Repatriation of Overseas riders:

- The ACU Insurance provides foundation Public Liability and Personal Accident cover. However, there is no provision under the ACU Insurance Policy for Medical and Repatriation Expenses to return a rider back to his country of origin if this is outside mainland UK, excluding Northern Ireland.
- This means that should you be injured in a racing incident at an ACU permitted event and need to return to your country of origin any expenses incurred will be at your own cost.
- We strongly advise you to make your own arrangements for additional insurance to provide Medical and Repatriation cover back to your country of origin.
- You can do this through an insurance company of your own choice.

Yes

Prev 2/2

Add

Adding the club to your ACU Sport80 profile:

- 1) In the 'Club Memberships' section of your profile click on the '+ ADD CLUB MEMBERSHIP' button

Club Memberships

+ ADD CLUB MEMBERSHIP

1 ADDING CLUB MEMBERSHIP FOR AN INDIVIDUAL MEMBER

Paying Your Club Membership Online

To pay for your Club Membership directly (where your Club has enabled Online Payments), please Click on the '+ ADD CLUB MEMBERSHIP' then use the Search Bar to Locate your ACU Club and click on the '+ ADD' Button

Adding Club Membership if you have Pre Paid your Club or Complementary Membership

The process of adding Club Membership to your chosen club, if you have already made payment to the Club separately.

Click on the '+ ADD CLUB MEMBERSHIP'

Then search for '1 - Club Membership (Pre-Paid / Approval / Not on List)' and click '+ ADD'.

Then Click Next

Then Select - 'Club Membership - Approval'


Then search for your club and Click Next

2) Click the '+ ADD' button next to '1 - Club Membership (Pre-Paid/Approval/Not on List)

Please select the club membership type you would like to add

BACK

Search

 1 - Club Membership (Pre-Paid / Approval / Not on List)	ADD
 243 Road Racing Association Membership	+ ADD
 500cc Sidecar Association Membership	+ ADD
 Abersycan Motorsport Club Membership	+ ADD
 Absolute Trials Training Membership	+ ADD

3) When this screen appears click the 'Next' button

— Welcome Message
— Club Membership Details
— Club Info
— Certification

Welcome Message

ADDING CLUB MEMBERSHIP FOR AN INDIVIDUAL MEMBER

To pay for your Club Membership directly (where your Club has enabled Online Payments), please Click on the '+ ADD CLUB & TEAM AFFILIATION' then use the Search Bar to Locate your ACU Club and Click on the '+ ADD' Button

Please note the process of adding 'Club Membership - Approval' is **ONLY** for those who have already made payment to their Club separately. This process is the same as above and then search for 'CLUB MEMBERSHIP' and click '+ ADD'

1/4

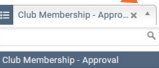
NEXT


+ ADD

4) Make sure that the drop down menu says 'Club membership - Approval' (it should default to this) . Then click the 'Next' button

— Welcome Message
— Club Membership Details
— Club Info
— Certification

Club Membership Details

Membership Type * 

Valid Until 

Approval Information

Initially the status of this item will display as 'Pending Approval'. This is because one of our administrators is required to check the validity of this item before approving the request to add it to your profile. Upon conclusion of our checks, the items status will change to either 'Complete' or 'Incomplete'. In cases where applications are unsuccessful (displaying an 'Incomplete' status), please use the support feature for more information.

PREV

2/4

NEXT

+ ADD

- 5) This is where you can choose your club, type in 'British' in the search box and you should find 'British Motorcycle Racing Club Ltd', then click the 'Next' button

Club

Selecting your Club will grant them READ ONLY access to your Member Profile, meaning the Club will be able to validate your Membership to the club, which in turn will allow you to add ACU Licences. They will also be able to view your Profile Data as well as enter you into Events. Should your Club not appear on the list, please contact your Club directly to ensure they are in good standing with their ACU Club Affiliation.

Club *

Select A Club

British

British Historic Racing Club (Derbyshire - 0778)

British Motor Cycle Racing Club Ltd (BMCRCL) (London - 0502)

British Motorcycle Racing Club Marshals Association (London - 0503)

British Sprinter Sport Organisation

PREV

3/4

NEXT

+ ADD

- 6) The final screen asks you to confirm that you've paid the club directly for your club membership. Finally, click on the '+ ADD' button to finish. The request will come to the club to check that you've paid membership for the year, if you have the request will be approved and the club affiliation will change to active on your profile.

Certification

I confirm that I have made payment of my Club Membership directly to the Club and understand that if I haven't, this record will be rejected.

Yes

PREV

4/4

+ ADD

Medical documentation:

In this section you'll need to add a valid eye test, and also fill in a medical questionnaire.

- 1) For the eye test print the form off here. You'll need to take it with you to the optician who will need to fill in, sign and stamp it.

Medical Documentation

+ Add Medical Documentation

To Complete the ACU Eye Report, Please Download the Form - DOWNLOAD HERE

To Complete the Medical Form, Please Download the Form Here - DOWNLOAD HERE






0 Records

Medical Documentation	Status	Valid From	Valid To	Document Type	Actions
No items to show. Added items will appear here.					

- 2) To add the eye test form to your profile you'll need to click on the '+add' button next to Eye Report and upload it (either a scan or a picture of the completed form will be fine)

Please select the medical documentation type you would like to add.






Q Search

 Eye Report	+ Add
 FIM Medical Report	+ Add
 Medical Letter (Concussion)	+ Add
 Medical Questionnaire	+ Add
 Medical Report	+ Add

- 3) To fill in the medical questionnaire you'll need to click on the '+Add' button next to Medical Questionnaire

Please select the medical documentation type you would like to add.

Q Search

 Eye Report	+ Add
 FIM Medical Report	+ Add
 Medical Letter (Concussion)	+ Add
 Medical Questionnaire	+ Add
 Medical Report	+ Add

- 4) On the next screen you don't need to change anything, just click on 'Next'

- Medical Questionnaire

MEDICAL DOCUMENTATION DETAILS **Medical Documentation Details**

MEDICAL INFORMATION

CERTIFICATION

The available document types may have been filtered to only show those available based on age.

Document type + X

Removal Period 60 months

Approval Information Initially the status of this item will display as "Pending Approval". This is because one of our administrators is required to check the validity of this item before approving the request to add it to your profile. Upon conclusion of our checks, the items status will change to either "Complete" or "Incomplete". In cases where applications are unsuccessful (displaying an "Incomplete" status), please use the support feature for more information.

1/3

[Next](#)

- 5) The next screen has a series of yes/no questions, should you answer 'yes' to any of them a box will appear for you to enter more information, it does not necessarily mean your licence won't be issued, but there may be additional steps you need to take which are covered on the next screen. **NOTE: PLEASE CONTACT THE ACU DIRECTLY IF YOU HAVE ANY QUESTIONS ABOUT MEDICAL CONDITIONS AND HOW THEY AFFECT YOUR LICENCE**

Any psychiatric or emotional illness or any alcohol/drug/substance misuse?

* Yes No

Diabetes? If 'Yes' please state whether treated by diet, tablets or insulin?

* Yes No

Any condition affecting your vision or eyes, including colour blindness?

* Yes No

Have you been unconscious because of a head injury or suffered from concussion?

* Yes No

Any loss of strength, feeling, control or movement of any of your limbs, head or neck?

* Yes No

Amputation of any part of your limbs with or without an artificial replacement?

* Yes No

Any kind of tumour or cancer?

* Yes No

Are you taking any medication? (include all tablets, medicines etc. whether prescribed or bought over the counter).

* Yes No

Prev 2/3 Next

- 6) The final screen is a declaration that you understand the extra steps required depending on whether or not you answered yes to any of the questions, again if you're at all unsure at this stage it is best to contact the ACU directly to obtain clarification. If you're happy you understand what is required click on the yes 'check' box and click on the '+add' button in the bottom right hand corner. This will then go to the ACU for approval.

MEDICAL DOCUMENTATION DETAILS **Certification**

MEDICAL INFORMATION

CERTIFICATION

I understand and agree to the following:

- Answering 'Yes' to questions 1-6 mean a Doctor's Medical Report is required annually;
- Answering 'Yes' to Q6 means an Eyesight Report is required in addition to the Doctor's Medical Report; and
- Answering 'Yes' to questions 7-12 mean that a Doctor's Medical Report **may** be required annually depending on the nature of the condition.

Further information can be found on the [ACU website](#)

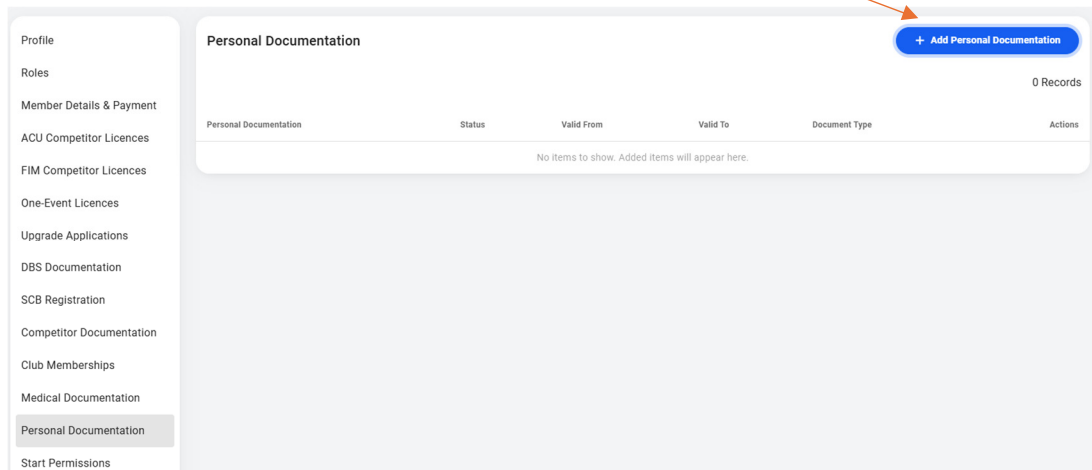
* Yes

Prev 3/3 Add

Personal documentation:

In this section you need to add a current photograph, your driving licence (if applying as an intermediate novice) and Residency eligibility (a utility or phone bill with your name and address on it, or the name and address of the parent or guardian if under 18)






- 1) Click on the blue '+ Add Personal Documentation' button in the top right hand corner.



- 2) For each of the sections mentioned click on the blue '+Add' button on the right hand side, this will take you to a screen that enables you to upload the relevant documents

Please select the personal documentation type you would like to add.

Search

 Change of Name	+ Add
 DVLA Driving Licence	+ Add
 Member Photograph	+ Add
 Proof of Age	+ Add
 Residency Eligibility	+ Add

- 3) For DVLA Driving licence you should select which grade of licence you hold, and the date that you obtained the licence, and then click on 'Next'

- DVLA Driving Licence

PERSONAL DOCUMENTATION DETAILS

Personal Documentation Details

FILE UPLOADS

CERTIFICATION

Document Type * DVLA Category A Driving Licence X

Approval Information as 'Pending Approval'. It is required to check the request to add it to your profile. Items status will change as where applications are submitted. Please use the support feature for more information.

Valid From * 2017-12-17

1/3

[Next](#)

- 4) For Member photograph, on the first screen you don't need to change anything, just click on 'Next'

- Member Photograph

PERSONAL DOCUMENTATION DETAILS **Personal Documentation Details**

PHOTOGRAPH

CERTIFICATION

The available document types may have been filtered to only show those available based on age.

Document Type * Adult Photograph X v

Renewal Period 120 months

Approval Information Initially the status of this item will display as 'Pending Approval'. This is because one of our administrators is required to check the validity of this item before approving the request to add it to your profile. Upon conclusion of our checks, the items status will change to either 'Complete' or 'Incomplete'. In cases where applications are unsuccessful (displaying an 'Incomplete' status), please use the support feature for more information.

1/3

Next

- 5) Click on 'choose file' to upload a current photo of yourself, once you've selected the file click on 'Next'

- Member Photograph

PERSONAL DOCUMENTATION DETAILS **Photograph**

PHOTOGRAPH

CERTIFICATION

Please note this member photograph upload will be publicly viewable.

Member Photograph * No file selected Choose File i

Prev 2/3 Next

- 6) Finally, tick the 'check' box, and then click on '+add'

- Member Photograph

PERSONAL DOCUMENTATION DETAILS **Certification**

PHOTOGRAPH

CERTIFICATION

I certify all details are accurate to the best of my knowledge.

Yes

Prev 3/3 Add

- 7) For Residency eligibility, on the first screen you need to select your citizenship status, this will inform the type of document you then need to provide. Select from the drop down menu and then click on 'next'

- Residency Eligibility

PERSONAL DOCUMENTATION DETAILS **Personal Documentation Details**

RESIDENT DETAILS

CERTIFICATION

Document Type * UK Citizen (excluding Scotland and N. Ireland) X ^

Approval Information

EU Citizen

Non-EU Citizen

UK Citizen (excluding Scotland and N. Ireland)

1/3

Next

- 8) The next screen will tell you the types of documents that are acceptable depending on your citizenship, click on 'choose file' to upload the document and then click on 'next'

PERSONAL DOCUMENTATION DETAILS **Resident Details**

RESIDENT DETAILS

CERTIFICATION

Acceptable forms of documentation are: for non-EU Citizens - Settled Status ONLY; for EU Citizens - Mortgage Statement, Settled Status, Council Tax Bill; for UK Citizens (minus Scotland and Northern Ireland) - Mortgage Statement, Council Tax Bill or Utility Bill for the Member or their Parent/ Legal Guardian

Nationality * United Kingdom X ^

File Upload * No file selected Choose File i

Prev

2/3

Next

- 9) On the last screen, tick the 'check' box and the click on '+add'

PERSONAL DOCUMENTATION DETAILS **Certification**

RESIDENT DETAILS

CERTIFICATION

I certify all details are accurate to the best of my knowledge.

Yes

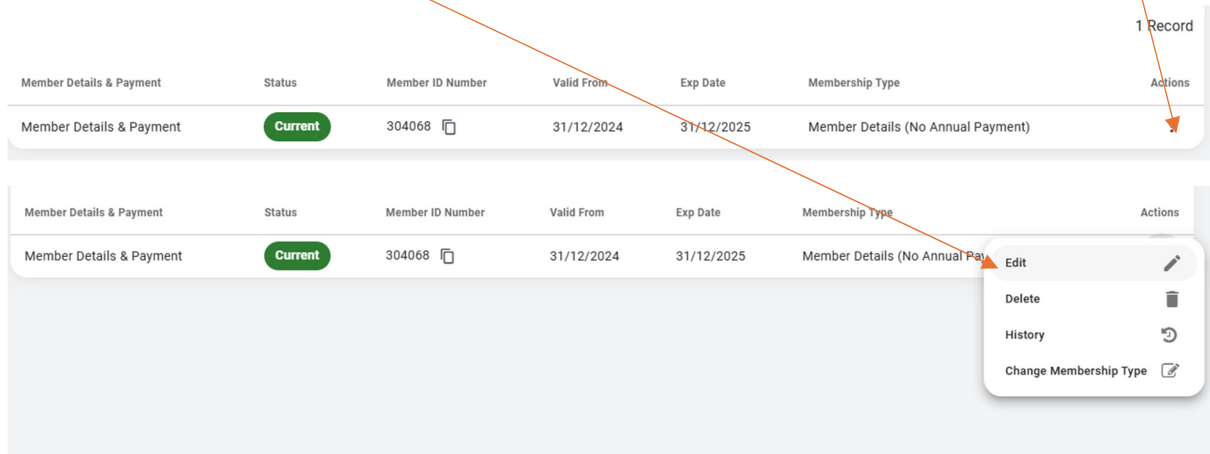
Prev

3/3

+ Add

Payment:

Your licence will not be valid if you haven't paid the ACU for it, this payment is separate from the membership fee that you pay to be a member of a club. If you haven't made the payment by this point in the process, click on the 'Member details and payment' section, click on the 3 dots at the end of the line and go to edit, going through this screen should allow you to make payment.



The screenshot shows a table with columns: Member Details & Payment, Status, Member ID Number, Valid From, Exp Date, Membership Type, and Actions. A red arrow points from the text above to the '3 dots' icon in the Actions column of the first row. A second red arrow points from the '3 dots' icon in the second row to the 'Edit' option in a dropdown menu that is open. The dropdown menu contains: Edit (with a pencil icon), Delete (with a trash can icon), History (with a circular arrow icon), and Change Membership Type (with a document icon). The table shows one record with a status of 'Current', Member ID Number 304068, Valid From 31/12/2024, Exp Date 31/12/2025, and Membership Type 'Member Details (No Annual Payment)'. The top right corner of the table area says '1 Record'.

Member Details & Payment	Status	Member ID Number	Valid From	Exp Date	Membership Type	Actions
Member Details & Payment	Current	304068	31/12/2024	31/12/2025	Member Details (No Annual Payment)	⋮
Member Details & Payment	Current	304068	31/12/2024	31/12/2025	Member Details (No Annual Payment)	⋮

Adding your CTC and BRA certificate:

The final step will be to add your CTC and BRA certificates to your account once you've completed them. Instructions on how to do this will be sent out on completion of the course.