ACU Sport 80 instructions

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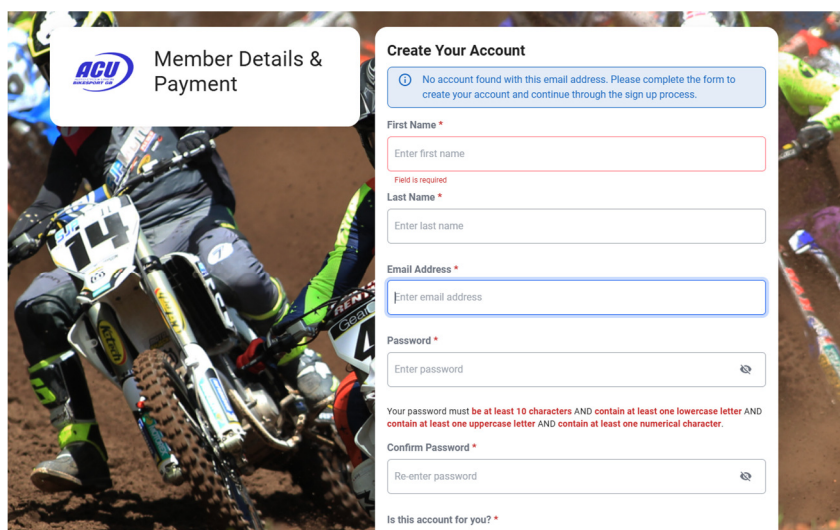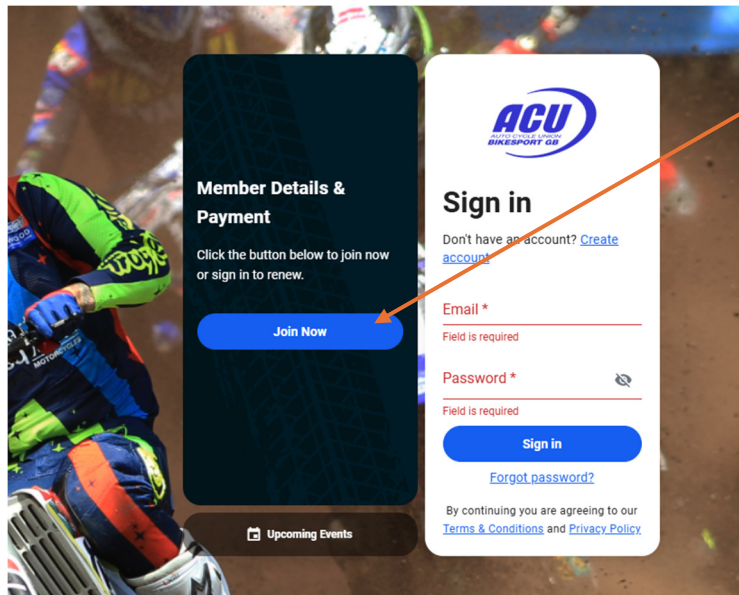

Make sure you fill in all your personal details, then you'll need to complete the following sections in order to ensure you end up with a valid race licence.

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!

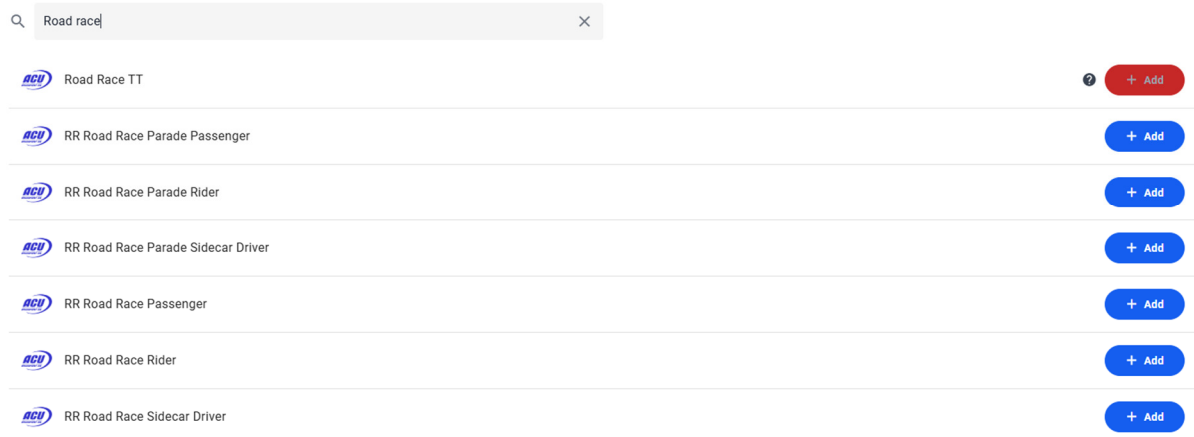1) From the main profile page click on 'ACU Competitor licences' on the left hand side of the screen
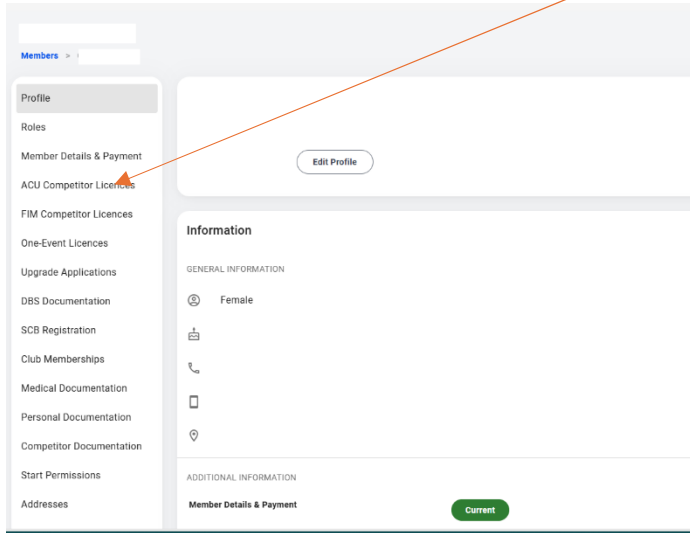
2) Click on the blue button that says '+ Add ACU Competitor Licence'
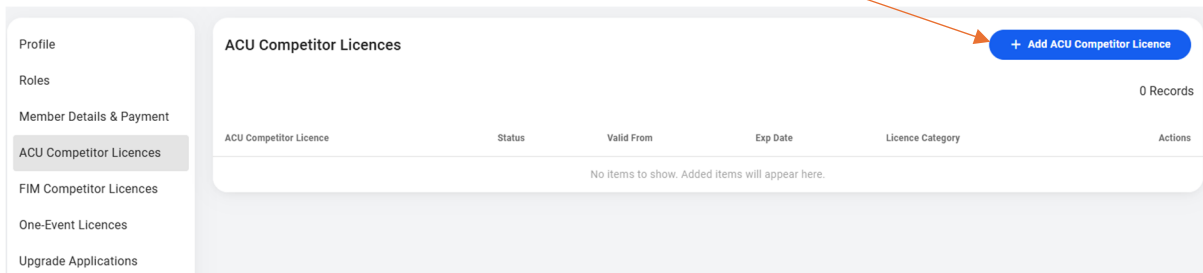
3) Type 'Road Race' in the search box, if you're a solo rider then click on the blue '+ Add' button next to 'RR Road Race Rider', if you're a sidecar passenger click on the button next to 'RR Road Race Sidecar Passenger'

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

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

Adding the club to your ACU Sport80 profile:

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

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

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

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'
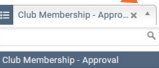
1/4   NEXT

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 * | ☰ Club Membership - Appro... ✕ ▲ |
                         | 🔍 | a valid ACU Licence (Speedway excepted)
                     | Club Membership - Approval |

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

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

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.

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.

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.

Search

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

Search

ACU	Eye Report	+ Add
ACU	FIM Medical Report	+ Add
ACU	Medical Letter (Concussion)	+ Add
ACU	Medical Questionnaire	+ Add
ACU	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 *   Medical Questionnaire   ✕ ⌄

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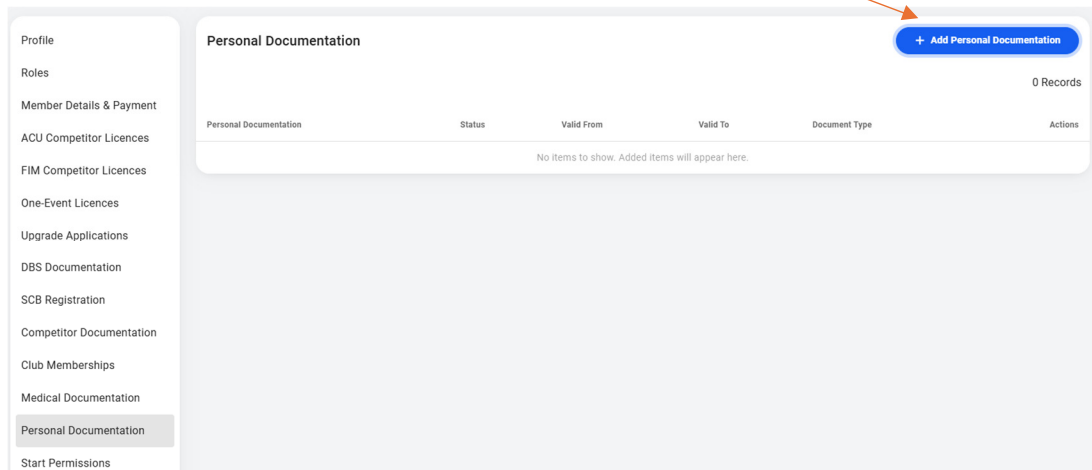
2) For each of the sections mentioned click on the blue '+Add' button on the right hand side, this will take you to a screen that enables you to upload the relevant documents

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'

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

- Member Photograph

PERSONAL DOCUMENTATION DETAILS

PHOTOGRAPH

CERTIFICATION

Personal Documentation Details

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

Document Type *   Adult Photograph   ✕ ⌄

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

CERTIFICATION

Photograph

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

PHOTOGRAPH

CERTIFICATION

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 ... ✕ ⌃

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   ✕ ⌄

File Upload *   No file selected   **Choose File** ⓘ

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

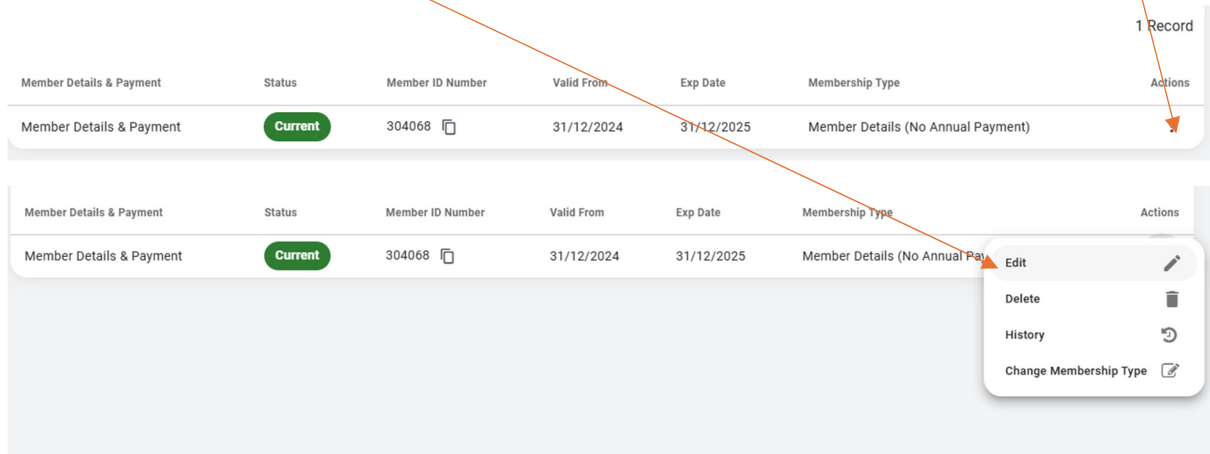I certify all details are accurate to the best of my knowledge.

* ☐ 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.

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.