

## 9. Processing entries

Riders can enter your event either online or by post.

### Entering by post

Riders entering by post should send you following:

- completed entry form
- entry fee (cash, cheque or postal order)
- 2 stamped, self-addressed envelopes (SAEs).

When you receive an entry:

- add the rider to the event's rider list (see 'The Event Planner' section);
- if the rider is aged under 18, make sure a parent or guardian has signed the entry;
- post them a routesheet for the event, using one of the SAEs that they send you; and
- file away the entry form and remaining SAE.

### Entering online

Riders entering online will send you nothing. Instead you'll receive:

- entry fee (via Paypal); and
- email notification of entry.

When you receive an entry:

- add the rider to the event's rider list (see 'The event planner' section of this guide);
- if the rider is aged under 18, make sure a parent or guardian has signed the entry;
- email them a routesheet for the event, and
- file away the email entry.

### Insurance

All Audax UK members are automatically insured for third-party risks while riding your event. Members of British Cycling and CTC are also covered through their membership of these organisations.

Everyone else will need to buy temporary Audax UK membership. This costs £2 and lasts for as long as the rider is taking part in your event. If a rider enters your event, and does not give you an Audax UK, British Cycling or CTC membership number, they must include this £2 fee.

### Ordering brevet cards

About two weeks before the event, you'll need to order your event's brevet cards. As a rule of thumb, about half of your likely entries for an event will have arrived two weeks before your event. So, if you order your cards two weeks before, it's a good idea to order twice as many cards as entries already received. Bear in mind though, that shorter events attract a greater number of late entries.

To order your brevet cards, simply email a copy of the completed brevet card order form to [pam@pilbeams.co.uk](mailto:pam@pilbeams.co.uk), or telephone 023 9226 7095. You can find a copy of the form at <http://www.aukweb.net/official/gateway/docs/cardorder.doc> or Pam will send you one by email. Don't send any payment with your order. You pay for everything after the event.

If Pam's not around for any reason, then contact John Ward at [johnontrike@yahoo.co.uk](mailto:johnontrike@yahoo.co.uk) or on 01590 671205.

Pam tends to print cards on the Friday of the weekend before your event. If you need to delay printing, be sure to call Pam as soon as possible to let her know.

### Top tip!

When you get your event's brevet cards, it's a good idea to complete the riders' details on the back of the cards in advance. To save time, use printed stickers generated with a mail merge. To help with this, you can download a version your event's rider list with addresses by clicking 'Download full list with Addresses' on the rider list. For more details, see 'The event planner' section of this guide.