

11. Validation

After the event you have the task of preparing and sending the cards for validation. Here's how to make the process is as smooth and error-free as possible.

Step 1: Get all your brevet cards in order.

Put all your brevet cards in order. This makes the next stages easier for you and the validation team.

- Sort by rider surname, i.e. Adams before Baker before Choudry.
- Remove cards of riders who did not finish and send these back to the riders, or throw them away..
- Check each card. Keep these questions in mind:
 - Are all the info control questions answered?
 - Has the rider signed the card?
 - Did the rider make it round in time?

Step 2: Complete the rider list.

You will need to update the rider list on the Audax UK website's event planner for your event.

- Go to www.aukweb.net, and then click on 'orgs' in the left hand column. This will bring up a list of your events.
- Click on the event you want to update, to bring up your rider list. See figure 1 for an example.

BRADWELL 200km Sun 19th September 2010
 Dark Peak and White Peak Grimpour
 Organiser: Peak Audax BRM Ev.No: 10-997

Add AUK Member: Memo [Enter] Lookup AUK Member: Name [>] Add non AUK member: Club needed for BRM events. List shows ACP registered clubs. Firstname [CTC - none -] Insurance [Temp] Surname [Enter] Club [none]

Buttons: Mark as FINISH List, Remove ALL riders from List

Add riders to the list using the options above: 7 riders listed

You can modify insurance, Time (length of time taken to complete the ride in hours and minutes, e.g. 11h43), or Medal then save changes => Update

No.	Let	Memo	Ins	Surname	Forename	Club	CTC	Time	Medal	Delete
1	E	8898	AUK	BUTCHER	Paul	Home Valley Vets	West Yorks DA		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	G	8684	AUK	HEGARTY	Chris				<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	B	8818	BC	HOLLOWAY	Darren				<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	E	7895	AUK	WOOD	Nigel	Bury CTC	Manchester DA		<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	E	8811	AUK	BICKHILLS	Philp	Sheper BC			<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	E	8818	AUK	POPLAND	Jackie		Bedfordshire DA		<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	F	5215	AUK	WILLIAMS	Julian		Bedfordshire DA		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Help: Deleting... Insurance... Download full list with addresses... Batch Entry... Download Excel Start List... Upload Excel Finish List

Figure 1: example rider list

- Add any missing riders who finished, and remove any riders who didn't. For more details about how to do this, please see section 7: 'Producing your rider list'.
- If any successful riders bought a medal, then tick the 'Medal' box for that rider.
- Check that the insurance details for each rider are correct.
 - AUK - AUK member
 - BC - British Cycling member;
 - CTC - CTC membership number; or
 - TEMP – none of the above.

- If you are running a BRM event, then add the time the rider took to finish, using the following format. xhxx For example:
 - Rider A took nine hours, 45 minutes. Type in 9h45
 - Rider B took 12 hours, 13 minutes. Type in 12h13
- You only need to do this if you are running a BRM event. If you're unsure, then look at the Audax UK event planner page for your event. If your event is registered as BRM, it will say so at the top of the page, next to the event distance.
- Check the sheet again, to make sure all your successful riders are there.
- Press the "Mark as FINISH List" button, and print a paper copy of the list.

Step 3: Complete the accident report

Audax UK needs details of any accidents that happened during your event. It also needs to know if there were no accidents.

Top tip! If your accident report is a 'nil return', then tick the 'no accidents to report' on the organisers' return form. If you do this, then there's no need to complete an accident report. See step 4 below for more details.

You can find the accident report sheet at <http://www.aukweb.net/official/gateway/docs/accident.doc>. Alternatively:

- go to www.aukweb.net;
- click on 'orgs' in the left hand column; and
- click on 'Download Orgs' Docs' from the left hand column.

When you have completed the accident report, print a paper copy and keep it with your printed rider list.

Step 4: Pay your validation fees

Take your time to make sure you get this bit right. At the back of this section, you'll find a sample completed form.

- Download the organisers' return form. You can find this at <http://www.aukweb.net/official/gateway/docs/results.pdf>. Or:
 - go to www.aukweb.net;
 - click on 'orgs' in the left hand column; and
 - click on 'Download Orgs' Docs' from the left hand column.
- At the top of the form, complete your event and organiser details.
- If there were no accidents during the event, then tick the 'no accidents to report' box. Do not fill out an accident report,
- In the fees table, fill in the number ordered (or needed) of each item. If you don't need (or want) any item, write '0'.
- Then, multiply each item by its price, and write this amount in the 'Total' column. So, if you ordered 20 brevet cards, and they cost 35p, then write '7' in '£' column, and '00' in the 'p' column.
- Finally, add up all the fees, and note the total at the bottom.
- Make a cheque payable to 'Audax UK', and attach this to your printed returns form. Make sure you sign the cheque, and add the right date.

Top tip! Our bank will **not** accept cheques made payable to 'AUK'.

Step 5: Post your paperwork to the validation secretaries

Send your completed paperwork to Audax UK's validation secretaries.

Make sure that you send the following items:

- rider list;
- accident report (if necessary);
- organiser return form;
- cheque for fees, made payable to 'Audax UK'
- brevet cards, if necessary.

You only need to send the brevet cards if your event is

- 300km or longer;
- a BRM event; or
- if you are a probationary organiser because this is your first event.

Please check and double check that your package has everything it should, and that all your forms are filled out correctly. If there is a problem, they will send your paperwork back quickly with a note explaining the issue.

Step 6: Return the cards back to the riders

When the validation secretaries have received your paperwork, they will check everything is in order, and record successful rides on the Audax UK database. Then, BRM event cards are sent to Paris, to be validated by Les Randonneurs Mondiaux,

What happens next depends on whether you sent in your brevets cards.

- If you sent your brevet cards in, you will receive the returned cards, to be sent back to the successful riders.
- If you did not send in your brevet cards, you will receive a strip of validation stickers. Attach a sticker to each brevet card, and return them to the rider. Although the stickers are numbered, it doesn't matter which sticker is attached to which card.

Top tips

- Please try to send your paperwork in within a week of your event, and certainly no longer than a month. Riders like to see the results published on the website.
- Keep a copy of your paperwork, just in case it gets lost in the post. Keep this copy for a least a year, and for five years if there was an accident on your event.
- Do not send your paperwork by Recorded Delivery or Special Delivery. If, however, you have experienced difficulties with the post, use a tracked post service and let the validation secretaries know.
- Even if nobody completed your event, then you still need to send in your paperwork.
- A short note to the rider with the returned card is always appreciated!