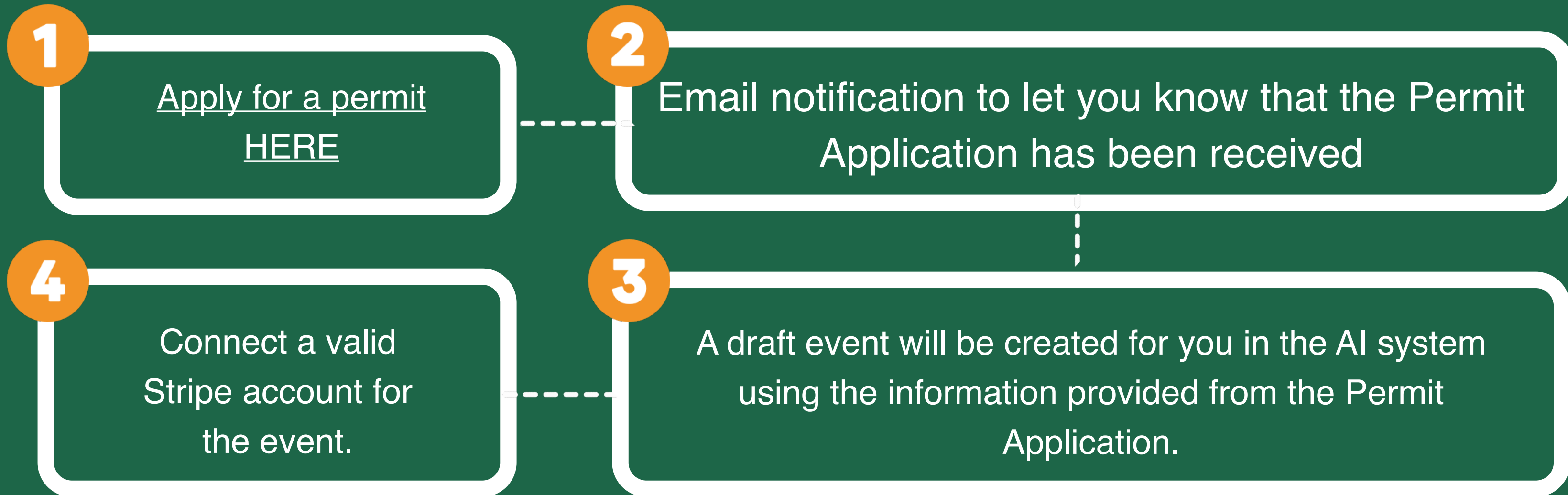




Your Guide to Athletics Ireland Permitted Events System

powered by
Eventmaster.

Permit Application Process.



As soon as the Permit Application has been sent to the County Board and approved, the event is live and open for bookings via the Athletics Ireland online registration platform.

WELCOME TO THE ONLINE PERMIT/LICENCE APPLICATION PROCESS

The Athletics Ireland Road Race Licence is a system whereby the governing body helps to ensure that the essential organisational requirements for a road race are in place to ensure the safety of all concerned and consistency in race organisation standards across the country.

Please select the permit/licence application path below that best suits your event requirements

School Permit
Application



Club Permit
Application



Charity Permit
Application



Commercial/International
Permit Application



CLUB ONLINE PERMIT

*Select Club --Choose Club--

* Event Name Event Name

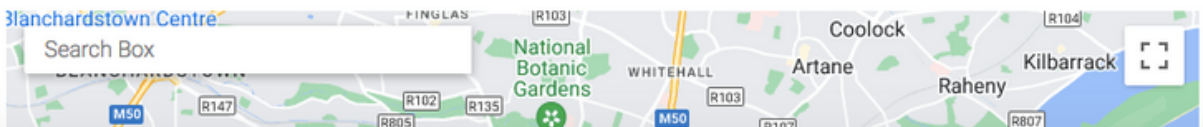
*Event Date DAY MONTH YEAR

Event Time ☒ Specific Time ☐ To Be Confirmed

*Select Time hh:mm

Event Location

Please use the box below to locate your event address



*Will there some medical personnel on bicycles depending on the nature of the course and terrain (Road races)? --Choose--

Terms & conditions:

Licence Application Form Under AAI/IAAF Rules
AAI Club Licence
Road Race permits are offered under the following conditions:
1 To enter a maximum distance of 5K, the minimum entry age for Run, Jog, Walk road permitted events is 13 years on the

☐ *I Accept Terms & Conditions

Save Cancel

Permit Process.

The online permit application process includes a simple form with basic information about the event.

Event Registration Setup Form

Please fill in the details below to have your event created on the Athletics Ireland registration system.This will enable us to create the event and publish it for online sales as soon as possible.

Information Required

*Distance 1:

10km

*Price:

*Quantity:

Optional Information

Start Date Online Sales

DAY ▼

MONTH ▼

YEAR ▼

Start Time Online Sales

hh:mm ▼

End Date Online Sales

DAY ▼

MONTH ▼

YEAR ▼

Event Logo

Choose File

No file chosen

File must be less than 2000 Kbyte

Event Information

Event Name

Test Event

Event Date/Start Time

07/12/2024 09:00:00

- ☐

**I agree that I do not have this event already setup on a different platform. If it is already setup I agree to transfer the event to the Athletics Ireland system.*
- ☐
- *I agree only to use the Athletics Ireland platform for all event registrations going forward.*

☐**I agree only to use Athletics Ireland platform for any integrated fundraising.*☐**I agree that my event will be passed to the Athletics Ireland events calendar.*☐**I agree that if my permit is declined that Athletics Ireland validation will be removed.*☐**I agree to pass my event results to Athletics Ireland.*

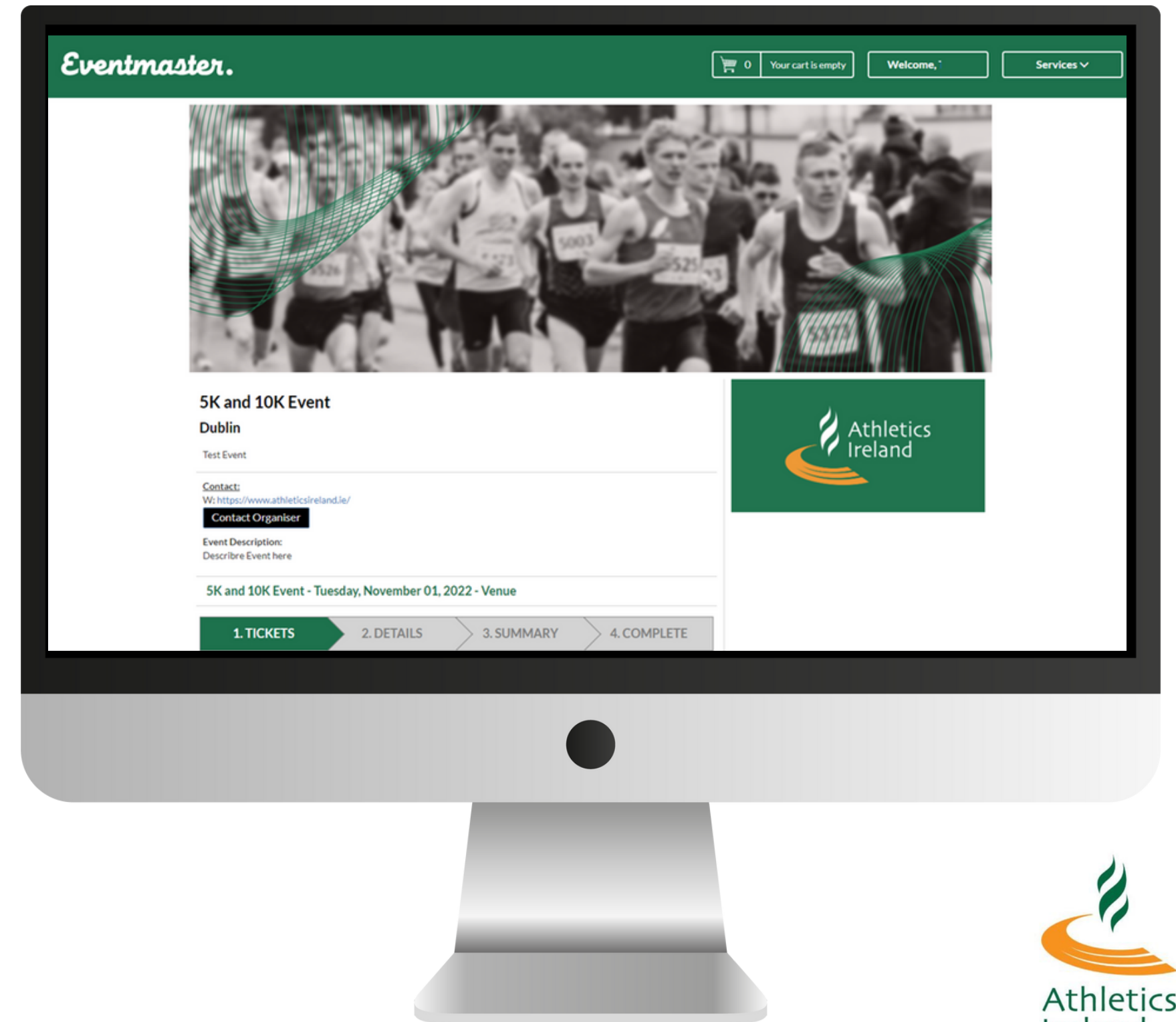
PROCEED

Permit Process.

As part of the permit application, the next step allows the applicant to support the draft event that is set up in the system prior to County approval.

One Day Licence.

The Board of Athletics Ireland has established the requirement for all non-AAI members participating in permitted Athletics Ireland recreational events to purchase a €2 one day licence (ODL).



One Day Licence.

Sonia O'Sullivan Cobh 10 Mile Race 2023 - Sunday, April 02, 2023
- Cobh (Co. Cork)

1. TICKETS

2. DETAILS

3. SUMMARY

4. COMPLETE

Athletics Ireland Validation

No	Full Name	Distance	Athletics Ireland/ANI Membership	Life Reg Number/ANI ID & DOB
----	-----------	----------	----------------------------------	------------------------------

1	<div>Mary</div> <div>Murphy</div>	Registration 1 - General Admission	<div>No</div> <div>▼</div>	
---	-----------------------------------	---------------------------------------	----------------------------	--

Proceed

Sonia O'Sullivan Cobh 10 Mile Race 2023 - Sunday, April 02, 2023
- Cobh (Co. Cork)

1. TICKETS

2. DETAILS

3. SUMMARY

4. COMPLETE

Athletics Ireland Validation

No	Full Name	Distance	Athletics Ireland/ANI Membership	Life Reg Number/ANI ID & DOB
----	-----------	----------	----------------------------------	------------------------------

1	<div>John</div> <div>Smith</div>	Registration 1 - General Admission	<div>Yes</div> <div>▼</div>	<div>1234567</div> <div>AAI Membership check - click here ANI Membership check - click here</div> <div><div>4</div><div>▼</div><div>May</div><div>▼</div><div>1989</div><div>▼</div></div>
---	----------------------------------	---------------------------------------	-----------------------------	--

Proceed

Validation takes place automatically during the event registration for each participant. Validated members of Athletics Ireland or Athletics Northern Ireland will not be levied with the €2 ODL when registering for an event.



One Day Licence.

Order Summary					
Expiration	Event	Quantity	Price	Booking Fee	Total
28:04	Sonia O'Sullivan Cobh 10 Mile Race 2023 (Sunday, April 02, 2023)				
	General Admission	1	€27.65	€1.80	€29.45
	AAI Licence Options: One Day Licence	1	€2.00	€0.00	€2.00
Total:					€31.45
Registrants:					
Mary Murphy (mary@mary.ie)					
Total: €31.45					

The ODL is a mandatory additional purchase for non validated members, placing more value on being a club member.

Sonia O'Sullivan Cobh 10 Mile Race 2023 - Sunday, April 02, 2023
- Cobh (Co. Cork)

1. TICKETS

2. DETAILS

3. SUMMARY

4. COMPLETE

Your booking will expire in 28:31. Please make sure to finish in time.

Registration 1 - General Admission

Personal Details

First Name Mary

Last Name Murphy

* Email

* Verify Email

* Gender

Select...

* Address Line 1

* Address Line 2

Address Line 3

* Country

IE

Additional Purchases

AAI Licence Options

Item

Select

* AAI Licence Options

One Day Licence €2.00



Contact Permission

* Eventmaster would love to contact you from time to time with updates and promotions on similar events. Please let us know if you would like us to contact you or not by selecting one of the options below:

☐ Yes please

☐ No thanks

Checkout

Add to Cart

One Day Licence.

€27.65
Entry Fee



New Model

Mary Mrphy
Non-AI Member

6.5% fee + €2 ODL



New Model

John Smith
AI Member

6.5% fee

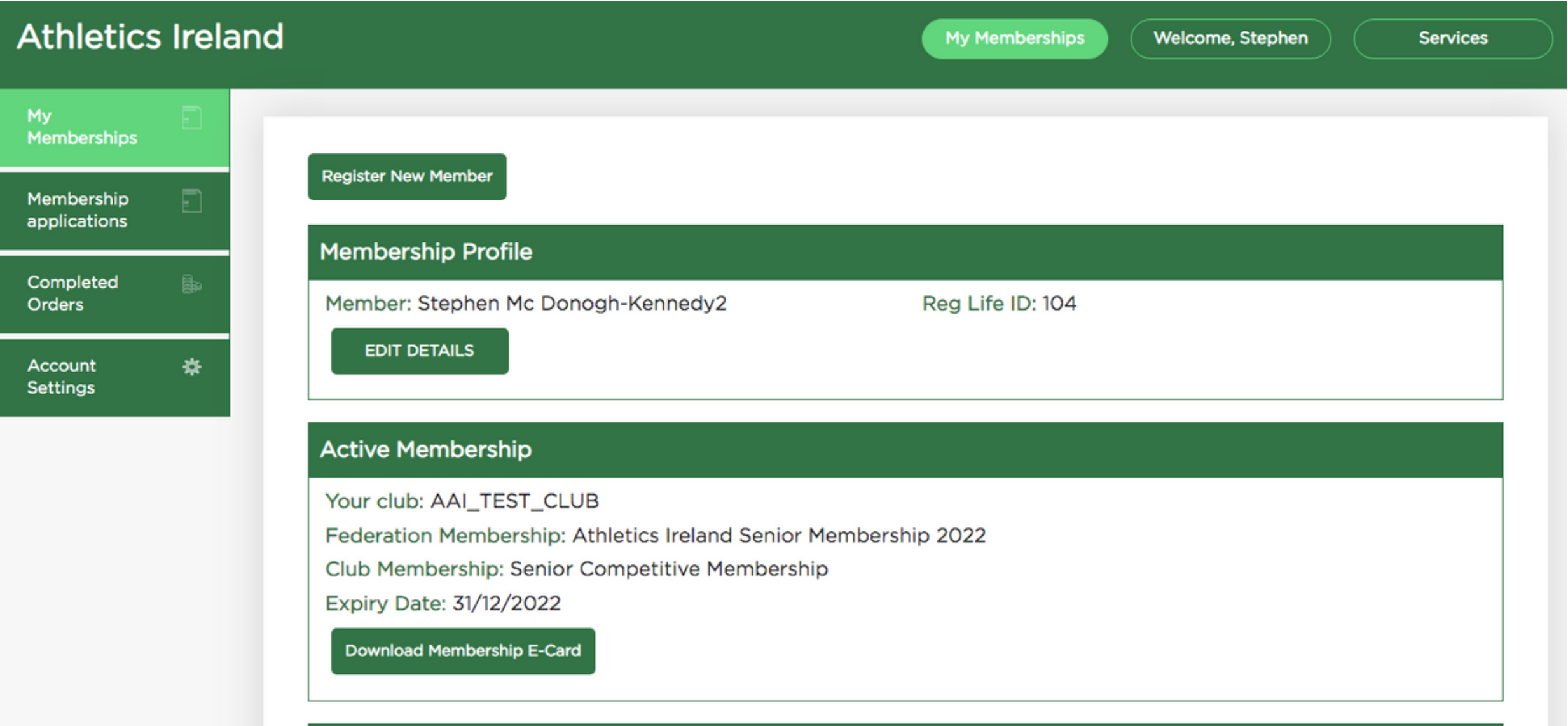


Old Model

John Smith & Mary Murphy

7% fee

Upcoming Developments.



The Individual Power of Ten

With the integration of timing partners, validated members will soon be able to track all their times/performances in their Manage My Membership section of their AI account.

Pricing Structure.

Tickets priced at
€14 or less.

Fixed booking charge of €1
(incl. Banking Charge).

Tickets priced at
Greater than €14

Standard Rate
Eventmaster Fee of 5%
(including taxes/VAT)
+ 2% Merchant Banking
Charges.



AI Preferential Rate
Eventmaster Fee of 4.5%
(including taxes/VAT)
+ 2% Merchant Banking
Charges.

Using the AI system is an easy and cost effective way to manage registration and e-commerce transactions.

Please note that in the situation where an order is cancelled and refunded the ticket price will be refunded but the fees on the transactions will be retained and not refunded.

Reporting.



As an Athletics Ireland Event Organiser, you have access to extensive real time reporting that can be read and downloaded anywhere, anytime.

This includes an easy to use organiser dashboard and event summary main page.



Eventmaster.

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Centre,
Dominic Street,
Limerick
Ireland
V94YN60

Get in Touch.

Call: 085888013

Email: athletics@eventmaster.ie

Visit: www.eventmaster.ie