

## Quick Guide to your Profile

### Your home Page or Profile Page (Website).

Once you have logged into your ACU account you will have a page like this.

The screenshot shows the ACU website home page. On the left is a navigation menu with options: Home, Members, Events, Courses, Conferences, and Purchase History. The main content area is divided into several sections:

- Member name** (email@address.com): A summary card with 'Current' status for Member Details (29256), Trials Adult Solo, and Member Photograph. A 'VIEW PROFILE' button is at the bottom.
- My Members**: A card for 'Martin Fairburn' (Male, Member ID Number 29256) with an 'ADD NEW' button.
- My Events, Courses, Conferences**: A card with 'No event entries to show.'
- Upcoming Events, Courses, Conferences**: A list of events with 'VIEW' buttons for each:
  - Bradford DMC Beginners & Novice Trial (2nd August, 2023 to 2nd August, 2023, 11.1 Miles)
  - Yeadon-Guiseley WYC Kath Cockshott Trophy Trial (13th August, 2023 to 13th August, 2023, 12.2 Miles)
  - Huddersfield Falcon Club Trial Championship Round 4 (6th August, 2023 to 6th August, 2023, 15.4 Miles)

Annotations in yellow boxes:

- Points to the 'VIEW PROFILE' button: "To check your status such as club membership, licence etc click here."
- Points to the 'Upcoming Events' section: "Local events will be displayed in this panel."
- Points to the 'My Events, Courses, Conferences' section: "Events that you have entered will be displayed here."

The screenshot shows the ACU member profile page. On the left is a navigation menu with options: Profile, Roles, Member Details, ACU Competitor Licences, ACU Officials Licences, FIM Competitor Licences, One-Event Licences, Upgrade Applications, DBS Documentation, FIM Officials Licences, SCB Registration, Club & Team Affiliations, SCB/BSPA Officials Licences, Medical Documentation, and Personal Documentation. The main content area is divided into several sections:

- Member Name** (email@address.com): A card with a yellow smiley face icon and an 'EDIT PROFILE' button.
- Information**: A section with 'GENERAL INFORMATION' and 'ADDITIONAL INFORMATION'.
  - GENERAL INFORMATION:
    - Phone: 01234 567899
    - DOB: 01/01/2000
    - Phone: 07981234567
    - Address: Street, town, city, Postcode
    - Address: Street, town, city, Postcode
  - ADDITIONAL INFORMATION:
    - Member Details: CURRENT

Annotations in yellow boxes:

- Points to the 'ACU Competitor Licences' menu item: "This is your menu to access your records such as your ACU licence status, club membership etc."
- Points to the 'CURRENT' status: "This is only showing that you have a current registration with the ACU."

To enter an event, you need to make sure all the points on your profile are in a "current" status.

To obtain an ACU licence you need to be a member of an affiliated club, to enter a trial you may also need to be member of the club hosting the trial.

Check your club membership from the Club and Team Affiliations Page.

**ADDING CLUB MEMBERSHIP FOR AN INDIVIDUAL MEMBER**

Please note the process of adding 'Club Membership - Approval' is **ONLY** for those who have already made payment to their Club separately.

To pay for your Club Membership directly (where your Club has enabled Online Payments), please click the link to the Club's Membership Website, found here:

**ACU Club Finder List**

Note: a Club's 'Membership Website' will only appear when the Club has populated that field on their Club Profile immediately. An Individual need only have a valid Club Membership for 2023 by the turn of the year to ensure...

Note – More than one club may be listed here.

1 Record

Club & Team Affiliation	Status	Valid From	Valid To	Affiliation Type	Club	Actions
Club Membership	Current	27/12/2022	31/12/2023	Club Membership - Website	Horsforth & DMC Ltd (West Yorkshire - 0479)	⋮

**DO NOT ADD CLUB MEMBERSHIP FROM THIS PAGE UNLESS SPECIFICALLY INFORMED TO DO SO BY YOUR CLUB**

Check your Medical Documentation from the Medical Documentation Page.

This is an example of one that is lapsed, click on the line and complete the questionnaire. This will be reviewed and approved by the ACU.

Medical Documentation

**i** To Complete the ACU Eye Report, Please Download the Form - [DOWNLOAD HERE](#)

To Complete the Medical Form, Please Download the Form Here - [DOWNLOAD HERE](#)

1 Record

Medical Documentation	Status	Valid From	Valid To	Document Type
Medical Questionnaire	Lapsed	14/12/2021	31/12/2022	Medical Questionnaire

If your Medical Documentation page looks like the one below this is also fine.

If you only hold a trials ACU licence the ACU will delete your documentation as it's not actually required.

Medical Documentation

**i** 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
No items to show. Added items will appear here.				

Check your personal documentation from the personal documentation page. If it's not green click on the line and follow the instructions.

Personal Documentation

1 Record

Personal Documentation	Status	Valid From	Valid To	Document Type
Member Photograph	Current	04/06/2019	04/06/2029	Adult Photograph

Click on the ACU competitor licence page and check your licence status, this must be green to enter an event.

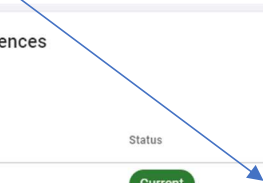
Note – all the above must be completed before this will go from lapsed or action required.

Also check that you have ticked the declaration box on the second page of the application, to edit click on the line.

ACU Competitor Licences

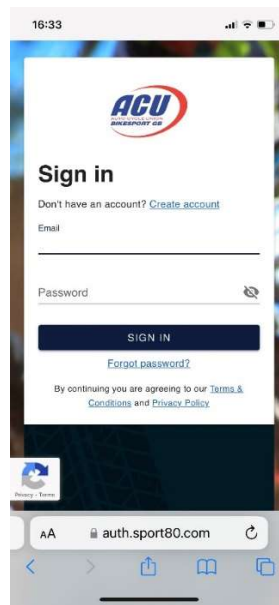
1 Record

ACU Competitor Licence	Status	Valid From	Exp Date	Licence Category
Trials Adult Solo	Current	29/01/2023	31/12/2023	Trials Registration - Solo

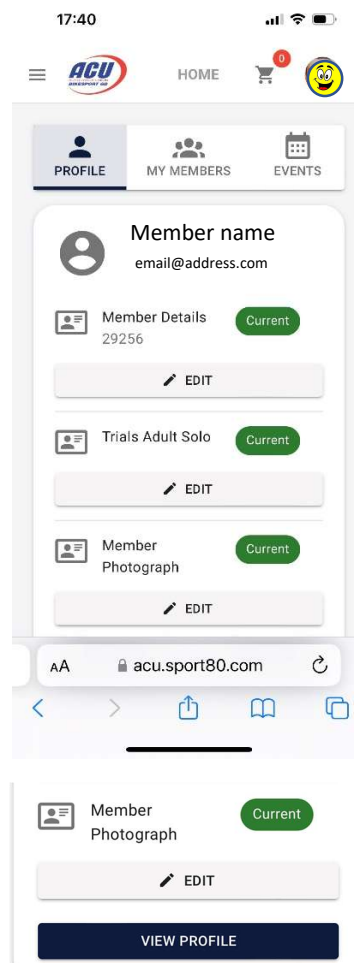


**Your home Page or Profile Page (Mobile view).**

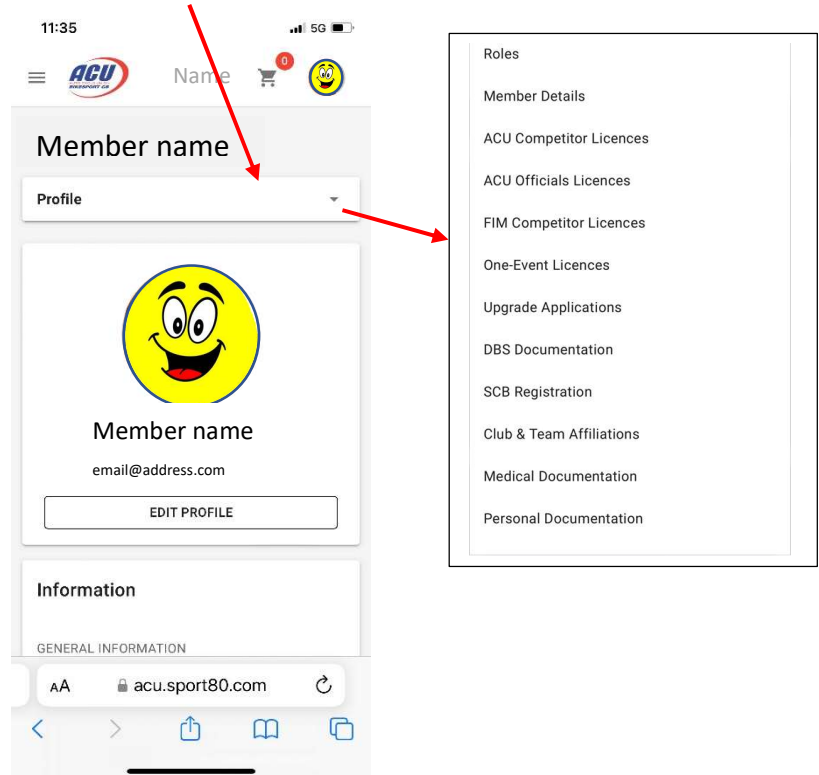
Sign into your account



To view your profile, scroll down the page to the blue bar and click.



Access to your profile menus is done via the drop-down box.



For example, to view your competition licence status and make changes access the menu via the drop-down box as shown above.

