

FIXTURES & PERMITS ONLINE GUIDE

All Club officials can now apply, pay and track Permits & Fixtures online in one newly combined area of the website. A status key has been implemented for clubs to see which Permits are currently being processed, which ones have been cancelled, and which ones have been issued.

***Note:** *An event without a status key is currently a Fixture on the system.
Cross Country Promotional Events are limited to 3 events per club per calendar year.*

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CREATE A FIXTURE/PERMIT ONLINE

- 1) To access the Online Permits, you will first need to login to the [MSA](#) website. For this you will require the club username and password. If you are unsure of your login details, please contact the Secretary/Competition Secretary of the Club. If this is still unknown please contact the Competitions & Clubs Administrator, [James Tattersall](#), who will reset it for you.
- 2) After logging in click on '**Fixtures and Permits**' along the top navigation bar.
- 3) Select an official from the drop down list. The officials are no longer limited to the Treasurer, Competition Secretary and Club Secretaries. You must tick the box to confirm you have been authorised to make the online application.
- 4) Click the  button to proceed and enter the Event details; including the name of the Event, the type of event, the start & finish dates of the event and the venue of where the event is taking place. Press the '**Next**' to continue.
- 5) Enter any further information about the event and press '**Next**' to proceed.
- 6) Select whether you would like the event to be visible in the public search and click '**Save**'.
- 7) You can now chose to clone the Fixture you have created by clicking '**Clone**', turn the Fixture into a Permit by selecting '**Yes**' and answer the questions or select '**No**' to go back to the clubs Fixtures/Permits home page.

Note: *All events will be marked with a status. The status key is visible in the Search bar to identify which Permits have been cancelled, approved or being processed.*

Status Key	
	Permit has been issued by the MSA
	Application being processed
	Permit has been cancelled

PAY FOR A PERMIT ONLINE

- 1) To access the Online Permits Payment section, follow steps 1-3 to Create a Fixture.
- 2) Click the **PAY** > button to proceed and pay for any outstanding permits. You may now pay for events online past the 14 day deadline, however late fees will still be applied. An e-mail will be sent to warn you of any outstanding permits.
- 3) Select the event you would like to pay for and press the **'Pay Permit'** button as shown below:



Note: If you wish to pay by bank transfer, select the 'Pay by BACS' option for the MSA's bank details. Please forward a copy of the Permit to james.tattersall@msauk.org and use the Permit number as your reference when paying via your online banking.

- 4) The next screen will show details of the permit including the permit fee per competitor and any late charges. Press **'Pay for Permit'**
- 5) Enter whether you have submitted the post-event paperwork and enter the number of competitors that participated at the event. Press the **'Proceed'** button once complete.

Have you submitted post event paper work D26.4 (D4.5.5 Clubmans events)

Please enter the number of competitors

We certify that the competition numbers given here signed-on for the above event

- 6) Enter the Credit/Debit Card details and press **'Proceed'**.
- 7) You will receive a confirmation screen confirming the payment has been successful and the option to view the permit or print a receipt. Press the 'Return' button to go back to the **'Fixtures & Permits'** screen.

Your permit payment has been successful

To view your permit click 'VIEW PERMIT' Button below

Please print out and retain a copy for your records.

If you want a receipt emailed to you please click "SEND RECEIPT" Button below

Return to MSA fixtures