

THE EVENT PERMITTING PROCESS: A STEP-BY-STEP GUIDE

1

Register as an event organiser on the British Triathlon Event Organisers System - <https://events.britishtriathlon.org>

2

Once registered make use of the resources and support available to you through the Event Organisers System. Contact a member of the team if you need any help or advice - email events@britishtriathlon.org or call 01509 226162/226197

3

Update your personal profile and the organisation profile. Register your event and ensure that all races taking place are added.

4

Review and agree to the terms and conditions of permitting an event and pay the £35 deposit. Your event will only appear on the British Triathlon website once the deposit has been paid and receipt confirmed.

5

Take advantage of our Online Entry System to manage competitor entries, benefitting from a low 4% transaction fee.

6

No less than two months prior to the event, upload your pre-race information including risk assessments, course maps and a copy of your Public Liability Insurance (minimum of £5 million).

7

Within one month of the event, submit your post-race information detailing number of competitors and number of day memberships used.

8

Submit your results to results@britishtriathlon.org so competitors can claim their results and add them to their membership profile on the British Triathlon website.

9

Your post-race information will be processed and an invoice for permitting fees and day memberships will be raised. Please pay this invoice within one month of issue.

If you have any queries about the event permitting process, please contact British Triathlon - email events@britishtriathlon.org or call 01509 226162/226197.