

Online Event Notification Guide

Before submitting an event notification, please ensure you have read this important information:

- Only registered clubs may submit an event online. Affiliate clubs, whose membership has expired, are not permitted to submit an event notification.
- The event secretary and safety officer must be registered members of the Association. Event officers, whose membership has expired, are not permitted to submit event notification.
- You must provide all relevant information for your event at the time of submitting the form as incomplete event details will not be included on the events calendar.
- You must inform National Office of any changes to the details of your event should they change at a later date, including:
 - Event cancellations
 - Event postponements
 - Change of venue
 - Change of show officials

Please follow these instructions to submit an event using the online notification form:

1. Go to www.airc.ie and:
 - a. Select Events and then Events Calendar.
 - b. Select Members and then Membership Online
 - i. If you choose this method, you'll bypass step 3 and 4.
2. Click on the **Submit an Event** button in the top right hand corner. This will bring you to the online form.

Back to Calendar

Event Activities: Dressage Show Jumping Horse Trials
 Hunter Trials Showing Cross Jump
 Trec Training Leisure / Social
 Charity / Fundraiser Meeting

Please select all relevant activities at event.

Host Club / Region:

Event Date:

End Date:

Event Name:

Venue County: -- None --

[If your venue is not listed click here to add it](#)

Event Secretary:

Secretary Phone:

Secretary Email:

Event Safety Officer:

Safety Officer Phone:

Safety Officer Email:

Event Schedule: No file chosen (.pdf, .xls or .doc only)

Entry Form: No file chosen (.pdf, .xls or .doc only)

Notes (not for display):

Save Cancel

Event Activities: Select all relevant activities where individual or team competitions are on offer. For example a summer show may have dressage, show jumping and showing on offer, it may also be a charity fundraiser.

For horse trials (one-day events) competitions, only horse trials should be selected unless individual show jumping or dressage competitions are also on offer on the day, separate to the horse trials competitions.

Host Club / Region: Select your club or of organised by the regional committee, select the organising region. Please note you may only select one organising club or region.

Event Date: Select the date of your show.

- End Date: If your show is taking place over a number of days, you must include the end date if it's a two day show. Leave blank if your show is for one day only.
- Event Name: Make sure to include your sponsors name or if it is part of a regional league in the event name. Do not include your clubs name as this will be removed.
- Venue County: You must select the county where your event is taking place.
- Venue: This appears once you selected a county, allowing you choose a venue located in that area which is already registered on the system.
- If your venue is not listed, you can add a venue to the system, subject to approval, by clicking on the blue button. Please ensure to provide a full address and GPS co-ordinates, if known of your new venue.
- Event Secretary: You may notice that your club secretary details appear here automatically. If the details are different for your show, please delete and insert the new details. You must include a contact number and email address.
- Safety Officer: You may notice that your club safety officer details appear here automatically. If the details are different for your show, please delete and insert the new details. You must include a contact number and email address.
- Show Jumping: If your event includes this activity, you must include the name of the official your club is using for this event.
- XC Technical Delegate: If your event includes this activity, you must include the name of the official your club is using for this event.
- Trainer: If your event includes this activity, you must include the name of the trainer your club is using for this event.
- Event Schedule: You can attach a schedule for your event. This will be available to download from our website when your event has been approved. If your event schedule isn't ready, you can add it at a later date by emailing National Office.
- Entry Forms: You can attach an entry form for your event. This will be available to download from our website when your event has been approved.

If your entry form isn't ready, you can add it at a later date by emailing National Office.

Notes: You can add a note for National Office here. This will not display on our website.

Save: Click on save. This however does not complete the process.

3. **IMPORTANT:** A message will appear asking you to login to your membership online account. This is required to complete the process and submit your event notification to National Office. You must immediately login to your membership online account to complete the process.

To access your membership online account, click on members and then select membership online. This will bring you back to your event notification.

4. Check the details of your event and then click on submit. A message will then appear saying you event notification has been submitted successfully to National Office.
5. National Office will review your event and once approved, it will be included on the events calendar on www.airc.ie.