

Create A Trip Permit For England Boxing

1

Login to the Locker. Navigate to <https://englandboxing.sport80.com/v/962713/home>

2

Switch into the club profile.



Clark Kent

clarkkent@dailyplanet.com



Individual
Membership
208412

Current

Edit

View Profile

My Members

Search

PROFILES



Clark Kent
Male

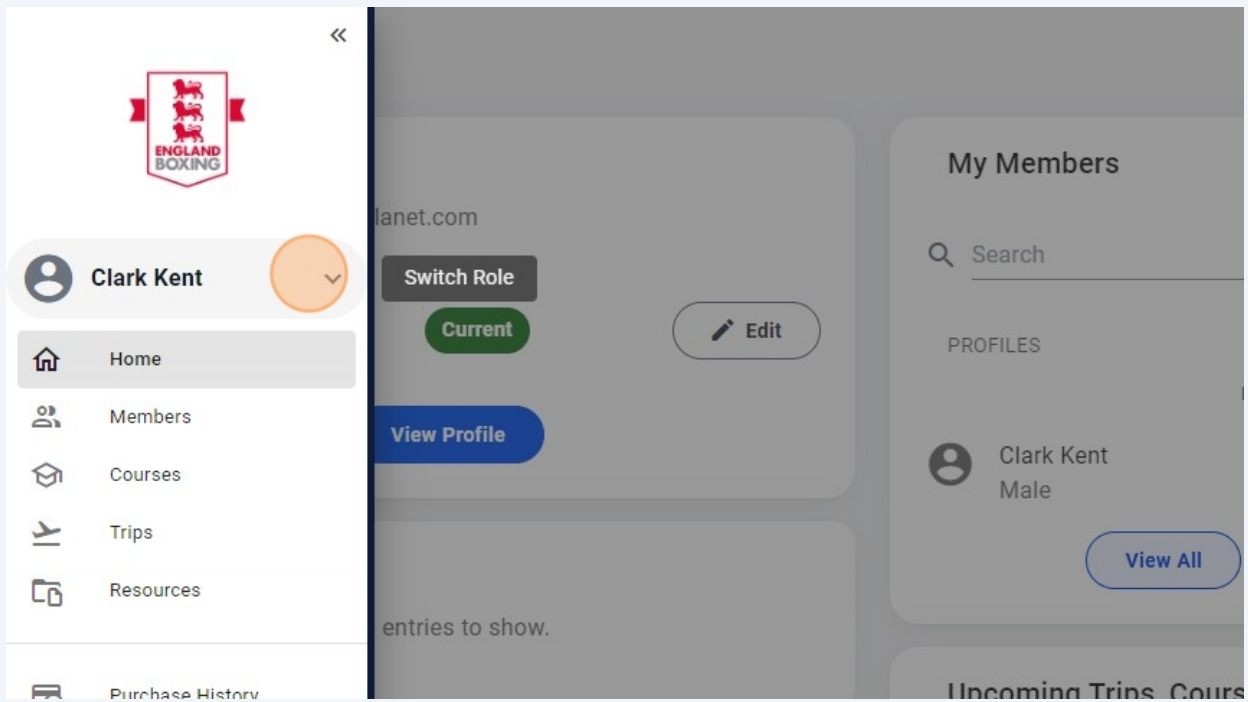
View All

My Trips, Courses

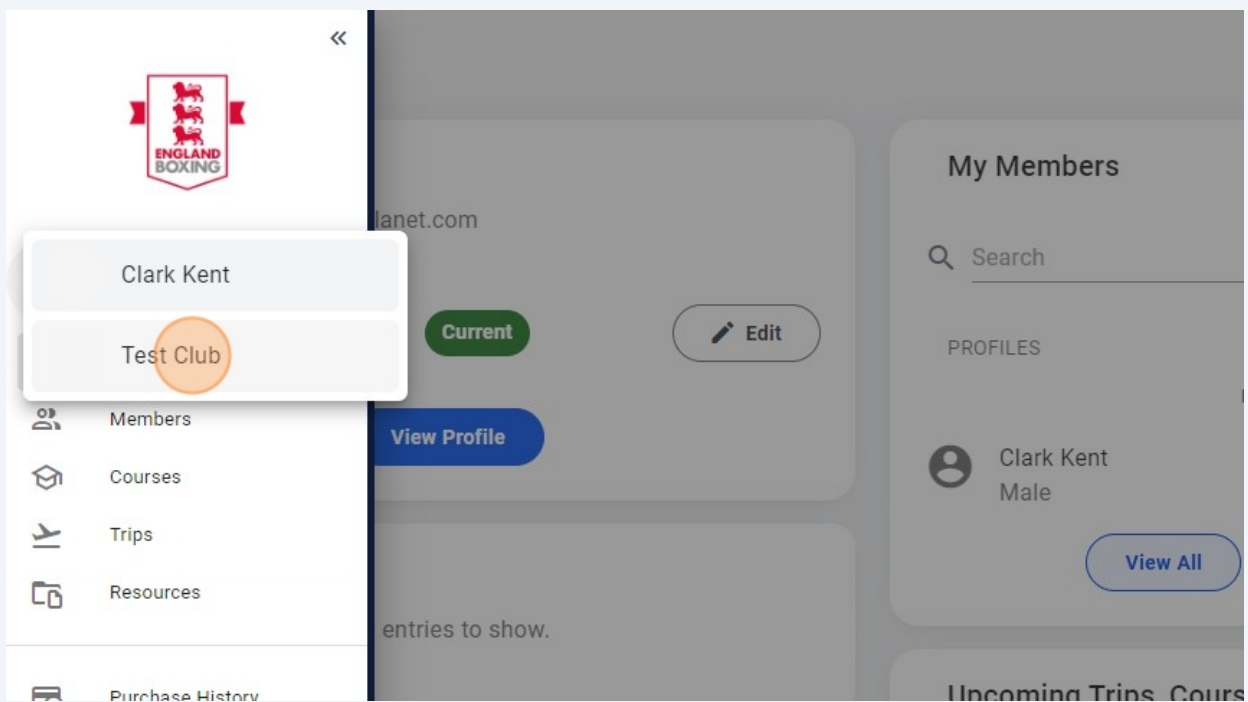
No entries to show.

Upcoming Trips, Cours

3 Switch into the club profile.



4 Switch into the club profile.



5 Navigate to the permits section.



Test Club

Profile ▾



Test Club

ebclub@4global.com

Edit Profile

Roles

Search

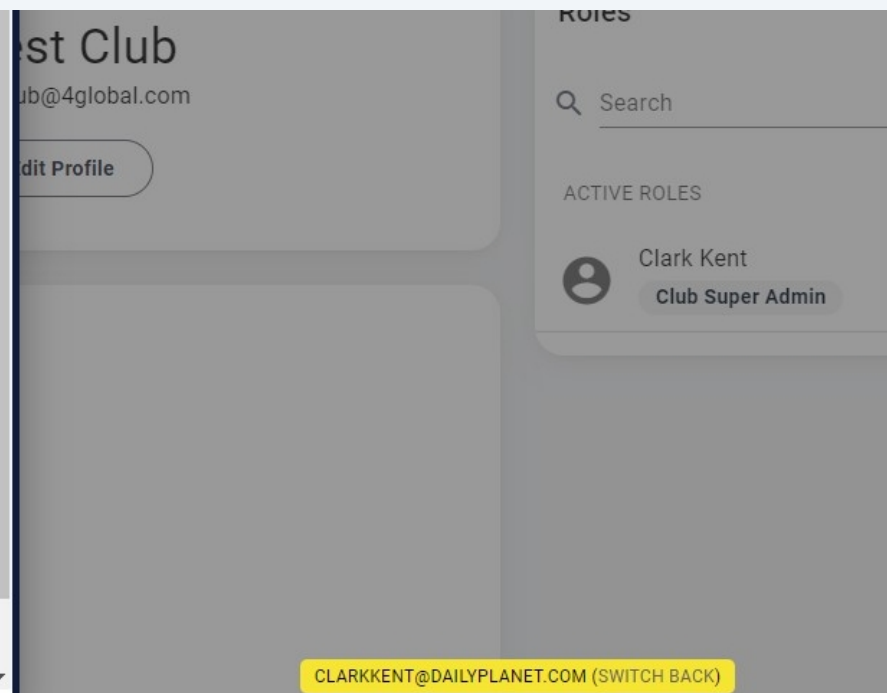
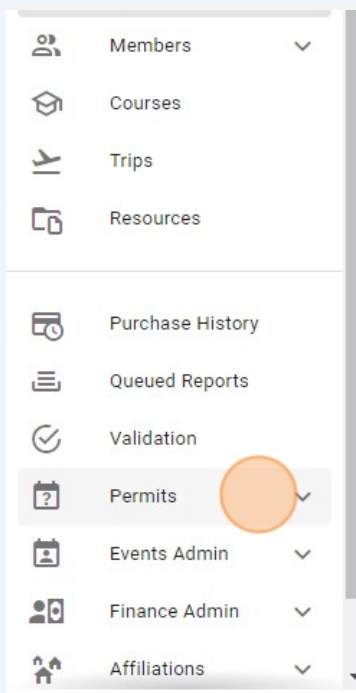
ACTIVE ROLES



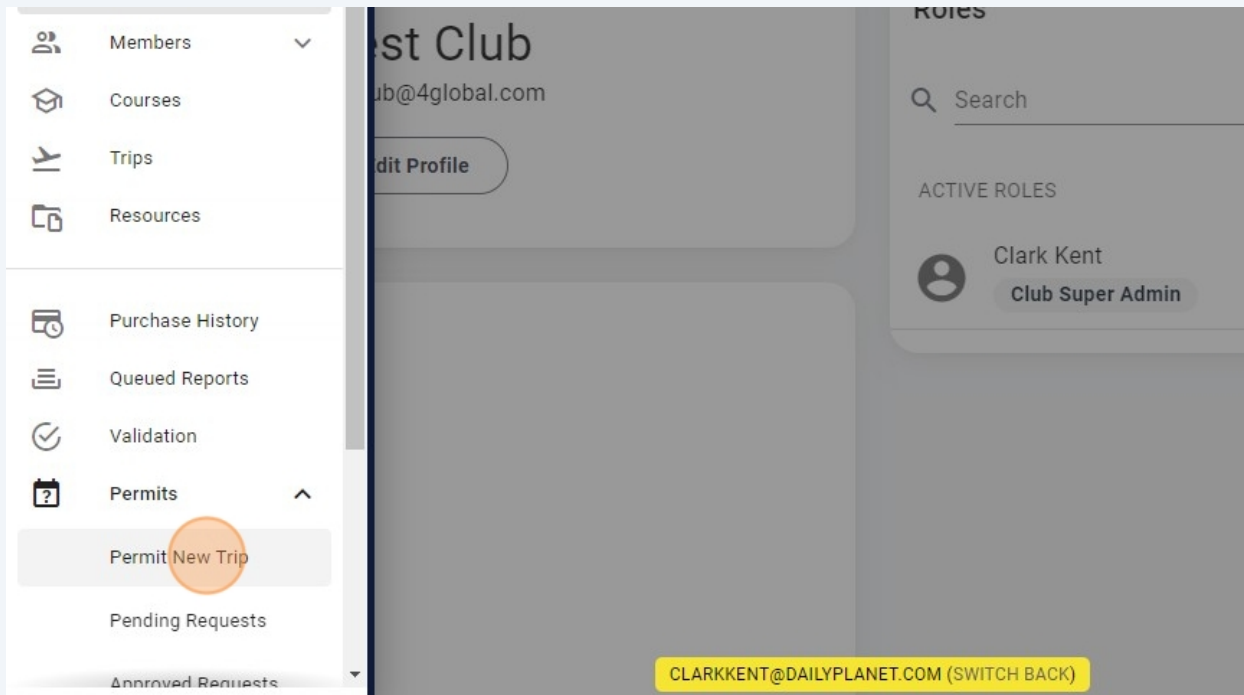
Clark Kent

Club Super Admin

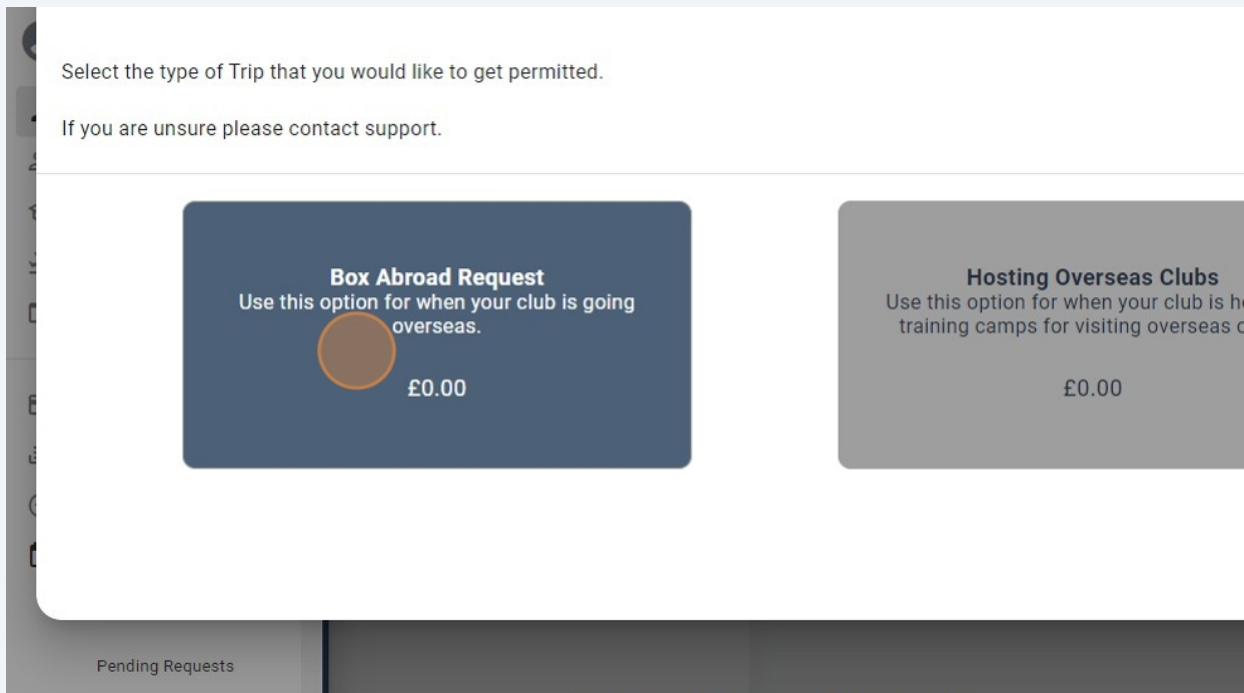
6 Navigate to the permits section.



7 Click "Permit New Trip"



8 For clubs going overseas, use the Box Abroad Request Option



9 Read the Terms and Conditions before clicking "I Accept Terms And Conditions"

England Boxing Terms And Conditions

Please inform us when you have added all boxers, coaches, officials and volunteers by emailing: enquiries@englandboxing.org

By submitting a Box Abroad request, requesters agree to the England Boxing Box Abroad Policy that is available in the resources section, or [click here](#) to view

Please be advised that all boxers who attend any event or sparring session from abroad must have a valid BCR1 medical on their profile on The Locker. This is in accordance with the England Boxing Rule, 9.3 Annual medicals, which appears in the Rule Book. Should an annual medical not have taken place then the boxer should not be permitted to box, under any circumstance.

For boxing abroad requests, you must also provide a copy of the club's travel insurance policy/policies for individuals. The insurance policy must include the following types of cover in order to be acceptable for permission to travel: Medical Expenses Cover, Personal Accident Cover and Personal Liability Cover.

Please note Ryanair does not offer Personal Accident cover, therefore this policy is inadequate for the Boxing Abroad needs and the club will be required to purchase a new policy.

England Boxing will make the necessary checks that all boxers and all support staff (coaches/officials/volunteers) listed on the request are registered and have clearance for the duration of the trip.

Once the checks have been completed England Boxing will approve the request on The Locker, sign the declaration form send a signed copy of the form to the host federation and Regional Secretarv.

I Accept Terms And Conditions

CLARKKENT@DAILYPLANET.COM (SWITCH BACK)

10 Enter the Name of your Club / Enter the Event Name

Trip Details **Venue Address**

Club Name and Event Name * ⓘ

Departure Date *

Return Date *

The following details will be publicly viewable. If this is an Organisation (England Boxing, Region, C

Please ensure you input the contact details of the club

Club Contact Name *

Club Contact Email *

Club Contact Phone Number

11 Type "Club Name / Event Name"

12 Enter your departure date

Trip Details Venue Address

Club Name and Event Name * ⓘ

Departure Date *

Return Date *

The following details will be publicly viewable. If this is an Organisation (England Boxing, Region, C...

Please ensure you input the contact details of the club

Club Contact Name *

Club Contact Email *

Club Contact Phone Number

13 Enter your return date.

Trip Details **Venue Address**

Club Name and Event Name * ⓘ

Departure Date *

Return Date *

The following details will be publicly viewable. If this is an Organisation (England Boxing, Region, C

Please ensure you input the contact details of the club

Club Contact Name *

Club Contact Email *

Club Contact Phone Number

Website ⓘ

14

Club Name and Event Name * ⓘ

Departure Date *

Return Date *

The following details will be publicly viewable. If this is an Organisation (England Boxing, Region, C

Please ensure you input the contact details of the club

Club Contact Name *

Club Contact Email *


Club Contact Phone Number

Website ⓘ

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

1/3

15 Enter the details of the club contact responsible for the Box Abroad Request


Club Name and Event Name * 

Departure Date *



Return Date *


The following details will be publicly viewable. If this is an Organisation (England Boxing, Region, C

Please ensure you input the contact details of the club

Club Contact Name * 

Club Contact Email *

Club Contact Phone Number  

Website 

1/3


16 Click 'Next'

*



*


The following details will be publicly viewable. If this is an Organisation (England Boxing, Region, Club) please put those details here.

Please ensure you input the contact details of the club


* 


*



1/3





[CLARKKENT@DAILYPLANET.COM \(SWITCH BACK\)](mailto:CLARKKENT@DAILYPLANET.COM)

17 Choose the destination Country first.

A screenshot of a form with the following fields: Address Line 1 *, Address Line 2, Address Line 3, City *, Country *, and Country *. The Country * dropdown menu is open, showing 'United Kingdom' selected. An orange circle highlights the 'United Kingdom' option. A 'Prev' button is visible on the left, and '2/3' is shown on the right. At the bottom right, there is a yellow button labeled 'CLARKKENT@DAILYPLANET.COM (SWITCH BACK)'.

18 Then complete the address of the Venue you are going to.

A screenshot of a 'Venue Address' form. At the top, there are two tabs: 'Trip Details' and 'Venue Address'. Below the tabs, there is a link that says 'Click here to use your address details.' The form contains the following fields: Venue Address Search (with a search icon and the text 'Start Typing To Search'), Address Line 1 *, Address Line 2, Address Line 3, City *, State * (with a dropdown menu showing 'Select an Option'), Zip Code *, and Country * (with a dropdown menu showing 'United States of America'). An orange circle highlights the search bar in the Venue Address Search field.

19 Click "Next"

The screenshot shows a form titled "Venue Address" with three tabs: "Trip Details", "Venue Address", and "Additional Info". The "Venue Address" tab is active. It contains a "Venue Address Search" field with a "Start Typing To Search" button. Below are fields for "Address Line 1" (filled with "Empire State Building"), "Address Line 2", "Address Line 3", "City" (filled with "New York"), "State" (filled with "New York"), "Zip Code" (filled with "90210"), and "Country" (filled with "United States of America"). At the bottom, there are "Prev", "Next", and "Submit" buttons. The "Next" button is highlighted with an orange circle. A progress indicator shows "2/3". A footer link "CLARKKENT@DAILYPLANET.COM (SWITCH BACK)" is visible.

20 Attach the club logo if you wish.

The screenshot shows an "Event Permit Request Form" with two tabs: "Trip Details" and "Venue Address". The "Venue Address" tab is active. It contains a "Logo" field with a "No file selected" button and a "Choose File" button highlighted with an orange circle. Below the logo field is a "Description" field with a rich text editor toolbar. The toolbar includes icons for undo, redo, bold, italic, link, unlink, text color, background color, bulleted list, and numbered list. The form also includes instructions: "Please provide further important information about your Boxing Abroad Request." and "Please note this logo upload will be publicly viewable."

21

Any additional information here.

Purpose of trip. Any chaperones. Any notes that England Boxing need to be aware of."

Please note this logo upload will be publicly viewable.

Logo [Choose File](#) [i](#)

Description

<> ↶ ↷ 1 B / Ⓔ A¹ A₂ 🔗 🖼️ ☰ ☷ ☹ ☹

| ○

CLARKKENT@DAILYPLANET.COM (SWITCH BACK)

22

Click the "Yes" field and add any special restrictions

☰ 🏴󠁧󠁢󠁥󠁮󠁧󠁿

I agree to follow all medical provisions in the England Boxing rule book for this Trip.

* Yes

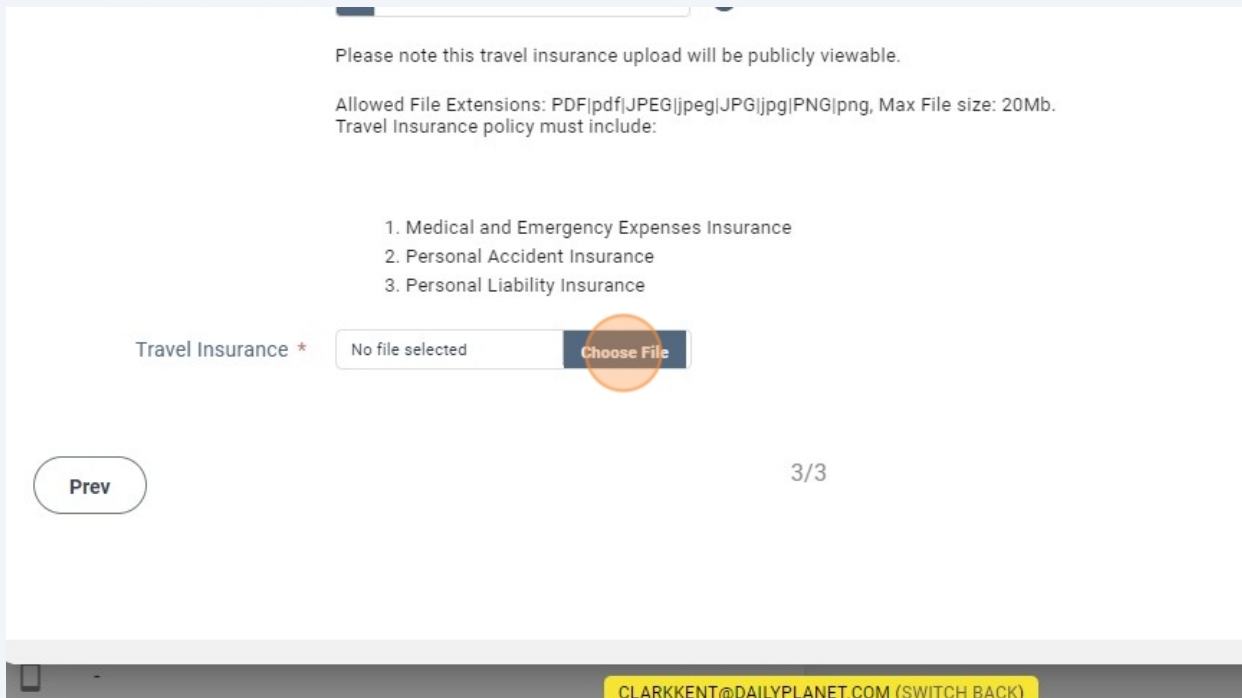
Special Restrictions [i](#)

Please note this travel insurance upload will be publicly viewable.

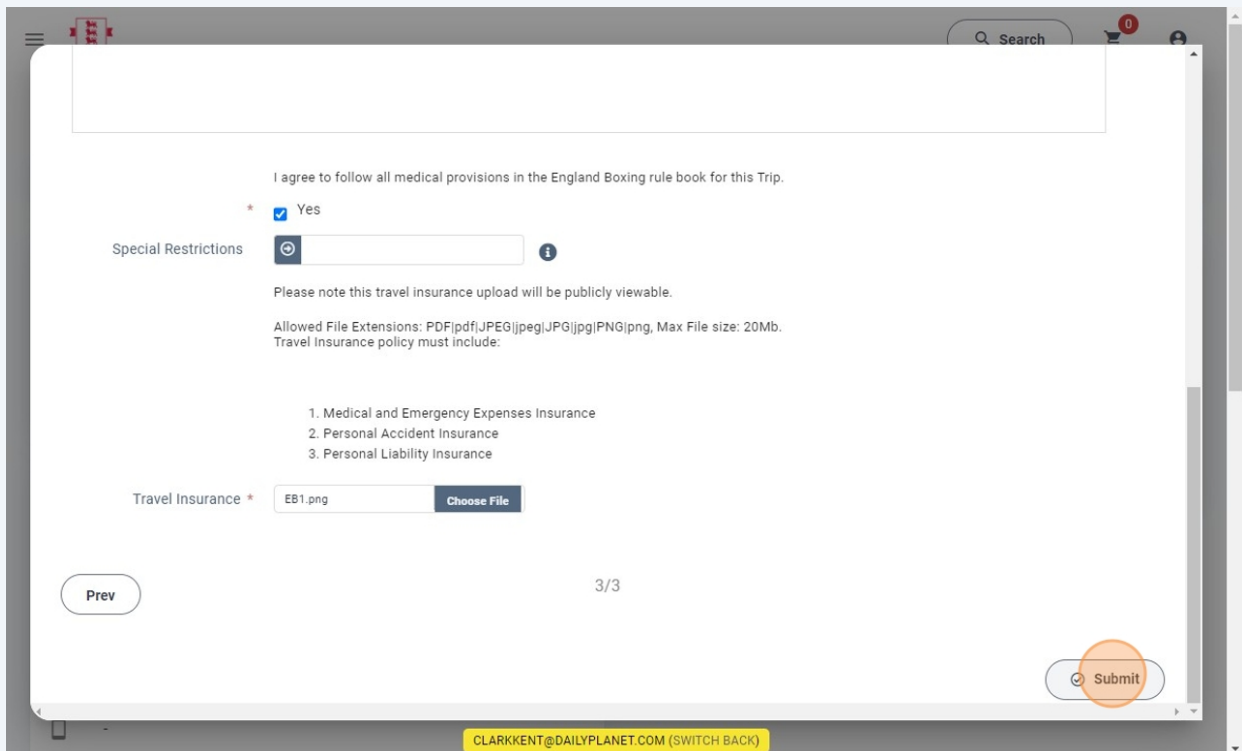
Allowed File Extensions: PDF|pdf|JPEG|jpeg|JPG|jpg|PNG|png, Max File size: 20Mb.
Travel Insurance policy must include:

1. Medical and Emergency Expenses Insurance
2. Personal Accident Insurance
3. Personal Liability Insurance

23 Click the "*Travel Insurance" field to upload the travel insurance document.



24 Click "Submit"



25 Click "Event Admin Tools"

Trip Info ▾

Event Details Venue Address Additional Info Payment Confirmation Email **Event Admin Tools**

Event Name *

Departure Date *

Return Date *

Event Organiser Details will be publicly viewable. If this is an Organisation (England Boxing, Region, Club) please put those details here.

Event Organiser Name *

Event Organiser Email *

Event Organiser Phone Number

Event Website

1/5 Next

26 Click "No"

Event Details Venue Address Additional Info Payment Confirmation Email Event Admin Tools

Dependency Check Override Date

Is this event open ('yes') or invitation-only ('no')? * Yes No

Should this event appear on the public calendar? * Yes No

Do you wish for Entry Lists to be publicly viewable? * Yes No

Does the event require the use of a 'Waiting List' feature? * Yes No

Exclude from Online One-Event Licence Sales * Yes No

Prev 5/5 Save

27 Click "Save"

Dependency Check Override Date

Should this event open (yes) or invitation-only (no)? Yes No

Should this event appear on the public calendar? Yes No

Do you wish for Entry Lists to be publicly viewable? Yes No

Does the event require the use of a 'Waiting List' feature? Yes No

Exclude from Online One-Event Licence Sales Yes No

[Prev](#) 5/5 [Save](#)

ENGLAND BOXING, EIS SHEFFIELD, COLERIDGE [CLARKKENT@DAILYPLANET.COM \(SWITCH BACK\)](mailto:CLARKKENT@DAILYPLANET.COM)

28 IMPORTANT STEP! Click "Trip Info"

Test Club / Event Name / 00100 Admin Panel

[Trips Admin](#) > Test Club / Event Name

[← Back](#)

[Registration Link](#)

[Registration Link QR Code](#)

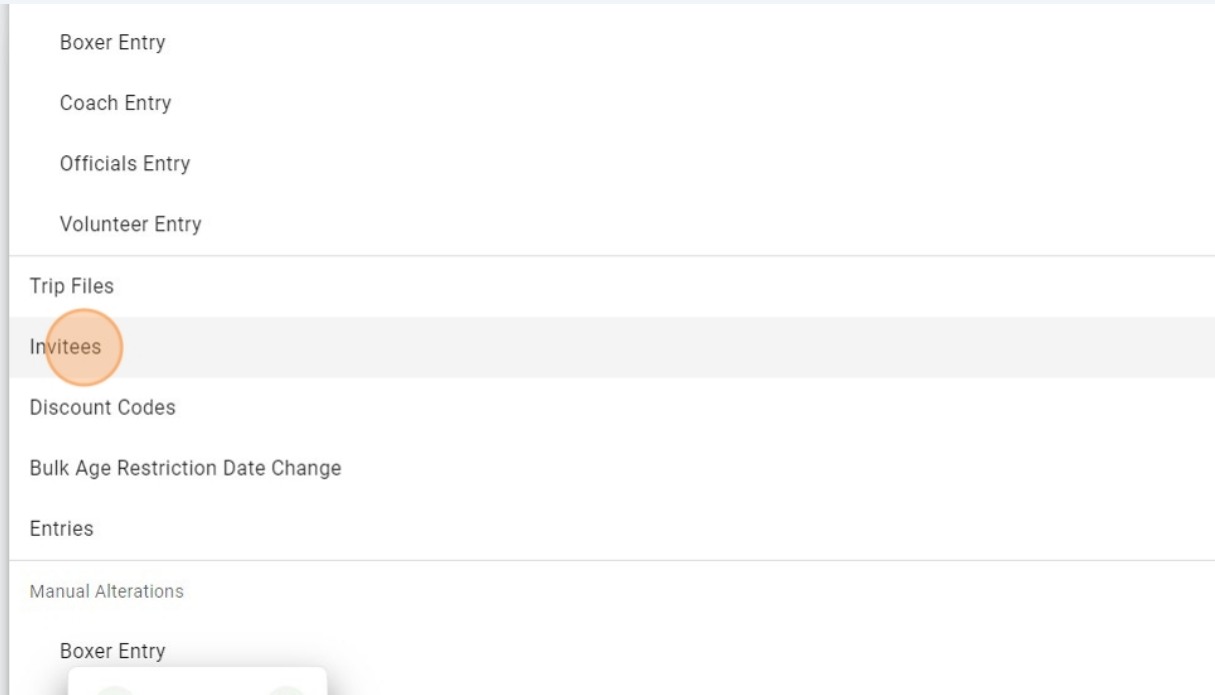
⚠ Your event submission is being reviewed and you will be notified once it is approved or rejected.

[Trip Info](#)

Event Details	Venue Address	Additional Info	Payment Confirmation Email	Event Admin Tools
Event Name * <input type="text" value="Test Club / Event Name"/>				
Departure Date * <input type="text" value="2024-11-01"/>				
Return Date * <input type="text" value="2024-11-03"/>				
<input checked="" type="checkbox"/> Form Saved	Event Organiser Details will be publicly viewable. If this is an Organisation (England Boxing, Region, Club) please put those details here.			
<input checked="" type="checkbox"/> Info Successfully Updated	<input type="text" value="Clark Kent"/>			
	<input type="text" value="@dailyplanet.com"/>			
	<input type="text" value="17743512475"/>			
	<input type="text" value="Number"/>			
Event Website <input type="text"/>				

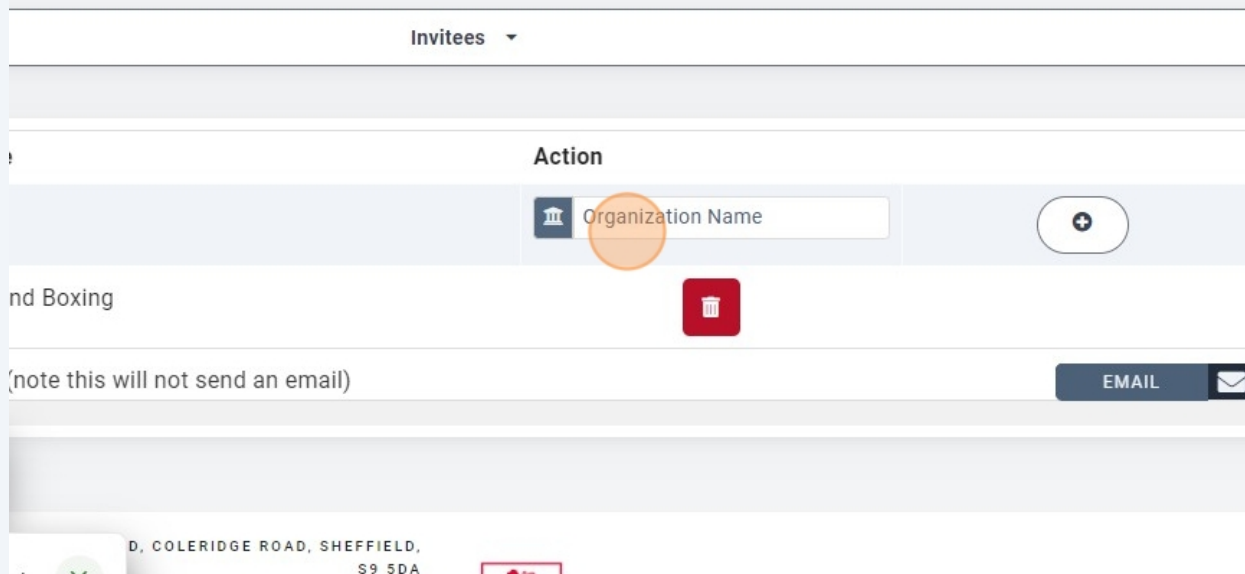
[CLARKKENT@DAILYPLANET.COM \(SWITCH BACK\)](mailto:CLARKKENT@DAILYPLANET.COM)

29 IMPORTANT STEP! Click "Invitees"



30 IMPORTANT STEP! Click the "Organization Name" field and enter the name of your club as it appears on the Locker.

ing reviewed and you will be notified once it is approved or rejected.



31 Type "Test Club"

32 Click here.

ed and you will be notified once it is approved or rejected.

Invitees ▾

Action

Test Club





+

will not send an email) EMAIL

LD, COLERIDGE ROAD, SHEFFIELD,
S2 5DA

33 Your club will appear on the list.


Invitees ▾

 	Name	Action
	N/A	<input type="text" value="Organization Name"/>
<input type="checkbox"/>	England Boxing	
<input type="checkbox"/>	Test Club	

Click here to grant all federations (note this will not send an email)

ENGLAND BOXING, EIS SHEFFIELD, COLERIDGE ROAD, SHEFFIELD, S9 5DA
VIEW OUR [TERMS & CONDITIONS](#), [PRIVACY POLICY](#) AND [COOKIE](#)

CLARKKENT@DAILYPLANET.COM (SWITCH BACK)

 Contact S

34 To enter members... click here,




Test Club / Event Name #00189 Admin Panel



Trips Admin > Test Club / Event Name

← Back

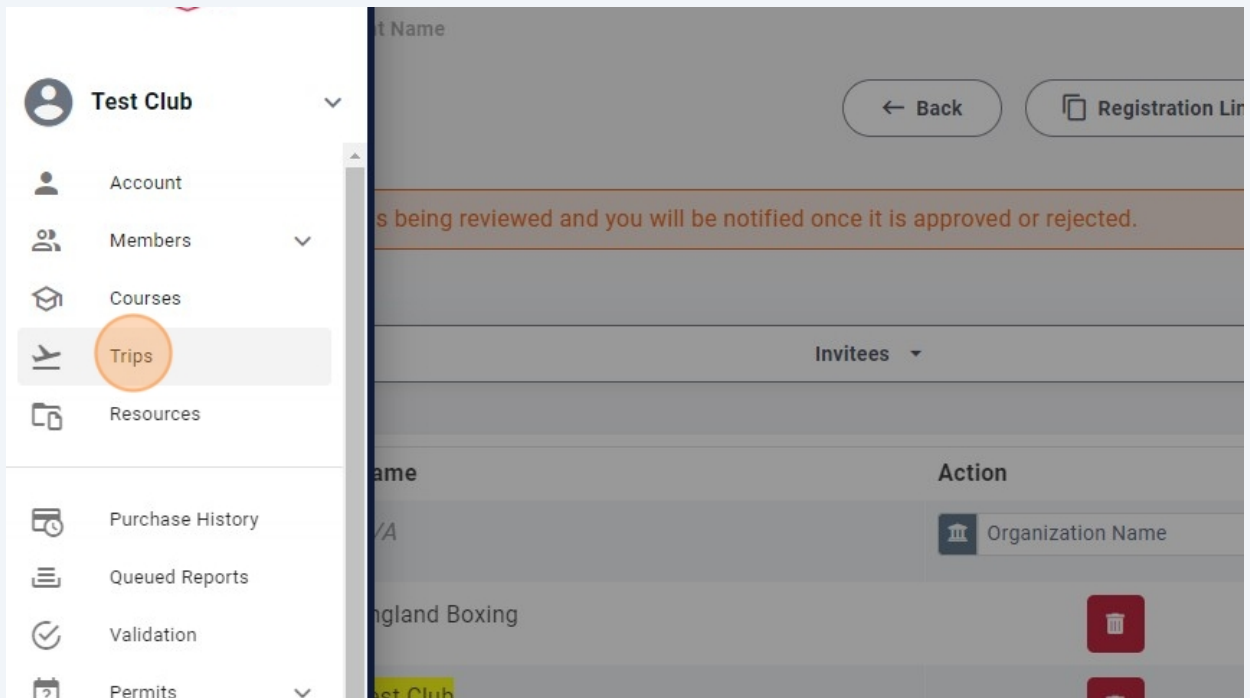
 Registration Lin

 Your event submission is being reviewed and you will be notified once it is approved or rejected.

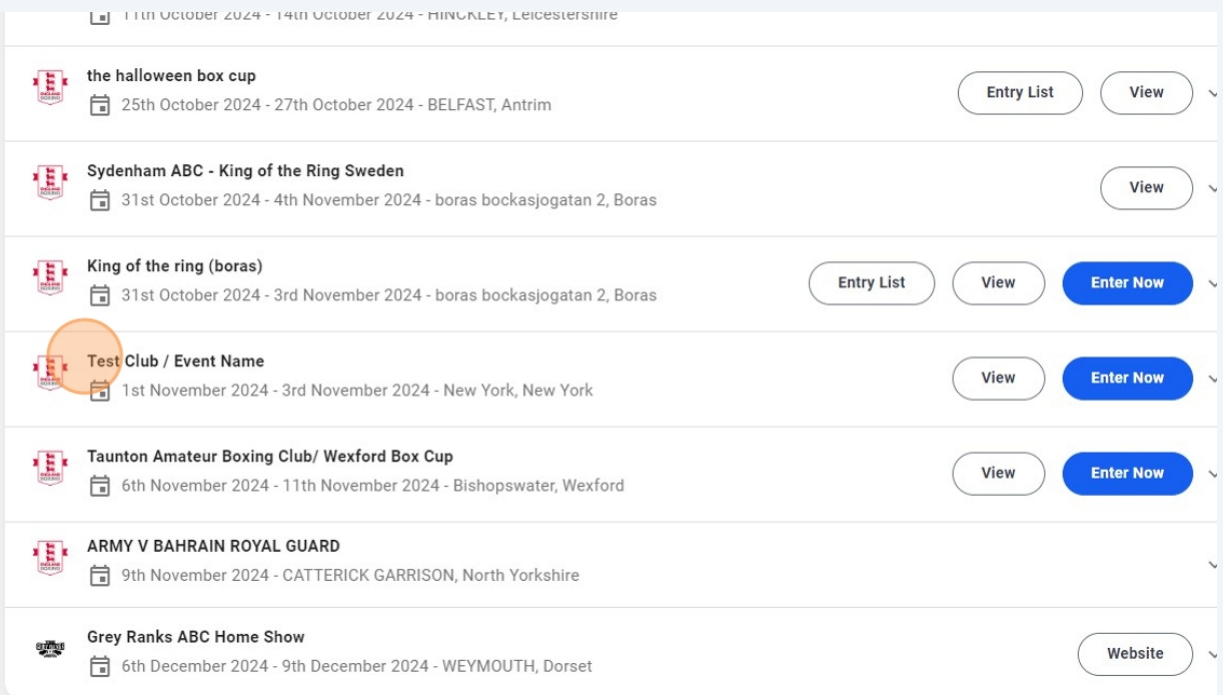
Invitees ▾

 	Name	Action
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35 Click "Trips"



36 Find your trip



37 Click "Enter Now"

Sydenham ABC - King of the Ring Sweden
31st October 2024 - 4th November 2024 - boras bockasjogatan 2, Boras View

King of the ring (boras)
31st October 2024 - 3rd November 2024 - boras bockasjogatan 2, Boras Entry List View Enter Now

Test Club / Event Name
1st November 2024 - 3rd November 2024 - New York, New York View Enter Now

GENERAL INFORMATION

Empire State Building, New York, New York, United States of America, 90210

+44 7743512475

clarkkent@dailyplanet.com

ADDITIONAL INFORMATION

Status

Pending Permit

LOCATION

40°42'46.0"N 74°00'21.5"W
PX7V+4J6 New York, USA

View larger map

Directions

Map showing location in New York City, including labels for Yonkers, Newark, and surrounding areas.

38 Boxers appear in the list or you can search for them.

Trips > Test Club / Event Name

EVENT OVERVIEW

BOXER ENTRY

COACH ENTRY

OFFICIALS ENTRY

Boxer Entry > Enter Member

Enter Existing Member

← Back

If you cannot find the member in your list of members click 'Enter New Member' button.

Search



Name	Memb. No.	DOB	Gender	Eligibility	Er
------	-----------	-----	--------	-------------	----

39 Repeat the process for "COACH ENTRY"

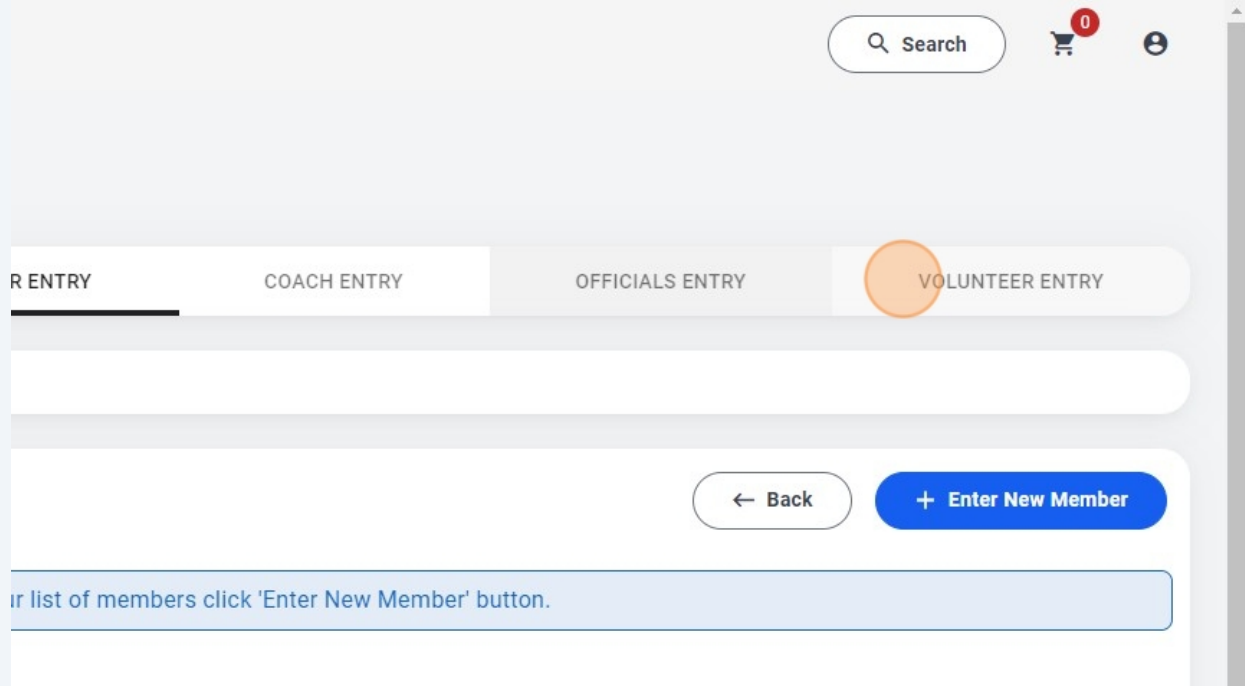
The screenshot shows a web application interface for managing members. At the top, there is a navigation bar with a menu icon, a logo, a search bar, and a shopping cart icon with a red notification badge. Below the navigation bar, the page title is "Test Club / Event Name". A breadcrumb trail shows "Trips > Test Club / Event Name". A horizontal menu contains five options: "EVENT OVERVIEW", "BOXER ENTRY", "COACH ENTRY", "OFFICIALS ENTRY", and "VOLUNTEER ENTRY". The "COACH ENTRY" option is highlighted with an orange circle. Below the menu, there is a sub-section titled "Boxer Entry > Enter Member". The main content area is titled "Enter Existing Member" and includes a "Back" button and a blue "+ Enter New Member" button. A blue information box contains the text: "If you cannot find the member in your list of members click 'Enter New Member' button." Below this is a search bar with the text "boxers appear in the list" and a clear button. A table header is visible with columns: Name, Memb. No., DOB, Gender, Eligibility, and Enter. The table currently shows "0 Reco".

40 Repeat the process for "OFFICIALS ENTRY"

The screenshot shows the same web application interface as in the previous image, but with the "OFFICIALS ENTRY" option highlighted with an orange circle in the horizontal menu. The rest of the interface, including the "Enter Existing Member" section, search bar, and table header, remains identical to the previous screenshot.

41

Repeat the process for "VOLUNTEER ENTRY". This is where details of any chaperones will need to be entered.



42

By submitting a Box Abroad request, requesters agree to the England Boxing Box Abroad Policy that is available in the resources section.

Please inform us when you have added all boxers, coaches, officials and volunteers by emailing: enquiries@englandboxing.org

England Boxing will make the necessary checks that all boxers and all support staff (coaches/officials/volunteers) listed on the request are registered and have clearance for the duration of the trip.

Once the checks have been completed England Boxing will approve the request on The Locker, sign the declaration form send a signed copy of the form to the host federation and Regional Secretary.

Any club or individuals that fails to follow the correct procedure, within the required timescales, will not be granted permission and may receive sanctions as outlined in the Box Abroad Policy.

Please note travel and accommodation should not be booked until permission is received. Should permission not be granted, any costs incurred are the responsibility of the club.

Adding multiple travel insurance documents

1. Click on Trip Files

England Boxing Admin Panel

Event Details

Event Name *

Departure Date *

Return Date *

Event Organiser Name *

Event Organiser Email *

Event Organiser Phone Number *

Event Website

Next

Save

2. Click on Add New

Test Club / Event Name #00189 Admin Panel

England Boxing Admin Panel

No Files Found

Uploaded files will appear here.

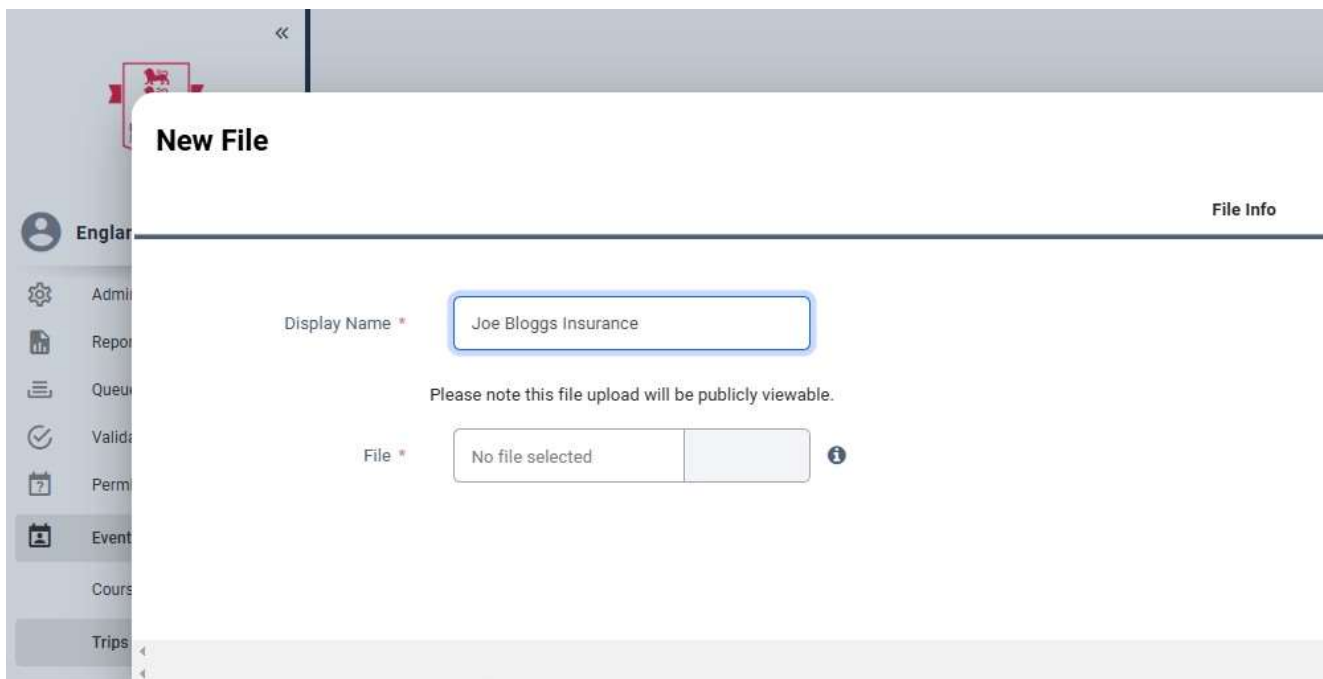
Add New

3. Click on * Display Name



The screenshot shows a 'New File' dialog box overlaid on a sidebar menu. The sidebar menu includes items like 'Englar', 'Admin', 'Reports', 'Queue', 'Valida', 'Perm', 'Event', 'Cours', 'Trips', and 'Competitions'. The dialog box has a title bar with 'New File' and a 'File Info' button. The 'Display Name *' field is highlighted with a red border and contains a cursor. Below it is a warning: 'Please note this file upload will be publicly viewable.' The 'File *' field shows 'No file selected' and a 'Choose File...' button with an information icon.

4. Give the document a title



The screenshot shows the same 'New File' dialog box, but the 'Display Name *' field now contains the text 'Joe Bloggs Insurance' and is highlighted with a blue border. The rest of the dialog box, including the warning and the 'File *' field, remains the same as in the previous screenshot.

5. Click on * File

New File

Englar

Display Name *

Please note this file upload will be publicly viewable.

File * ⓘ

Competitions **Boxer Entry Options**

Additional Approvals **Coach Entry Options**

Search Widget Permis... **Officials Entry Options**

6. Upload the relevant document

New File File Info

Englar

Display Name *

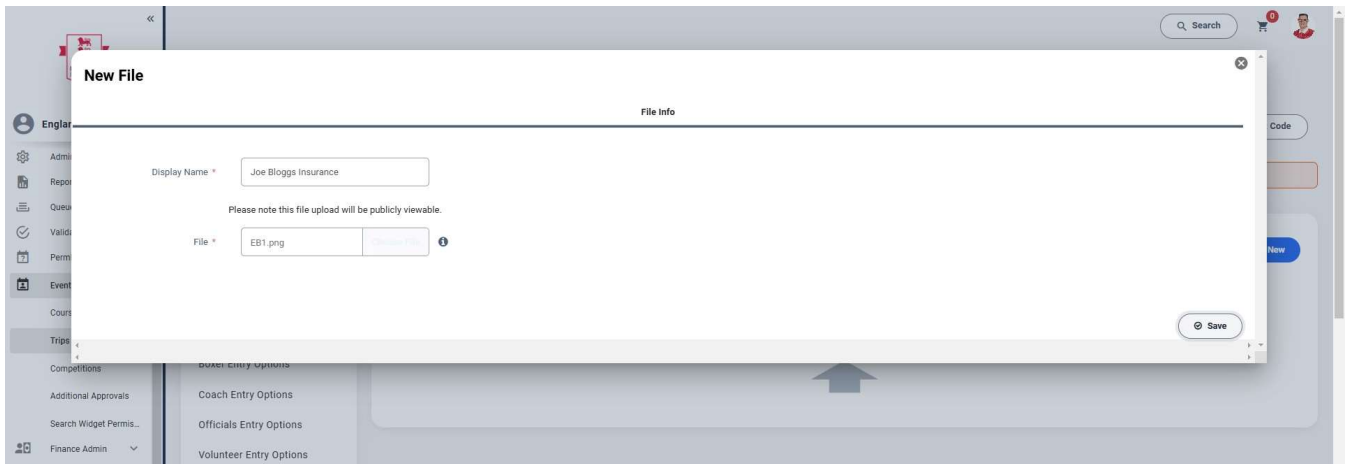
Please note this file upload will be publicly viewable.

File * ⓘ This field is required.

Competitions **Boxer Entry Options**

Additional Approvals **Coach Entry Options**

7. Click on Save



8. You have the options to download, copy, edit or delete the uploaded file.

