



## Setting up your AusCycling Events (ACE) Access

AusCycling Events (ACE) is integrated with TidyHQ to provide Club Administrators with access to setup/edit and manage events. Over time, this process will move to single sign-on (SSO).

To access ACE, you must have a TidyHQ account (this does not mean you need to have an AusCycling membership in TidyHQ), and it must be connected with AusCycling. Simply creating a TidyHQ account does NOT mean you are connected with AusCycling.

**If you are the primary administrator for your club (e.g. you received the initial club on-boarding information), you already have a connected TidyHQ account and can go straight to Step #8.**

**If you are not a TidyHQ user and require club access, please complete Steps 1 – 10 below:**

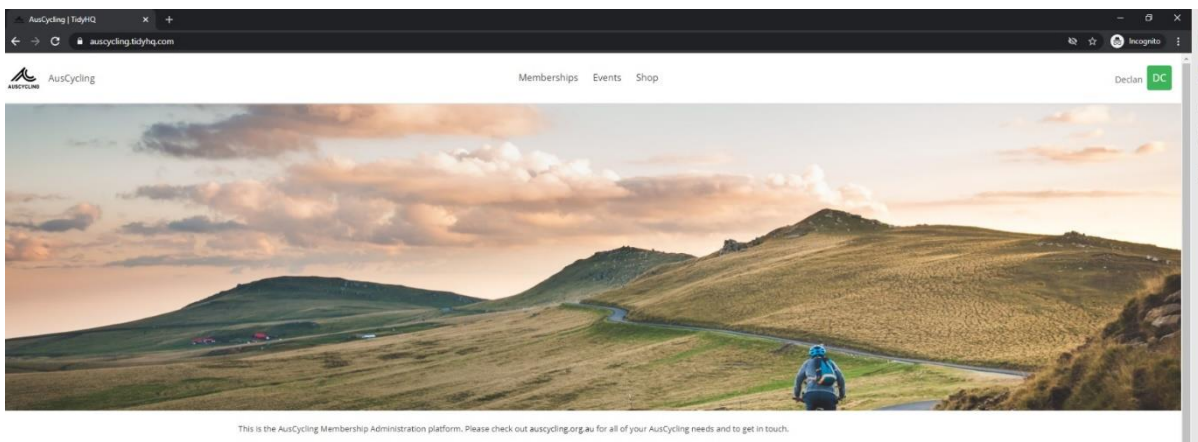
**1.** Your Club Administrator will need to invite you: They can do this by following the below procedure:

- 1.1. Select "Admins and Roles" from the left-hand side of the TidyHQ home page.
- 1.2. Click + Invite Admin.
- 1.3. Enter the email address of the additional committee member/s
- 1.4. Select the required permissions
- 1.5. Click Invite
- 1.6. Assign a Role to the newly invited admin

More information on 'Adding Roles' can be found [here](#).

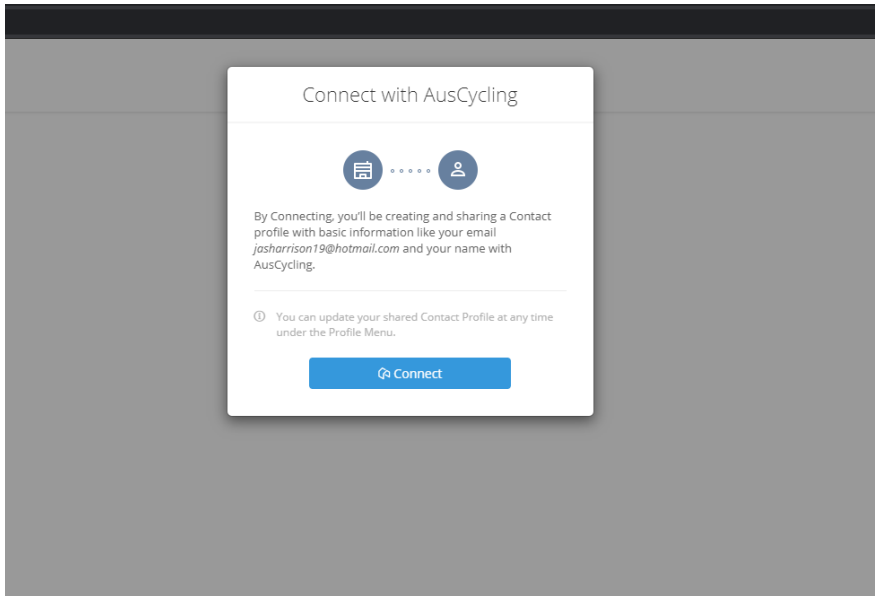
**2.** Once you've been assigned a committee role and created a TidyHQ account, go to <https://auscycling.tidyhq.com>

**3.** Click Log In and enter your club admin login details. Once logged in, you will see the below page.



**4.** Click the initials in the top right-hand corner.

5. From the options, click Contact Profile. The below prompt will appear.



6. Click Connect.
7. This is all that is required to setup your TidyHQ account and connect with AusCycling!
8. Now you can login to AusCycling Events (ACE).

To do this, go to <https://events.auscycling.org.au> and login with your TidyHQ username and password. Be sure to select 'AusCycling' as the Membership Type.

Your first login will generate a security token and associate you with our system. You will only be able to see the system as if you were a normal user.

9. Now that you've successfully logged in and generated a security token, complete the form to request access as a Club Administrator to create and manage events on behalf of your club. *Requests for access will be actioned within 24hours (during business hours).*

**[Complete the Request for ACE Club Administration Access](#)**

10. Once we have on-boarded you and verified your club administration access, you will receive a welcome email and instructions on how to set-up and manage events.

Please direct all questions and support requests to: [ace@auscycling.org.au](mailto:ace@auscycling.org.au)