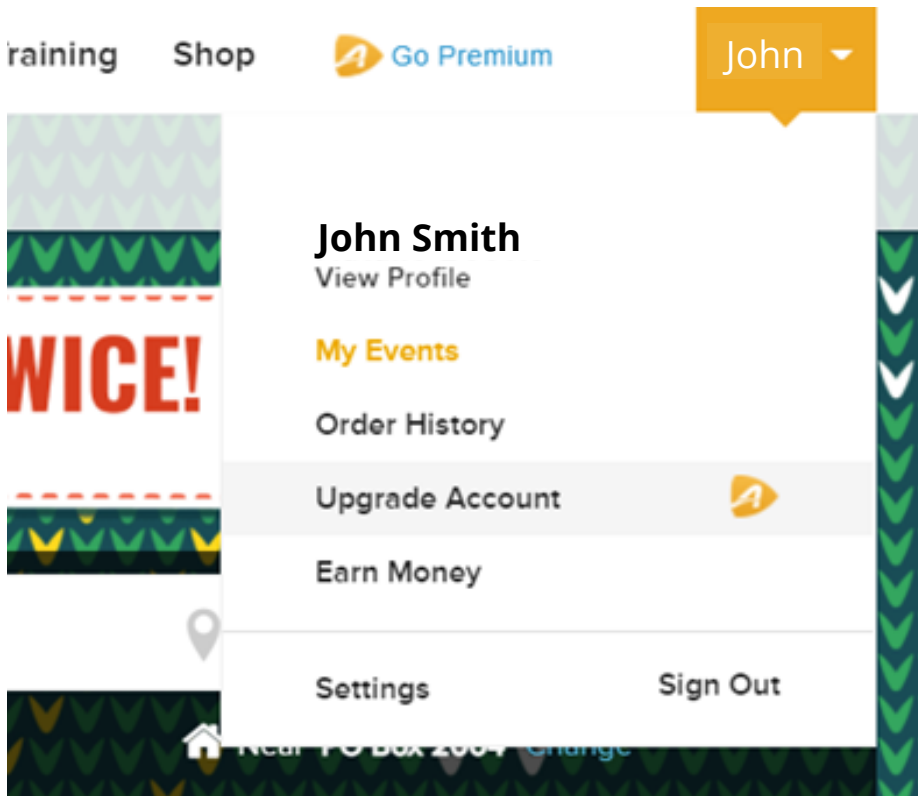
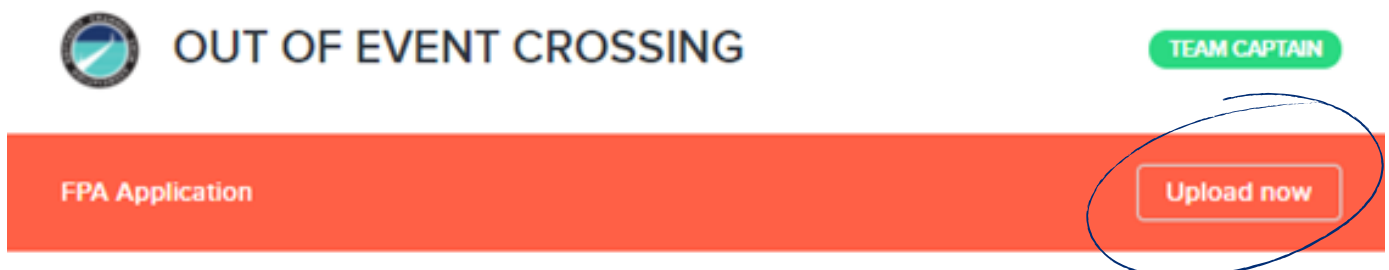


HOW TO UPLOAD YOUR FPA APPLICATION FORM

1. Go to www.active.com
2. Once you're logged in, hover over your name and select **My Events**



3. Once in **My Events**, you will see your **OUT OF EVENT CROSSING** application. Once you have your FPA Application ready/completed, select **Upload now**.



4. On your computer, select the completed FPA Application Form. Once uploaded, you will see, under **FPA Application**, the document will be **PENDING**. The RCSA will review your application form.



John Smith

Out of Event Crossing Application - Swimmer

January 1, 2021 - January 1, 2022

Marine Pde, Cottesloe, Western Australia, 6011

Registration & QR code

TEAM CAPTAIN

TEAM

4/1/21 - 11/1/21 SMITH

UPLOAD DOCUMENTS

Format: PDF, JPG, GIF or PNG. Size: Less than 1MB

FPA Application

Authority Request ... **PENDING**

5. If there is an issue with your completed FPA Application Form, your application form will display as **REFUSED**. We will contact you to advise you what needs to be updated or if your application was unsuccessful.

TEAM CAPTAIN

TEAM

4/1/21 - 11/1/21 SMITH

UPLOAD DOCUMENTS

Format: PDF, JPG, GIF or PNG. Size: Less than 1MB

FPA Application

Authority Request ... **REFUSED**

Once you've updated the form, you can re-upload the new version by selecting the blue upload button. Once the document has been re-uploaded, the FPA Application will display as **PENDING**.

6. If all members of your team have been added and your FPA Application Form has been upload, your application will be sent to the FPA for approval. If your application is approved, you will be contacted via email with the approved FPA Application. Your FPA Application under **My Events** will also display as **APPROVED**.

TEAM

4/1/21 - 11/1/21 SMITH

FPA Application

Authority Request ... **APPROVED**