



## FACILITY USER PROGRAM HOW-TO GUIDE

This How-To Guide includes short videos of the IRC platform to cover frequently asked questions. Click the title of the snippet you wish to review, and it will take you to the demonstration.

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[Use of Application Agreement](#)

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Host Facility Selection – Multiple Vendors

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Vendor Attending Facility Guide

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Vendor Renting Room or Non-Sporting Event

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Sports Leagues

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Sports Tournament

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Sports Camp or School

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Hourly Rental or One Time Event



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Sports Coach and Instructor – Hourly Session

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Sports Coach and Instructor – Seasonal Coverage

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Non-owned Auto Coverage

[Date Information – Multiple Dates + Single Date](#)

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[Review + Submit – Double Check the Information Submitted is Accurate](#)

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[Purchasing – Final Review and Confirmation Questions](#)

[Checkout – Paying for the Policy](#)

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[Policy Information Tab – Walk Through](#)

[Tools + Forms Tab – Walk Through](#)

[Language Tab – Changing Language](#)

[My Account Tab – Walk Through including Application History](#)

[Support Tab – Walk Through and Overview](#)

For further questions, please reach out to our support team.

Email us at [support@ircnow.com](mailto:support@ircnow.com), or give us a call at [1 \(800\) 517-1390](tel:18005171390)