



FACILITY USER PROGRAM

How-To Guide + Frequently Asked Questions

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.

[Create an Account + Sign In](#)

[Logging In](#)

[Use of Application Agreement](#)

[Application Information Page](#)

[Event/ Facility Information Part 1](#)

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[Event/ Facility Information - Activity Type - Multiple Vendors](#)

Host Facility Selection – Multiple Vendors

[Event/ Facility Information – Activity Type - Vendors](#)

Vendor Attending Facility Guide

[Event/ Facility Information – Activity Type – Room Rental or Non-Sporting](#)

Vendor Renting Room or Non-Sporting Event

[Event/ Facility Information – Activity Type - Sporting Event #1](#)

Sports Leagues

[Event/ Facility Information – Activity Type – Sporting Event #2](#)

Sports Tournament

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Sports Camp or School

[Event/ Facility Information – Activity Type – Sporting Event #4](#)

Hourly Rental or One Time Event



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[Event/ Facility Information – Activity Type – Sporting Event #5](#)

Sports Coach and Instructor – Hourly Session

[Event/ Facility Information – Activity Type – Sporting Event #6](#)

Sports Coach and Instructor – Seasonal Coverage

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Non-owned Auto Coverage

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

[Date Information – Seasonal Coverage Date Selection](#)

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

[Review + Submit – Quote, Policy and Information Accuracy](#)

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

[Checkout – Paying for the Policy](#)

[Payment Successful – Downloading the Documentation](#)

[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, or give us a call at [1 \(800\) 517-1390](tel:18005171390)