

www.usac-officials.org

A web site for scheduling and assigning officials to USAC races
within a local association

12/10/2009

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Overview

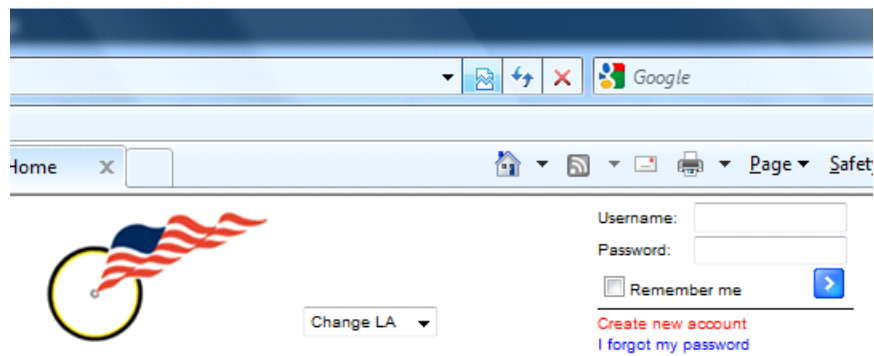
This web site has been created to help administrate assignment of USAC race officials. Officials are able to request races, see their assignments, and a history of races worked, to name a few of the features. Chief Referees and local association administrators can assign officials to race crews. Chief Referees can also print out official's invoices, Chief Referee, and Post-Event reports. Each local association (LA) that uses the site has an e-mail distribution list. This allows all members of an LA list to e-mail the group. Officials can sign up for more than one LA mailing list.

Accessing the web site

Only licensed USAC officials are able to create an account to access this site at <http://www.usac-officials.org>. When a new account is created, the license number entered must exist in USAC files or access is denied.

Create a new account

First-time users can create a new account by clicking on the **Create new account** link in the upper right corner of the screen:



Fill in all the information on the following screen. Access to the system will be denied if the license number entered is not on file.

Sign Up for Your New Account

User Name:

Password:

Confirm Password:

USAC License:

Confirm License:

E-mail:

Primary Officiating Area: >>>Select area ▼

Security Question:

Security Answer:

Join E-mail list

The Primary Officiating Area is the local association (LA) where you officiate most of your races. You will automatically be taken to this LA every time you login, but are still able to view other LAs. If your LA is not listed, select the Other category.

Primary Officiating Area: >>>Select area ▼

- >>>Select area
- MABRA
- NEBRA
- NYSBRA
- Other
- TXBRA
- VCA
- WSBA

Security Question:

Security Answer:

Click the **Create User** button after entering all of your account information. The following screen will then appear. You must click the **Continue** button! Failure to do so will cause access problems.

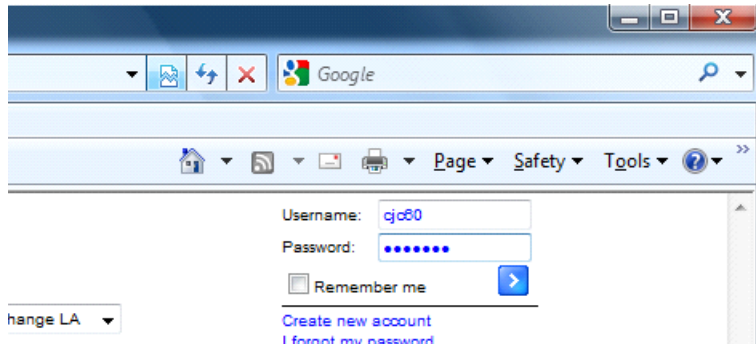
Complete

Click Continue to complete the creation of your account.

Logging on to the web site

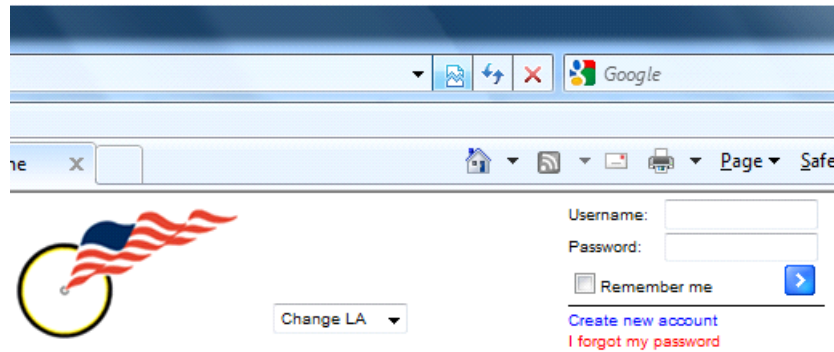
Enter the username and password created in the previous section to enter the site. Click the blue arrow after typing your username and password created in the previous section to enter the site. You can optionally click on the **Remember me** checkbox, so that the system will always remember the username and password for the user clicking the submit button. *Note that most browsers will offer to remember the login information, and is recommended over allowing this system to do that functionality.*

You will only be able to view the race schedule for all participating local associations if you do not log in.



Forgotten password

If you have forgotten your password, click on the **I forgot my password** link in the upper right corner of the screen.



This will take you to the page to reset the password that you entered when you created your account. First enter your User name:

Forgot Your Password?

Enter your User Name to receive your password.

User Name:

Then answer your security question to complete the recovery process.

Identity Confirmation

Answer the following question to receive your password.

User Name: testuser1

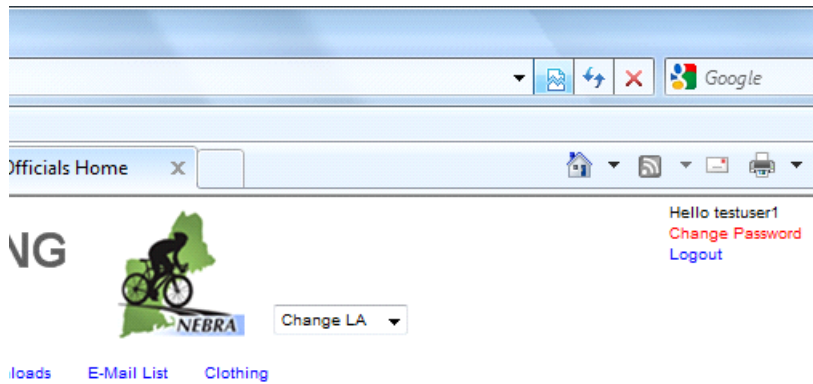
Question: sport

Answer:

A temporary password will now be sent to the e-mail address that you entered when you created your account. The temporary password is a random string of characters, so it is recommended that you change the password to something you can easily remember.

Changing Your Password

To change your password, click the **Change Password** link in the upper right corner of the screen.

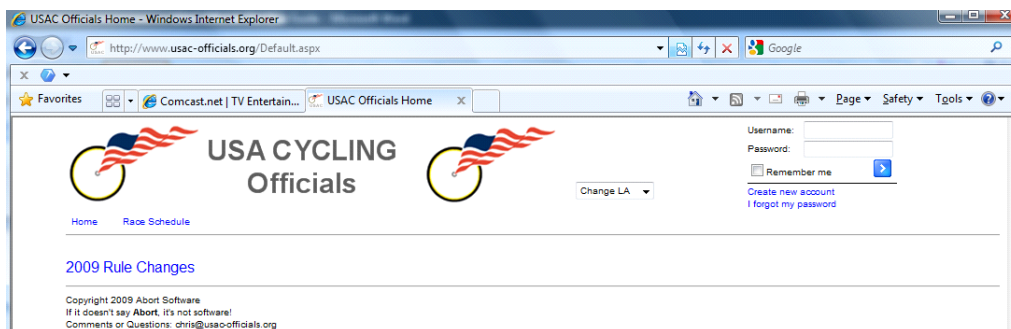


Enter your old and new password. After clicking the **Change Password** button, your password has been reset.



Navigating the web site

The home page is shown below and can be found at <http://www.usac-officials.org>.



Available without logging in is a list of rule changes for the 2010 season and a race schedule for all LAs using the site.

Home page

Once an official has signed in successfully, the home page of the local association that the official selected when creating their account will display. Any race assignments for the official will show on the left hand side of the page. If the official has been assigned as a Chief Referee, a “CR” will display next to the race name. The right side of the page displays races within the local association where officials are needed to complete a race crew.

The screenshot shows the USA Cycling Officials website. At the top, there is a navigation menu with links: Home, Races, Chief Referee Tools, Downloads, E-Mail List, Clothing, and Administrative Tools. Below the navigation menu, there are two tables.

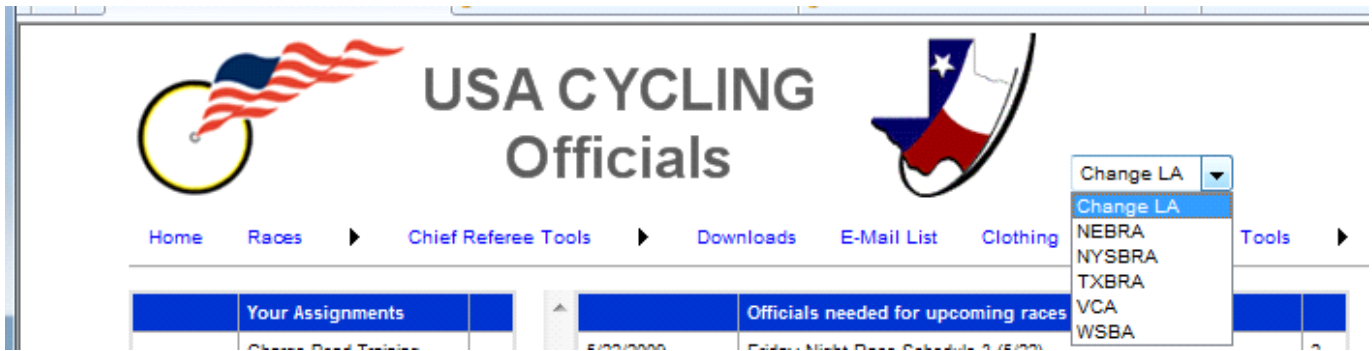
Your Assignments		
4/4/2009	Charge Pond Training Series 4	CR
4/5/2009	Michael Sohott Memorial	
4/19/2009	Myles Standish RR	
4/25/2009	X-Pot 3D (Beanpot) Weekend	
4/26/2009	X-Pot 3D (Beanpot) Weekend	
5/3/2009	Blue Hills Circuit Race	
5/9/2009	Sterling RR	
7/11/2009	Attleboro Criterium	CR
8/2/2009	Central NH RR	
8/16/2009	Fall River Crit	CR
9/12/2009	Topsfield Circuit Race	
12/30/2009	Washington test crit	

Officials needed for upcoming races		
5/23/2009	Cyclonauts Racers Crit	1
5/30/2009	Connecticut Stage Race 1	3
5/31/2009	Connecticut Stage Race 2	3
6/20/2009	Mystic Velo Crit	1
6/27/2009	1st Annual Wayne Elliot Memorial Circuit Race	1
7/18/2009	Downtown Claremont Crit	1
8/20/2009	Legacy Banks Criterium	1
8/29/2009	Three Village Tour Road Race	3

Below the tables, there is a link for [2009 Rule Changes](#).

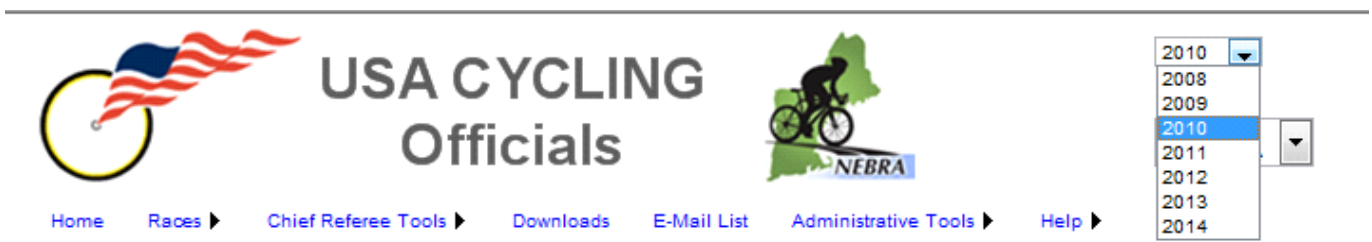
View other Local Associations

When an official first logs into the site, they are taken to the local association (LA) that they selected as their primary one when the account was created. Officials can access other local associations using this site by clicking on the **Change LA** dropdown list at the top of each page. Select the LA to view races and make requests to work races.



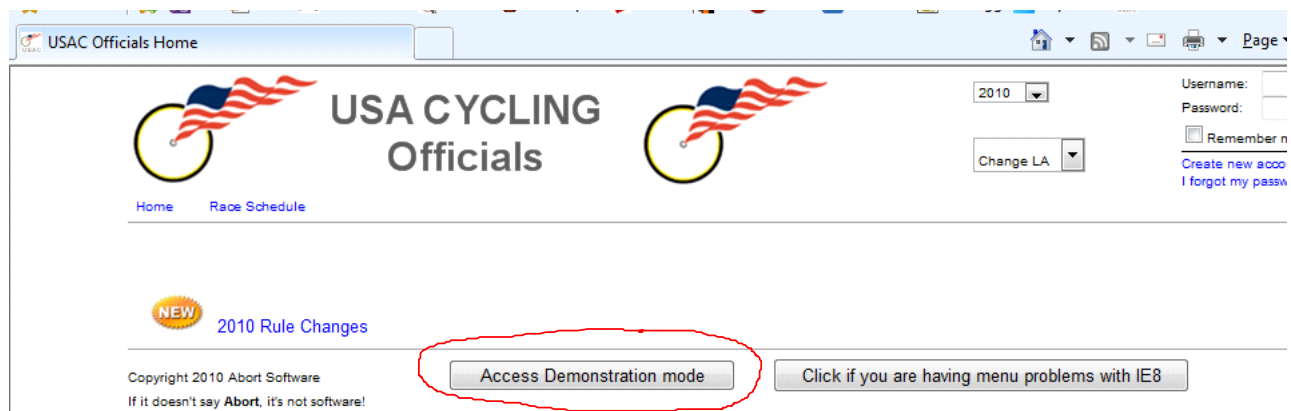
Change Race Year

By default, the races displayed will be for the current year. To look at information from previous years, click on the year dropdown and select the year you want to look at. Race information for previous years is only available for the local association you are looking if it was using the site for that time period. Administrators can access future years to add race information to the system.



Demonstration mode

A full demonstration mode is available to anyone wanting to evaluate the features on the site. Click the **Access Demonstration mode** button at the bottom of the screen. Follow the instructions on the demo home page on how to login to the site as a user or an administrator.



Races Menu

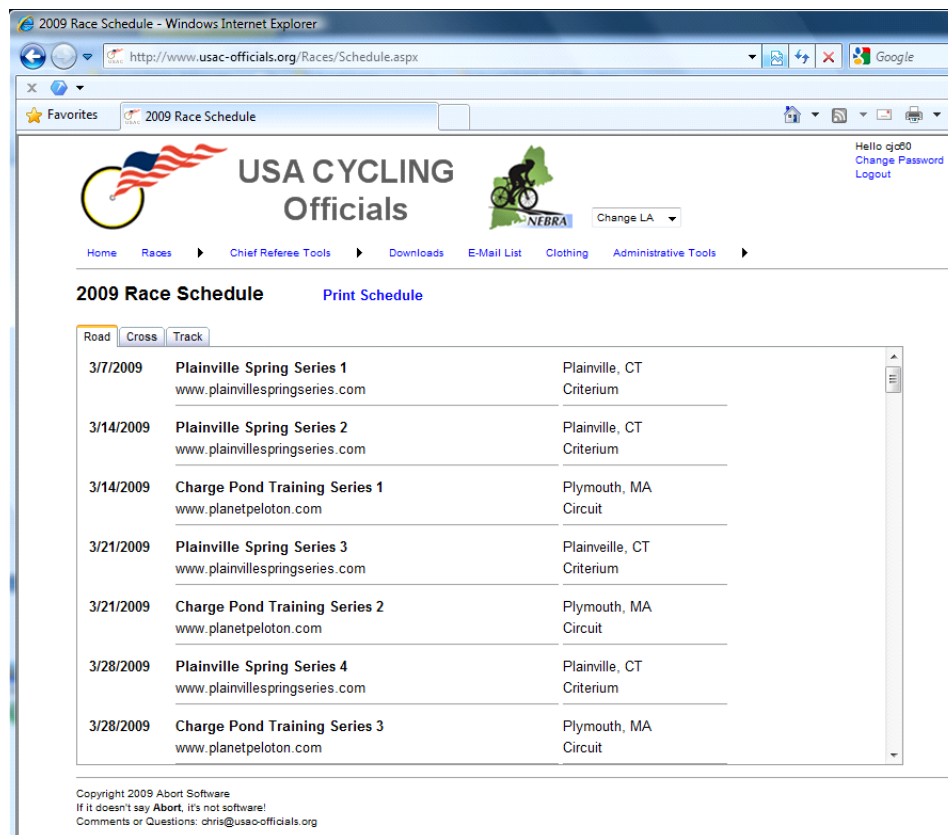


The **Races** option will show you the following sub-items:

- **Race Schedule** – shows the racing calendar for the local association being viewed
- **Race Requests** – allows official to request a race assignment for review by the administrator.
- **View Assignments** – allows official to see who is assigned for a particular race, and at what position.
- **Race Resume** – shows the official their race history to date.

Race Schedule

- The **Race Schedule** link shows you all the races in the local association being viewed. There are separate tabs for road, track, and cyclo-cross events.



Race Requests

The **Race Requests** link shows the race schedule for the local association (LA) the official is viewing. Road races, cyclo-cross races, and track races are separated in their own tabs so officials can see all races for a single discipline. Check the races you are interested in working. When done selecting races, click the **Submit Request** button. The request will appear on the list of interested officials for the Chief Referee or LA administrator when the race crew is being assigned.

The screenshot shows the 'Race Request' page on the USA Cycling Officials website. The page features a navigation menu with 'Races' selected. Below the menu is a table of races with columns for date, race name, location, and state. A 'Submit Request' button is located below the table. A note below the button reads: 'Check the races you are interested in working this year. Click Submit button when finished.'

Road	Cross	Track				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	April 18 - Sat	Plainville Spring Series 7	Plainville	CT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	April 18 - Sat	Rick Newhouse Memorial Crit	Charlestown	RI
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	April 19 - Sun	Myles Standish RR	Plymouth	MA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	April 19 - Sun	Dartmouth Race Weekend	Hanover	NH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	April 19 - Sun	Onion River Training Series 2	Montpelier	VT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	April 25 - Sat	X-Pot 3D (Beanpot) Weekend	Westminster	MA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	April 25 - Sat	Monson Road Race	Monson	MA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	April 25 - Sat	Turtle Pond Circuit Race	Loudon	NH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	April 26 - Sun	Quabbin Road Race	Warren	MA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	April 26 - Sun	X-Pot 3D (Beanpot)Weekend	Westminster	MA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	April 26 - Sun	Onion River Training Series 3	Montpelier	VT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	May 2 - Sat	Jiminy Peak RR	Hancock	MA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	May 3 - Sun	Blue Hills Circuit Race	Milton	MA

Submit Request


Check the races you are interested in working this year.
Click Submit button when finished.

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If it doesn't say **Abort**, it's not software!
Comments or Questions: chris@usa-cycling.org


View Assignments

The **View Assignments** link shows the races that have been assigned officials. The Chief Referee and Chief Judge positions are noted automatically. The local administrator and/or Chief Referee of each race selects the other officials for a crew. Positions for the other crew members are assigned by the chief referee when creating the crew invoice (see the race invoice under the chief referee tools menu in the next section). The list is in a paged format so there is no scrolling down the page to find a particular race. The toolbar at the top of the report allows the official to jump between pages and search for specific text or dates. Other toolbars options will print the report or download it in an Excel or PDF format.

Assignments



USA CYCLING Officials



2009

Hello cjob0
Change Password
Logout

Change LA

Home Races Chief Referee Tools Downloads E-Mail List Administrative Tools Help


4 of 33 100% Find | Next Select a format Export

Start Date	Race Name	Location	Official	Position
4/19/2009	Dartmouth Race Weekend	Hanover, NH	Linda Hood	Assistant Referee
			Sandra Martin	Assistant Judge
	Myles Standish RR	Plymouth, MA	William Dolan	Chief Referee
			Danielle Risch	Chief Judge
			Christian Constantino	Assistant Referee
	Union River Training Series 2	Montpelier, VT	>- >---needed1	Chief Referee
4/25/2009	Turtle Pond Circuit Race	Loudon, NH	Danielle Risch	Chief Referee
			Sandra Martin	Chief Judge
			Michelle Johnston	Assistant Referee
			Linda Hood	Assistant Referee
			James Smith	Assistant Referee
			Lincoln Phillips	Assistant Referee
			Lodrina Cherne	Assistant Referee
			Sue Makler	Assistant Referee


Race Resume

The **Race Resume** link shows you the races that the official has been assigned to since his/her local association started using the web site. This report will help the official keep track of races worked for upgrading to a higher category. Chief Referees need to enter the positions assigned when creating the race invoice; otherwise the position column will be blank. The toolbar at the top of the report allows the official to jump between pages and search for specific text or dates. Other toolbars options will print the report or download it in an Excel or PDF format.

USAC Officials



USA CYCLING Officials



2009

Hello cjob0
Change Password
Logout

Change LA

Home Races Chief Referee Tools Downloads E-Mail List Administrative Tools Help

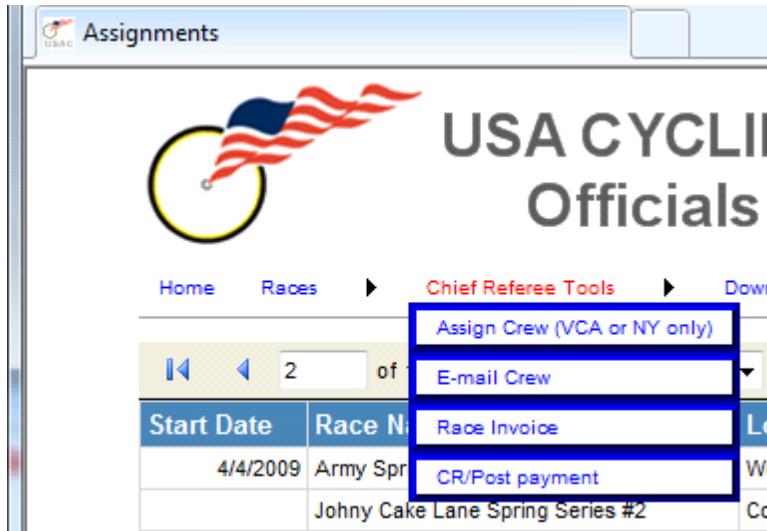
1 of 2 100% Find | Next Select a format Export

USA Cycling Race Resume

55394 Christian Constantino

Permit	Start Date	Race Name	Place	Position	Cat
2008					
2008-538	3/30/2008	Michael Schott Memorial	Marblehead, MA	Assistant Referee	E
2008-377	4/12/2008	Beanpot Weekend	Grafton, MA	Assistant Referee	E
2008-675	4/13/2008	Beanpot Weekend 2	Somerville, MA	Assistant Referee	E
2008-370	4/20/2008	Myles Standish RR	Plymouth, MA	Assistant Referee	E
2008-371	4/26/2008	Sturbridge RR	Fiskdale, MA	Assistant Referee	D

Chief Referee Tools



The **Chief Referee Tools** option will show you the following sub-items:

- **Assign Crew** – allows CR to assign officials to races.
- **E-mail Crew** – allows CR to send an e-mail to the crew of a race.
- **Race Invoice** – CR can print the officials invoice to give to the promoter for payment after races have concluded.
- **CR/Post payment reports** – allows CR to print standard USAC reports

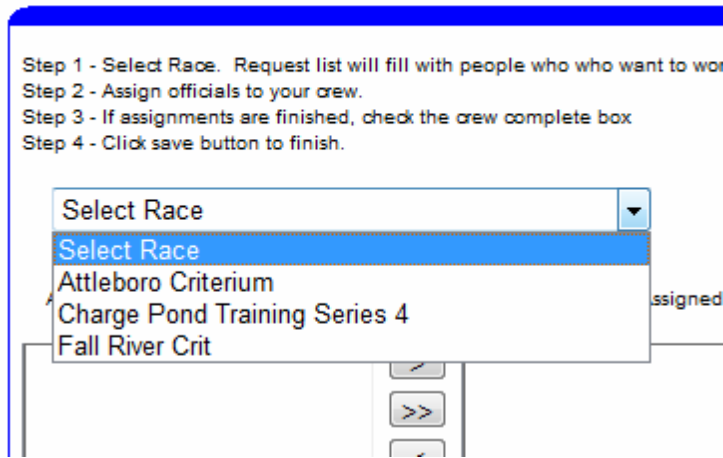
Assign Crew

The **Assign Crew** link brings the official to the following screen which allows the Chief Referee to assign the race crew. **NOTE:** This feature is not available in all local associations. Chief Referees can only access this feature if the local association where the race is located allows it.



First, the Chief Referee needs to pick the race to assign crew members. **NOTE:** Only races where the official is assigned as Chief Referee will appear in this list.

Assign Crew



Next, the CR will see the entire list of officials on the left hand box titled “Available”. These are the officials that have yet to be assigned and are in the system as active current officials. The officials in the center box are ones that have already been assigned to the event. The box on the right contains officials that have requested to work the event. The CR can move officials back and forth between the box on the left and the box in the center.

The lines that read for example “>>--needed1, >- are placeholders for when an official is needed for the event but has not been assigned yet; this triggers the list of officials needed for races on the homepage. There are 5 placeholders for assistant officials and 3 for motor officials. There is also a “TBD” line; to hold a spot in the crew when needed. The CR’s can use this when an official who has agreed to work the race is not yet in the system.

Once all the information is inputted, the user clicks the “Save” button and the information is updated in the system.



Assign Crew

Step 1 - Select Race. Request list will fill with people who who want to work this race
 Step 2 - Assign officials to your crew.
 Step 3 - If assignments are finished, check the crew complete box
 Step 4 - Click save button to finish.

Attleboro Criterium ▾

Available Assigned

>>--needed1, >-	>	Evans, Robert
>>--needed1, >-Motoref	>>	Evans, Lenore
>>--needed2, >-	<	Marshall, James
>>--needed2, >-Motoref	<<	
>>--needed3, >-		

Crew complete - display race assignments

Requested
Constantino, Christian
Evans, Lenore
Evans, Robert
Marshall, James
Mohler, Sue
Passetto, Patricia

E-mail Crew

The **E-mail Crew** link brings the user to this screen which allows the Chief Referee to e-mail the assigned officials for the race that the user has chosen. The races are in a drop-down menu at the top of the page. The CR fills out the subject, message and optionally attach a race flyer to the e-mail. There are also links on the bottom left corner of the message box for “Bikereg” and “USA Cycling events”; this allows access for quick information using the races registration page and USA Cycling’s access to the race flyer to lookup information for the crew, like locations, directions, time of the first race, and # of fields participating. Clicking the “Send E-mail” button to e-mail the message to the entire crew.

The screenshot shows a web browser window with two tabs: "E-mail race crew" and "Home: The Official Micro...". The page header includes the USA CYCLING Officials logo, a NEBRA logo, a year selector set to "2009", and a "Change LA" dropdown. A navigation menu contains links for Home, Races, Chief Referee Tools, Downloads, E-Mail List, Administrative Tools, and Help. The main content area features a "Chief Referee Assignments:" dropdown menu with "Select Race" selected. Below this are fields for "Crew:", "Subject:", and "Attachment:" with a "Browse..." button. A large text area for the "Message:" is present. At the bottom, there are links for "Event web site", "Bikereg", and "USA Cycling events", and a prominent "Send E-mail" button. The footer contains copyright information for 2010 Abort Software, a note about the software name, and buttons for "Access Demonstration mode" and "Click if you are having menu problems with IE8".

Race Invoice

The **Race Invoice** link brings the user to this screen which gives the Chief Referee the ability to print out an officials payment invoice to give to the promoter before the race day has concluded.

The screenshot shows a web browser window with two tabs: "Windows Live Hotmail" and "Race Invoice". The page header is identical to the previous screenshot. The navigation menu is the same. The "Chief Referee Assignments:" dropdown menu is still set to "Select Race". Below this, there are two radio button options: "Race longer than 8 hours" (unchecked) and "Simple Invoice (one day)" (checked). A "National Invoice" radio button is also present but unchecked. A "Create Invoice" button is located at the bottom of the form area.

First the CR selects which race they want from the **Chief Referee Assignments** dropdown menu.

Once the race is selected, then the following screen appears which allows the CR to select the race category, select positions for the crew that have yet to be assigned, and trigger the extra \$25 fee for an event over 8 hours by selecting the check box to the left of the drop-down box. The fees on the invoice are based on the race category and it **must** be selected before printing the invoice. Use the links to Bikereg and USA Cycling to determine the category if it is not already selected. The chief judge position may show up on the page as being assigned by the LA administrator and cannot be changed. Two types of invoice are available. The default selection is a simple one to two page invoice for one day races (see illustration below). Multi page invoices based on the USAC Excel spreadsheet for stage races can be selected by clicking on the National Invoice radio button.

Race Category		
E - \$0-\$499		Bikereg USA Cycling

Assign crew position		
240191	Julianne Belcher	Chief Judge
48922	Marka Wise	Assistant Referee
159889	Kelli Horton Prodanas	Assistant Referee
240990	John Laupheimer	Assistant Referee

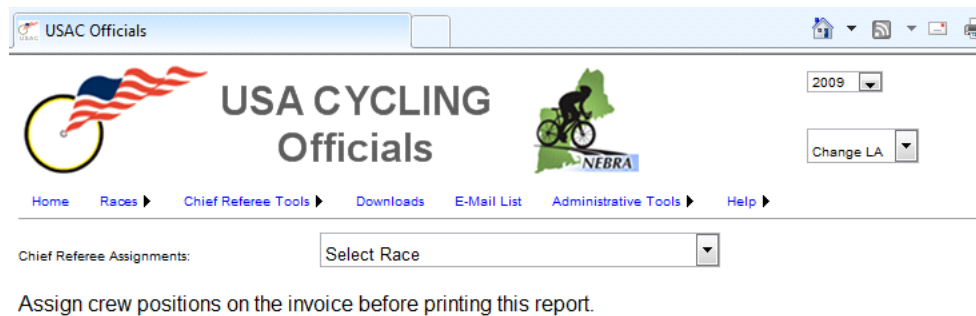
Once everything is filled out, click on the “Create Invoice” button which will create the invoice.

The invoice is scrollable and can be exported as a PDF or Excel file; where any remaining information (like mileage) can be added and the total fee can be calculated. The system does not do any calculations; the user must do the addition after produced from the website, whether it is done on a laptop on site, or hand written. The invoice then can be given to the promoter for payment before the race day has concluded.



CR/Post Payment

The **CR/Post Payment** link brings the user to this screen which gives the Chief Referee the ability to print out the post event forms that must be submitted to USA Cycling after the race has concluded. Note the comment underneath the drop-down box that the crew assignments (see preceding section on Race Invoices) should be completed before printing out this report.



Select the race to print from the **Chief Referee Assignments** dropdown list. Only races where the official has been assigned as CR will be in this list.

Chief Referee Assignments:

Assign crew positions on the invoice before printing this report.

[Print Report](#)

If you have the full version of Adobe Acrobat or a third party equivalent, the other fields can be filled out after the reports are generated.

NOTE: If you receive a message in Acrobat 9 Standard indicating that you are viewing in PDF/A mode, do the following steps to edit fields:

Once a race is selected, click on the **Print Report** link to produce the CR reports. These reports are writable PDF files (must have full version of Acrobat to edit); the following fields are to be edited:

- Promoting Club(s), and Promoter's Name
- Prize List of Highest Event
- Questions on Race Announcement, Registration, Prize Distribution and Awards, Event Conduct, Race Technical Support, First Aid/Medical Support, Accidents/Occurrence Reports, Rider Discipline, Additional Comments, Number of Event Motorcycles, and Number of Event Automobiles
- Number of Event Participants: any rider count on a single field will update the total amount of riders at the bottom right of the section.
- Insurance and licenses: any entry here will update the dollar amount at the bottom right of the section.

Chief Referee Report

Post-Event Payment Form

USA CYCLING ROAD/TRACK/CYCLOCROSS CHIEF REFEREE REPORT USA CYCLING, INC.

EVENT NAME Army Spring Classic DATE OF EVENT 4/4/2009

PROMOTING CLUB(S) _____ STATE NY PERMIT # _____

PROMOTER'S NAME _____

PLEASE CHECK APPROPRIATE BOXES BELOW

Race Categorization: E 0.00 (enter price list of highest event)

Race Announcement: Available: Yes No
 Events as Indicated: Yes No
 Prizes as Specified: Yes No
 What time did event start? _____
 What time did event end? _____

Registration: Sufficient Staff: Yes No
 Sufficient facilities/time allowed: Yes No
 Start lists adequate: Yes No

Prize Distribution and Awards: 15 minutes after results: Yes No
 Posting area adequate: Yes No

Event Conduct: Course changes required: Yes No
 Race Technical Support: Neutral support service: Yes No
 Licensed mechanics: Yes No
 Photo Finish: Yes No

First Aid / Medical Support (Colorado Facilities): _____

Accidents / Occurrence Reports: (Indicate person completing occurrence report)
 Number of Occurrence Reports (attached): _____
 Number of Rider waiver / releases (attached): _____
 Name of Rider & License #: _____
 Name of Rider & License #: _____
 Name of Rider & License #: _____
 Name of Rider & License #: _____

Rider Discipline (check if any to report: Yes No
 Attach written report including name, license number and official action, including relegations, disqualifications and fines.

Additional Comments

Number of Event Motorcycles: _____
 Number of Event Automobiles: _____

Number of Event Participants:
 Class # Class #

 Total # of riders 0

Insurance and Licenses:
 Subtract # of riders in more than one event in the same day:
 Total # of Riders: 0 x \$3 = \$ 0.00
 # of one-day lic's: _____ x \$10 = \$ 0.00
 # of annual lic's: _____ x \$60 = \$ 0.00
 # of add-on annual lic's: _____ x \$30 = \$ 0.00
 # of dual annual lic's: _____ x \$90 = \$ 0.00
 # of junior annual lic's: _____ x \$30 = \$ 0.00
 # of junior dual annual lic's: _____ x \$60 = \$ 0.00
 TOTAL ENCLOSED: \$ 0.00
 Make checks payable to USA Cycling, Inc.

LIST EVENT OFFICIALS:

Donald Chickering	113105	Position	Name	License #	Position
Ellen Dorsey	45272	Chief Judge	Name	License #	Position
Name	License #	Position	Name	License #	Position
Name	License #	Position	Name	License #	Position

Alan Atwood 111876 4/4/2009

Chief Official (Print Name) Signature License # Date

Enclosed Occurrence Reports Race Results Insurance Fees / Money

1 OLYMPIC PLAZA • COLORADO SPRINGS CO 80909 • 719/866-4581 • FAX 719/866-4628

White - USA Cycling Copy Yellow - Chief Referee Copy Pink - Promoter Copy 2009 Road/Track/Cyclocross Chief Referee Report Rev 11/08

USA CYCLING ROAD/TRACK POST-EVENT REPORT AND PAYMENT USA CYCLING

For All USAC permitted events
 Payment must be submitted no later than 21 days following the event date
 1 Olympic Plaza, Colorado Springs, CO 80909-5775
 Phone: 719/866-4581 Fax: 719/866-4628
 e-mail: membership@usacycling.org

Event Name: Army Spring Classic Permit # _____
 Event Date: 4/4/2009 Phone # _____
 Event Organizer/Contact: _____ E-mail: _____
 Chief Official: Alan Atwood Phone # 6314722324

Insurance Surcharges
 # of riders 0 on date 4/4/2009 x \$ 3 each = \$ 0.00
 # of riders _____ on date _____ x \$ 3 each = \$ _____
 # of riders _____ on date _____ x \$ 3 each = \$ _____

Licenses and Memberships Sold
 Licenses included:
 # of one-day licenses sold _____ x \$10 each = \$ 0.00
 # of USA Cycling annual licenses sold _____ x \$60 each = \$ 0.00
 # of USA Cycling dual annual licenses sold _____ x \$90 each = \$ 0.00
 # of junior or collegiate USA Cycling annual licenses sold _____ x \$30 each = \$ 0.00
 # of junior USA Cycling dual annual licenses sold _____ x \$60 each = \$ 0.00
 # of add-on USA Cycling annual licenses sold _____ x \$30 each = \$ 0.00
 # of annual licenses using personal credit cards _____ \$ N/A
 # of annual licenses using personal checks payable to USAC _____ \$ N/A

Late Filing Fee: \$ 0.00
 (\$50 if within 22-49 days following the event date, \$100 if within 41-69 days, \$150 if within 61-100 days)

TOTAL DUE \$ 0.00

Please mark form of payment: **Do not send cash!**

Check Make payable to: **USA Cycling, Inc.**
 VISA Credit Card #: _____ Expiration Date: _____
 MasterCard Cardholder Name: _____
 Money Order Cardholder Address: _____
 City _____ St _____ Zip _____
 Signature: _____

I acknowledge I have received \$ 0.00 from the event promoter. Alan Atwood Chief Official
 Promoter _____ Official _____

Mail payment to USA Cycling, Inc., Attn: Post-Event Reports, 1 Olympic Plaza, Colorado Springs, CO 80909-5775. Payment is due no later than 21 days after an event date in order to avoid late filing fees. Event reporting, event permit fees, and paperwork must be sent in after each event in a series. Non-compliance, lack of full and timely payment, or fulfillment of event post-reporting will result in collection agency reporting, loss of membership and permitting privileges (suspension).

White - USAC Copy Yellow - Chief Referee Copy Pink - Promoter Copy 09 Post-Event Report Rev 11/08

Downloads

The **Downloads** option gives you the ability to view or download specific documents related to officiating, including the current rulebook, up-to-date forms, and other information that can be useful in being an official. Forms that are marked as fillable can be filled out electronically and printed or saved if you have Acrobat Standard or a third party equivalent.

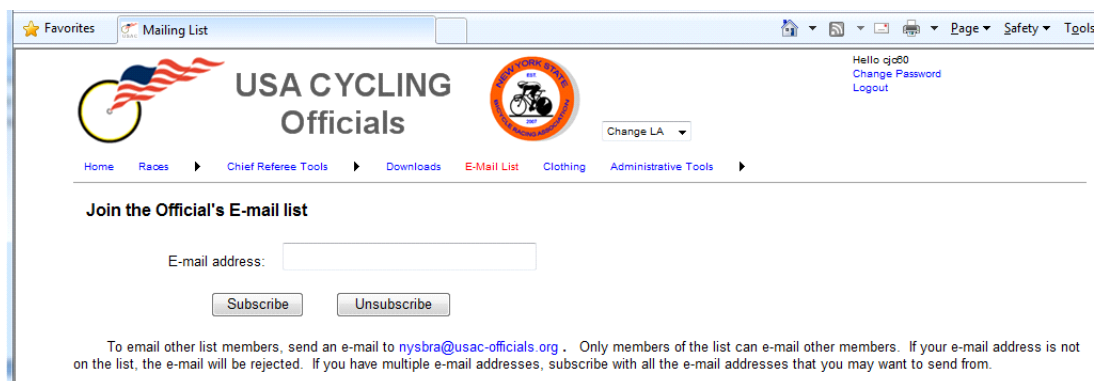


The screenshot shows a web browser window displaying the 'Downloads' page of the USA CYCLING Officials website. The page header includes the USA CYCLING Officials logo, the Virginia Cycling Association logo, and a 'Change LA' dropdown menu. The navigation menu includes Home, Races, Chief Referee Tools, Downloads, E-Mail List, Clothing, and Administrative Tools. The main content area lists several downloadable documents, each with a PDF icon and a description of whether it is a fillable form:

- 2009 Rulebook
- Fine form - Fillable form - can only print completed form unless you have Adobe Standard to save
- Chief Referee report - Fillable form - will calculate amounts - can only print completed form unless you have Adobe Standard to save
- CR Discipline report - Fillable form - can only print completed form unless you have Adobe Standard to save
- Post Event report - Fillable form - will calculate amounts - can only print completed form unless you have Adobe Standard to save
- Official's fee schedule
- Chief Referee checklist
- Helmet Standards
- Current National Champions
- Left side number placement
- Right side number placement

E-mail Lists

The **E-Mail List** option gives the official the ability to join a local association officials' e-mail list, which is a useful tool to exchange information amongst other officials and if you need a substitute for a race you are assigned to; you can use this list to contact everyone on the list. Officials can join multiple mailing lists by first clicking the Change LA dropdown list at the top of the screen and then clicking on the E-mail List menu item for that local association.



The screenshot shows a web browser window displaying the 'E-mail List' page of the USA CYCLING Officials website. The page header includes the USA CYCLING Officials logo, the Virginia Cycling Association logo, and a 'Change LA' dropdown menu. The navigation menu includes Home, Races, Chief Referee Tools, Downloads, E-Mail List, Clothing, and Administrative Tools. The main content area is titled 'Join the Official's E-mail list' and features a form with an 'E-mail address:' label, a text input field, and 'Subscribe' and 'Unsubscribe' buttons. Below the form, there is a note: 'To email other list members, send an e-mail to nysbra@usac-officials.org. Only members of the list can e-mail other members. If your e-mail address is not on the list, the e-mail will be rejected. If you have multiple e-mail addresses, subscribe with all the e-mail addresses that you may want to send from.'

Clothing

The **Clothing** menu item gives any official the opportunity to purchase regulation clothing to wear at the races that you are assigned to. **NOTE:** This item will only appear on the menu if an order is being planned in the near future. New England officials have had this option available to them for several years. This web site allows officials outside New England to also purchase clothing.

Orders can be placed on this page, and the graphic on the next page shows the submit button to send your order in. If any user has questions, they can contact the site administrator.

2009 Clothing Orders

USA CYCLING Officials

Change LA

Home Races Chief Referee Tools Downloads E-Mail List Clothing Administrative Tools

Orders must be placed by June 1

Each item is embroidered with the USAC logo and the text 'USA Cycling Official'. All 2XL & 3XL items are \$1 more than listed except the jackets which are \$5 more than the listed price. It may not be possible for the vendor to get the long sleeve polo shirts. A refund will be made if we can't purchase them.

Description	Price	Quantity	Size	Total Price	Info
Polo, short sleeve	\$25.00	0	-		Details
Polo, long sleeve	\$30.00	0	-		Details
Oxford short sleeve light blue	\$27.00	0	-		Details
Oxford long sleeve men	\$29.00	0	-		Details
Oxford long sleeve women	\$29.00	0	-		Details
Navy LS Sweater v-neck	\$39.00	0	-		Details
Navy fleece vest full zip	\$30.00	0	-		Details
Navy windbreaker	\$45.00	0	-		Details
3 Season jacket fleece lining	\$55.00	0	-		Details
Navy fleece jacket	\$60.00	0	-		Details
Rain coat	\$66.00	0	-		Details
Baseball Hat	\$13.00	0			Details

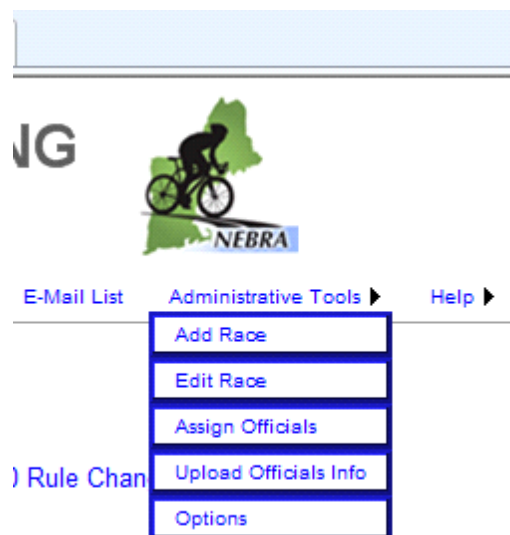
Shipping charges:

- Pick-up (NEBRA only)
- Small package (1-2 items New England / New York only) - \$5
- Standard package (1-5 items) - \$10
- Large package (6+ items) - \$15

Total Amount \$0.00

Place Order

Administrative Tools



The **Administrative Tools** option will show for authorized local association (LA) administrators.

The following features are available:

- **Add Race** – add race to schedule
- **Edit Race** – edit details of race
- **Assign Officials** – allows LA admin to assign crew members to a race
- **Upload Official Info** – upload latest USAC Officials to web site
- **Options** – allows admin to set options for this LA

Add race

This is where new races are added to the schedule. The permit number is likely not know at this point, but should be added when it is using the **Edit race** page below. The number is used on the post race reports to be sent to USAC. The category field is highest amount paid out during the event for one of the races. It is used to calculate the amount to be paid to officials on the race amount. The category can be entered now, on the **Edit race** page, or the **Race Invoice** page. The following fields are required to enter a race on the site: name, start date, location, and state. The end date only needs to be filled in for stage races. A race entry will be created for each date of the stage race. The system currently does not support the automatic entry of a weekly series, but is planned for a future update. The web site field is optional and is intended to make it easier for officials to find information about a race. The race type is used to provide information about what type of racing is taking place at the and is used by the site to group races together on the schedule.

If a local association has been using more than one year, it is possible to copy race details from the previous year by check the Copy details from another race box at the bottom of the screen. All data fields except for the permit number and race dates will be copied over from the previous event.

USA CYCLING Officials

2010

Change LA

Home Races Chief Referee Tools Downloads E-Mail List Administrative Tools Help

Add New Race

Permit #: 2010-

Name: Category: Unknown

Start Date: End Date:

Location: State: --

Web site: Race Type: Select type

Copy details from another race

Save

Edit Race

This page allows details about a race to be changed or be completely deleted. First select the race to change/delete on the left side of the page. Click the **View/Edit** button to see the race details on the right side of the page. To remove a race from the site, click delete at the bottom of the race details section. Please note that there are no delete confirmations, so once you click delete all request and assignments for this race are also deleted.

USA CYCLING Officials

2009

Hello jjo80
Change Password
Logout

Change LA

Home Races Chief Referee Tools Downloads E-Mail List Administrative Tools Help

Date	Race	Location	State	Status	
3/7/2009	Plainville Spring Series 1	Plainville	CT		View / Edit
3/14/2009	Plainville Spring Series 2	Plainville	CT		View / Edit
3/14/2009	Charge Pond Training Series 1	Plymouth	MA		View / Edit
3/21/2009	Plainville Spring Series 3	Plainville	CT		View / Edit
3/21/2009	Charge Pond Training Series 2	Plymouth	MA		View / Edit
3/28/2009	Plainville Spring Series 4	Plainville	CT		View / Edit
3/28/2009	Charge Pond Training Series 3	Plymouth	MA		View / Edit
4/4/2009	Charge Pond Training Series 4	Plymouth	MA		View / Edit
4/4/2009	Plainville Spring Series 5	Plainville	CT		View / Edit
4/5/2009	Michael Schott Memorial	Marblehead	MA		View / Edit
4/11/2009	Chris Hinds Memorial Crit	Charlestown	RI		View / Edit
4/11/2009	Plainville Spring Series 6	Plainville	CT		View / Edit

1 2 3 4 5 6 7 8 9 10 ...

Permit # 2009-845

Race Name Michael Schott Memorial

Start Date 4/5/2009

End Date

Location Marblehead

State MA

Web site www.cbrcing.com

Race Type Road Race

Category D - \$500-\$1,999

Cancel Race?

Edit Delete

To edit the race details, click the **Edit** button at the bottom of the race details section on the page displayed above. The right side of the page will then change to allow the race details to be changed as shown below. Click the **Update** button at the bottom to save the changes or the **Cancel** button to do nothing.

The screenshot shows the USA CYCLING Officials MABRA website interface. At the top, there is a navigation bar with 'View / Edit Races' and various utility icons. The main header features the USA CYCLING Officials logo and the MABRA logo. A user login area shows 'Hello cjo80' with links for 'Change Password' and 'Logout'. A year selector is set to '2009' and a 'Change LA' dropdown is visible. A navigation menu includes 'Home', 'Races', 'Chief Referee Tools', 'Downloads', 'E-Mail List', 'Administrative Tools', and 'Help'.

The main content area displays a table of races with columns for Date, Race, Location, State, and Status. Each row includes a 'View / Edit' button. The 'Tech Center Circuit Race' is highlighted in the table.

Date	Race	Location	State	Status
6/24/2009	Greenbelt 8	College Park	MD	View / Edit
6/27/2009	Poolsville RR	Poolsville	MD	View / Edit
7/8/2009	Greenbelt 9 (7/8)	College Park	MD	View / Edit
7/11/2009	Senior Criterium Champ	Hagerstown	MD	View / Edit
7/12/2009	Tech Center Circuit Race	Bowie	MD	View / Edit
7/15/2009	Greenbelt 10 (7/15)	College Park	MD	View / Edit
7/18/2009	Giro di Coppi	Barnesville	MD	View / Edit
7/22/2009	Greenbelt 11 (7/22)	College Park	MD	View / Edit
7/25/2009	Tour of Lost River RR	Lost River	WV	View / Edit
8/5/2009	Greenbelt 13 (8/5)	College Park	MD	View / Edit
8/12/2009	Greenbelt 14 (8/12)	College Park	MD	View / Edit
8/15/2009	High Way to Heaven Hill Climb Championship (8/15)	Baltimore	MD	View / Edit

Below the table, a detailed view of the 'Tech Center Circuit Race' is shown. It includes fields for Permit #, Race Name (Tech Center Circuit Race), Start Date (7/12/2009), End Date (7/12/2009), Location (Bowie), State (MD), Web site, Race Type (Circuit), Category (E - \$0-\$499), and a 'Cancel Race?' checkbox. At the bottom of this section are 'Update' and 'Cancel' buttons.

Assign Officials

The administrator will spend most of the time on the Assign Officials page assigning race crews. By default, all International Commissaires, National Commissaires and Category A officials along with all officials within the local association are available to be assigned to races. To assign a crew from a pool of all USAC officials, click the **Show All Officials** button (see Step 1 in illustration below). This must be done before any other step.

Assign Officials

Step 1 - Click button [Show All Officials](#) to select from all USAC officials for race assignment. Click again to only view officials in this LA.
 Step 2 - Select Race. Request list will fill with people who who want to work this race.
 Step 3 - Assign officials.
 Step 4 - If assignments are finished, check the crew complete box.
 Step 5 - Click save button to finish.

Select Race

Chief Referee: >>--needed1, >-

Chief Judge: >>--needed1, >- (optional)

Available Assigned

Crew complete - display race assignments

[E-mail Assigned Crew](#)

[Save](#)

Assign Officials

Step 1 - Click button [Show All Officials](#) to select from all USAC
 Step 2 - Select Race. Request list will fill with people who who want t
 Step 3 - Assign officials.
 Step 4 - If assignments are finished, check the crew complete box.
 Step 5 - Click save button to finish.

Select Race

Select Race

1st Annual Wayne Elliot Memorial Circuit Rac
 Amesbury Cross
 Attleboro Criterium
 Baystate Cross 1 - UCI
 Baystate Cross 2 - UCI
 Beverly Criterium
 Blue Hills Circuit Race

First select a race to assign the crew

After selecting the race, the page will fill in as shown below. On the right side, there will be a requested list if any officials have signed up to work this race. Select a chief referee from the dropdown list. This may be left as >>--needed1 or >>--TBD if the administrator does not want to use anyone currently requesting to work the race. The chief judge assignment is optional and the position cannot be changed by chief referee of the race. To assign the remaining crew members, select them in the Available box and move them to the Assigned box. If there are not enough officials requesting to work this race, add the number and type of crew still available to the Assigned box (use the >>--needed placeholders). These needed officials positions will display in a list on the local association home page for all officials to see when they login. When the crew assignment is complete and you want everyone to see the race

crew, you **MUST** click the crew complete checkbox. Once this is done, the assignment will show up in the individual assignment list on the left side of the official's homepage (see Home Page section on page 7).

There are two additional features on the page for the administrator. The first is the ability to copy the crew assignment from another race. This is very helpful when assigning a stage race. After select a race, the Assign crew from another race checkbox will appear. When checked, another dropdown list of other races will appear. Select the race from this list that you want to copy the crew from. Adjustments can be made to the assignments if the crew is not the same on each day.

The second feature is the ability for the administrator to send an e-mail to the race crew. Click the **E-mail Assigned Crew** button at the bottom of the screen. A page similar to the one in the **E-mail Crew** section of the Chief Referee Tools will appear. Follow those directions to complete the e-mail.

Assign Officials

Step 1 - Click button **Show All Officials** to select from all USAC officials for race assignment. Click again to only view officials in this LA.
 Step 2 - Select Race. Request list will fill with people who who want to work this race.
 Step 3 - Assign officials.
 Step 4 - If assignments are finished, check the crew complete box.
 Step 5 - Click save button to finish.

Baystate Cross 1 - UCI Assign crew from another race

Chief Referee: Miller, Philip

Chief Judge: Mills, Kristen (optional)

Available Assigned

Requested
Constantino, Christian
Dolan, William
Horton Prodanas, Kelli
Mills, Kristen
Payson, Kinnin
Smith, James
Toth, Gary

Crew complete - display race assignments

E-mail Assigned Crew

Save

Upload Officials Info

New officials will need to be added to the site after they have successfully taken the Category C test. This page allows the administrator to upload the latest USAC officials file and to update contact information for existing officials already on the site.

USA CYCLING Officials

WASHINGTON STATE BICYCLE ASSOCIATION

Change LA

Home Races Chief Referee Tools Downloads E-Mail List Clothing Administrative Tools

Upload latest USAC officials list Last time updated: 02/27/2009

1. Download the latest officials file (wp_uscf_officials.csv) from [Here](#) and save on your PC
2. Browse to the file location
3. Click the Upload Officials button

Browse...

Update Officials

Options

Currently the only option available is to add a message to the home page of each local association.