

Steps to permit your race online with USA Cycling

19 January, 2006

1. Go to www.usacycling.org and click on "My USA Cycling" (Login).
2. Then click on "Event Permits". In order for a promoter to use the on-line function, they must be listed as a club contact, or must be an officer of the club. If the promoter is not listed, the officers of the club can add the promoter as a contact.
3. Then click on "Enter a New Event". When you start an online permit it is given a "tentative" status.
4. Follow the steps as listed completing all the online forms – which are the same as the paper forms. When you have finished the online paperwork and submit it, the status changes to "pending".
5. You will need to print the summary page and sign it and mail it in to USA Cycling at this time.
6. The permit then goes to the WSBA (David Douglas) as a support request to approve.
7. After the WSBA (David Douglas) reviews and approves the permit it will go to USA Cycling (Frederike Blattspieler) as a support request to approve. It cannot be approved by USAC until the WSBA has approved it and the promoter has sent in the signed contract (which they need to print, sign and mail in to the USAC office.)
8. After USA Cycling ((Frederike Blattspieler) has all the pieces above for the event, then the status changes to "scheduled".

We have also noticed that some events have been duplicated. The promoter will start an event and make an error then he goes back on line to put it in again. So it shows up twice, with the same name and location but a different permit number. Our IT department is working on that one.

Call or e-mail if you have any questions.

Frederike Blattspieler
Member Services Coordinator
One Olympic Plaza
Colorado Springs, CO 80909
ph 719.866.4352
fx 719.866.4628
fblattspieler@usacycling.org