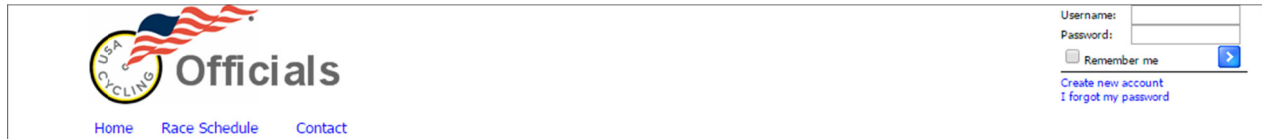


Requesting Race Assignments and Shadowing Opportunities

- Go to the USAC-Officials website: <http://www.usac-officials.org>
- Select Create New Account the first time logging in



The header of the USAC Officials website. On the left is the logo for USA Cycling Officials, featuring a stylized American flag and the text 'USA CYCLING Officials'. Below the logo are links for 'Home', 'Race Schedule', and 'Contact'. On the right is a login section with fields for 'Username:' and 'Password:', a 'Remember me' checkbox, and a blue arrow button. Below the login fields are links for 'Create new account' and 'I forgot my password'.

- Fill in all fields, if you do not yet have your license (please use all zeros and then once you receive your license you can go back and edit the license information) Select NEBRA from the Primary Officiating Area for New England. Once all fields are filled in select Create User.



The 'Sign Up for Your New Account' form. It has a title bar at the top. The form contains the following fields: 'User Name:', 'Password:', 'Confirm Password:', 'USAC License:', 'Confirm License:', 'E-mail:', 'Primary Officiating Area:' (with a dropdown menu showing '>>>Select area'), 'Cell Phone:', 'Security Question:', and 'Security Answer:'. There is a checkbox for 'Join E-mail list' and a 'Create User' button at the bottom right.

- Once logged in ensure you see the NEBRA logo next to the USAC logo to ensure you are in the correct LA (local association). If you do not see the logo click on the Choose LA radio button to select NEBRA, also ensure you have the current racing year selected



The header of the USAC Officials website, showing the USAC logo and the NEBRA logo (a cyclist on a green map of New England). To the right is a year selector dropdown menu showing '2016' and a 'Change LA' button.

- On the home screen you will see any LA messages that have been posted as well as contact information and a snapshot listing of all assignments you are currently assigned to

If you use Internet Explorer and are having problems with the menus, click the Tools menu and run this site in Compatibility View mode.

Please feel free to reach out to Kristen (tini17@comcast.net) or JD (jd@nebra.us) if you have any questions or problems with an assignment. Thanks!

Assignments

| | | |
|------|---|--|
| 4/07 | Michael Shott Memorial Circuit Race | |
| 4/20 | Rick Newhouse Ninigret Criterium | |
| 5/05 | Blue Hills Classic | |
| 5/25 | Cyclonauts Racers Criterium | |
| 6/23 | Keith Berger Criterium - Reg Crit Championships | |
| 6/30 | Longjo Classic - Downtown Fitchburg Criterium | |
| 7/21 | Yarmouth Clam Festival RR | |

To submit race request go to the Races menu and select Race Requests from the dropdown

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

Race Schedule
Race Permit Info
Race Requests
View Assignments
View Requests
Race Resume

THANK-YOU ALL FOR A GREAT 2015 SEASON! LOOKING FORWARD TO 2016

Please feel free to reach out to Kristen (tini17@comcast.net) or JD (jd@nebra.us) if you have any questions or problems with an assignment. Thanks!

Select the races you are available to work by checking off the race. New for 2016 you will select the position at the race that you are interested in working, you can choose one or many

| | Position | Minimum Category | | |
|--------------|--|------------------|-----------------|--|
| May 13 - Fri | <input type="checkbox"/> Chief Referee | Any | TBD, CT | |
| | <input type="checkbox"/> Chief Judge | Any | | |
| | <input type="checkbox"/> Assistant Referee | Any | | |
| | <input type="checkbox"/> Assistant Judge | Any | | |
| May 15 - Sun | 2016 CT Masters Games TT/Crit | | New Britain, CT | |
| | <input type="checkbox"/> Chief Referee | Any | | |
| | <input type="checkbox"/> Chief Judge | Any | | |
| | <input type="checkbox"/> Assistant Referee | Any | | |
| May 28 - Sat | Killington Stage Race Stage 1 | | Killington, VT | |
| | <input type="checkbox"/> Chief Referee | Any | | |
| | <input type="checkbox"/> Chief Judge | Any | | |
| | <input type="checkbox"/> Assistant Referee | Any | | |

Once you have chosen all the races you are available for select the Submit Request button at the bottom of the page

| | |
|-----------------------|---|
| Submit Request | Check the races you want to work and click Submit button when finished. |
|-----------------------|---|

- At this point you do not need to do anything further to request a race
- Once the assignments have been made you will receive an email at the email address you set-up as part of your profile. The email will come from **USAC Officials Scheduler**. The body of the email will state what race you have been assigned to and the person to contact in case you are not available to work the event. *(Please note that if any changes are made to the crew you will receive multiple emails regarding the same event. Every time a change is made to the crew and saved it automatically generates an email from the system)*

Ex:

You have been assigned to the Connecticut Cycling Festival race on 9/20/2015.

Contact your Local Administrator of officials or the Chief Referee () if you are not available to work this race

- If you are not able to accept the assignment that you receive notification on please reach out to both Shaun & Alissa Weigand at assignments@nebra.us and the Chief Referee listed in the email as soon as possible.
- At this point a summary of your assignments will also show on your home page of the website in a box to the right

| Assignments | | |
|-------------|---------------------------------------|----|
| 9/19 | TD Mayors Cup | CR |
| 9/20 | Connecticut Cycling Festival | CR |
| 9/26 | Gloucester GP - Saturday | |
| 9/26 | Gloucester GP - Saturday | |
| 9/27 | Gloucester GP - Sunday | |
| 9/27 | Gloucester GP - Sunday | |
| 10/17 | Community Cross | |
| 11/07 | Cycle-Smart international Cross Day 1 | CR |
| 11/08 | Cycle-Smart international Cross Day 2 | CR |

- Keep checking back to the website often for new races that become available for requesting. Messages will be displayed in red on the home page regarding any new events that have been added to the schedule.

What to Expect Next:

- You should receive an email from the Chief Referee (CR) of the race at least a week before the event, if not sooner, providing all the specifics for race day. If you do not receive an email at least 7 days prior to the event reach out to the person who was listed in your assignment email as the CR.
- Please note that if you are assigned on the crew in a shadowing position that you will be asked to not arrive in uniform on race day
- If you have any questions or concerns about assignments or officiating in general please feel free to reach out to Shaun and Alissa at assignments@nebra.us.

Special Thank-you to Chris Constantino for all he does to keep this website running for New England and several other regions across the country.