



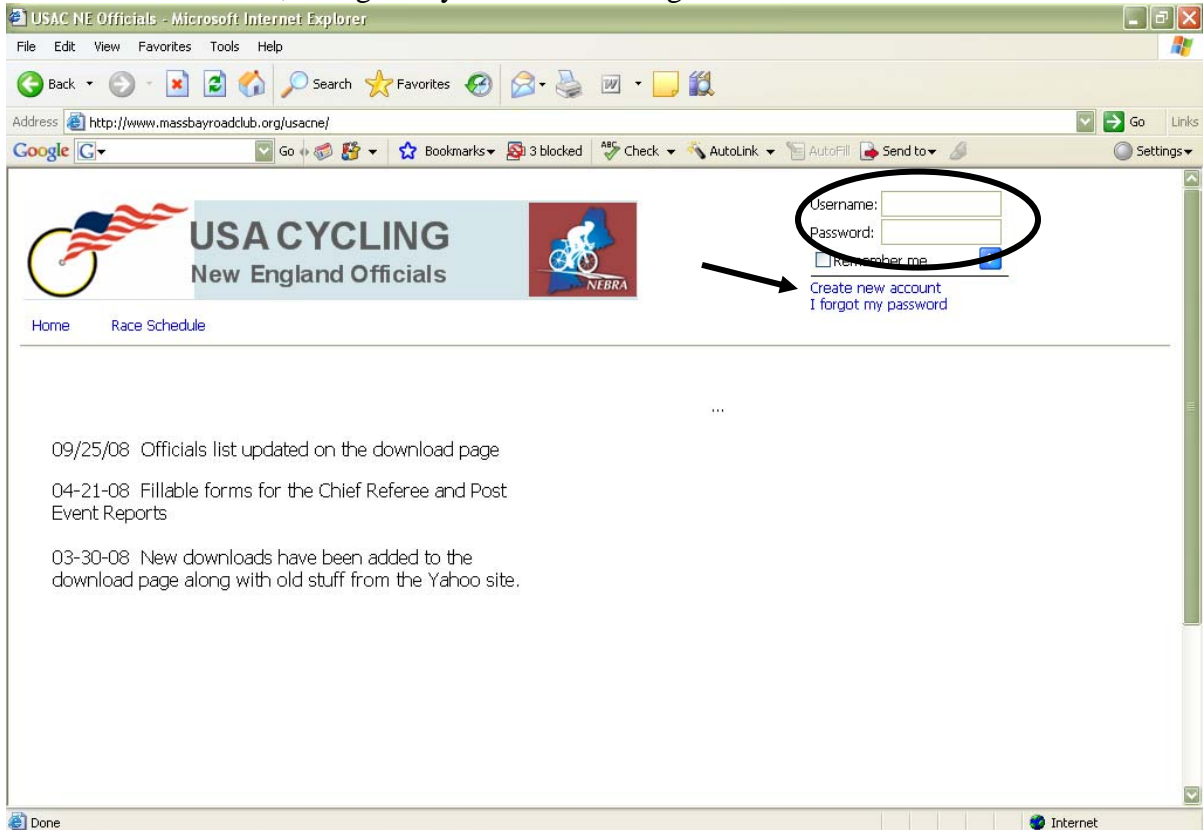
USA CYCLING
New England Officials



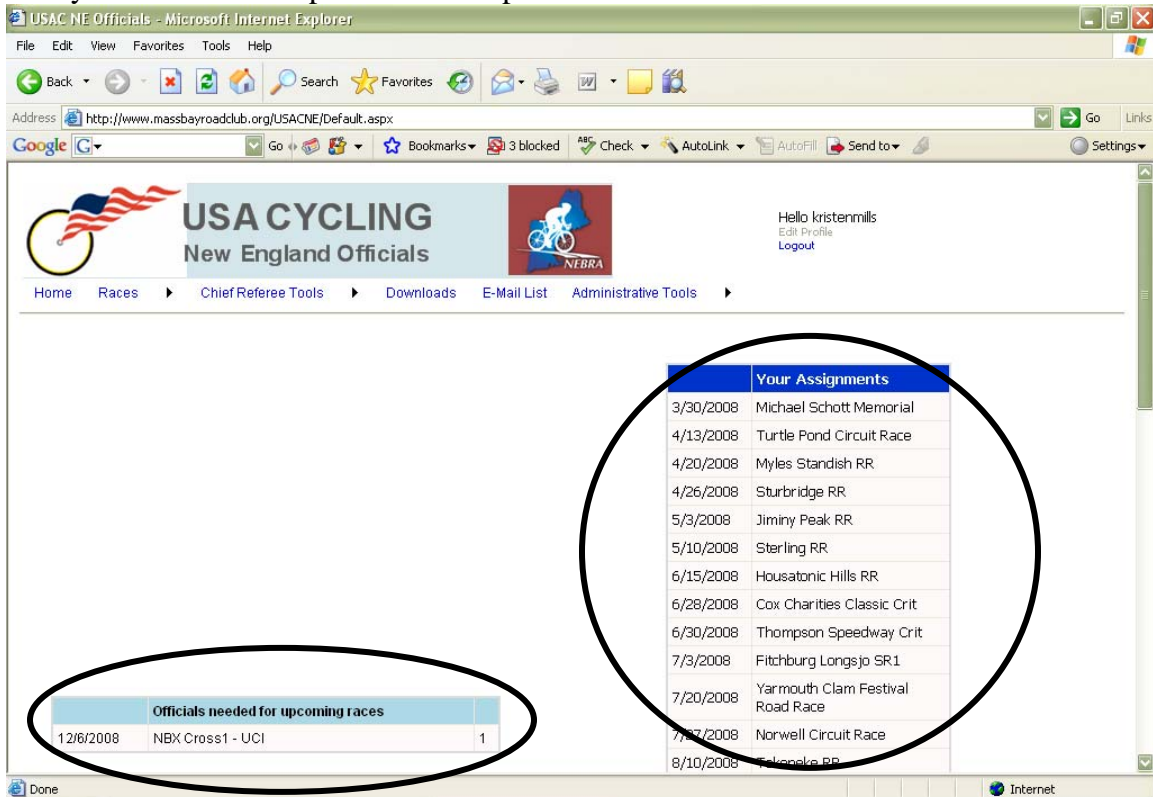
Website Demo for Officials Assignments

<http://www.massbayroadclub.org/USACNE>

Create a new account, or log in if you are an existing user



Upon logging in, your assignments are automatically displayed on the home page as well as any races that have open “needed” spots



Select the Races menu and select Race Schedule; the races set by the administrator will be displayed.

2008 Race Schedule

Date	Name	Location	State
3/30/2008	Michael Schott Memorial www.ccbracing.com	Marblehead, MA Road Race	MA
4/12/2008	Chris Hinds Memorial Crit www.members.cox.net/teamarcenciel/	Charlestown, RI Criterium	RI
4/12/2008	Beanpot Weekend www.eccc-info.com	Grafton, MA RR;Crit;TT	MA
4/13/2008	Turtle Pond Circuit Race www.legalcycling.com	Loudon, NH Circuit	NH
4/13/2008	Beanpot Weekend 2 www.eccc-info.com	Somerville, MA RR;Crit;TT	MA
4/19/2008	L'Enfer du Nord ECCC www.eccc-info.com	Burlington, VT RR;Crit;TT	VT

Select the Races menu and select Race Requests; officials will need to check off the races they want to officiate and then select Submit Request at the bottom of the screen.

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

	Date	Name	Location	State	Status
<input checked="" type="checkbox"/>	March 30 - Sun	Michael Schott Memorial	Marblehead	MA	
<input type="checkbox"/>	April 12 - Sat	Chris Hinds Memorial Crit	Charlestown	RI	
<input type="checkbox"/>	April 12 - Sat	Beanpot Weekend	Grafton	MA	
<input checked="" type="checkbox"/>	April 13 - Sun	Turtle Pond Circuit Race	Loudon	NH	
<input type="checkbox"/>	April 13 - Sun	Beanpot Weekend 2	Somerville	MA	
<input type="checkbox"/>	April 19 - Sat	L'Enfer du Nord ECCC	Burlington	VT	
<input type="checkbox"/>	April 19 - Sat	Rick Newhouse Memorial Crit	Charlestown	RI	
<input checked="" type="checkbox"/>	April 20 - Sun	Myles Standish RR	Plymouth	MA	
<input type="checkbox"/>	April 20 - Sun	L'Enfer du Nord ECCC	Burlington	VT	
<input checked="" type="checkbox"/>	April 26 - Sat	Sturbridge RR	Fiskdale	MA	

Select the Races menu and select View Assignments; official's assignments will appear here once they have been released by the administrator. The report can be in excel or PDF and can be viewed, printed, or exported.

The screenshot shows the USA CYCLING New England Officials website. The 'Races' menu is circled, and 'View Assignments' is highlighted. The page displays a table of race assignments for officials. The table has columns for Start Date, Race Name, Location, Official, and Position.

Start Date	Race Name	Location	Official	Position
3/30/2008	Michael Bennett Memorial	Marblehead, MA	William Dolan	Chief Referee
			Kelli Horton Prodanas	Chief Judge
			Edward Spuler	Assistant Referee
			Kristen Mills	Assistant Referee
			Christian Constantino	Assistant Referee
4/12/2008	Beanpot Weekend	Grafton, MA	Alan Atwood	Chief Referee
			Kinnin Payson	Chief Judge
			Edward Spuler	Assistant Referee
			Lenore Evans	Assistant Referee
			Robert Evans	Assistant Referee
			Tom James	Assistant Referee
			John Laupheimer	Assistant Referee
			Mark Bowen	Assistant Referee
			Christian Constantino	Assistant Referee
			Chris Hinds Memorial Crit	Charlestown, RI

Select the Chief Referee Tools menu; the Chief Referee has the option to e-mail the officials crew assigned to a particular race.

The screenshot shows the USA CYCLING New England Officials website. The 'Chief Referee Tools' menu is circled, and 'E-mail Crew' is highlighted. The page includes a form for sending an email to the officials crew. The form has a 'Subject:' field and a 'Message:' text area. A 'Send E-mail' button is at the bottom.

Select the Chief Referee Tools menu; the Chief Referee has the option to create an officials invoice based upon assignments entered for each official

The screenshot shows the USA CYCLING New England Officials website in Microsoft Internet Explorer. The address bar displays <http://www.massbayroadclub.org/USACNE/Invoice.aspx>. The navigation menu includes Home, Races, Chief Referee Tools, Downloads, E-Mail List, and Administrative Tools. The 'Chief Referee Tools' menu is highlighted with a red circle, and its sub-menu items, 'E-mail Crew' and 'Race Invoice', are also highlighted with a red circle. Below the navigation menu, there is a 'Chief Referee Assignment' dropdown menu with 'RR' selected. A checkbox for 'Race longer than 8 hours' is present. The 'Race Category' section shows 'D - \$500-\$1,999', 'Bikereg', and 'USA Cycling'. A table titled 'Assign crew position' lists officials and their roles:

Assign crew position		
55394	Christian Constantino	Assistant Referee
56350	Sandra Martin	Assistant Judge
151809	Steven Lehmann	Assistant Referee
199266	Mark Bowen	Assistant Referee
208018	Joshua Lehmann	Assistant Judge
220299	Linda Hood	Chief Judge

A 'Create Invoice' button is located at the bottom of the page.

Select the Downloads menu; these are frequently used documents, forms, and other resources. As new forms are available they are saved under the Downloads menu.

The screenshot shows the USA CYCLING New England Officials website in Microsoft Internet Explorer. The address bar displays <http://www.massbayroadclub.org/USACNE/Downloads.aspx>. The navigation menu includes Home, Races, Chief Referee Tools, Downloads, E-Mail List, and Administrative Tools. The 'Downloads' menu is highlighted with a red circle. Below the navigation menu, a list of downloadable resources is displayed:

- 2008 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)
- 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
- Officials List (as of 9/25/08)
- Current National Champions
 - Left side number placement
 - Right side number placement

Select the E-mail List menu to subscribe or unsubscribe to the Officials e-mail group

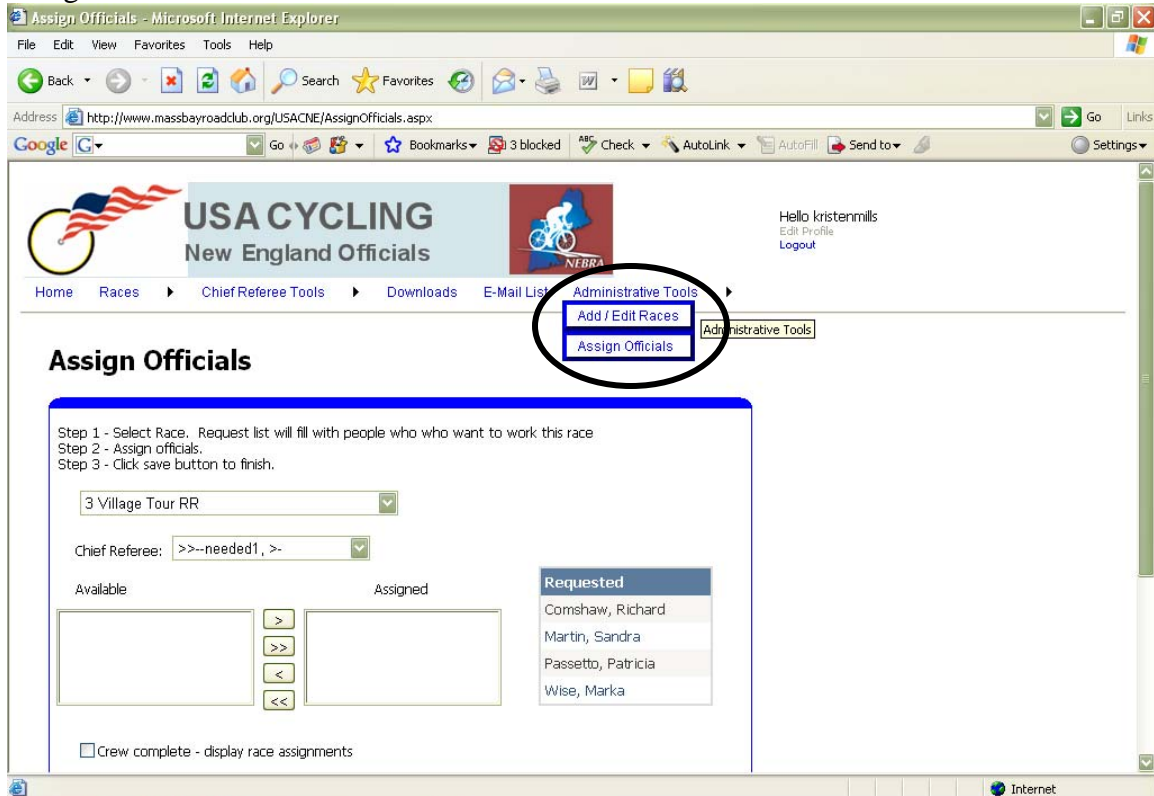
The screenshot shows the Microsoft Internet Explorer browser window displaying the website <http://www.massbayroadclub.org/USACNE/MailingList.aspx>. The page header includes the USA CYCLING logo and the text "New England Officials". A navigation menu contains links for Home, Races, Chief Referee Tools, Downloads, E-Mail List (circled in black), and Administrative Tools. On the right side, there is a user greeting "Hello kristenmills" with links for "Edit Profile" and "Logout". The main content area is titled "Join the Official's E-mail list" and features an input field for an "E-mail address:" with "Subscribe" and "Unsubscribe" buttons below it. A paragraph of text explains that users should email usac-ne@massbayroadclub.org to join or leave the list, and that only members can email other members.

Select the Administrative Tools menu; the Admins are the only ones who have access to Add/Edit Races

The screenshot shows the Microsoft Internet Explorer browser window displaying the website <http://www.massbayroadclub.org/USACNE/EditRace.aspx>. The page header is identical to the previous screenshot. The navigation menu now shows "Administrative Tools" circled in black, with a sub-menu containing "Add / Edit Races" (circled in blue) and "Assign Officials". 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. To the right of the table is a button labeled "Add New Race".

Date	Race	Location	State	status
3/30/2008	Michael Schott Memorial	Marblehead	MA	View / Edit
4/12/2008	Chris Hinds Memorial Crit	Charlestown	RI	View / Edit
4/12/2008	Beanpot Weekend	Grafton	MA	View / Edit
4/13/2008	Turtle Pond Circuit Race	Loudon	NH	View / Edit
4/13/2008	Beanpot Weekend 2	Somerville	MA	View / Edit
4/19/2008	L'Enfer du Nord ECCC	Burlington	VT	View / Edit
4/19/2008	Rick Newhouse Memorial Crit	Charlestown	RI	View / Edit
4/20/2008	Myles Standish RR	Plymouth	MA	View / Edit
4/20/2008	L'Enfer du Nord ECCC	Burlington	VT	View / Edit
4/26/2008	Sturbridge RR	Fiskdale	MA	View / Edit
4/26/2008	ECCC Championships 1	Durham	NH	View / Edit

Select the Administrative Tools menu; the Admins are the only ones who have access to Assign Officials



For each race you can see the requested officials, the available officials and the assigned officials. If the crew complete box is not check off, the race does not show up on the Race Assignments. Once you have added officials you must select the Save button.

