

There is a new online system with which to apply for a permit. Here is the procedure:

- ❖ Design your race announcement and email it to me for approval. Do not post or distribute your announcement until I have approved it; there is now a fine of up to \$500 for premature advertising.
- ❖ The person filing the application will have to be added to the club record as an event organizer. This can be done by anyone listed on the USAC club page as a club contact. If you're not sure who your club contacts are, go to <http://www.usacycling.org/clubs/index.php?state=WJ>. Click on "details" next to your club name.
 - ◆ To add an "Event Organizer" a club contact person should go to his/her personal account page at www.usacycling.org
 - Click on "manage USA Cycling clubs"
 - Click on the name of your club on the next page
 - In the right column, you'll see "add an event organizer". Click on that and put in the name(s) of the designated race organizers for the club.
 - ◆ I can add race organizers to a club's profile if that would be easier for you than locating a club officer.
- ❖ The new event organizer will have a button for "**Event Permits**" on his/her personal account page (*My USA Cycling*).



- ❖ Click on "Event Permits" and you will get this page:

Event Permit Steps:

1. Name & Date ---> 2. Event Type ---> 3. Description ---> 4. Additional Insured --> 5. Checklist

Event Organization: Road | Mountain | Collegiate | Collegiate-Road | Collegiate Mountain

Event Name:

Event Type: Competitive | Non-competitive | Series

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- ❖ *Use the URL for the Wisconsin Cycling Association website to provide your flyer. www.wicycling.org*
 - ❖ *You will need complete addresses for any entities for which you request insurance certificates. You will also need to specify their relation to your race (sponsor, property owner, etc.)*
 - ❖ *On the Checklist, “support personnel” includes registration clerks, course marshals, vehicle drivers, etc.*
 - ❖ *If you will be using USAC non-owned auto or motorcycle insurance, the driver will need to fill out an additional form, authorizing USAC to check driving records.*
 - ❖ *Pay for your permit with a credit card. No processing can begin until this is done.*
 - ❖ *Once you have completed and saved the online application, you will need to **print out and mail the event contract via regular mail. Send it to USA Cycling, One Olympic Plaza, Colorado Springs, CO 80909.** You may fax the contract to USA Cycling at (719) 866-4628 if you prefer.*
 - ❖ *Your application will be forwarded to me for approval, and USA Cycling will finish processing the permit as soon as they receive your signed contract.*
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