

How to Register a Student Athlete for the ACA and the Race Series



1 Navigate to cnbikes.com/#!/memberships/alabama-cycling-ass...

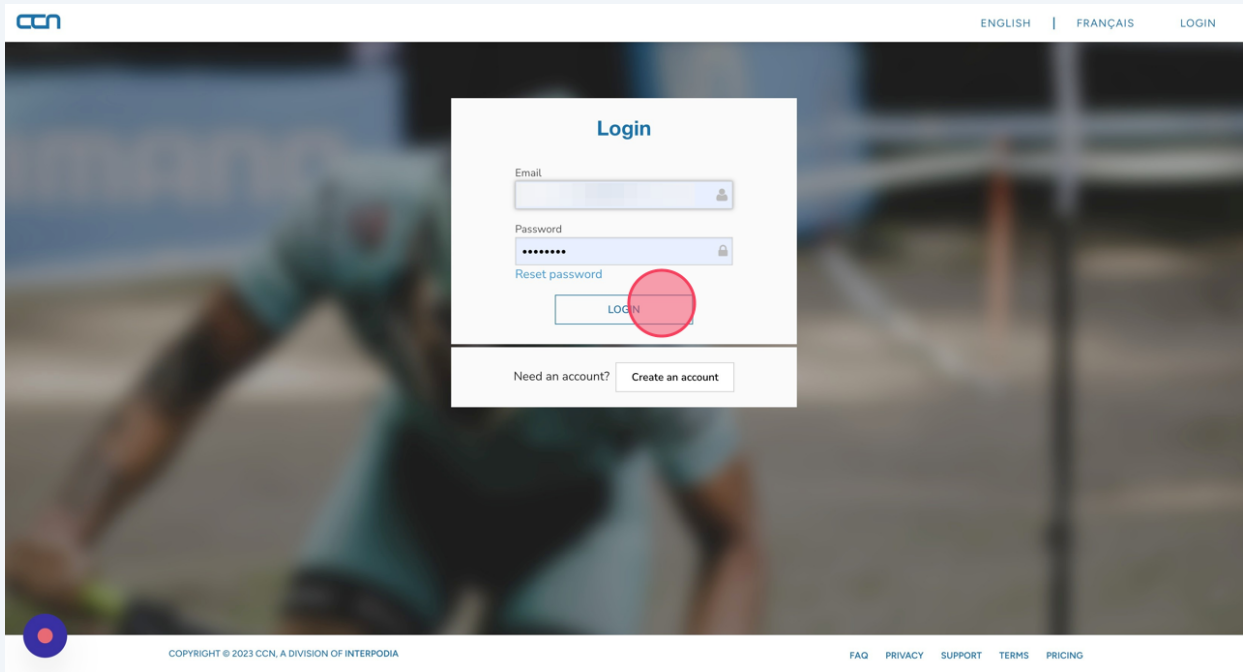
2 Click "LOGIN"

The screenshot shows the Alabama Cycling Association website for the 2023/2024 season. At the top right, there are links for "ENGLISH" and "FRANÇAIS", and a "LOGIN" button. The main header features the "ALABAMA CYCLING ASSOCIATION" logo. Below the header, the text "Alabama Cycling Association 2023/2024 SEASON" is displayed. A registration table is shown with the following content:

REGISTER FOR 2023/2024 <small>Athletes & Coaches</small>	-- SELECT YOUR TEAM -- <input type="button" value="Register"/>
COACHES	<input type="button" value="Submit Coach Requirements"/>
STUDENT ATHLETES	<input type="button" value="Register for 2024 Race Series"/>
TEAMS	<small>**Team Fee Payment is only for HC/ID**</small> <input type="button" value="Register a Team for 2023/2024 Season"/>

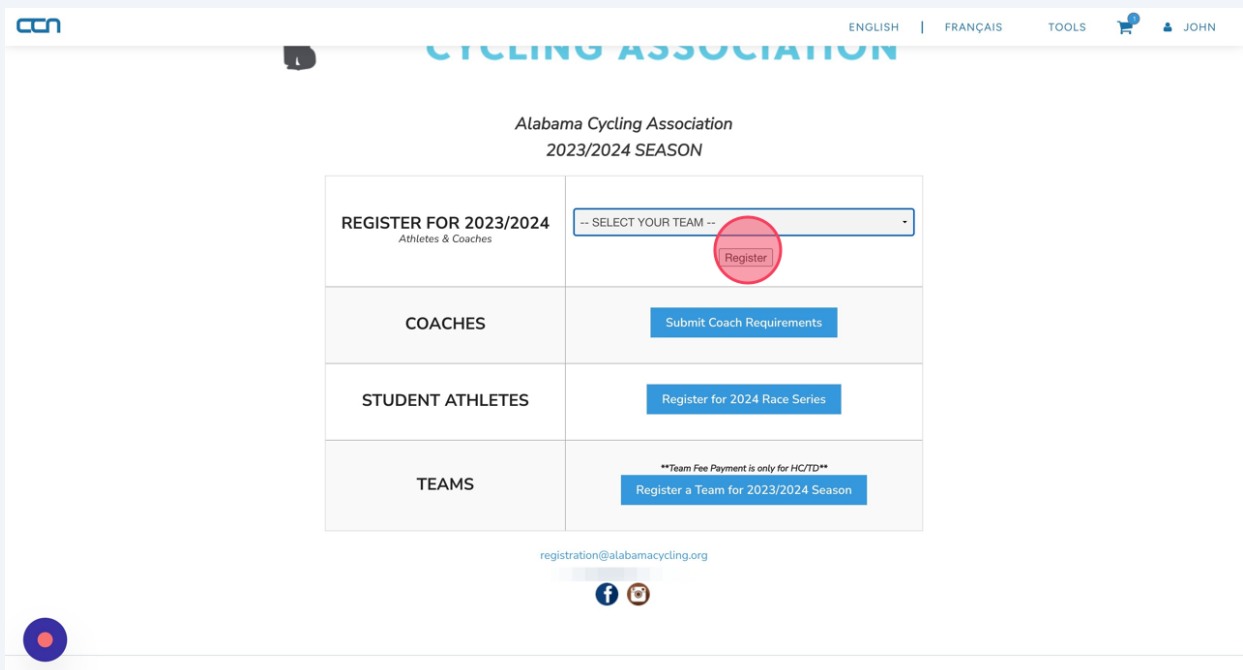
3

Enter the email account and password you used to create your CCN account. If you do not have a CCN account, click the Create an account button.



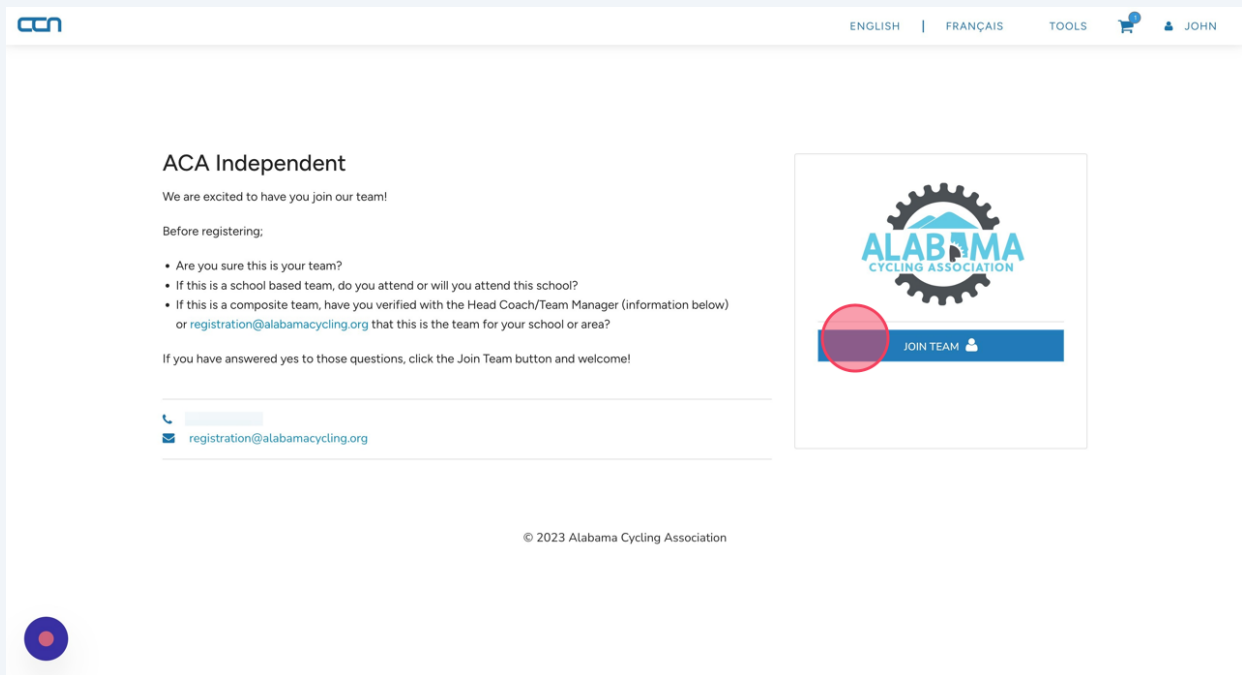
4

Return to ccnbikes.com/#!/memberships/alabama-cycling-ass... Find your team in the "SELECT YOUR TEAM" Drop-down box. Click Register.



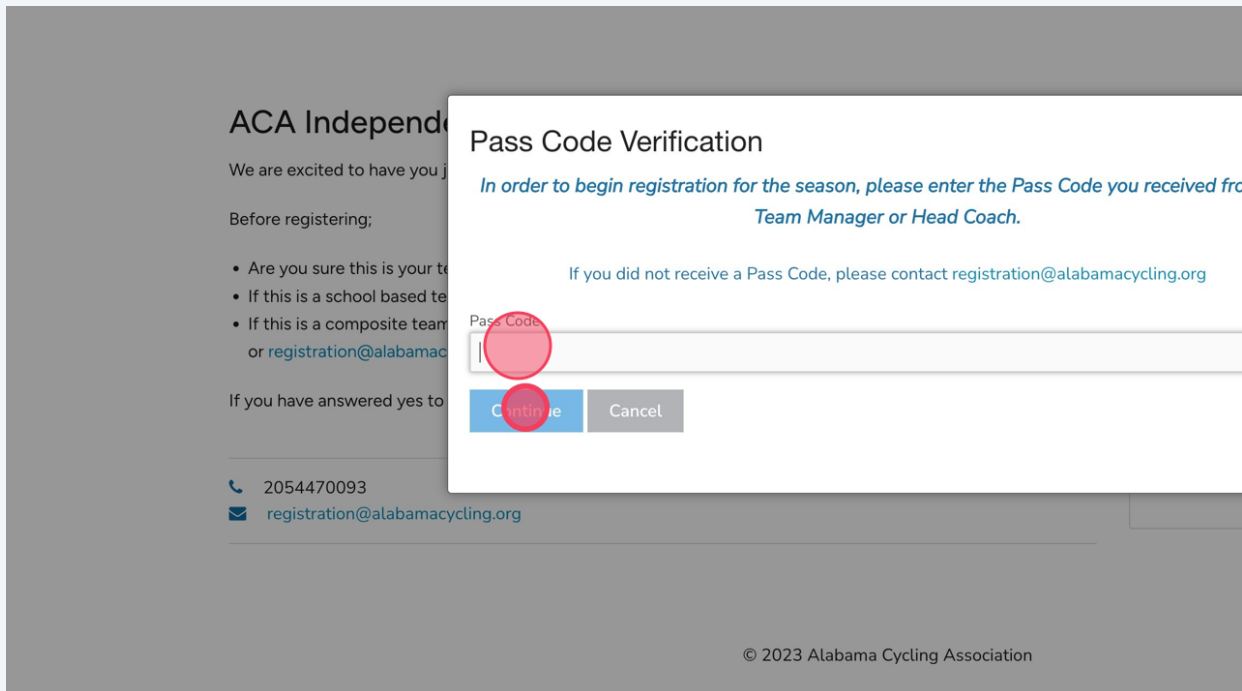
5

Click "JOIN TEAM"



6

Enter the pass code provided by your team administrator. Remember pass codes are case sensitive. Click Continue.



7

Select a student athlete's name from the list or click "REGISTER SOMEONE ELSE".



ACA Independent

Who do you want to register?

Ursula Sandefur

John Smith

Ursula

Sandefur

DATE OF BIRTH YYYY-MM-DD

GENDER

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8

Fill in all the fields on the form.

ACA Independent

Who do you want to register?

Ursula Sandefur

John Smith

FIRST NAME

LAST NAME

DATE OF BIRTH YYYY-MM-DD

GENDER

EMAIL

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9 Click "REGISTER"

I want to register?

andefur

ith

Jane
Doe
DATE OF BIRTH 2006-03-09
Female
CANCEL REGISTER JANE

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Technical Support

10 Click "Student Athlete" Click "NEXT"

ccn

ENGLISH | FRANÇAIS TOOLS   JOHN

You Are Registering [edit]	Address [edit]
Jane Doe Female Mar 9, 2006	1123 Pleasant Hill Road Birmingham, 32245 Alabama , United States 2054449218
Registration option(s)	
<input checked="" type="checkbox"/> Student Athlete	
<input type="checkbox"/> Coach	
NEXT	

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11 Click "ADD MEMBERSHIP TO CART"

The screenshot shows a registration form for Jane Doe. The form is divided into two main sections: 'You Are Registering' and 'Address'. The 'You Are Registering' section contains the following information: Jane Doe, Female, Mar 9, 2006. The 'Address' section contains: 1123 Pleasant Hill Road, Birmingham, 32245, Alabama, United States, 2054449218. Below these sections is a 'Registration option(s)' section. It has a blue header bar. Underneath, there are two options: 'Student Athlete' (checked) and 'Coach' (unchecked). A red warning box follows, stating: 'In order to register you are required to have a membership or license from: Alabama Cycling Association'. Below this, 'Alabama Cycling Association' is listed with a checked checkbox. A blue button labeled 'ADD MEMBERSHIP TO CART' is highlighted with a red circle. At the bottom right, there is a 'NEXT' button.

12 Click to select the grade your student athlete will be in during the 2024 race season. Click "Next"

The screenshot shows the same registration form as in step 11, but with a dark overlay on the left and right sides. The 'Membership Options for Jane Doe' section is highlighted with a red border. It contains a red warning message: 'The highlighted options below are required for your registration. Please be sure to choose at least one of the highlighted options.' Below this is a section titled 'What grade will you be in during the race season? (Feb-May 2024)'. It lists grades from 6 to 12, each with an unchecked checkbox. The 'NEXT' button at the bottom right is highlighted with a red circle.

13

Answer all the required ("*") questions in the Additional Information and Family contacts sections.

Answer any optional questions you deem important.

The screenshot shows a web form titled "Questions for Jane Doe*" with a header containing "ENGLISH", "FRANÇAIS", "TOOLS", and a user profile "JOHN". The form is divided into two main sections: "Additional Information" and "Family Contacts".

Additional Information:

- Are you homeschooled? * (Dropdown menu: --- Select an option ---)
- What skill level do you consider yourself? * (Dropdown menu: --- Select an option ---)
- USAC License Number (Text input: ENTER TEXT)

Family Contacts:

- Parent/Guardian 1 : Email * (Text input: ENTER TEXT)
- Parent/Guardian 1 : First Name * (Text input: ENTER TEXT)
- Parent/Guardian 1 : Last Name * (Text input: ENTER TEXT)
- Parent/Guardian 1 : Cell Phone Number (xxx-xxx-xxxx) * (Text input: ENTER TEXT)
- Parent/Guardian 1 : Home Phone Number (xxx-xxx-xxxx) * (Text input: ENTER TEXT)
- Parent/Guardian 1 : Work Phone Number (xxx-xxx-xxxx) (Text input: ENTER TEXT)

14

Click the additional emergency contact dropdown box and choose Yes or No. If you select Yes, additional fields will be displayed.

The screenshot shows the same web form, but with the "Parent 1 and/or Parent 2 are, by default, the primary emergency contacts" section expanded. A red circle highlights the dropdown menu for the question: "Do you want to list an additional emergency contact for your child in case both parents cannot be reached? *".

Parent 1 and/or Parent 2 are, by default, the primary emergency contacts

- Do you want to list an additional emergency contact for your child in case both parents cannot be reached? * (Dropdown menu: --- Select an option ---)

Student Health Information

- My Child does have health insurance * (Dropdown menu: --- Select an option ---)
- My child is in good physical and mental health and is able to fully participate in Alabama Cycling/Team (Checkbox: Yes)

15

Select the appropriate choices for each question in the Student Health Information section.

Student Health Information

My Child does have health insurance *

--- Select an option ---

My child is in good physical and mental health and is able to fully participate in Alabama Cycling/Team events/practices *

Yes

My child has medical conditions or allergies *

--- Select an option ---

My child has asthma and will have an inhaler with him or her *

--- Select an option ---

My child is taking prescription medication *

--- Select an option ---

I authorize Alabama Cycling/Team Staff to give my child/dependent ibuprofen in the event he or she needs it *

--- Select an option ---

16

Choose Yes or No from the dropdown box.

Release - Permission to participate in collection of data

I give my permission for my son/daughter to participate in Alabama Cycling/Team surveys, both online and in print, for the purpose of collecting information about the program, participants and the impact mountain biking in the League is having on middle and high school youth. *

--- Select an option ---

17 Click to Check the box in the Release-Reportable Injury Section.

ENGLISH | FRAN

Release - Reportable Injury

Reportable Injury *

I understand that if my child or ward is injured in a way that falls under the definition of a Alabama Cycling injury during any Alabama Cycling/Team activity, an incident report will be submitted by the team's designated reporter to the Alabama Cycling incident report platform. An incident report is necessary if the injury requires one of the following; *a referral to a medical provider beyond on site first aid or EMS. *Time loss from training or competition beyond the day of injury. *Time loss from school or work. I understand the incident reporting process for all Alabama Cycling student-athletes.

18 Select Yes or No in the Release of contact Information dropdown box.

Release - Release of contact information

From time to time Alabama Cycling and League sponsors request our membership information for promotional purposes. Your information will not be provided unless you opt in by checking the respective boxes below. By opting in you give us permission to release your mailing address, phone number and email address to receive the following:

I am interested in receiving information from Alabama Cycling education partners about collegiate Cycling Programs.*

--- Select an option ---

19 Click "NEXT"

ccn ENGLISH | FRANÇAIS TOOLS JOHN

Reportable Injury *

I understand that if my child or ward is injured in a way that falls under the definition of a Alabama Cycling injury during any Alabama Cycling/Team activity, an incident report will be submitted by the team's designated reporter to the Alabama Cycling incident report platform. An incident report is necessary if the injury requires one of the following: *a referral to a medical provider beyond on site first aid or EMS. *Time loss from training or competition beyond the day of injury. *Time loss from school or work. I understand the incident reporting process for all Alabama Cycling student-athletes.

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Yes

◀ BACK NEXT

20 Review your answers. Edit if needed. Click "COMPLETE AND RETURN TO REGISTRATION"

ccn ENGLISH | FRANÇAIS TOOLS JOHN

Release - Reportable Injury

Q. Reportable Injury

I understand that if my child or ward is injured in a way that falls under the definition of a Alabama Cycling injury during any Alabama Cycling/Team activity, an incident report will be submitted by the team's designated reporter to the Alabama Cycling incident report platform. An incident report is necessary if the injury requires one of the following: *a referral to a medical provider beyond on site first aid or EMS. *Time loss from training or competition beyond the day of injury. *Time loss from school or work. I understand the incident reporting process for all Alabama Cycling student-athletes.

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Q. From time to time Alabama Cycling and League sponsors request our membership information for promotional purposes. Your information will not be provided unless you opt in by checking the respective boxes below. By opting in you give us permission to release your mailing address, phone number and email address to receive the following: I am interested in receiving information from Alabama Cycling education partners about collegiate Cycling Programs.

Yes

◀ BACK COMPLETE AND RETURN TO REGISTRATION

21 Click "COMPLETE AND PROCEED TO CART"

aca

ENGLISH | FRANÇAIS TOOLS JOHN

ACA Independent

You Are Registering [edit]	Address [edit]
Jane Doe Female Mar 9, 2006	1123 Pleasant Hill Road Birmingham, 32245 Alabama, United States 2054449218

Category [edit]
Student Athlete

[REGISTER ANOTHER RIDER](#) [COMPLETE AND PROCEED TO CART](#)

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22 Click "PROCEED TO CART"

aca

ENGLISH | FRANÇAIS TOOLS JOHN

Would you like to add an additional donation?

Help support the Alabama Cycling Association by adding a donation to your cart. Every penny received helps young athletes.

Donation Amount

Suggested Amounts

[ADD DONATION TO CART](#)

[PROCEED TO CART](#)

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23

You can register your athlete for the Race Series by selecting their name and clicking REGISTER.

If you do not want to register for the Race Series, Click GO TO CART to register your athlete with their team.

Alabama Cycling Association - 2024 Race Series

If you want to register an Athlete(s) for the 2023 Race Series you can register them below.

Registration is **optional**. If you wish to proceed with only the Team registration simply click **Go to Cart** ->

COACHES
Coaches are not eligible for race registration. Click **GO TO CART** to complete your coach registration.

GO TO CART

Who do you want to register?

Jane Doe

Ursula Sandefur

John Smith

REGISTER SOMEONE ELSE

Full Name: [Edit]

Date of birth: , Age: yrs

Sex:

Email:

REGISTER

24

Click "REGISTER"

Alabama Cycling Association - 2024 Race Series

If you want to register an Athlete(s) for the 2023 Race Series you can register them below.

Registration is **optional**. If you wish to proceed with only the Team registration simply click **Go to Cart** ->

COACHES
Coaches are not eligible for race registration. Click **GO TO CART** to complete your coach registration.

GO TO CART

Who do you want to register?

Jane Doe

Ursula Sandefur

John Smith

REGISTER SOMEONE ELSE

Jane

Doe

DATE OF BIRTH 2006-03-09

Female

mtbcatlady@gmail.com

CANCEL REGISTER JANE

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25 Click to select the appropriate Race Series.

ccn ENGLISH | FRANÇAIS TOOLS JOHN

Jane Doe
Female
Mar 9, 2006

1123 Pleasant Hill Road
Birmingham, 32245
Alabama, United States
2054449218

Registration option(s)

Middle School

High School

NEXT

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26 Click "NEXT"

ccn ENGLISH | FRANÇAIS TOOLS JOHN

Jane Doe
Female
Mar 9, 2006

1123 Pleasant Hill Road
Birmingham, 32245
Alabama, United States
2054449218

Registration option(s)

Middle School

High School

NEXT

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27 Click "COMPLETE AND PROCEED TO CART"

ccn ENGLISH | FRANÇAIS TOOLS JOHN

Alabama Cycling Association - 2024 Race Series

You Are Registering [edit]	Address [edit]
Jane Doe Female Mar 9, 2006	1123 Pleasant Hill Road Birmingham, 32245 Alabama, United States 2054449218

Category [edit]
High School

[COMPLETE AND ADD ANOTHER PARTICIPANT](#) [COMPLETE AND PROCEED TO CART](#)

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28 Click "YES"

Acknowledgement of one or more waivers or agreements is required for Jane Doe

Are you the parent or guardian of [Jane Doe](#)?

[YES](#) [NO](#)

29 Answer the required questions.

ccn

ENGLISH | FRANÇAIS | TOOLS | | JOHN

Acknowledgement of one or more waivers or agreements is required for Jane Doe

What is your first name? *required*

What is your last name? *required*

What is your relationship with Jane? *required*

---Select an option---

What is your email address? *required*

CONTINUE

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30 Click "CONTINUE"

Smith

What is your relationship with Jane?

Parent

What is your email address?

CONTINUE

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31

Click the "I AM AWARE OF THE RISKS, DANGERS, AND HAZARDS ASSOCIATED WITH MOUNTAIN BIKING AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE AND LOSS RESULTING THEREFROM." field.


32


Enter your name and click I agree to the above.

33 Review your cart.

Alabama Cycling Association

Alabama Cycling Association Student Athlete
Jane Doe - Grade 11 \$175.00

High School: Alabama Cycling Association - 2024 Race Series
Jane Doe \$100.00 


Student Athlete: ACA Independent
Jane Doe 

Sub Total: \$

Processing Fees: \$

Total: \$

34 Click Yes to upgrade to Refundable Registration
Click No Thanks to decline the upgrade.
Enter your billing information in the credit card section.
Click "SUBMIT & COMPLETE" to complete the transaction.

ccn ENGLISH | FRANÇAIS TOOLS  JOHN

Optional Upgrade - Refundable Registration

Yes Recommended +\$46.96

Covid-19 infection [\(see details\)](#)


- Pre-existing medical conditions
- Private vehicle failure
- Theft of documents
- And many more...
- Public transport failure
- Home emergency
- Relocation for work
- Sickness, Accident, Injury

Upgrade your registration and receive a 100% refund if you cannot attend and evidence one of the many reasons in our [T&C](#), which you accept when you select a Refundable registration.

No thanks

▲ You must select an option in the "optional upgrade - refundable registration" field.


BILLING & PAYMENT

Billing Address 

1123 Pleasant Hill Road , Birmingham,
Alabama, 32245,
United States
2054449218

Credit Card Information

Order Summary

 Clear Cart

Alabama Cycling Association
\$290.38

Promotion / Coupon Code
 APPLY

TOTAL USD \$

Your credit card will be charged for the total shown here.

*If your purchase includes items from more than one organization, these purchases will be itemized on your credit card statement. **CCN*Bikes**.*

SUBMIT & COMPLETE