

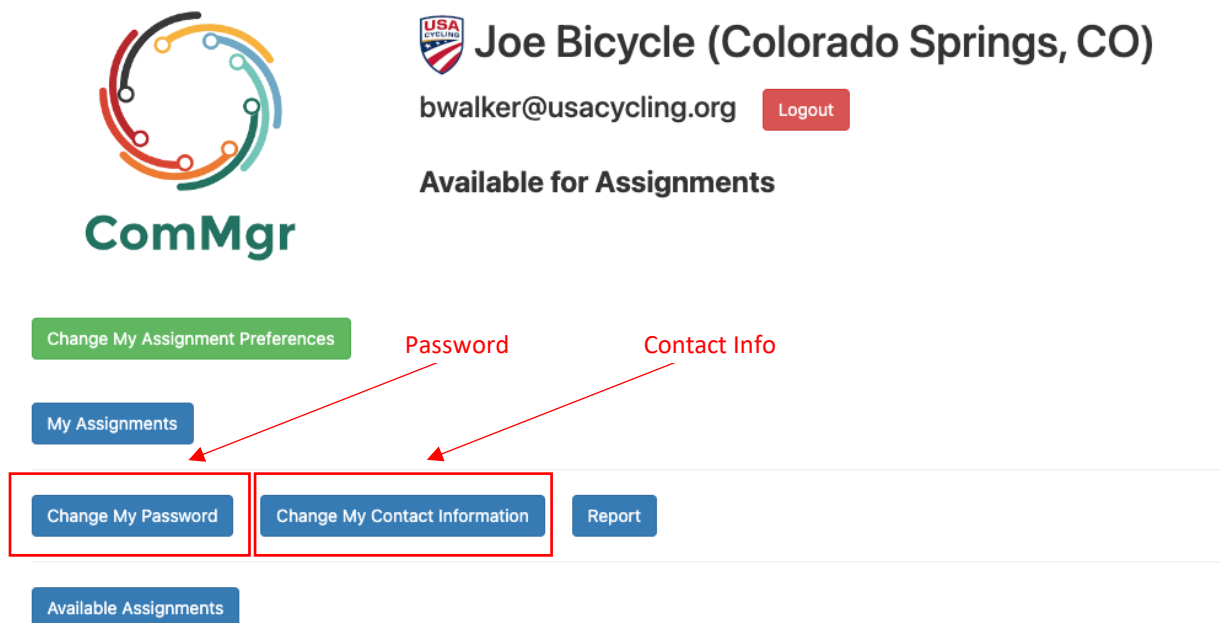
ComMgr National Assignment Tool

Getting Started

Below you will find the steps necessary to 1) set up your account, 2) view available events to work, 3) request the events you would like to work, and 4) view the events you have been assigned to work.

Set up your Account

1. URL: usac.commgr.ca
 - Username: first name initial, followed by last name, all lowercase, no accents, spaces, or punctuation. For example, Joe Bicycle → jbbicycle
 - Password: welcome
2. After logging in, please change your password and update your contact information if needed. Please note, after changing your password you will be logged off and you will have to log back in.
3. Below is what you will see when you log in and where you navigate from.



View Available Events

- Available Assignments → Shows you what events are available and some of the details of the event including the event website, organizer's name, location, dates, and available roles.

Date	Event	Discipline/ Type	Sanction	Role	Panel	Required
1. Sep 17-18, 2022	Virginia's Blue Ridge GO Cross presented by Deschutes Brewery Frank Deal Roanoke, VA	CX	National	1. PCP (UCI): 2. Asst. PCP (Nat): 3. Secretary (Nat): 4. Finish Judge (Nat): 5. Com 1 (Nat): 6. Com 2 (Nat):	TBC TBC TBC TBC TBC TBC	Sep 17-18 Sep 17-18 Sep 17-18 Sep 17-18 Sep 17-18 Sep 17-18
2. Sep 25-26, 2022	Rochester Cyclocross Scott Page Rochester, NY	CX	National	1. PCP (UCI): 2. Asst. PCP (Nat): 3. Secretary (Nat): 4. Finish Judge (Nat): 5. Com 1 (Nat): 6. Com 2 (Nat):	TBC TBC TBC TBC TBC TBC	Sep 25-26 Sep 25-26 Sep 25-26 Sep 25-26 Sep 25-26 Sep 25-26

Request Events to Work

- **Change My Assignment Preferences** → Allows you to select the events you are interested in working, as well as indicate your 1st, 2nd, and 3rd preference on the position (i.e. Finish Judge, Com, Secretary, etc.) using dropdown boxes.
- **Note:** The order in which you select the Event will indicate your order of preference (across all events) for working the event. You can easily move events around using the up and down arrows on the right-hand side.

Please select Roles required for the Event.
Press Save when you are finished.

Event

1.	<input type="text"/>	1st Preference	2nd Preference	3rd Preference	↓
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↑ ↓
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↑ ↓
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↑ ↓
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↑ ↓
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↑ ↓
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↑ ↓
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↑

Click to select events

Click to select preference for roles

Be sure to save your preferences!

- Example of event and role preferences selected is shown below. In this example, Joe Bicycle has indicated his top 3 events as follows:
 1. Virginia's Blue Ridge Go Cross
 2. Trek Cup
 3. USA Cycling's Cyclo-cross National Championships

- You are not required to select events every line, nor are you required to select all 3 role preferences.

ComMgr Assignment Preferences: Bicycle, Joe

Please select Roles required for the Event.
Press Save when you are finished.

Event	1st Preference	2nd Preference	3rd Preference	
1. CX - National - Virginia's Blue Ridge GO Cross presented by Deschutes Brewery, Sep 17-18, 2022, Roanoke, VA (AsstPCP,Secr,Jdg,C1,C2)	Secretary	Asst. PCP	Com 2	↓
2. CX - National - Trek Cup, Oct 7, 2022, Waterloo, WI (AsstPCP,Secr,Jdg,C1,C2)	Finish Judge			↑ ↓
3. CX - National - USA Cycling Cyclo-cross National Championships, Dec 6-11, 2022, Hartford, CT (PCP,Secr,2xJdg,C1,C2,C3)	Finish Judge	Secretary		↑ ↓
4. CX - National - UCI Cyclo-cross World Cup Waterloo, Oct 9, 2022, Waterloo, WI (AsstPCP,Jdg,C1,C2,C3,Mbr)	Finish Judge			↑ ↓
5. CX - National - Kings Cross, Oct 22-23, 2022, Cincinnati, OH (AsstPCP,Secr,Jdg,C1,C2)	Asst. PCP	Com 1	Com 2	↑ ↓
6. CX - National - Really Rad Festival of Cyclocross, Nov 5-6, 2022, Falmouth, MA (AsstPCP,Secr,Jdg,C1,C2)	Asst. PCP			↑ ↓
7. -----				↑ ↓
8. -----				↑ ↓

View your Assignments

- You will be able to log back into your account and see what you have been assigned by clicking on My Assignments on the main page.

ComMgr 2022 Assignments for Bicycle, Joe OK

Date	Event	Discipline/ Type	Sanction	Role	Panel	Required	Emails
1. Sep 17-18, 2022	Virginia's Blue Ridge GO Cross presented by Deschutes Brewery Frank Deal Roanoke, VA	CX CX	National	PCP (UCI) Asst. PCP (Nat) Secretary (Nat) Finish Judge (Nat) Com 1 (Nat) Com 2 (Nat)	Miller, Philip, WA Bicycle, Joe, CO OPEN OPEN OPEN OPEN	Sep 17-18, 2022 Sep 17-18, 2022 Sep 17-18, 2022 Sep 17-18, 2022 Sep 17-18, 2022	bikeref58@gmail.com; bwalker@usacycling.org;
2. Oct 7, 2022	Trek Cup Chad Brown/Mike Monger Waterloo, WI	CX CX	National	Finish Judge (Nat) PCP (UCI) Asst. PCP (Nat) Secretary (Nat) Com 1 (Nat) Com 2 (Nat)	Bicycle, Joe, CO OPEN OPEN OPEN OPEN OPEN	Oct 7, 2022 Oct 7, 2022 Oct 7, 2022 Oct 7, 2022 Oct 7, 2022 Oct 7, 2022	bwalker@usacycling.org;

- Note:** You will not be able to see the events you have been assigned until access has been given to you. This will normally occur once assignments have been made for all events.

Comments and Clarification

- UCI events on the National Assignment calendar will be assigned based on the UCI regulations as it pertains to roles/positions and required categories of officials. Most events require an NC or higher designation to be assigned to the roles we have listed, except for the Finish Judge which is open to Category A officials and higher.
- If your officials category is B or C, please work directly with your local association for additional roles that they may be assigning for the listed events.

- This system uses “Roles” to show what positions we will be assigning. For clarification, here is the definition of some of the roles further defined:
 - a. **PCP** = Chief Referee of the UCI specific events and assigned directly from the UCI
 - b. **Asst. PCP** = ACR/Comm (responsible for the USAC paperwork, as well as the designated “Chief Ref” to run any amateur races that may be held in conjunction with the event.
 - c. **Finish Judge** = Chief Judge, Assistant Judge
 - d. **Member** = Commissaire/Referee
 - e. **Motor** = Motor Referee (1-up)
 - f. **Motor Comm** = Commissaire working as a passenger on the motorcycle (2-up)
 - g. **Motor Pilot** = Pilot for Motor Comm (2-up); must have experience driving a passenger
 - h. **Tech Zone/Pit** = Assigned to the pit in a criterium
 - i. **Timeboard**
 - j. **Tech Assist** = Apprentice position
 - k. **Video Replay**

Requesting an event does not guarantee you will be assigned to work the event.