



Records System

Welcome to the RAAM Records System (RRS). This document contains instructions and information for entering data in the RRS. If you have any questions or need any help, please contact us.

Questions and Help about RRS

- General questions about RAAM – race2009@raceacrossamerica.org
- Technical questions about registration – registration@raceacrossamerica.org
- Billing questions – finance@raceacrossamerica.org

RRS address is <https://www.raceacrossamerica.org/raamors/default.php>

What you can do

The RRS condenses the application process into one place. With the RRS you are able to:

- Add or change Team members and Team information
- Provide complete information for each Racer
- Provide complete information about your Crew Chief and Crew
- Enter a biography for each Racer
- Enter information about your Team, goal, purpose, or charity you are supporting.
- Submit Racer and Team photos
- Provide Media Contacts
- Provide information about the charity you are supporting.
- Electronically sign the Racer Agreement, RAAM Release, and UMCA Release
- Make payments online

When you enter your Team information, it will be updated on the website almost immediately.

Online Scheduling

A reminder for you to schedule your inspection and photos. Online scheduling can be done here after January 1, 2009.

www.flashappointments.com/client/launch.cfm?busId=2136.

Instructions for the RRS

Home Page

- This is our primary contact information. Please keep this up to date.
- We will use this email address for periodic updates.
- One team photo is required. A second is optional. Maximum size is 1M, formats are jpg or gif.
- The Team/Entry Name is what will appear on the website
- The Team URL is your website if you have one. This is what we will link to.

Race Info

This provides basic information on the race you are entered in. Please review to verify correctness.

Racers

- You must fill this out for every racer.
- For **Solos, you must also fill out this section.**
- Required fields are:
 - First Name and Last Name
 - Gender
 - Address, City, State, Postal Code, Country
 - Birthdate
 - Primary Phone, Primary Email
 - T-Shirt Size and picture.
- One picture is required for every racer. You may load up to 4 pictures per racer. Maximum size is 1M, formats are jpg or gif.
- The Racing Age is the age you will be in 2009. The Racing City, Racing State, and Racing Country will be where you are racing from in 2009. If you race again your address may be different, but we will keep track of these by year. These are what will appear on the website.

From the List of Racers - Electronic Signatures Instructions

The right side link is for Waivers/Forms/Bio.

Every Racer will need to electronically sign 3 documents online:

- The RAAM Racer Agreement
- RAAM Release Waiver
- UMCA Membership Release

Notes

- If the Racer is a minor (under 18), we will need a hardcopy with a parent or guardian signature.
- For each document we will send a confirmation email to the Racer's email (if provided) and the Crew Chief's email.
- For information about the benefits of membership in the UMCA, please follow this link (www.ultracycling.com/about/join.html).
- Every Crew person will need to sign a release at the Start, but not online.

Crew

Please add your Crew Chief(s). We want to give them credit on the RAAM website for their work. We also want to know your crew chief so we can include their email on our distribution list for racer updates. You can also add your Crew here.

Charity/Media/Sponsor

- Please add your Charities.
- Please add your Media contacts. We will use these media contacts to distribute RAAM information.
- Please add your sponsors. We will display them on the website.
- You can optionally add a logo for your Charities and Sponsors. Maximum size is 100k, format is jpg or gif.
- You can add a website for each.

Fees and Payments

All payments for entry and fees will go through the RRS. We will keep track of what you owe and what you've paid. You can pay any amount at any time. You must, however, have all fees paid by March 1 or you will incur late fees.

If you wish to pay via wire transfer, please email finance@raceacrossamerica.org or call the RAAM office for instructions.

Official Name, Team Name, and Team Number

You must finalize your Team Name by March 1. Each Racer must finalize their name by March 1 as well. These are the names that will be officially referred to in all signage, publications, the website, etc.

- We will assign Team Numbers on March 1. Team Numbers will correspond to the alphabetical order of the Team Names.
- We will order signage on March 1 and will use the information that is available at that time.
- We will send out a reminder email several weeks beforehand to finalize your Team and Racer Names.

Supplies

The Supplies section will show what supplies you have ordered and provide links to ordering and paying for Supplies at the RAAM Store. All items will be delivered at the Start in Oceanside. The items available include:

- Route Books
- Vehicle and Media Signage Kits
- Light Bar rentals
- Cargo rental

Biography Instructions

In this section you will find a series of questions that will help RAAM, our sponsors, your sponsors, and cycling fans around the world learn about you. These questions are intended to help the many audiences that follow and report on RAAM understand your history, motivations, and expectations for your participation in RAAM.

We ask that you take some time to reflect and provide insightful responses. RAAM, your sponsors, and your charities expect your responses to reflect the professionalism and credibility of those organizations; in the case of RAAM, there is a 27-year race history to uphold. Moreover, the media is very important to us continuing to put on a quality race long into the future. Please take this seriously for the sake of everyone involved.

The information you provide will be published on the RAAM website and may be submitted to the media. Your completion and submission of this RAAM biography serves as authorization to publish, use, and distribute to the media its contents.

RAAM will review every biography and reserves the right to request an update if we feel the detail provided is insufficient or lacks thought.

Photo Instructions

Photos are a great means for everyone involved with the race to know who you are.

- Every Racer must submit at least 1 individual photo.
- Each Racer may submit a maximum of 2 photos.
- Each Team/Racer may submit a maximum of 2 Team Photos which may include Racers and/or Crew.

The following are the guidelines for submitting photos:

- High resolution jpeg image. Black-and-white or color.
- Full-sized image is acceptable.
- Must be a clear photo on a plain, light-colored background.
- Ability to recognize the person. A picture without a helmet or hat helps for recognition.

The following are examples of good images:



The RAAM Staff will review all photos. If the photos do not meet our guidelines, we will ask you to resubmit photos.