



Student-Athlete Registration FAQs

Overview

These FAQs cover many topics to assist registering and managing your student-athlete(s) with the Arizona Cycling Association. The guide will frequently reference the following web pages, and we recommend creating bookmarks for these in your web browser:

- ACA Registration Page | [Link to page](#) |
- CCN Account Login | [Link to page](#) |
- Rider Resources | [Link to page](#) |

If you have a question that is not addressed in this FAQ guide, please send an email to registration@arizonacycling.org.

Student-Athlete Registration

CCN is the registration platform utilized by the Arizona Cycling Association. It incorporates all registration facets: student-athlete registration, race registration, coach registration, and team registration.

To register a student-athlete, you must login to or create a CCN Account. Since there can be multiple profiles associated with a single CCN Account, please create your own CCN profile and a separate one for your student-athlete. Your profile should be the Primary Profile associated with the account and you'll use your email address to Login to CCN.

 *It is important to know what your CCN Account email is, and to consistently use this email to login!* 

FAQs

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How do I register my student-athlete with the ACA?

To register your student-athlete, please complete the following:

1. Request their team Pass Code from the Head Coach or Team Director. We provide a listing of all current teams with contact info. | [Link to Teams Page](#) |
2. From the ACA Registration Page, you'll need to select your team from the dropdown menu in the student-athlete section and click "Register" to get started. | [Link to ACA Registration Page](#) |
3. Carefully read any information provided on your team page, and click "Join Team" to proceed. Enter the team Pass Code.
 - a. *For new student-athletes*, select the "Create an account" button and create a CCN Account for yourself. You will be able to add your student-athlete's information to create their profile during the registration process.

- b. For returning student-athletes, login to your existing CCN account. 🌟 *Make sure this account is the same CCN account you used to register them in 2023. If you're unsure of what email you used for the account, please contact registration@arizonacycling.org and ask!* 🌟
4. Proceed with student-athlete registration and follow the prompts. CCN has created a step-by-step tutorial on the process if you need further assistance. | [Link to tutorial](#) |

How do I register my student-athlete for the races?

Student-athletes can register for the Race Series for \$150 (up to 5 races) or for individual races for \$60 each. These fees are separate from your ACA registration fee. You register for the races by:

1. Adding the Race Series, or individual races, to your CCN cart at the end of the student-athlete registration process. This allows you to process all fees in a single transaction.
2. Selecting "Register for Races" from the Student-Athlete section of ACA Registration Page. Student-athletes must first be registered with the ACA to use this link. | [Link to Page](#) |

Online race registration closes the Wednesday before each race. Day-of registration is allowed for individual events with a \$15 late fee. | [Link to Race Calendar](#) |

I have a returning student-athlete, how do I make sure their information transfers over from last year?

Student-athlete information is carried over year-to-year through their profile on CCN. If information appears to be missing or incorrect (e.g. race category) please email registration@arizonacycling.org as your student-athlete may have a duplicate profile to merge.

How can I confirm student-athlete registration?

There are two easy ways to confirm your student-athlete registration:

1. Through email. You should receive a confirmation receipt; additionally, you or your student-athlete will receive an ACA membership email. *If you didn't receive these and confirmed your registration below, please check your Spam folder and add "info@ccnbikes.com" to your contact list.*
2. Through the "[Search Athlete Status](#)" button on the [ACA Registration page](#). If the athlete's status says "Issued," then you've successfully completed their registration.

How can I confirm race registration?

There are two ways to check/verify race registrations:

1. Check your email for a race registration receipt from info@ccnbikes.com.
2. View your student-athlete's registrations on their CCN Profile. To do this, log into your CCN Account and click the "Event Registrations" button on the left navigation bar. Select the name of the student-athlete whose race registrations you want to verify. | [Login to CCN Account](#) |

Make sure the email receipt and event registration(s) are for the current season. It's possible you may pull up an email from a prior season.

How do I confirm my rider's ACA race category?

All riders are automatically assigned their race category when they register with the ACA. These categories are assigned based on the rider's grade, and their results and category from the prior ACA season. | [Link to Category Placement Page](#) |

To confirm your student-athlete's ACA race category, use the "Search Athlete Status" look-up. | [ACA Registration Page](#) |

If you believe there's an error with your student-athlete's race category, please check-in with their Head Coach and/or email registration@arizonacycling.org.

How can I download/view my student-athlete's membership card?

You can download membership cards from your [CCN account](#). It's located under their profile in the "Memberships, Licenses, and Certifications" section. For step-by-step instructions, follow [these step-by-step instructions](#).

Is financial assistance available?

Yes, financial assistance is available to cover ACA fees. There's an application available on the Rider Resources page of the website under the "Access" section. | [Link to Rider Resources](#) |