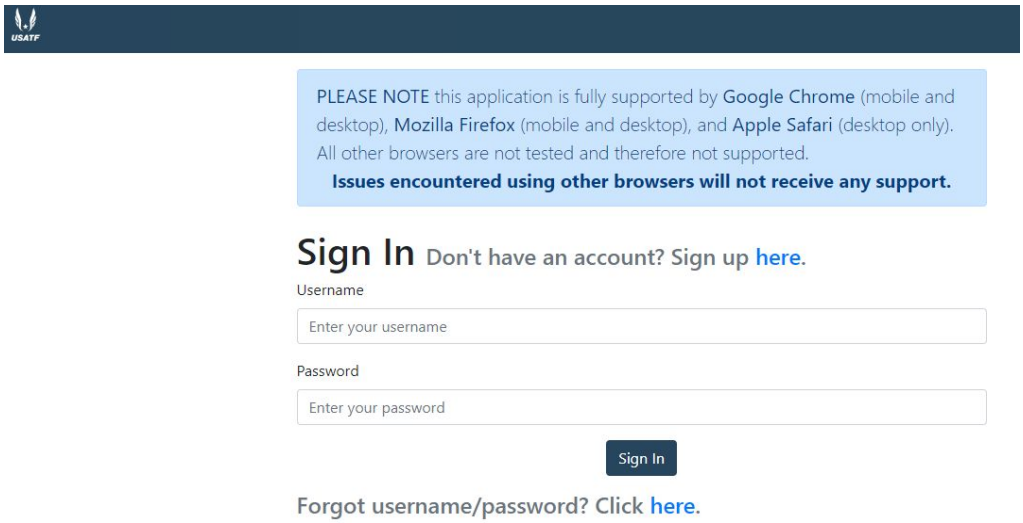
How to set up a new account on the online certification system

The following instructions walks you through how to set up a new account in the system.

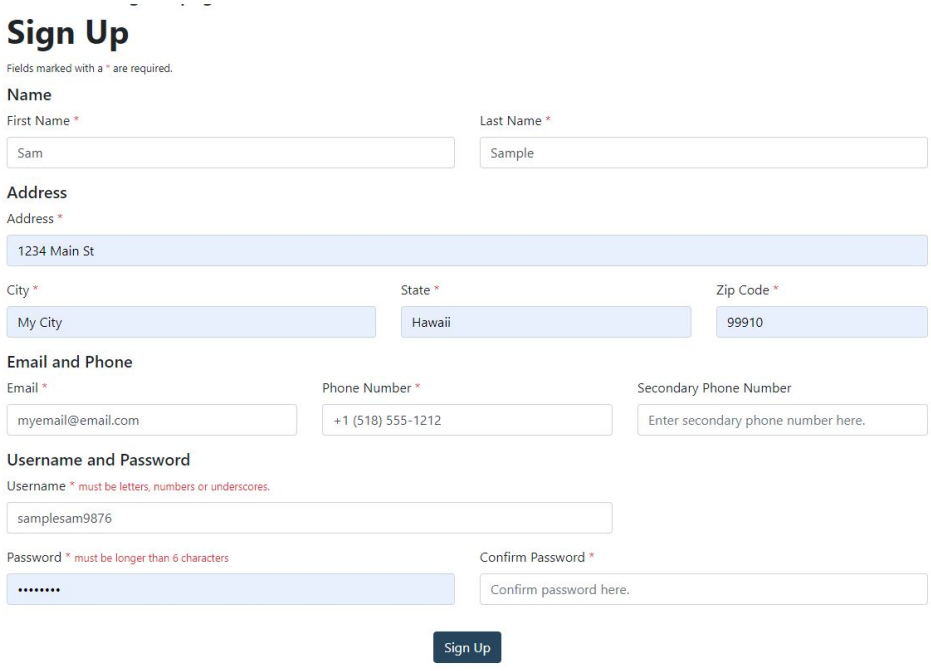
1. In your browser, go to certifiedroadraces.com where you will see the following form. Click on the link in "**Sign up here**."



Browsers: Note that the system supports the following browsers: Google Chrome (mobile and desktop), Mozilla Firefox (mobile and desktop), Apple Safari (mobile and desktop).
Username: RRTC encourages you to choose a username by which can easily identify who you are within the system, such as your first initial and last name.

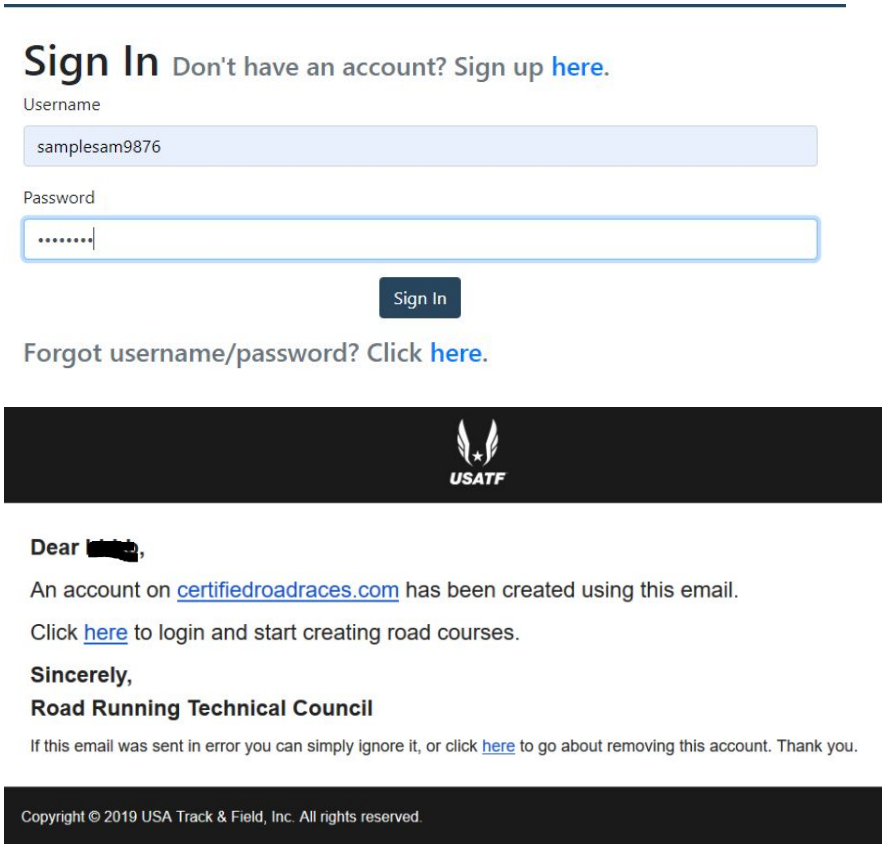
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2. After completing the form (fields with a red asterisk * are required), click on **Sign Up**.

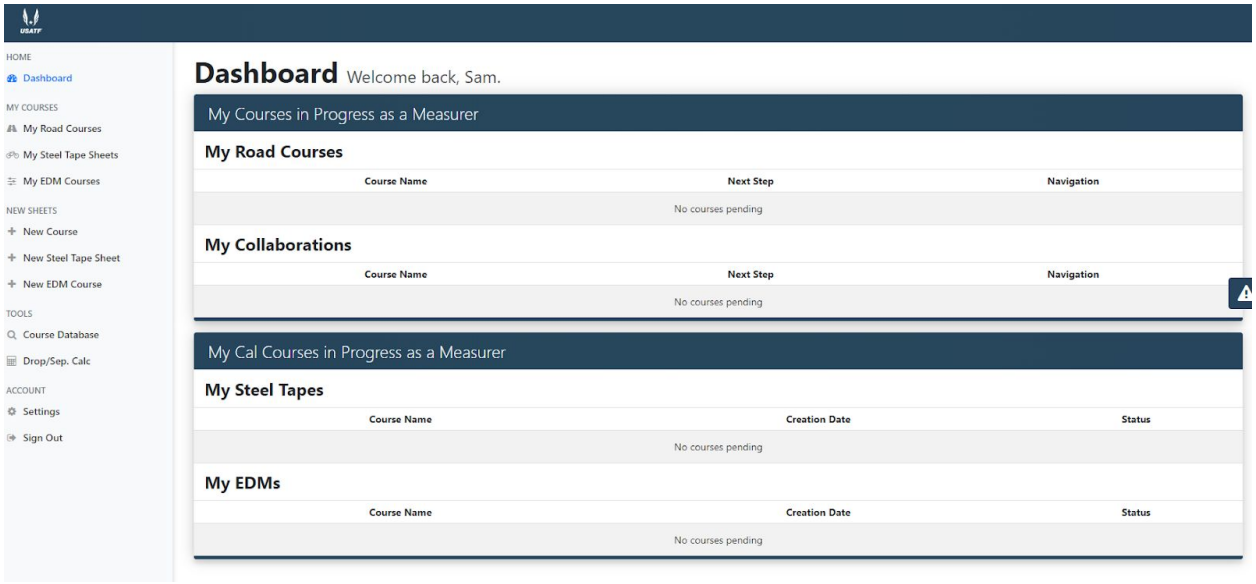


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3. This brings you to the Sign-In page where you enter your username and password. This may take a few moments to process, after which you will also receive an email verifying the that your account is created.



4. After signing-in your dashboard home page opens.



5. To edit your account settings, click on **Settings** in the menu at the left of the screen. The default account type is *Measurer* and IAAF Grade is *None.* Changes to either of these settings can only be done by your Vice-Chair. See the guide on Regional Certifier/Final Signatory Upgrade to have these attributes changed.

Settings

Account Information

Account Attributes	
Account Type	Measurer
IAAF Grade	*None*
User Information	
First Name	Sam
Last Name	Sample
Phone	+1 (518) 555-1212
Secondary Phone	Enter a secondary phone.
Address	1234 Main St
City	My City
State	New York
Zip Code	99910

Default Settings

Temperature Units	- No default -
Measurement Units	- No default -
Steel Tape Length	- No default -

Change Your Password

Enter your current password.

Enter your desired new password

Confirm the new password.

Change Password