



## UEC Events Check-in System

The UEC has developed a new online system, the UEC Events Check-in System, to facilitate the registration process for the riders participating in the European Championships.

The UEC Events Check-in System is a recommended tool that allows National Federations to prepare the list of starters and reserve riders before the “Confirmation of Starters and License Check” meeting. The confirmation and license check remains mandatory in order to participate in the European Championships.

### Process flow

1. UEC Registration System (mandatory) : online, opens 40 days before the event.
2. UEC Events Check-in System (recommended) : online, opens 2 days before the confirmation and license check.
3. Confirmation and license check (mandatory) : on site, the day before the event.

### **1. The UEC Events Check-in System**

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This system will be open 2 days prior to the “Confirmation of Starters and License Check.” This procedure must be completed by the team manager. As a first step, the team manager must fill out a form with the following information:

- Name
- Phone Number
- UCI ID
- Hotel
- Email Address

Once the form is submitted, the system will send a confirmation email to the provided email address. Confirming and validating this email is crucial because, during the Starter Confirmation, the team manager will receive an email from the system listing the riders they have confirmed.

After entering and validating their email, the team manager will access the system and see a list of races with an “Open” status. They can perform the following tasks:

- View the list of riders registered in the system.
- Change the status of riders to: Starter, Reserve, or Not Starting.

The team manager can modify the status of riders as many times as needed until the license check is completed. They may access the system multiple times before the confirmation deadline.

### Restrictions for the team manager in the check-in system

- Adding riders to a race: This must be done in the license check system. The check-in system does not support rider additions.
- Changing a rider from one race to another: This also must be handled in the license check system.
- Adding new riders to the list: New riders cannot be added in the check-in system, such tasks are reserved for the license check system.

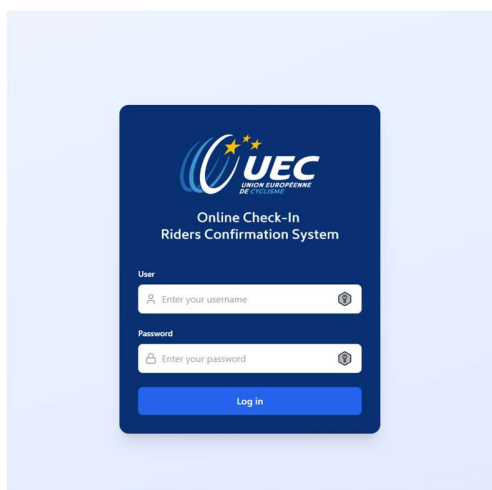
The team manager can only modify the status of riders already registered in the system and cannot perform actions related to rider addition or race changes within the check-in system.

## 2. Steps to use the UEC Events Check-in System

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### 2.1 Access the System

Visit: <https://uec.timing-technology.com>

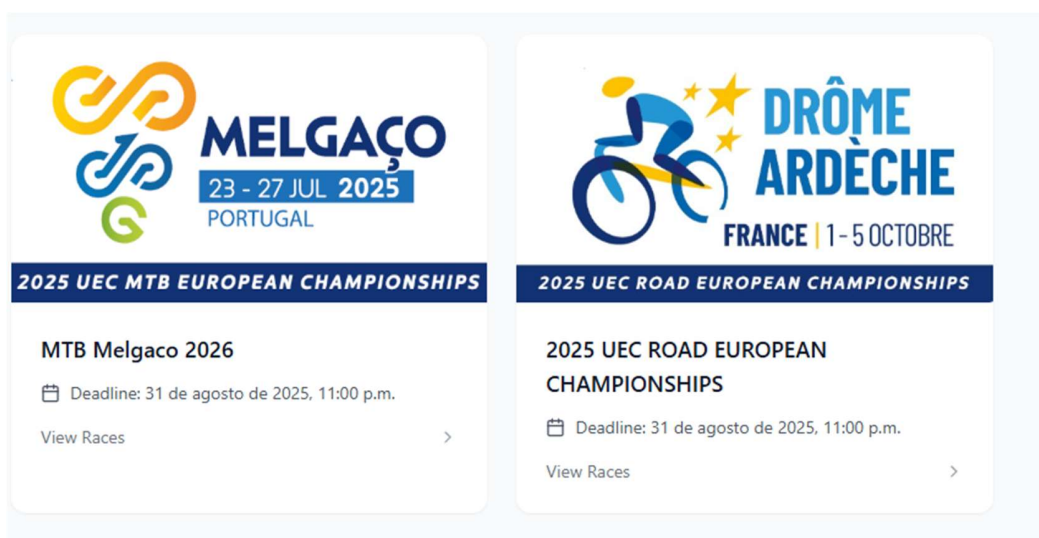


### 2.2 Log In

Use your national federation username and password (the same credentials used for the UEC Registration System).

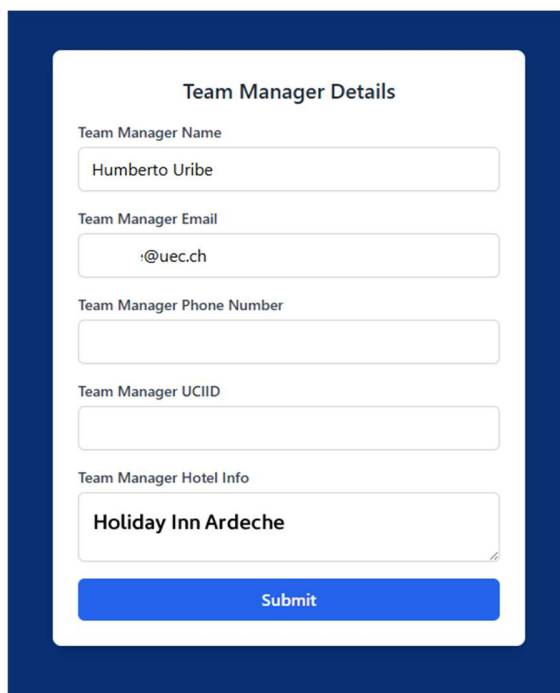
### 2.3 View Available Races

Once logged in, you will see a list of races currently open for check-in.



## 2.4 Enter a Race

Upon selecting a race for the first time, you will be prompted to complete the **Team Manager Contact Details Form**.

A screenshot of the "Team Manager Details" form. The form is white with a blue border and contains several input fields. The "Team Manager Name" field is filled with "Humberto Uribe". The "Team Manager Email" field is filled with "@uec.ch". The "Team Manager Phone Number" field is empty. The "Team Manager UCIID" field is empty. The "Team Manager Hotel Info" field is filled with "Holiday Inn Ardeche". A blue "Submit" button is at the bottom.

Team Manager Details

Team Manager Name

Humberto Uribe

Team Manager Email

@uec.ch

Team Manager Phone Number

Team Manager UCIID

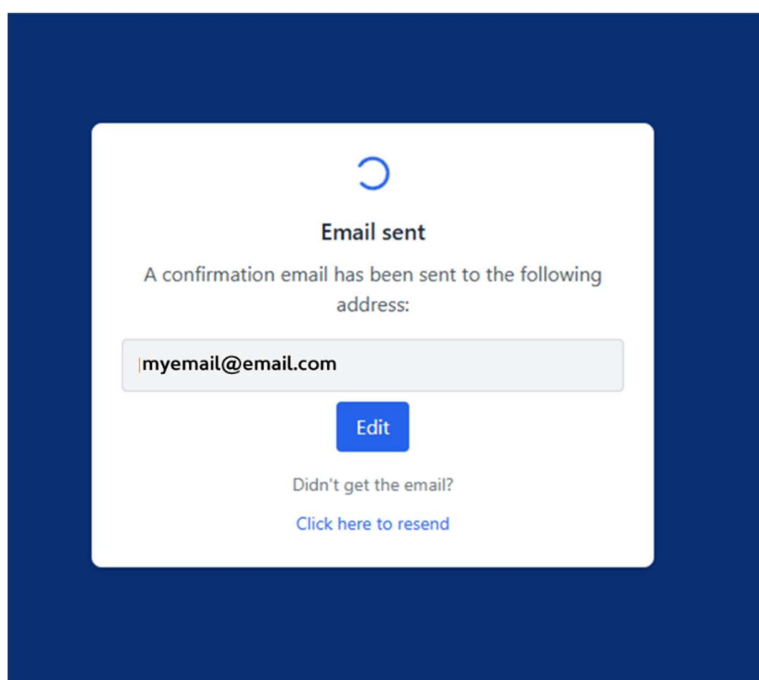
Team Manager Hotel Info

Holiday Inn Ardeche

Submit

## 2.5 Submit Contact Information

In this form, the team manager must enter the full contact details, including a valid email address. After clicking **Submit**, the system will automatically send a verification email to the provided address.

A screenshot of the "Email sent" confirmation screen. The screen is white with a blue border. At the top, there is a blue circular loading icon. Below it, the text "Email sent" is displayed. A message states: "A confirmation email has been sent to the following address:". Below this message, the email address "myemail@email.com" is displayed in a light blue box. A blue "Edit" button is located below the email address. At the bottom, the text "Didn't get the email?" is displayed, followed by a blue link "Click here to resend".

Email sent

A confirmation email has been sent to the following address:

myemail@email.com

Edit

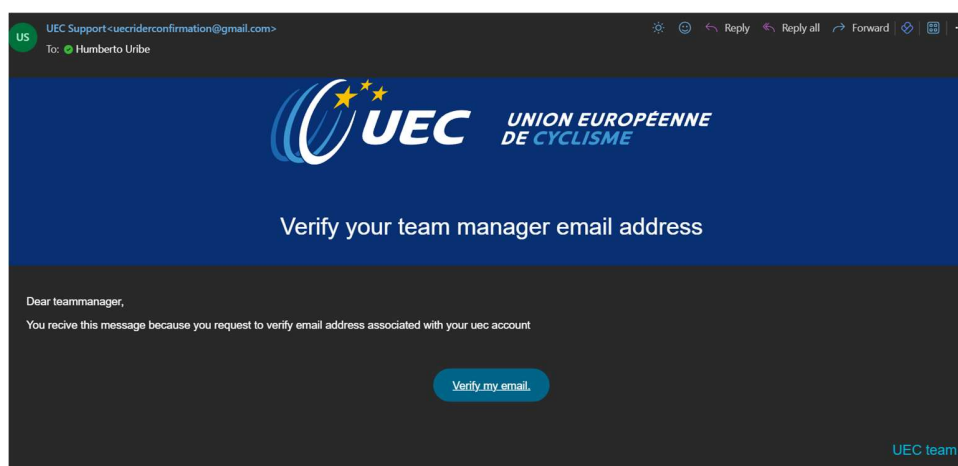
Didn't get the email?

[Click here to resend](#)



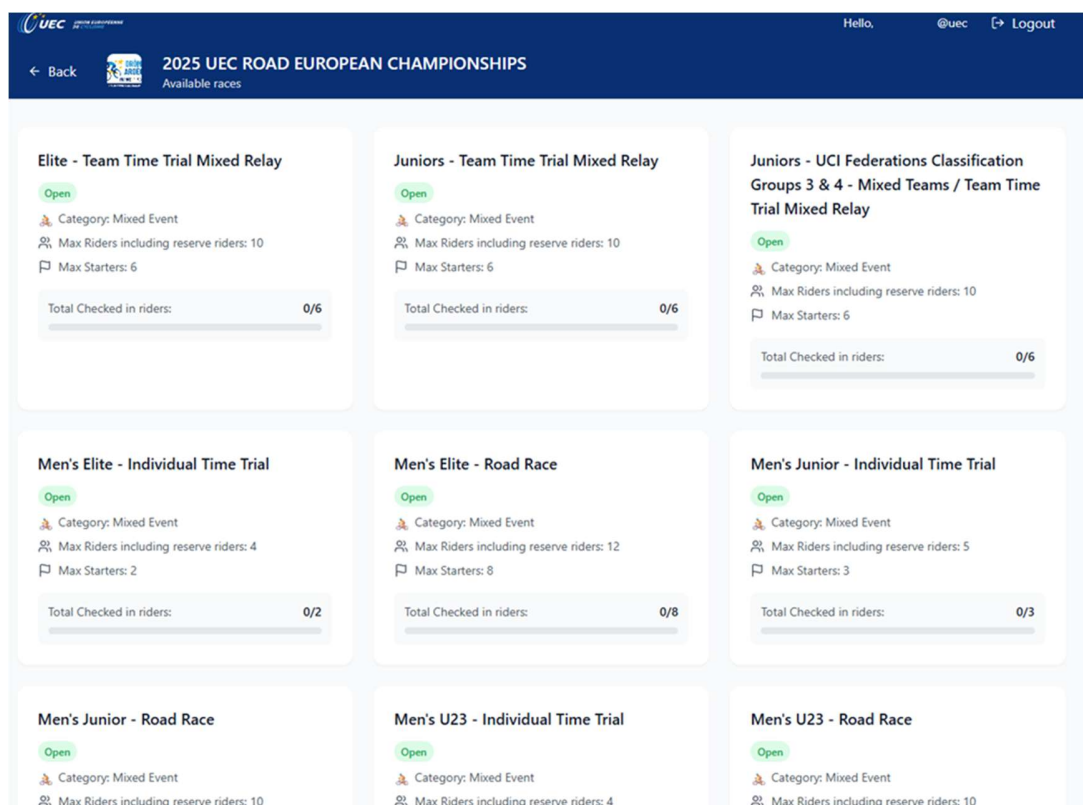
## 2.6 Verify Your Email

- The email will contain a link to confirm and validate your address.
- If the email is incorrect or not received, you may update the email address and resend the verification.
- Be sure to check your spam folder if the email does not appear in your inbox.




## 2.7 Access Race List

Once your email is verified, click **Verify My Email** in the message. The system will then display the list of races for the event.




## 2.8 Check In Riders


- Each race screen will show the total number of riders currently checked in.
- You may enter any race and update each rider's status to one of the following:
  - **Starter**
  - **Reserve**
  - **Not Starting**


Hello, [Logout](#)


← Back




**Men's Elite - Road Race**  
2025 UEC ROAD EUROPEAN CHAMPIONSHIPS



Total Riders  
**12**



Max Starters  
**8**



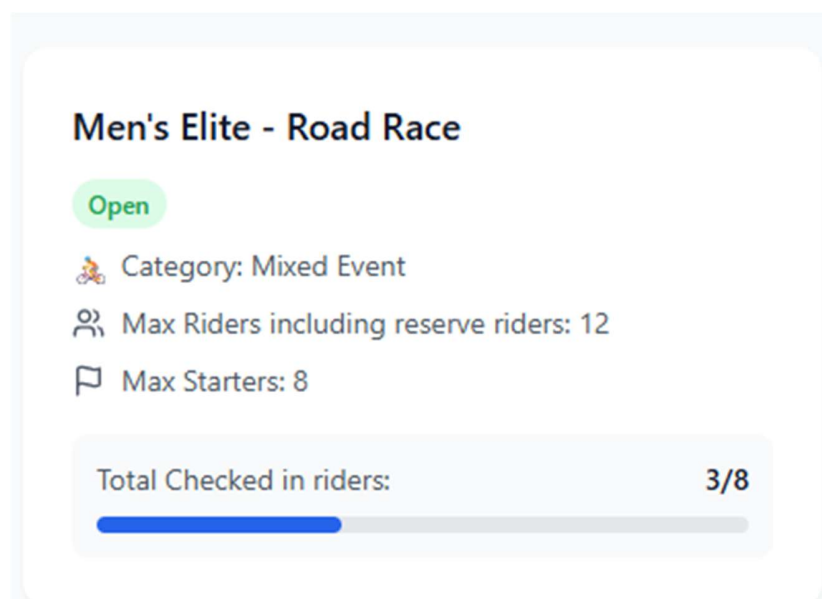
Status  
**Open**

**Riders**

UCI ID	NAME	STARTER
10016561419	BRUN Nils	Not Starting ▼
10046239476	CHRISTEN Jan	Not Starting ▼
10125144633	DARBELLAY Valentin	Not Starting ▼
10011144068	HIRSCHI Marc	Not Starting ▼
10010948351	SCHMID Mauro	Not Starting ▼
10007224056	STÜSSI Colin Chris	Not Starting ▼
10046240284	TENDON Arnaud	Not Starting ▼

## 2.9 Review Race Details

- The race screen will display the number of registered riders, the maximum number of starters allowed, and the current race status.
- You can still modify each rider's status accordingly. Enter the race and do as many changes you want.



## 2.10 End of check-in

- After updating rider statuses, return to the main screen to view the total number of starters.
- Once the team manager has confirmed all starters during the “Riders confirmation and license Check”, the system will mark the event as closed.
- You can then review the final confirmation, including all rider statuses and changes made.