

CYCLING IRELAND REGISTRATION GUIDE

NEW MEMBERS – OVERVIEW

Membership to Cycling Ireland can be attained online. There are several vetting stages in the online process, you will be advised by automated email your next step as you go along in the application process. The steps are as follows:

1. After you enter your details Cycling Ireland approves the application, after checking two things:
 - i. We ensure that you do not already have a Cycling Ireland account
 - ii. We check that members under 18 have completed a parental consent form (this can be downloaded [here](#) and returned to Cycling Ireland or your club secretary).
2. Once you have been approved an automated email is sent to your account, with a password and the log in link. You can use this link and password to log in. You will be prompted here to select a licence. Details on the various licence types can be found in our FAQ section [here](#)
3. After applying for your licence your club secretary needs to approve your licence application. We would advise you to contact your club secretary at this point to ensure it gets approved. If you are not in a club this step is skipped.
4. The next step is Cycling Ireland approval for the competition licences. This is to ensure that in general people have applied for the correct licence type. For example we will reject an application for an A+ licence if we know that the rider is not a Pro rider. Note that this step will only be completed during office hours.
5. After the Cycling Ireland approval you can log in and pay.

GUIDE FOR EXISTING MEMBERS – OVERVIEW

If you are already a member of Cycling Ireland go to the log in area at the top left of the main home page and enter your details.



From there follow steps 3-5 as above.

Can't find password?

If you have lost your password you can hit “forgot password” as highlighted below and your password will be sent to you.

A screenshot of the 'Welcome to Cycling Ireland' login page. The page has a dark header with the text 'Welcome to Cycling Ireland'. Below the header, there are two main sections. On the left, under 'Sign In', there are input fields for 'Email Address: *' and 'Password: *', a checkbox for 'Remember me next time.', and buttons for 'Sign In' and 'Forgot Password'. On the right, under 'Existing Cycling Ireland Members', there is a green box containing instructions: 'If this is your first visit, please enter your current licence details and we will email you a password.' Below this are three input fields: 'Your Licence Number: eg: 09S19301', 'Your Date of Birth:', and 'Your Email Address:'. A 'Reset Password' button is at the bottom of the green box.

Still doesn't work?

If this does not work it is likely that we either don't have an email address on file for you, or we have an incorrect email address for you. If you think this is the case you can either contact your club secretary to update your file, or you can contact info@cyclingireland.ie . Once you get your password the online registration process is the same as for a new member.