

STEP BY STEP GUIDE TEAM REGISTRATION

UCI MTB Team



Unity. Passion. Integrity. Excellence.

INTRODUCTION



- The UCI digital transformation is to **modernise its information technology system**, enhancing **efficiency** and **strengthening** data governance across the cycling community.
- The UCI is introducing, with **UCI DataRide v2**, a **revamped team registration process**.
- To ensure a **secure and reliable IT environment**, UCI has adopted a single sign-on policy: **each user must have their own personal login credentials**.
- **UCI DataRide V2 platform** is available with the following link <https://ucidataride.tech.uci.ch/>
- Continuous improvements (functions and/or design) are planned, and new modules, including *Licences, Competition Management, Results and Rankings*, will be rolled out over the coming months.

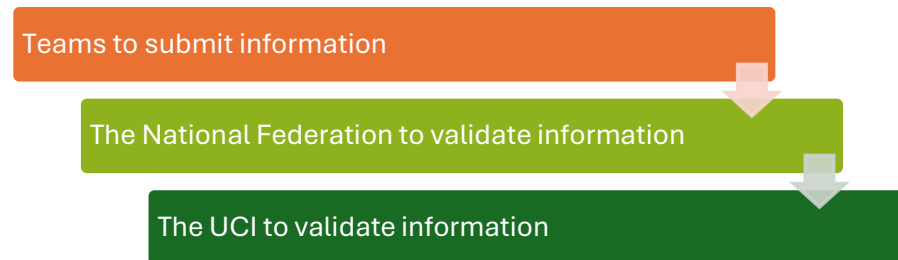
GENERAL INFORMATION



Deadline for the team registration : 15 November 2026 23:59:00 CET

By the deadline, Teams and National Federations must have filled in and submitted all requested information for the registration. Teams shall allow enough time for the National Federation to validate the information and submit them to the UCI.

The National Federation checks the Team's information, approves it and submits it to the UCI via the UCI DataRide V2 platform following the workflow:



4.19.011 UCI MTB TEAMS must submit their application for registration no later than 15 November. No application first received by the UCI after 15 November is considered.

GENERAL INFORMATION



4.19.001 A UCI MTB TEAM is an entity consisting of:

- minimum 3 riders, maximum 10 riders for cross-country (endurance);
- minimum 3 riders, maximum 10 riders for cross-country marathon;
- minimum 3 riders, maximum 10 riders for downhill (gravity);
- minimum 3 riders, maximum 10 riders for enduro teams (gravity);
- minimum 3 riders, maximum 10 riders for mixed teams.

GENERAL INFORMATION



4.19.001bis Conditions for application for UCI MTB TEAMS:

- Teams may apply for registration as a UCI MTB CROSS-COUNTRY TEAM, only if the team is ranked with 75 points or more in the endurance team ranking calculated as per article 4.18.002.
- Teams may apply for registration as a UCI MTB MARATHON TEAM according to article 4.19.001.
- Teams may apply for registration as a UCI MTB DOWNHILL TEAM, only if the team is ranked with 75 points or more in the gravity team ranking calculated as per article 4.18.002.
- Teams may apply for registration as a UCI MTB ENDURO TEAM according to article 4.19.001.

GENERAL INFORMATION



See below the list of information to completed by the Teams and validated by National Federations:

- Team Name:
 - The name of the UCI MTB TEAM must be that of the company or brand name of the principal partner or that of one of both of the two principal partners.
- Team Manager:
 - This person is the main contact between the UCI and the Team for the complete season.
- Details of the Team published on the UCI website:
 - Team Name
 - Team Code
 - List of riders
 - Team Manager, Assistants Team Manager
 - Team postal address
 - Team e-mail address
 - Website
- Main Sponsors
- Paying Agent:
 - Refer to [UCI regulations articles](#) 4.19.002 to 4.19.007
- Nationality of UCI MTB Team: must be that of the country where the head office or the domicile of the paying agent is located

GENERAL INFORMATION



UCI Mountain Bike Teams must submit their application and pay the standard fee. Payment should mention UCI MTB TEAM: “TEAM NAME”.

UCI MTB Team Fee:

UCI MTB TEAMS / EQUIPES MTB UCI	
Federation Group 1 / Fédération Groupe 1:	5'000 €
Federation Group 2, 3, 4 / Fédération Groupe 2, 3, 4:	3'500 €

The registration fee shall be paid by Bank transfer and no other mean.

- More details about the bank transfer information are available on the slide 25.

GENERAL INFORMATION

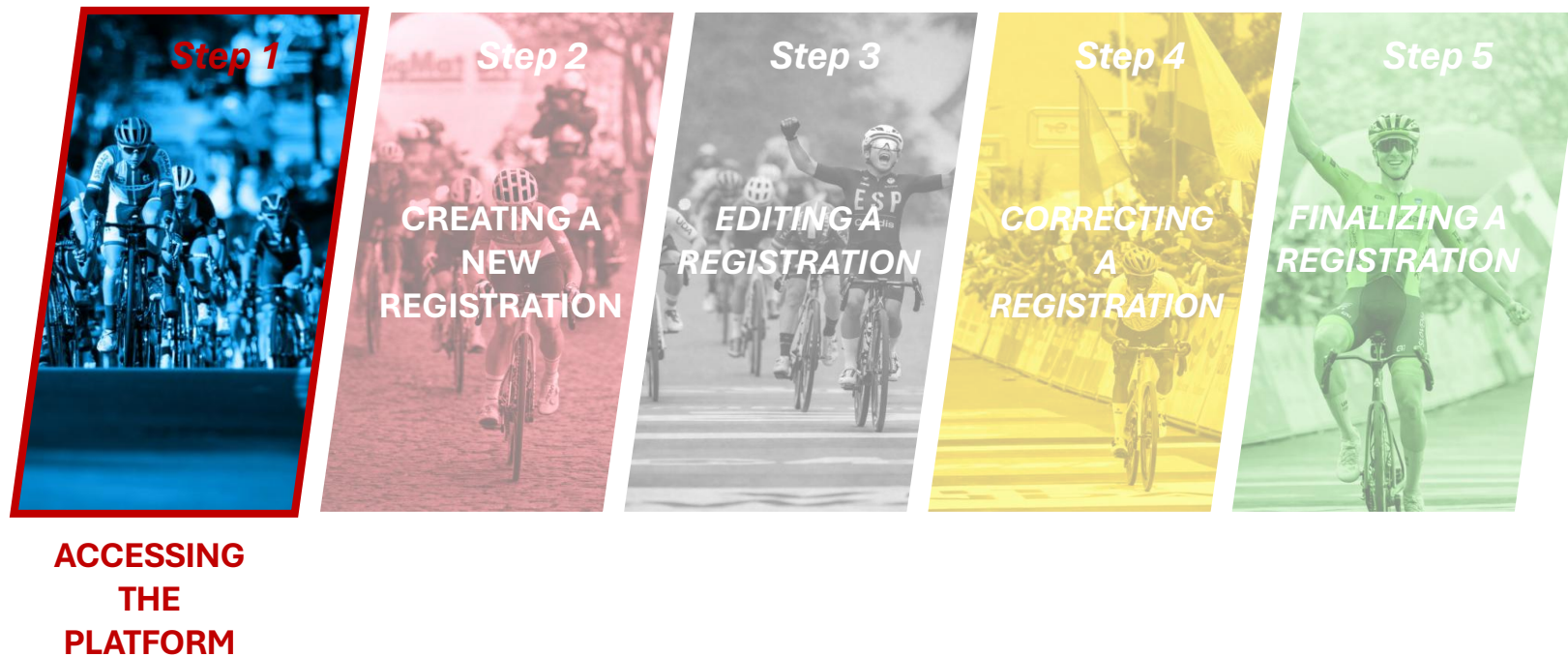


- A rider cannot be considered as a team manager, person in charge of the registration or staff member of a UCI MTB Team.
- The general email address of the team should not be the same as a rider's email.
- A team must imperatively have a team manager to be registered.
- Contract of Employment
 - Refer to [UCI regulations articles](#) 4.19.017 to 4.19.0020 and 4.19.023 as well as Annex 1 Model contract between a rider and a UCI MTB Team.
- Jersey Design
 - The deadline for the **jersey design** is also **November 15**, and the design must be submitted when the team registers on Dataride V2.
 - A **.pdf** document must be submitted, showing the jersey design
 - The maximum file size is 3MB. Should you have different jersey designs for Men and Women, please upload only one document with both jerseys included

PROCESS OVERVIEW: STEP 1



- This document is a **step-by-step guide** to the **Team Registration** process, with instructions and examples to help Teams.
- That document consists of **five main steps**.



STEP 1: ACCESSING THE PLATFORM



1.1 You receive an invite to your email address to register for the UCI DataRide v2 platform, and setup a new Password.

 Your previous USERNAME and PASSWORD (one per team) are no longer valid.

 If you fail receiving that e-mail, proceed as following:

1. Check with your UCI contact that your individual e-mail address is associated to the Team as “Registration responsible”
2. Connect to <https://dataride.tech.uci.ch/>
3. Click on “Log In” on the top right corner
4. Fill your e-mail address
5. Use the “reset password” procedure

 UNION CYCLISTE INTERNATIONALE

You can now define a new Password

We received a request to reset the password for your UCI account. If you initiated this request, please confirm it by clicking on the link below:

URL

<https://staging-uci.eu.auth0.com/u/reset-verify?ticket=h0Xalj7uXgF4AONXzY2VGHGh4hfqlwaf#>

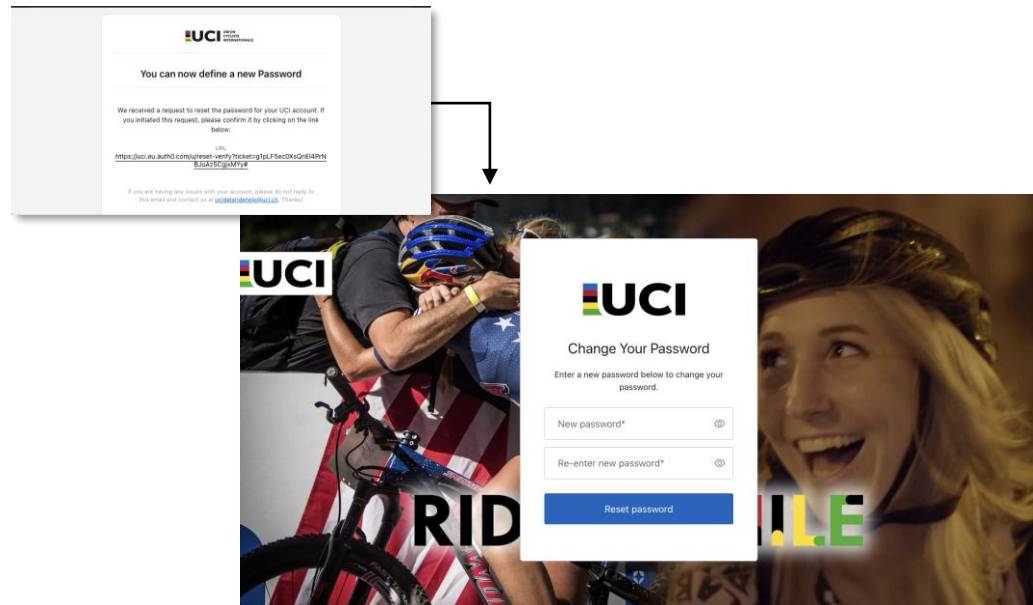
If you are having any issues with your account, please do not reply to this email and contact us at ucidataridehelp@uci.ch, Thanks!

STEP 1: ACCESSING THE PLATFORM

1



1.2 In the email, click on the **URL link**. Enter **your new password** (re-enter to confirm) and click on **Reset password**.



Pop-up to define password after clicking on the email link

v1.3 Once your password has been set, go to the following link, enter your email address and your new password to access the system.

Link to UCI DataRide V2:

<https://ucidataride.tech.uci.ch/>

The image shows the UCI DataRide V2 login page. It features the UCI logo at the top, followed by the text 'Enter Your Password'. Below this, it says 'Enter your password for UCI to continue to UCI DataRide V2'. There is a text input field for the email address, currently showing 'test@gmail.com', with an 'Edit' button to its right. Below the email field is a password input field labeled 'Password*' with a toggle icon to its right. At the bottom, there is a 'Forgot password?' link and a large blue 'Continue' button.

STEP 1: ACCESSING THE PLATFORM

1

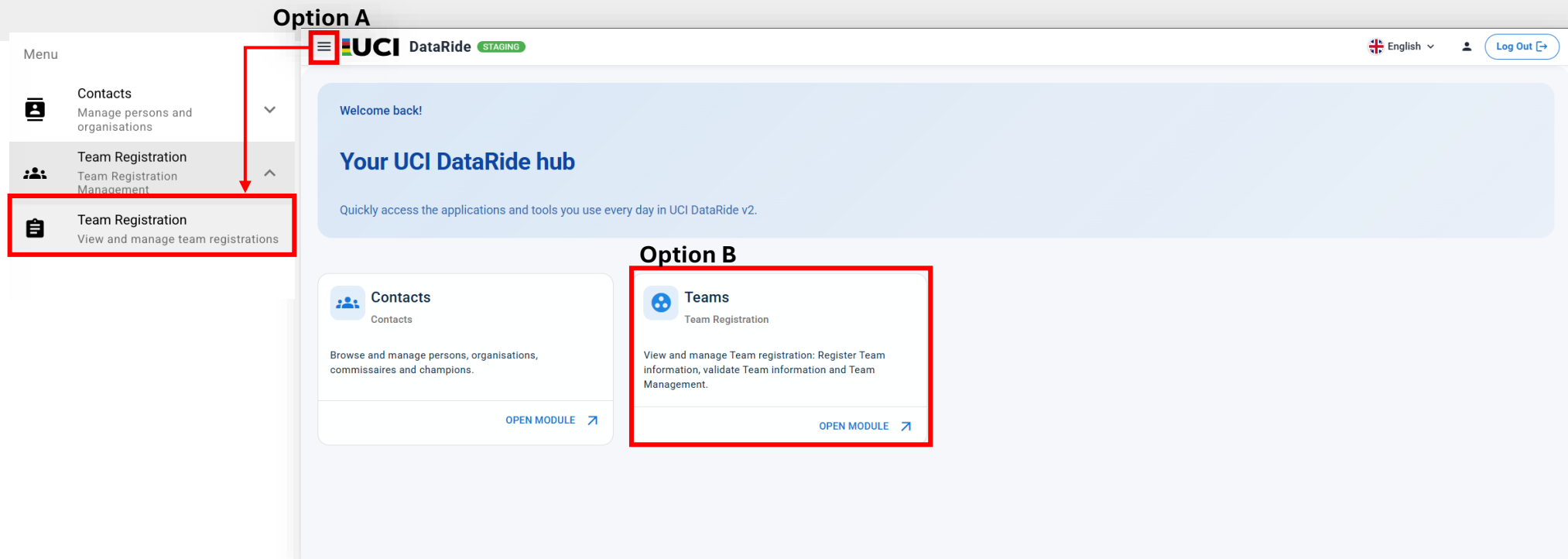


1.4 You are now in the UCI DataRide platform: to access the **Teams Registration**, you may use 2 different and equal paths:

OPTION A: in the menu on the left, **Team Registration**

or

OPTION B: on the main page, **Teams registration**



STEP 1: ACCESSING THE PLATFORM



1.5 The Team Registration page will be empty at first.

Select the season **2027** and click on the blue button “**+ NEW REGISTRATION**”

UCI DataRide STAGING English Log Out

Team Registration

This page allows you to initiate a team registration request using the blue button on the right side of the screen and track the status of your submission, keeping you informed of validator approvals or rejections.

Season 2027

+ NEW REGISTRATION

Team Code	Team Name	Discipline	Team type	Season	Status	Progress
No registrations found						

PROCESS OVERVIEW: STEP 2



STEP 2: CREATING A NEW REGISTRATION



2.1 In the pop-up “New Registration”, please select 1 WORKFLOW, that mixes the following available options: **Discipline / Teams type / Season ***

** Mountain Bike season 2027 is 2027 in that platform → Check the opening and closing dates*

Select the Team you want to register

Click the “**Start Registration**” button

New Registration [X]

Select a workflow (Discipline-TeamType-Season) to register for:

Workflow *
Cyclo-cross / UCI Cyclo-cross Teams – Season 2027

Opens: 17/06/2026 12:36:00
Closes: 31/07/2026 00:00:00

Team *
BALOISE VERZEKERINGEN - HET POETSBUREAU LIONS – 40000297295...

Pick one of the teams linked to your paying agent (same discipline as the workflow)

CANCEL **START REGISTRATION**

STEP 2: CREATING A NEW REGISTRATION



2.2 The registration page is in 2 parts:

Section list (left panel): displays all sections that make up the registration form. You can click on any section to navigate directly to it. *The sections available depend on the type of Team. In that example: UCI Mountain Bike Team*

Section details (right panel): displays the content of the selected section and is where you enter and manage the required information.

STEP 2: CREATING A NEW REGISTRATION



2.3 The blue frame highlights the current section.

Each section displays **two indicators** :

“Not Started” : here you can check the status

“Required” / **“Not required”** : here you can know if that section is required or not

Section	Not Started	Required
1 Team Information	Not Started	Required
2 List of Riders	Not Started	Required
3 List of staff	Not Started	Required
4 Jersey Design	Not Started	Required
5 Payment of the registration fee	Not Started	Required
6 Debt Status	Not Started	Required

STEP 2: CREATING A NEW REGISTRATION



2.4 In the top right of the screen you can see the **progress bar for Submitted sections**, and the current **Registration Status**.

Here, you can see the section's name, what it refers to and the **section deadline**.

note: some sections may have a deadline different from the registration closing date, check the deadline date in the top right side of the section.

The screenshot displays the registration interface. At the top right, a progress bar shows '0 / 8 completed' and a button labeled 'In Progress'. Below this, the 'Step 1: UCI Team Application' section is highlighted. It includes a description: 'UCI Team Application form covering applicant, licence holder, declaration, paying agent, beneficial owner, nationality, licence application, authentication, and independent status'. A deadline is shown as 'Deadline: 30/06/2026 12:00:00' with a 'Not Started' status. The section is titled '1. Applicant' and contains form fields for 'Applicant type' (Natural person, Legal person), 'Does this contact have a UCI ID?' (Yes, No), and 'Contact details' (LAST NAME*, FIRST NAME*, ADDRESS*, ADDRESS LINE 2).

STEP 2: CREATING A NEW REGISTRATION



2.5 To enter information for one person, you may be asked whether that individual has a UCI ID.

To search for an existing person:

- Click on **"Search Person"** or **"Add xx"** → pop-up window.
- Enter the relevant search fields and click **"SEARCH"**.
- Check the search results and **click on the "Actions"** button next to the appropriate record to select the person.

The screenshot shows the 'Step 2: List of Riders' interface. A red box highlights the 'Search & Add Riders' section, which includes a search bar and an 'Add Rider' button. A red arrow points from the 'Add Rider' button to a 'Search person' pop-up window. The pop-up window has a red border and contains the following fields: 'UCI ID', 'First name', 'Last name', and 'Country'. Below these fields is a search bar with the text 'Free search (name, etc.)' and 'Marie Guerry'. At the bottom of the pop-up, there is a 'CLEAR' button and a 'SEARCH' button. Below the search bar, the 'Search results (1)' are displayed in a table:

UCI ID	Person	Country	Birth Date	Gender	Actions
1129913456692	Marie Guerry	SUI	02/11/1989	W	

At the bottom of the table, it says 'Records per page: 10' and '1-1 of 1'. There is a 'CANCEL' button at the bottom right of the pop-up window.

Note: the more search criteria you provide, the faster and more accurate the results will be.

STEP 2: CREATING A NEW REGISTRATION



2.6 Fill out all remaining data fields; * means that this field is mandatory

ADDRESS*

1129913456692

Guerry

Marie

[CHANGE PERSON](#)

Contact details

ADDRESS*

ADDRESS LINE 2

ZIP CODE*

CITY*

COUNTRY*

WORK PHONE*

MOBILE PHONE*

EMAIL*

Zip Code

City

SUI - SWITZERLAND

079 123 45 67

079 123 45 67

Email@test.com

Fill in all mandatory fields (*) to submit

Note: do not use fake e-mail address or generic address (such as team or Team manager) as this address may be used for personal communication such as, antidoping, legal, prize money...

STEP 2: CREATING A NEW REGISTRATION



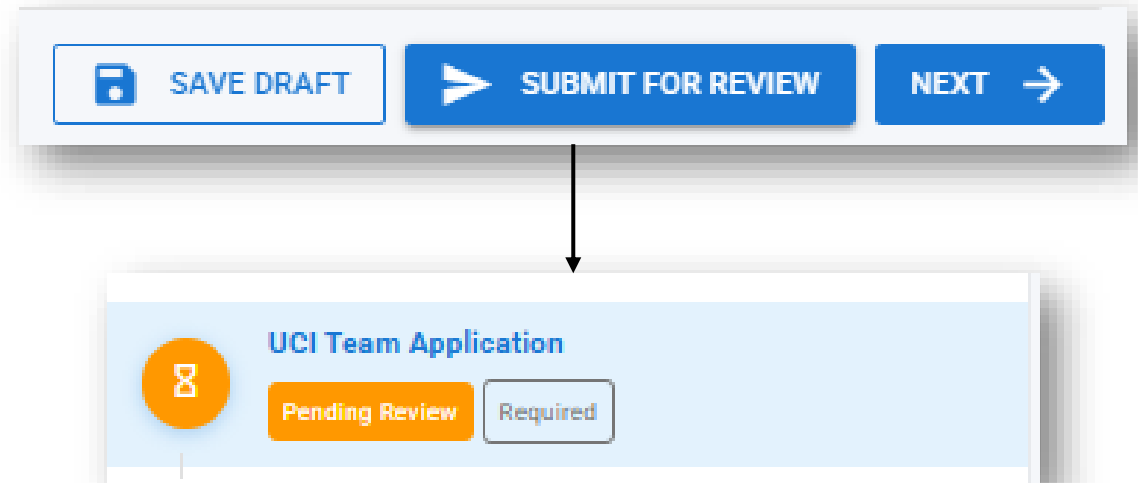
2.7 At the bottom of each section, you will find three action buttons:

SAVE DRAFT saves your progress without submitting the section for review. You can continue editing the section later.

NEXT navigates to the next section of the registration form without saving the information provided.

SUBMIT FOR REVIEW sends the completed section to the National Federation and/or UCI for validation, once you are finished with the section.

After submission, the section status will change to **Pending Review**.



STEP 2: TEAM INFORMATION



2.8 Team Information section works as the section presented so far.

2. Responsible for Registration (the person accessing the Team Registration module)

Not Started

UCI ID

LAST NAME*

FIRST NAME*

SEARCH PERSON

DATE OF BIRTH*

GENDER*

NATIONALITY*

mm/dd/yyyy

ADDRESS*

ADDRESS LINE 2

ZIP CODE*

CITY*

COUNTRY*

WORK PHONE*

MOBILE PHONE*

EMAIL*

SAVE DRAFT

SUBMIT FOR REVIEW

NEXT →

STEP 2: TEAM INFORMATION



2.9 Download / upload the “Sponsor Annex” directly from DataRide v2.

Download Sponsor Annex template

[ENGLISH \(PDF\)](#) [FRENCH \(PDF\)](#)

File upload

SPONSOR ANNEX SIGNED DOCUMENT (PDF)

Select PDF file...

☐ Second main sponsor

5. Training and/or development team(s) (art. 2.2.001) Next Step

☐ First training and/or development team ☐ Second training and/or development team

10. Paying Agent Next Step

ENTITY*		LEGAL STATUS*	
LAST NAME		FIRST NAME	
ADDRESS*		ADDRESS LINE 2	
ZIP CODE*	CITY*	COUNTRY*	WORK PHONE*
			+1
MOBILE PHONE*		EMAIL*	
+1			

STEP 2: LIST OF RIDERS AND STAFF



2.10 In these two sections, you have to register all riders and staff members belonging to the team.

To add a rider/staff, click the **“Add Rider”/“Add Staff Member”**

The status tags provide an overview of:

- number of riders currently registered;
- minimum number of riders required; and
- maximum number of riders allowed.

Step 3: List of Riders
Search and register licensed active riders for the team

Deadline: 30/06/2026 12:00:00 Not Started

rider-list Not Started

Search & Add Riders

Add Rider

0 Riders Min: 1 Max: 30

Personal phone number and email address are required for CPM prize money communications.

Deadline: Rider data must be completed before 30/06/2026.

#	UCI ID	Last name / First name	Nationality	Date of birth	Gender	Final Status
Search and add riders above						

PREVIOUS SAVE DRAFT SUBMIT FOR REVIEW NEXT

STEP 2: PAYMENT OF THE REGISTRATION FEE



2.12 You do not need to fill any data on part 1.

You need to make the payment of the Registration fee and other fees to UCI to that bank by **November 15, 2026**.

The information will be filled in by UCI once the payments have been made.

You have to provide the pdf with the proof of payments made. Then you can “Submit for Review” the section.

1. REGISTRATION FEE: According to the National Federations Continental Confederation

Note: This sub-section is displayed for your information only. It will be completed by the UCI in due course.

This amount must be paid into the following bank account:
Bank: **UBS Deutschland AG**
Address: Bockenheimer Landstrasse 2-4
D-60306 Frankfurt am Main
Deutschland
IBAN: DE27 5022 0085 1020 400012
Swift: SMHBDE33XXX
Beneficiary: Union Cycliste Internationale (UCI)
Allée Ferdi Kübler 12
1860 Aigle / Switzerland

RECEPTION DATE* UCI Road Financial Obligations
DD/MM/YYYY

INVOICE NUMBER*
Invoice number

PAYMENT STATUS
☒ Not Paid ☐ Paid

AMOUNT RECEIVED IN EUROS*
Amount in EUR

2. Proof of payment *

Mandatory for the Paying Agent of the Team: Please upload a Proof of Payment of the Registration Fee document.

PROOF OF PAYMENT *
Select pdf file ...

← PREVIOUS SAVE DRAFT SUBMIT FOR REVIEW NEXT →

STEP 2: DEBT STATUS



2.14 The Final “**Debt Status**” section is also read-only; **there is no action to be taken in this page on your part.** Here the UCI will validate that there are no outstanding payments, and the registration can proceed.

 **Step 8: Debt Status**

UCI Finance records whether the team has outstanding invoices before registration approval

Deadline: 31/08/2026 00:00:00 Not Started

 **Debt Status**

Not Started

 *Note: This section is displayed for your information only. It will be completed by the UCI Finance in due course.*

DEBT STATUS

Not Compliant

Compliant

Comments (optional)

[← PREVIOUS](#)

PROCESS OVERVIEW: STEP 3



**EDITING A
REGISTRATION**

STEP 3: EDITING A REGISTRATION



3.1 Once a section has been submitted, its fields become locked and can no longer be edited directly.

If you need to modify that information, you can use the **REQUEST CHANGE** feature (scroll to the bottom of the page).

Step 2: List of Riders
Search and register licensed active riders for the team

Deadline: 30/06/2026 00:00:00 | 1/2 approved | Pending Review

rider-list

1 Rider | Min: 1 | Max: 30

Personal phone number and email address are required for CPM prize money communications.

Deadline: Rider data must be completed before 30/06/2026.

#	UCI ID	Last name / First name	Nationality	Date of birth	Gender	Final Status
> 1	1129913456692	Guerry Marie	SUI	1989-11-02	W	Pending

Validation History

PREVIOUS | REQUEST CHANGE | NEXT

REQUEST CHANGE

STEP 3: EDITING A REGISTRATION



3.2 In the Request Change pop-up, select the **sub-section(s)** in which you need to perform an action.

The selected sub-sections will **immediately reopen for editing**. All other sub-sections will remain locked.

Note: if you need to modify several sub-sections, you can select multiple options before submitting the request.

*Provide a short description of the change you wish to make, so the National Federation and/or UCI can understand the reason for your request and click **"Continue"**.*

PROCESS OVERVIEW: STEP 4



**CORRECTING A
REGISTRATION
WHEN
REJECTED**

STEP 4: CORRECTING A REGISTRATION

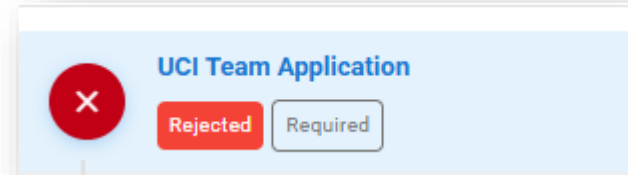


4.1 After you submit a section for review, it is validated by your National Federation and/or the UCI.

If any of the information does not meet the requirements, the section will be rejected by your National Federation and/or the UCI with the status "**Rejected**", along with the specific sub-section(s) that were rejected.

You can identify the rejected section in the Section list on the left side, and the rejected sub-section(s) inside it by their status tag.

Note: the reason for the rejection is [here](#)



4. Paying Agent Entity

Rejected

Section Rejected

Rejected by UCI

Rejection message detailing why this section needs to be corrected

Basic entity information

ENTITY*

ENTITY

LEGAL FORM*

LEGAL FORM

ADDRESS*

ADDRESS

ADDRESS LINE 2

ZIP CODE*

ZIP CODE

CITY*

CITY

COUNTRY*

--- - STATELESS

WORK PHONE*

123

MOBILE PHONE*

EMAIL*

STEP 4: CORRECTING A REGISTRATION



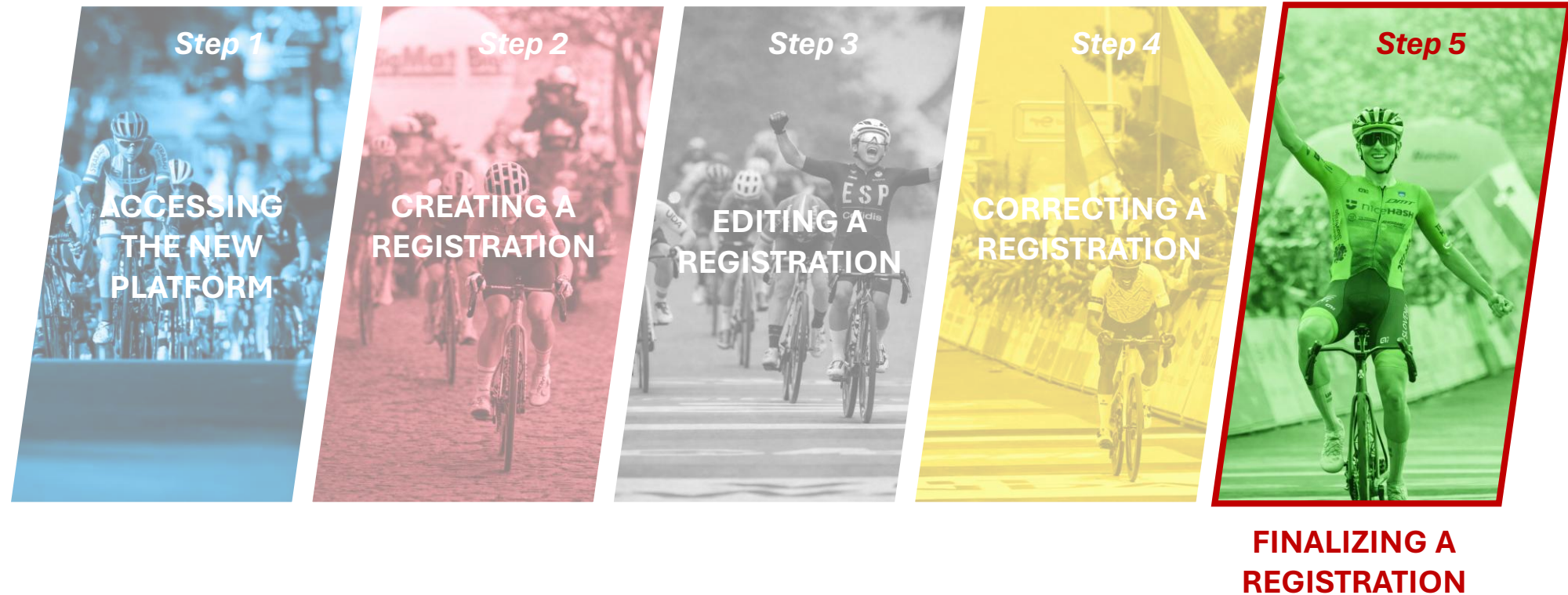
4.2 Correct the information in the rejected sub-section(s), making sure all mandatory fields are completed, and click "**Submit for Review**" again.

The sub-section will return to the status "**Pending Review**" and will be re-validated by your National Federation and/or the UCI.

You can follow the progress in the "**Validation History**" panel.

"Validation History" on the left side at the bottom of the section page, allows to check all steps of validation rejection, and so on

PROCESS OVERVIEW: STEP 5



STEP 5: FINALIZING A REGISTRATION



5.1 A registration is complete once **all required sections have been submitted and approved** by your National Federation and/or the UCI.

You can follow your overall progress at any time using the **progress bar** in the top right of the screen (e.g., "5/6 completed") and the status tags of each section in the Section list.

Note: remember that some sections may have different deadlines.

Team Registration

This page allows you to initiate a team registration request using the blue button on the right side of the screen and track the status of your submission, keeping you informed of validator approvals or rejections.

Season: 2027

Team Code	Team Name	Discipline	Team type	Season	Status	Progress
40000092989	LOTTO INTERMARCHÉ	ROA	WTT	2027	In Progress	4 / 8
40000110167	LOTTO INTERMARCHÉ LADIES	ROA	WTW	2027	Approved	8 / 8
40000375303	LOTTO - GROUPE WANTY	ROA	WTT	2027	In Progress	0 / 8

Records per page: 25 1-3 of 3

STEP 5: FINALIZING A REGISTRATION



5.2 Once every section has been approved, the **Registration Status** in the top right of the screen will change from "In Progress" to "**Approved**", confirming that your team registration is finalized for the season.

You will also receive a confirmation by email to your registered address.

← LOTTO INTERMARCHÉ LADIES
Road – Season 2027 Registration period: 10/06/2026 11:01:00 – 31/08/2026 00:00:00

8 / 8 completed Approved

UCI Team Application
Approved Required

Team Information
Approved Required

List of Riders
Approved Required

List of staff
Approved Required

Jersey Design
Approved Required

Bank Guarantee
Approved Required

Payment of the registration fee
Approved Required

Debt Status
Approved Required

Step 1: UCI Team Application
UCI Team Application form covering applicant, licence holder, declaration, paying agent, beneficial owner, nationality, licence application, authentication, and independent status Deadline: 31/08/2026 00:00:00 Approved

1. Applicant Approved

Applicant type
☒ Natural person ☐ Legal person

Does this contact have a UCI ID?
☒ Yes ☐ No

UCI ID* LAST NAME* FIRST NAME*

1129913456692 Guerry Marie

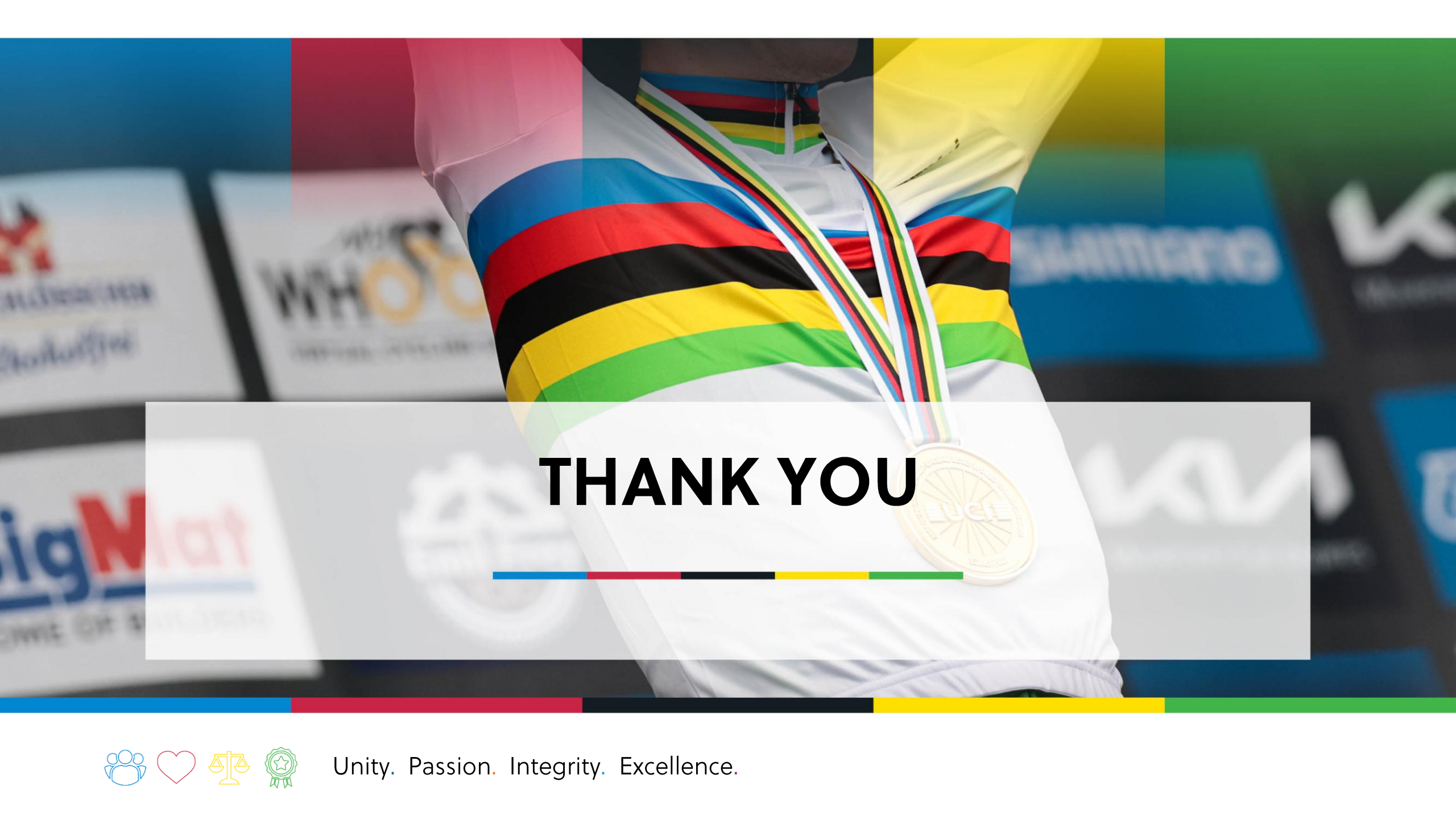
Contact details

After the registration is finalized, you can return to the platform at any time to consult your registration details.

CONTACT INFORMATION



If you have any question or face any difficulty linked to the registration procedure, please make sure to contact offroad@uci.ch



THANK YOU



Unity. Passion. Integrity. Excellence.