



## MOBAR PROMOTER CHECKLIST

### To-do's leading up to the event:

DONE!

1. Make sure that event categories on the flyer that you submit to USAC match the BAR series:  
[M-P/1/2, W-P/1/2, M-3, W-3/4, Masters-50+, Masters-40+] ☐
2. Download, and become familiar, with Race Manager Software. R.M. must be used for registration and scoring  
[Contact Nick Hand [illinihand@gmail.com](mailto:illinihand@gmail.com) or Sara Rodney [s.r.braadbaart@gmail.com](mailto:s.r.braadbaart@gmail.com) for assistance with R.M.] ☐
3. Verify that the 'promotion' in race manager is set up properly.  
[If masters fields are combined, make sure the software will separate the results] ☐
4. Secure a PA system for call-ups and podium presentations. ☐

### To-do's on the day of the event:

DONE!

1. Have laptop and compatible printer on-site at Registration for Race Manager Software.  
[Internet connection is helpful but not required] ☐
2. Remind your volunteers at Registration that the MOBRA Champions from the previous year a free entry.  
[Last year's Champions are listed at <http://mobra.org/bar/champions>] ☐
3. Announce call-ups (for a minimum) of the top 5 racers in each BAR classification during pre-race instructions.  
[Up to date standings can be found on the mobra.org website] ☐
4. Have a podium presentation immediately following each race. Take photos.  
[Photographs of each podium are to be emailed to Reid Cranmer [rmcranmer@yahoo.com](mailto:rmcranmer@yahoo.com)] ☐

### To-do's following the event:

DONE!

1. Export results from Race Manager and email them to B.J. Keane [bjkeane3@gmail.com](mailto:bjkeane3@gmail.com): Use: "LA export".  
[The promoter is still required to send results directly to USAC per their requirements] ☐
2. Email podium photos to Reid Cranmer [rmcranmer@yahoo.com](mailto:rmcranmer@yahoo.com) ☐
3. Submit payment for the MOBRA rider participation fees to your Chief Official. ☐