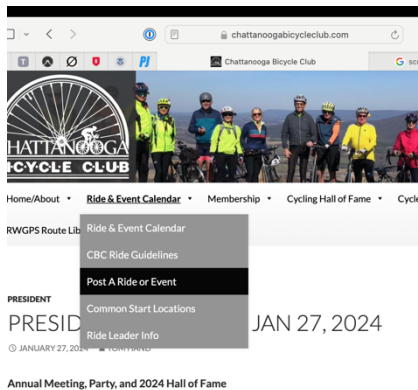
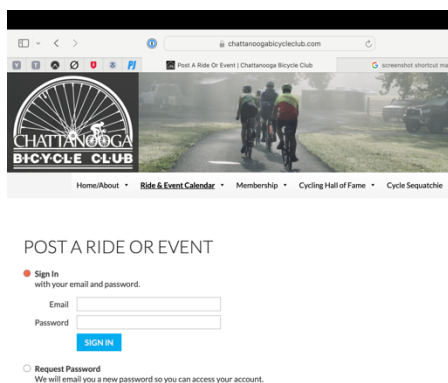


How to Post a Ride to the CBC Calendar

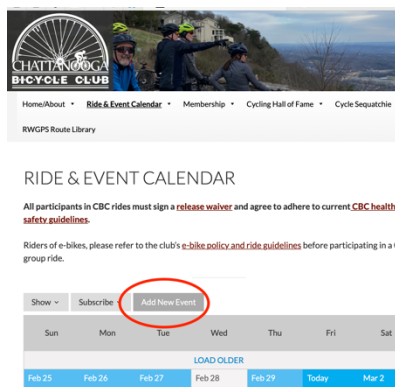
- Go to the website. (<https://chattanoogaicycleclub.com/>).
- Select from Menu: Ride & Event Calendar >> **Post A Ride or Event**



- Sign In. If you don't have a password, click on "Request Password". Then sign in.



- When the calendar page shows up, click on "Add New Event."



- Enter all of the ride info. (Date, time, ride description, ride leader contact info, ride location, length and average speed of ride, store stops?, drop/no drop?, Ride with GPS Link?, photo?, etc.)

- When finished, click on "**Save & Continue.**"
- Leave this window open.
- In a new window or tab, go to the CBC calendar and check out your new post.
- Like what you see? You're done!
- Otherwise, make any necessary edits. **Don't forget to again click "Save & Continue"!**
- When you are happy with your post, you can exit the webpage.
- **Unless...**

Do you have an event for which you need to limit the number of participants?

- Use the Ticketing and Registration Tabs to setup event capacity and registration options.
- (The Ticketing tab lets you set overall event capacity, but you must also add at least one ticket)

Editing your Post

- Sign into website as if to post.
- Click on your event on calendar.
- Click on "**Admin**"
- Click on "**Event Setup**"
- Change whatever information that you need to.
- Click on "**Save & Continue**"
- You're done editing!

Weather iffy, such that you might cancel or change start time? Add that to the description so that people know to be watching for changes. Be sure to let them know when they should look for your final decision.

Need to cancel a ride? Best practice is to update the title by preceding it with the word '**CANCELED**', rather than cancelling it from the admin tab. This notifies folks without leaving them scratching their heads wondering why the ride they thought they were attending has suddenly disappeared from the calendar.

THE FINE PRINT...

- 1) You cannot break it, so don't worry about messing up.
- 2) In order to post a ride, you must be added as a Ride Leader within our membership database. Sharon is the best contact for this, but Peggy is also able to do so.
- 3) ~~Only you (and the admins) will be able to edit a post you create.~~

No longer true. So be careful when you go back to edit or cancel/delete your post. Before making any changes, double-check that you haven't inadvertently selected someone else's ride posting.

- 4) The calendar is color coded by Ride or Event type. Click on "**Show**" and '**Event category**' box to see the categories. Ride Leaders will be able to use the blue '**CBC Club Rides**' and the red '**Regional Events, Centuries & Tours**' categories.

- 5) '**Event Title**' is how your ride will be listed on the calendar

- 6) '**Link to external event page**' is for the route link.

You can build your own or choose one from the club's route library: <https://ridewithgps.com/organizations/60-chattanooga-bicycle-club>. If you build your own, be sure to set the privacy to public.

- 7) '**Place/location**' box is the name of the start location... Chickamauga Visitor's Center Lower Parking Lot' or 'Gordon Lee High School' for instance. **You must enter the physical address.** The map only appears after you save the post.

If you need the address for any of the places at which we often start rides, from the Ride & Event Calendar Menu, click on "**Common Start Locations**". *Google maps is also helpful in finding addresses for those not listed.*

8) 'Click here to upload image' box... You can upload a photo from your computer. Any pic will work, just keep it clean kids!

9) There are no boxes to check off or fill in for the nitty gritty details of the ride. So you MUST provide the details.

- a) Ride Leader's name
- b) Ride Leader's phone # and email address
- c) Length of ride
- d) Average speed of ride
- e) Are there rest/store stops
- f) Is it a no-drop ride
- g) Will cue sheets (or route link) be available
- h) Ride terrain (i.e... Mountain climb, flat, rolling hills, hilly, gravel sections...)
- i) Weather cancellation policy

10) If your ride is a recurring ride, post the initial ride and then contact one of the calendar admin people (listed below) with the other dates for which you would like your ride to be posted. This part must be done by the calendar admin people, but you will still be able to edit each post.

11) If the ride has multiple dates, editing the date you want to change will only change that one date.

Of course, if you have any questions, feel free to contact any of the people listed below!

Admins for the Calendar:

Ride Coordinator (Peggy Olson) > peggy@chattanoogabicycleclub.com

Sharon Russell > sharon@chattanoogabicycleclub.com

In the event Peggy and Sharon are both unavailable, our board members monitor this email: info@chattanoogabicycleclub.com and will be happy to assist.