

How to Enter and Approve CBBC Rides

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For internal use only; please do not share.

Link the Ride Coordinators use to enter and approve rides:

http://cbbikeclub.org/admin/ride_management.php

username: xxxxxxxxxx

password: *****

To Enter a Ride:

1. Click "Enter a ride"
2. Enter the leader's last name, or first part of it. Once you hit "Submit" a list of matches will come up. Leading rides is limited to CBBC members only; if they are not in the database, the name will not come up here. Also, if they are part of a "family" membership but have a different last name, it may not come up.
3. Enter ride details
 - a. Edit first name if it has odd characters
 - b. Enter email address of leader in provided field
 - c. Enter phone number of leader in provided field if not already populated.
(Important note: Please enter the email address and phone HERE, not in the ride description. This allows the program to "hide" them on the web listing so they are not publicly available, but people can still click a link and email the leader.)
 - d. Choose start location from pop-up list. If it is not listed, type it into "Other location" field
 - e. Select correct start time (note: easy to forget this step--double-check!)
 - f. Select category (can choose more than one)
 - g. Select coordinator. This drives where you will go to approve.
 - h. Enter distance
 - i. Check off food stop and call/email to confirm if leader designated those, and enter the "cancel if" item in lower-case, e.g: rain. (Note: please don't enter these things here if they are also already mentioned in the Ride Description, because then they will be in there twice. Do one, or the other.)
 - j. Select the desired date from the first popup in the Ride 1 list.
 - k. If you have the same ride occurring on 2 or 3 or 4 dates, choose the subsequent dates from the first popup in each of Ride 2, Ride 3, etc. (Note: Don't use the second and third popups under Ride 1, 2, etc—doesn't work.)
 - l. Enter (or copy/paste from somewhere) your ride description in the text box. Try to spell correctly.
 - m. Click "Send info & retain fields" if you want to enter more rides from the same leader. Click "Send info & clear fields" if you need to enter from a different leader, or are done.
 - n. A confirmation message (You have successfully entered X# of rides!) appears at top of page.

To Approve a Ride:

Please: Try to enter your rides and let them "hang out" in the approval section until close to the entry deadline. This will allow you to easily make edits, or delete a ride if someone changes their mind or you made an error. Plus you can see everything you have so far at a glance. It's really difficult to edit the rides once they are posted.

1. Click "Approve a ride" from the Ride Management screen.
2. Choose your Ride Coordinator level from the "Select a coordinator" popup and click Submit.
3. The rides you have entered are shown. If you want to email the specs to your leader for them to confirm, you can copy their row here and paste into an email msg.
4. When done, give a final checkover, making sure you got the start location and TIME, category, and distance correct. To update/change one, click "Edit this ride." Make your changes and then Send info again.
5. When satisfied, click the checkbox next to the Date in first column, and click "Send info" at the bottom. You can click one or several rides and Send to approve at one time

To Verify a Ride:

1. Click "Verify submitted rides" from the Ride Management screen.
2. This screen shows rides that have been submitted. You should also be able to just go to the regular Ride Schedule screen on the site and see it there if you choose "all future rides."

If you find you have made a (significant) error in a posted ride, or the leader must have it removed, please contact the Rides Director. If we are able to fix this before rides get downloaded by the newsletter editor (by the 12th of each month), then there is no need to also tell Rich about it. If not, you'll need to notify him as well as Rosemary, so he can make the same change/edit in the newsletter before it goes to print.

In general folks who have committed to leading a ride and then need to get out of it should look for and find a substitute to lead it for them. Canceling over CBBCTalk only for reasons other than weather that prevents riding is not adequate. Fewer than half of members are currently enrolled. Leaders who can't make it and can't find a substitute should get someone to at least go to the ride start location to provide cue sheets to anyone who has shown up to ride.