

## How to Use the Ride Database

The SCU web site provides self-service tools for ride leaders to list and edit their own rides. Rides entered into the database appear immediately on the SCU Ride Schedule web page. Rides entered by the 10<sup>th</sup> day of the month will be published in the following month's newsletter. EC members can add meetings and social events to the database.

### Add a Ride

1. Use your web browser to navigate to <http://www.suburbancyclists.org/>
2. Log in with your member ID and password. If you don't know your credentials, contact [webmaster@suburbancyclists.org](mailto:webmaster@suburbancyclists.org)
3. Click on "Add a Ride/Event".
4. To enter a new ride, click on "Add".
5. Fill in the applicable fields.
6. "Pull down" the list of ride leaders and click on your name.
7. To enter a tandem or recumbent ride, the Category must be set to "Tandem"; otherwise, the ride will not appear on the Tandem and Recumbent Ride Calendar.
8. Do not add your name, phone number, or e-mail address to the ride description because your contact information will automatically be added.
9. Click on "Save".

Your ride will be posted on the web site, and the ride coordinator and the newsletter editor will automatically receive a copy to publish in the newsletter.

### Edit an Existing Ride

1. Log in as explained above, and click on "Add a Ride/Event".
2. Enter start and end dates that cover your ride.
3. Click on "Search".
4. You will see a list of all of your rides within the previously entered start and end dates.
5. Click on the ride that you want to edit.
6. Edit the ride listing.
7. If a ride needs to be cancelled, edit the description to include the word "CANCELLED" at the beginning.
8. Click on "Save"

Your updated listing will be posted on the web site, and the newsletter editor will automatically receive a copy to publish in the newsletter.

Officers (EC members) can enter and edit rides for other ride leaders.

### Check Your Ride Listing

After you click on save, go to the "Full SCU Calendar" web page and verify that your event is listed correctly. If your ride is not listed, you probably made a mistake. A very common error is to forget to select your name from the list of ride leaders. Entering the wrong date is also a common error. Contact the webmaster if you cannot figure out what went wrong.

If you are listing a Tandem or Recumbent ride, check the TOPS/recumbent Rides web page to confirm that your ride is listed. The Ride Category must be set to "Tandem"; otherwise, the ride will not appear on the Tandem and Recumbent Ride Calendar.

### Standard and Customized Ride Sign-In Sheets

You can download the standard (blank) sign-in sheet from the Documents and Forms web page. Look for "Ride Signup Sheet."

For single-date (not recurring) rides, the ride leader can print a customized ride sign-in sheet with your name and ride information filled in. Find your ride in the database as described under "Edit an Existing Ride" above. Then click on "Ride Sheet". A new window will open with your customized ride sheet. You can print or save the file. The names of riders who have used online registration, described below, will show up on the customized ride sheet.

The ride leader must bring the ride sheet on the ride, not leave it behind in the car. It is needed if you have to make an emergency call in the event of a seriously-injured rider. Riders are supposed to put an emergency phone number on the sheet, not their own cell phone number.

### Online Ride Registration

Online registration is only available for single-date rides, not the recurring weekly rides. Online ride registration is available to any SCU member who logs on to the SCU website with their member ID and password. The online ride registration is only available from the "My SCU Favorites" ride schedule, not from the "SCU Ride Calendar". Since very few ride leaders make use of this feature, the leader should mention in the ride description that it is being used; for example, "Register online for this ride from the 'My SCU Favorites' ride schedule. Log in with your member ID and password, then click on the check box in the ride listing."

### Tips

The free Google Toolbar allows you to spell check web page forms like the ride description. See [http://toolbar.google.com/T4/index\\_pack\\_xp.html](http://toolbar.google.com/T4/index_pack_xp.html)

The free Mozilla Firefox web browser provides a spelling checker for text entered on web forms. No

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additional toolbars or add-ons are required. See <http://www.mozilla.com/en-US/firefox/>

Another technique for reducing errors is to compose the description using a word processor, spell check it, then copy and paste the description into the form.

Ride listings are not automatically distributed to the E-list (Yahoo Groups), so if you want to announce the ride, copy the information from the web site and paste it into an e-mail message.

Members can only enter SCU rides, but there are categories for tandem, MTB, fixed gear, indoor training, etc.

To enter a TOPS tandem ride, the Category must be set to "Tandem"; otherwise the ride will not appear on the TOPS schedule.

### Meetings and Social Events – EC Members Only

Club officers can enter meetings and social events. For meetings, social events, and other categories, simply change the "Type" and "Category" fields to match the type of event. Officers can also enter and edit rides for other ride leaders.

An existing meeting or social event can be edited by following the instructions under "Edit an Existing Ride" above.

Do not enter additional events as reminders for an existing event. There should only be one entry in the database for each meeting or social event.

After entering or editing a meeting or social event, go to the Meetings/Social Events web page to review what was entered.

### Maps and Directions

Maps and directions to 30 of the frequently-used ride and meeting locations are provided on the SCU Ride Guide web page. When you enter a ride, always check if the start location is on the pull-down list. If the location is on the list, a link to the Ride Guide will automatically be included in the ride listing.

For start locations that are not on the list, you can include a link to a map. Use one of the mapping web sites (Yahoo, Google, Expedia, etc.) to map your start location. Then copy the link. However, usually the map links are too long to paste directly into the Add-a-Ride form. So use TinyURL <http://tinyurl.com/> to compress your map link, then paste the compressed link into the form.

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Please save these instructions for future reference.