

LESSON 1: HOW TO CREATE A RIDE ON BICYCLEN.SW.BUNCHEUR.COM

Estimated time to Create a ride: Less than 5 Minutes

1. From the home screen click "Manage Profile"
2. In the drawer, select "Manage rides"
3. Click "+ New Ride" from the ride management portal.
 - i. Note that on the left hand side of the screen you can nominate to show "Future, Past or All" rides. This aids in cleaning up your ride view.
4. This will navigate you to the ride creation form.
5. Please set a ride entries open and close to enable people to enter the ride AND sign on electronically
6. Please be sure to put in all the address details of the meeting place so that the map on the ride details is generated correctly
7. Click "Submit"

NOTE: The disclaimer included automatically to this form was provided by BNSW. You are able to edit or add to this in the editor if you choose to based on the needs of your BUG.

It is common for BUGS to start multiple rides from the same location on a given day, now you can enter the details of each ride that will depart from this venue and allocate a separate start time. Each ride can be a different speed, difficulty, route etc.

This saves your BUG ride calendar from being cluttered at first view.

8. From the ride management portal, navigate to the ride you have just created and click "+ add grade"
9. Choose your grade classification, start time, etc.
10. The field size is the maximum number of people who can join this ride. This is built in to ensure safe ride numbers for each ride.
11. We included ticket pricing, in case you ever choose to charge for a ride to enable coffee, lunch or other amenities to be provided.
12. Select the ride route from the drop down menu.
13. Click Submit

Repeat steps 8-13 for each ride you are running from that start point on that day.