

LESSON 2: HOW TO MANAGE RIDE ATTENDEES BICYCLENOW.BUNCHEUR.COM

Estimated time to Review Ride Entries: Less than one Minute

- 1.** From the home screen click “Manage Profile”
- 2.** In the drawer, select “Manage rides”
- 3.** Navigate to the ride you wish to manage.
- 4.** Click “Update Entries”
 - i.** You can search, sort and filter this list by ride entered, name etc.
- 5.** In this window, you can see that anyone that has signed on will have a “ride Pass” displayed.
- 6.** The ride pass will give you access to all of their next of kin and other relevant details if required in the event of an incident.
- 7.** You can allocate someone to a different ride if they request it from this view by clicking the “edit” button next to their entry.