LESSON 4: EDITING RIDES AND GRADES USING BICYCLENSW.BUNCHEUR.COM

Estimated time to Edit Rides: Less than one Minute

NOTE. You should also download the CSV of entries prior to editing a ride as a back up of all entries in case of an issue during the editing process.

1. From the home screen click "Manage Profile"

2. In the drawer, select "Manage rides"

3. Navigate to the ride you wish to edit.

4. Click "edit ride" in the ride menu.

   i. From here you can edit the disclaimer, start date, and all the other fields from the original form.

5. Click "Submit" once edited

If you would like to Edit the details of a grade or specific ride, follow these steps:

6. Navigate to the specific grade

7. Click "Edit" in the row next to the desired ride

   i. This will allow you to edit the form used to create that grade

It is not recommended to delete a grade or ride once it has taken entries as those entries will no longer be visible inside your management portal.