

# Submitting a Ride

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**Thank you for wanting to lead a ride!** This is a brief description of how to fill out the ride submission form, for those who are new to it.

1. **Authentication:** If you've been around the internet lately this should look familiar. You have to read some strange looking letters and numbers and enter them into the "Image Text:" field. Do this first and click the "Click Here to Confirm" right after entering the text. If you wait until later and get the text wrong it will throw away everything you've entered.
2. **Event Categories:** The category "Event" is sort of a catch-all, each of the others has meaning and is pretty self explanatory.
3. **Contact Information:** This is not the information people interested in your ride will use (you'll enter that later). This is the contact information the club rides chair will use to contact you about your ride.
4. **Event Details:** Give your ride a recognizable name and tell people about the general nature of your ride in the "Description" box. Below the description box are areas to enter four key aspects of your ride: Distance, Pace, Terrain, and "Rain Cancels". The easiest to deal with is "Rain Cancels" – if you don't want to ride in the rain then check this box. For Terrain click on the radio button that best describes the hilliness of your route. Use your best judgment. If you've been on a number of club rides you'll have a feel for what the options mean. The distance setting is also usually straightforward. Sometimes ride leaders want to have options for extra loops, or cutoffs. Put the distance you expect to ride in the Distance box and describe any extra loops and/or cutoffs in the Description.

*Now for the hard one: Pace.* On the day of the ride, if you have people who are surprised by the pace then you will have unhappy riders. Please give the pace you expect to be typical while riding on the flat. While the ride may go faster or slower on the flat from time-to-time, enter the pace you plan to maintain. If you want to adapt to the riders during the ride then specify what you expect and then say in the Description area that the ride can be faster/slower.

Date and times are pretty straightforward. Most rides won't be charging any fee so it's unlikely you'll put anything in Cost.

5. **Event Recurrence:** Few rides in our club actually reoccur, but if you want to do something like lead an "every Wednesday" ride then you specify that here.
6. **Event Registration:** If you only want a certain number of teams on your ride then specify the number of teams here. *Be sure to put something about this in the Description as well!* When people look at the details for your ride they may

miss the RSVP button so it's important to call attention to it in your description. Say something like "Because of the small ferry we must limit the ride to 3 teams. Please use the RSVP link on the page to register."

7. **Location Information:** Our rides tend to start in a number of well known locations, like Marymoor Park, for example. This calendar can remember these locations so you don't have to enter the whole address each time you post a ride. If you want to start a ride in Marymoor Park, for example, type "Mary" in the "Name Search" box. The calendar will recognize this and propose you mean Marymoor Park. Just select it and you're done with specifying the location. If your name search turns up nothing then you'll have to enter the location. *It's up to the club rides chair to determine if the calendar should remember the new location you've entered.* Before entering address information here go to Google Maps and enter the address of your starting location. If Google Maps creates a map that pinpoints your ride start location correctly then enter that information here. In other words, verify that people wanting to join your ride can find the start using Google Maps. *This is a "must" even if you don't want your location remembered.* If you enter something Google Maps can't handle then people will see a map to the wrong place when they look at the information for your ride and probably go to the wrong place.
8. **Event Contact Info:** This is the contact information for you that will be displayed in the calendar for this ride.
9. **Message for Administrator:** The "administrator" in this case is the club rides chair. An example of something you might put here is "Please don't have the calendar remember the location." Most often you probably won't need to say anything here.
10. **Submit Event:** Click this button and your request to lead a ride will go the club rides chair, who will approve your request. Then get ready to lead your ride!