# Setting Up a Single Ride Event for the CRW Ride Calendar

The following document provides screen by screen documentation on how to set up a Ride Event on the Ride Calendar. All critical detailed steps are highlighted in **red**. In order to set up a Ride Event you must be a Ride Leader and you must be logged into your CRW Account to be able to complete the following instructions.

Please note: You **can not** set up a Ride Event on the Wild Apricot "Mobile Admin App." The "Mobile Admin App" is not appropriate for creating or editing rides; it is best used to track registrations, check people in to rides, close registration, and, if appropriate to manually move someone off the waitlist. It can even be used to add someone's registration when they fail to register for your ride.

Step 1: You must be in the Admin View Screen. From the "home" page click on the "Admin View" button on the right-hand corner of the page. This button will change to "Public View" while you are working on setting up an event.
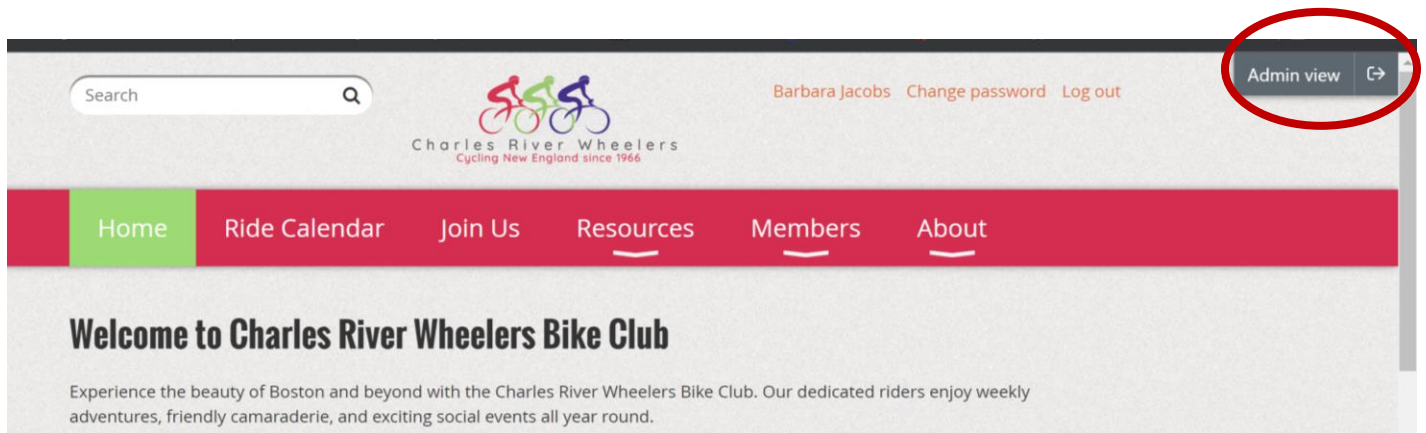

Step 2: Events - Click on "Events" from the column on the left-hand side. **Do not use the "Create New Event" button.**

To create a ride event you need to find the current Ride Template.

Step 3: How to find the Ride Template – In the Events List select **"All"** and it will bring up the page with all ride listings. The first ride listing is the Ride Template – **"Ride Template **DUPLICATE THIS RIDE FIRST** (20231001)"** The date will change over time as the Ride Template is changed or updated.

Step 3: Ride Template - Click on the "Duplicate" button on the right-hand side of the listing entitled **"Ride Template **DUPLICATE THIS RIDE FIRST** (20231001)".** It is essential that you duplicate this event.


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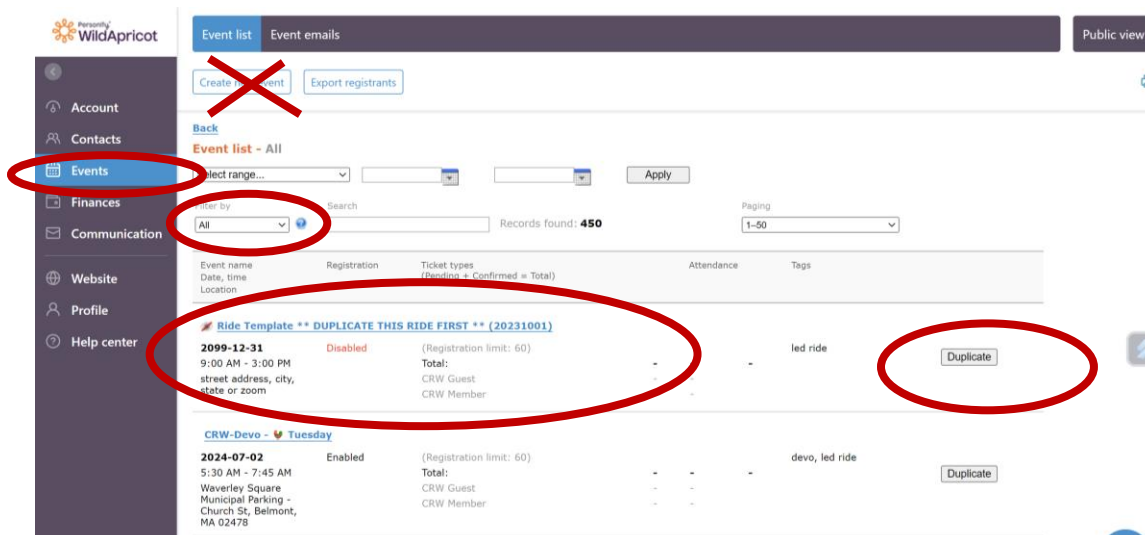
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You should now see six (6) tabs on your screen: Event Details, Registrations Form, Ticket Types & Settings, Registrants & Invitees, Waitlist & Settings.

For the next 4-8 steps you will be working in the Event Details screen.

Step 4: Event Details - Click on the "Edit" button on the second line of the screen. The buttons on the top of the screen will change to "Save" and "Cancel".
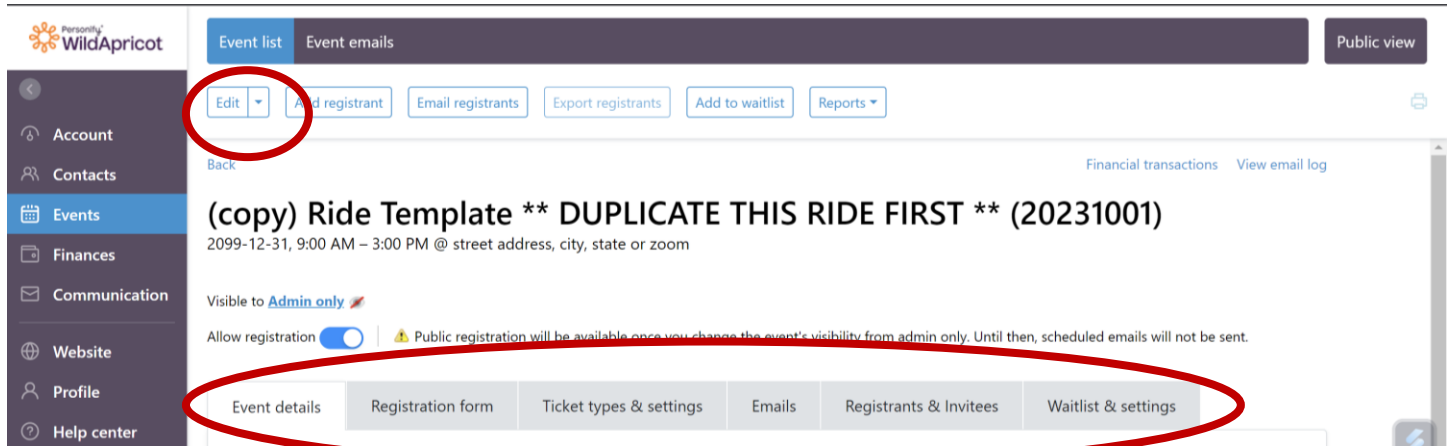
Step 5: Editing the Basic Information in the Event Details - Under Ride Information change the Title to what you want the ride to be called. For example "Test Ride 10/8/23". It is helpful if you add the mileage into the title (20, 30)

Step 6: Choose the Tag for your ride. For example, "Led Ride", "Gravel", "show and go"
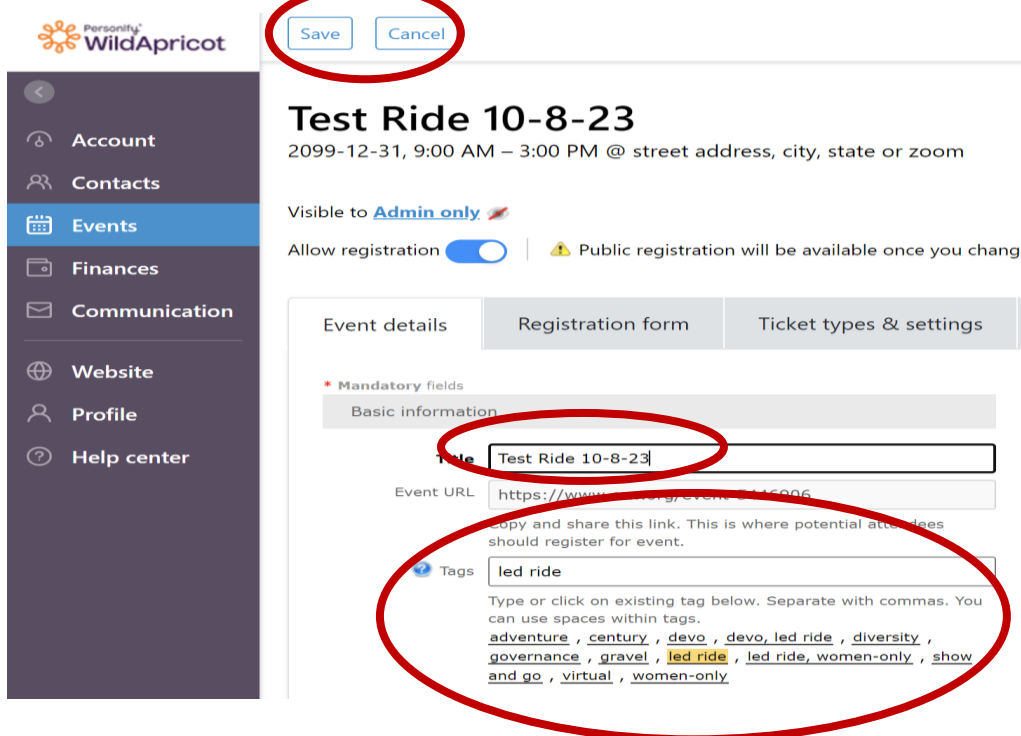
Step 7: When and Where – Edit the following:

1. Location – the ride start
2. Start Date – when will your ride take place (this is only for single events dates – recurring events (add sessions, add repeating sessions) will be explained on another guide.

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3. Enter the start time
4. Enter the end time
5. For Adventure rides that take place over several days – enter the start date and end date

Step 8: List of event registrants and guest registrants – this has been set up by the administrator and does not need to be changed.

Step 9: Ride Description – Edit the following: Once you start editing the tools will be visible and you can use them as you edit your ride description.

- The first section starting with "CRW Rides are…" is to stay as it is. Please do not edit this as it must be posted on all rides.
- **Ride Description** – Describe your ride including the type of ride, ride lengths, road surface, speed – anything you want to say about the ride.   You want to describe a ride that will make people want to join it.

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- **Ride Start Location** – Add the ride start location and describe the facilities at the ride start, where people should park – for example "Lincoln Commuter Parking Lot." Since this parking lot is a pay lot it might be good to let people know it is free to park there on Weekends and Holidays. Make sure people know where not to park unless otherwise approved.
- **Ride Leaders** – Add the leaders name to the ride. At least one leader must have an email address and cell phone number.
- **Link to RwGPS Route** – Copy in the link through the hyperlink symbol.
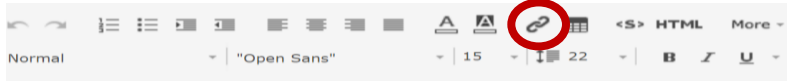
  - Go to your Ride with GPS Account in the CRW Club Account and find your route for this ride. Copy the URL that goes with the ride that should be added to the Ride Description. For example – Bike Thursday – On and Off the BFRT - https://ridewithgps.com/routes/44761639.
  - Move your cursur to where you want to insert the route below the "Link to Ride with GPS".
 - Click on the Hyperlink Symbol – see the link symbol above. Click on "Insert link"

  - Paste the copied link into the "Website URL or email"

  - Click on "Insert Link" and the URL for the Ride will be placed where you left your cursur, you might want to add the Title of the Ride before the URL.
  - If you are offering more than one ride, you need to do this for each route you are offering.

- **Additional event information** – if you want to clarify something, add it in here. For example: "rain cancels" and how participants will be notified.

- **Adding a picture** – Move your cursur to where you want to insert the picture.
  - Click on "More" – click on "Insert Image"

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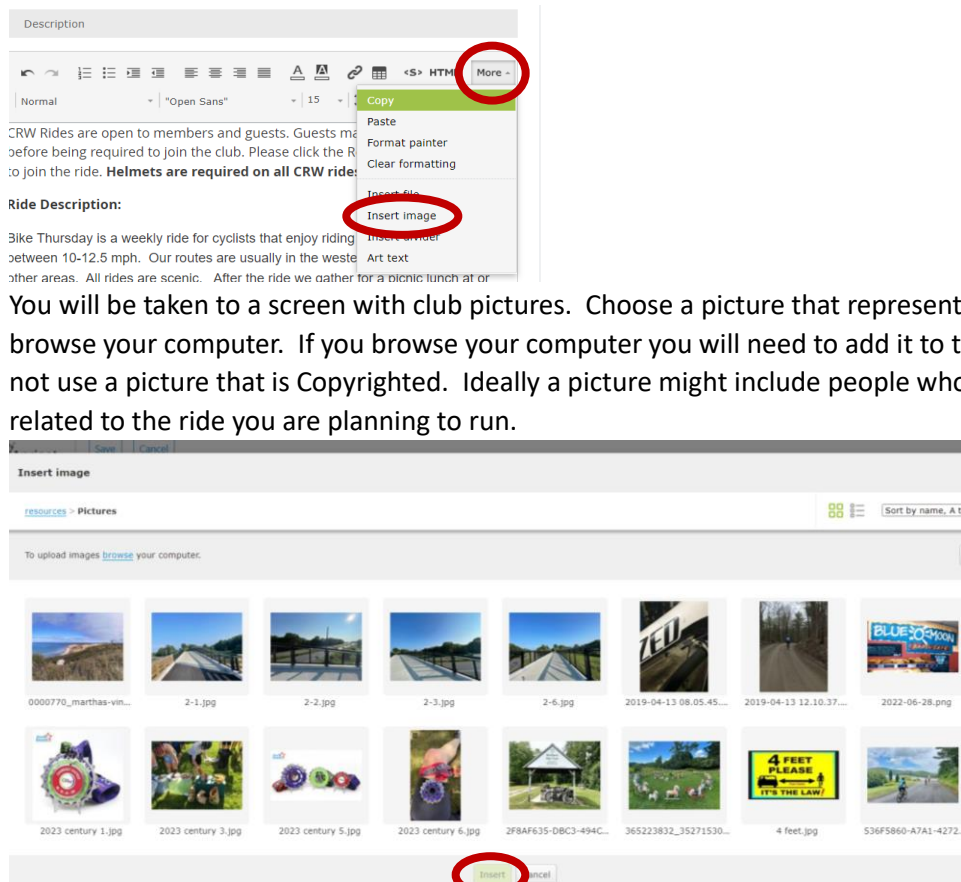
- You will be taken to a screen with club pictures. Choose a picture that represents your ride or browse your computer. If you browse your computer you will need to add it to the CRW Images. Do not use a picture that is Copyrighted. Ideally a picture might include people who are on a ride that is related to the ride you are planning to run.

- Choose your picture and then click on "Insert" – it will then be placed where you left your cursur. You can adjust as needed.

Step 10: Save your information by clicking the SAVE botton.

Step 11: Registration Form – the information in this tab has been set up administratively and does not need to be changed.

Step 12: Ticket Types and Settings Tab – there is minimal editing here: Make sure you are in "edit" mode.

1. The "Event Registration Limit" defaults to 60. If you want to limit the number of participants you change the number higher or lower.
2. Waitlist – this can be enabled or disabled by checking the "Enable waitlist when limit is reached." This is used when your "event registration limit" is reached and you are willing to have people on the "waitlist" join the ride if someone cancels.

3. The remainder of the items are preset and do not need to be changed. A payment is only used for special events or activities (such as the Century rides).
4. Save your data.

Step 13: Email Tab

1. Make sure you are in Edit Mode
2. Change "Support, Event" – Click on Change.
3. The system will pull up the list of members – choose your name or the name of the person responsible for the ride. **Please Note: If you do not change the email from Support, Event to your email you will get an email from the VP of Rides to update your email appropriately.**
4. Save your data.

The Emails are automatically produced by the system through the information entered in the "Event Details." You do not need to edit these unless you want specific information added to the actual email.

1. The system automatically sends an "Event Registered Confirmed" email to the participant after he/she registers for an event.
2. The system automatically sends a "Reminder" email the day before the event. This can be changed if the organizer wants to specify a particular schedule. Please make sure that the date is at least the day before the event. If not change the schedule by clicking on "Change Schedule" and set the appropriate schedule.

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Step 14: Registrants & Invitees – This is where the ride becomes visible to the Public on the CRW Ride Calendar

1.   Make the ride visible to the public – to do this click on "Visible to Admin only."

2.   The system pulls up a new screen with 3 choices – click on "Public". The ride will now appear on the CRW Ride Calendar and it is open for registration.
3.   Save the Event access permissions.
4.   Check to make sure the ride appears on the ride calendar.
5.   Restricted events are set up for specific rides or events. For example, a ride for "Ride Leaders." This event would be restricted to people who have the classification of "Ride Leader" on the website.

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Once the ride is fully scheduled and on the Ride Calendar the Ride Leader can see all registrants by name through the Registrant & Invitee page. When a person registers, they might check on the box to not allow their name to be listed publicly on the Ride Calendar registration page. In this case the person will be listed as "Anonymous," but the Ride Leader can see their name when reviewing the Registrant & Invitee listing through the "Admin View."

Reports such as attendance lists can be generated from this page also.

Step 15 – Waitlist & Settings – this page is set up by the choices made previously under "Ticket Types & Settings" and is only used if the waitlist is enabled. If the waitlist is enabled and the ride fills the registration on the Ride Listing will go from "Register" to "Join Waitlist." A person cannot join the waitlist from the Member App, they must do this through the website. If a person joins the waitlist, their name will be listed here. When someone cancels from the ride the first person on the waitlist will automatically be put into the open slot and a confirmation email is sent.

Finally,

- **Make sure all information is saved.**
- **Check the ride listing in the CRW Ride Calendar to ensure it is listed correctly.**
- **Register yourself.**
- **Check your email to ensure you got a confirmation email to confirm you posted the ride correctly.**

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