

How to Post a Ride (& how to edit the details, change the status or date).

Important: Once you post a ride you are required to keep the ride status and details up to date. These instructions are provided to assist you in understanding your responsibility as a Ride Leader and posting rides to the SBRA Ride Calendar.

Once you are logged in on the SBRA website go to the left navigation list:

- Click on the “Rides” link
- Then click on the “Lead a Ride” link (NOTE: You must have **Ride Leader Status** to see this link)

Create a Ride - all Fields with asterisks need to be filled in *****

- **Title:** This is the title of your Ride. Be creative but keep it short!
- **Date and time of your ride:** Click in the date field to bring up a calendar to select the date. Click in the time field and enter the hour of your ride first (must include 0 for early hours – ex: 09). The rest of the time will auto populate but you must adjust the minutes and AM or PM as needed.
- **Location:** This is the meeting location of your ride. There is a drop down with ride start locations. If you do not see yours go to the “Rides” menu and locate the “Add a Location” link and create your needed location.
- **Status:** ✓ GOOD, ⚠ DELAYED, ⚠ CHANGED, or ✗ CANCELED. It is very important that you update the status of your ride as soon as you need to make a change. If you cannot ride due to bad weather of any kind you **MUST** update your ride post to a CANCELED status. If you make any change to the start time you **MUST** update the status to DELAYED. If you change the date, ride level or any other important detail you **MUST** change the status to CHANGED. This will ensure that those who plan to join your ride are kept up-to-date.
- **Distance:** Just put the numeric distance here, ex: 30. No need to add the word miles.
- **Class:** Refer to the Ride Classification list for the Average Speed you will be keeping for this ride.
- **Terrain:** Know your route and pick what best describes your ride.
- **Group:** Will your group be a “Structured” (nobody gets dropped) or will it be a “Team” Pace line where the pace line stays together and alternates the front rider.
- **Type:** Most bicycle categories are listed. Please specify the preferred bike type for your ride. If you lead with a recumbent bike you need to state that in the “Body” field. Terrains are different for different types of rides. You would not want a time trial bike on a mountain bike ride.
- **Body:** This is where you communicate your intentions and type of ride to the members. Please include the mileage where your rest stop will be, if you will be riding the high end of your Class pace or the low end and state what the average speed would be for that description. Provide as much details as possible in this space.
- **Preview Your Post:** Click on this button to look over your ride details for any mistakes and then;
- Click on the “Save and Submit” button to finish posting the ride.

Changing the Status or editing your ride details once it has been posted.

- Click on your Ride Post from the ride calendar and then click on the **Edit** link next to the title of your ride.
- Here you can edit and make any changes you want. You can change the date, time, or status to alert riders that you are delaying the time of the ride, changing the ride start or cancelling the ride or to check the day of the ride for any weather changes.

VERY IMPORTANT:

If you need to cancel the ride for any reason you MUST go in and CHANGE the STATUS to “CANCELLED”.

ALL Ride Postings must be accounted for and **ALL Ride Sign In Sheets** must be submitted and matched up to each posted ride by Joe Matzelle. Failure to do so will result in Ride Leader Status to be terminated.

- ***All Ride Sheets must be turned in to Joe by scan to PDF for email, regular mail or by fax.*** No exceptions. No ride leader credit will be given if a Ride Sign In Sheet is not turned in. Ride Sign In Sheets must be submitted to Joe in a timely manner (immediately following the completion of the ride).