

Notes for leaders of Sunday/Wednesday Medium/ Medium Plus Rides

The following notes explain how to configure your ride so that potential riders can view details of the ride and notify you of their intention to ride:

1. To Register if you have not previously registered.

Click on www.cycling.rfsm.co.uk/WinchesterCTCNBT/register.php

2. To View/Edit ride

Go to the Winchester CTC website calendar -

<http://www.winchesterctc.org.uk/download-calendar1>

Scroll down to find your ride. Click on the link.

This takes you to the Ride Details page. If a leader has previously logged on with 'Remember Me' set you will be taken directly to the page . Otherwise, log on .Below is an example of what you will see. So far, the details are the same as a rider would see.

Ride Details

Steve Cherry/smc1

As the leader you are on the ride by default so no notify button

Date:	01/05/2022
Time:	08:15
Description:	Sunday Medium Morning
Start Location:	King Charles
Leader:	Steve Cherry
Status:	Notification Received
Num. on ride:	1
GPX available:	
Route Available:	Medium Plus
Destination:	Ball Hill
Distance(miles):	0
Cafe Stop:	Yew Tree Garden Centre
Lunch Stop:	

The route information for the alternative pace will be in the calendar item.
Route out via Watership Down and return via Ashmansworth

Back to Rides ListSign Out

Message Board

Leader EditWho Is On My Ride?

Click 'Leader Edit'. This brings up the Leader Edit page

Most items are pre-filled and no entry is required. The leader edit has four tabs . Note, the Description and Format just shows Medium (and not M and M+) and should not be changed.

Tab 1: Enter mileage for the round trip to the nearest mile.

Leader Edit

Steve Cherry/smc1

Description and formatTime and Start LocationStops on RouteRoute Description

Choose the ride description using the options in the drop boxes and entering the mileage

Medium Morning ride of miles

To

Pace: mph

Back to Ride Details without Saving Changes

Email those Notified or Booked

Cancel Ride

Tab 2: If you edit this, please tell the coordinator

Leader Edit

Steve Cherry/smc1

Description and formatTime and Start LocationStops on RouteRoute Description

Adjust the start time and change the start location if necessary

Starting at from

Back to Ride Details without Saving Changes

Email those Notified or Booked

Cancel Ride

Tab 3: Café stop: Pre-filled. Can be changed but please tell the coordinator.

Leader Edit
Steve Cherry/smc1

Description and format	Time and Start Location	Stops on Route	Route Description
------------------------	-------------------------	----------------	-------------------

Cafe stop

Lunch stop

If no second stop leave appropriate stop location blank

Tab 4: Upload the link and/or gpx file for ride.

Leader Edit
Steve Cherry/smc1

Description and format	Time and Start Location	Stops on Route	Route Description
------------------------	-------------------------	----------------	-------------------

Here you can set a link to a route creation site (eg Plotaroute) and give it a shortcut to display in ride details.

URL: Shortcut:

You can also upload a GPX file that riders can download from the Ride Details page. Select your gpx file with "Choose File" if required and it will be uploaded when you save the changes.

No file chosen Current GPX File:

Route Summary:

To upload a link, enter URL in the URL text box. Set the 'Shortcut' to 'Medium' or 'Medium Plus' as appropriate. This lets the user know the pace of the route .

To upload a GPX file, click on 'Choose File' and select the file from a location on your computer. In the route summary, there is the option to give a simple text summary of the route, but do not edit out the pre-filled text. Please send the gpx file to the coordinator so that the alternative pace route can be created and routes for both paces set in the website calendar.

Finally, click 'Next – Saves Changes.....'.

Any gpx file is now uploaded. This takes you to a page with an option to pre-fill and email the Google Group. This can be ignored unless you want to publicise the ride on the Google Group and are a member of it.



The screenshot shows a yellow background with the following content:

- Option to Create Google Groups Email** (in blue text)
- Steve Cherry/smc1 (in blue text)
- Subject: (in black text)
- Winchester CTC: Ride to Ball Hill, Medium Morning Sunday, 01/05/2022 (in a text box)
- Clicking the button below will create a draft email in your email application where you can check and edit if necessary before sending. (in black text)
- Generate Google Groups Email** (in a blue button)
- Return to Leader Edit** (in a blue button)

Click on Return to Leader Edit

Then click on 'Back to Ride Details without Saving' This returns you to the first page. Check the details are correct. If so, 'Sign Out'. If not, re-enter the 'Leader Edit' to correct .

Steve Cherry/Sue Coles/Stephen Harrison

Version: 28.03.2022