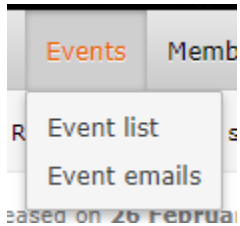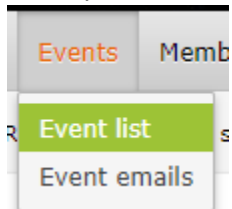HOW TO POST A RIDE ON THE WESTERN JERSEY WHEELMEN WEBSITE
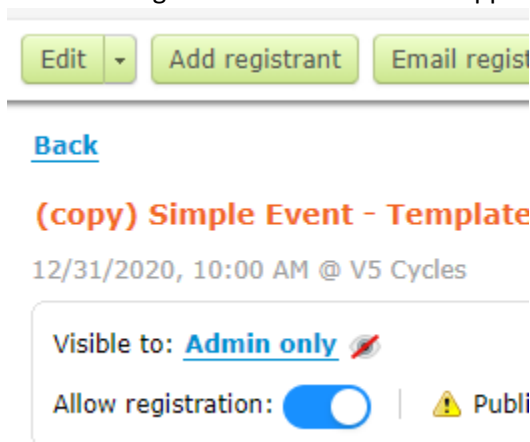
1. In order to post a ride on the website, you need to be setup as an Event Administrator. If you're not an Even Admin and you would like to post rides on the website, send a brief note to info@bikewjw.org and we'll get you added.

2. Log into the website. Click on 'Admin view' in the upper right of the screen. If you don't see this, see item 1.

3. Hover your mouse over 'Events' and you'll see this:

4. Move your mouse over Event list, and it will be highlighted:

5. Left-click 'Event list' and the list of Events will show.

6. Look for 'Simple Event – Template'. To the right of this event, left-click on the 'Duplicate' button.

7. A copy of this event will be created, titled '(copy) Simple Event – Template'.

8. Click on the green 'Edit' button in the upper left corner:

9. Next to 'Visible to:' left-click on 'Admin only'

10. Change from 'Admin only' to 'Public'

Event access permissions

- ● Public
  Anyone can view
- ○ Admin only
  Nobody except administrators can
- ○ Restricted
  Specify levels and groups who can view.

Click 'Save' at the bottom to save this change.

11. Under 'Basic information', enter the Ride Title. The Ride Title should start with the ride category (A, B, C, D) followed by distance, the terrain category and then a short name for the ride.

Title C34 T2 V5 to Plateau

The sample here is for a 34-mile C ride with rolling hills. For a description of ride categories go to: https://westernjerseywheelmen.wildapricot.org/Ride-Categories

12. Next, in the 'Tags' box, delete the 'eventsetuponly' tag and click on the appropriate tag for the ride (a_ride, b_ride, etc.). This will apply the appropriate color coding when the ride is viewed on the Event Calendar.

Tags c_ride

Type or click on existing ta
can use spaces within tags
a_ride , b_ride , c_ride ,

13. Enter the starting location for the ride.

14. Enter the Start Date and time. In almost all cases, leave the End Date and Time blank.

15. Everything else on the left side of the screen can be left blank.

16. On the ride side of the screen change the ride title from the sample (C34 T2 to Plateau) to the ride title you entered previously. This is done for the convenience of ride participants.

17. Delete all of the red text up to the 'Ride description' heading. Enter a description of the ride including points of interests, planned rest stops, policy on Drops. (This only really applies to A and B rides. C and D rides should always be 'No Drop' but it's best to state that in the Ride Description.) Leave 'Helmets mandatory' and 'Front/rear flashers recommended' alone.
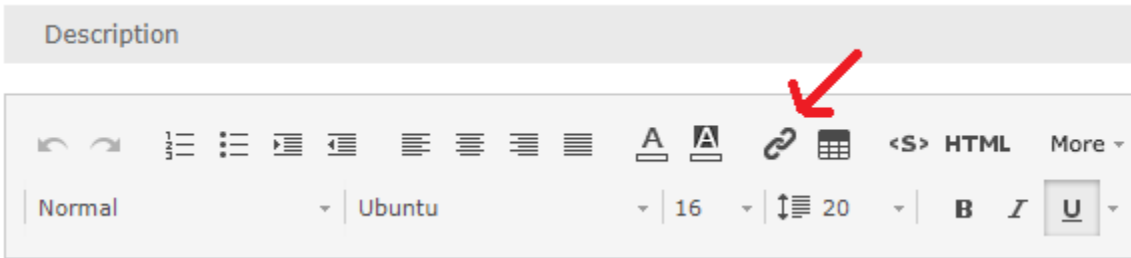
18. For Ride Start, enter the starting location for the ride. This is duplicated on the left of the screen, but it's for the convenience of ride participants

19. In the 'Ride Leader' section, replace the sample contact information with your personal contact info. If you don't want to include contact info, then delete this section. To update your email address, delete the sample
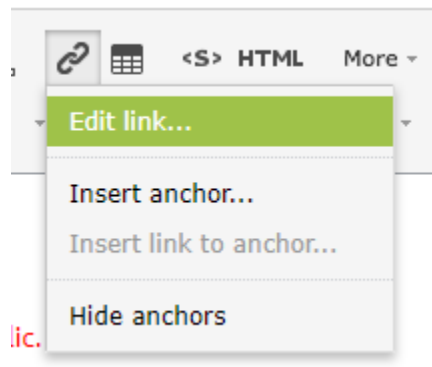
email address.

email: mailto:xxxxxx@comcast.net

Then, in the tools section under the 'Description' section, locate the 'Link' tool button:

Click on the 'Link' button and left-click on 'Edit Link':

Replace the sample email address with your email address:

Then left-click the 'Apply changes' button at the bottom of the screen.
Replace the phone number with your cell phone number.

20. In the 'Ride Route' section, if you don't want to include a ride link then delete this section. Otherwise, go to another browser window and copy the route URL for your route from RWGPS or Garmin to your clipboard (highlight the entire URL and press CTRL-C). Delete the sample link. Then use the 'Link' tool button you used in Step 19. Click on the 'Link' button and left-click on 'Edit Link':

Replace the sample URL with the URL for your ride:

Website/Email **Site page** **Event**

Website URL or email

https://ridewithgps.com/routes/29456772
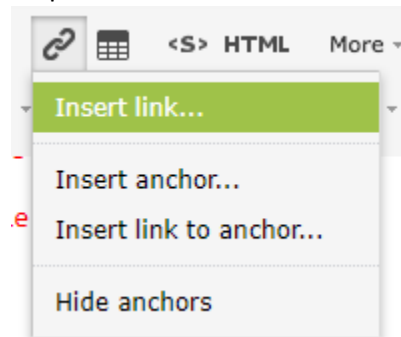
Website address (URL) e.g. www.example.com OR email
address e.g. john.doe@email.com

Left-click the 'Apply Changes' button at the bottom of the screen.

21. Delete or replace any of the remaining text in red in the Ride Description section.

22. Click 'Save' in the upper left section of the screen:

Save   Cancel

12/31/2019, 10:00

23. Next to 'Event details' left-click Emails:

Visible to: **Public**

Allow registration: ⬤ | Registration is enabled.

Event details   **Emails**   Registrants & Invitees

Basic information

24. Left-click 'Announcement 1'

Announcements
(to people not yet registered)

Announcement 1 – not set
RSVP requested

Send now   Schedule

25. Left-click 'Send now' and on the following screen ensure that 'All contacts' is selected, and press 'Send now' from that screen.

26. The 'good news' is that most of this only has to be done once. For subsequent rides that you lead, you can duplicate a previous ride and only change the Ride description, date and start location. Everything else can remain unchanged.