

## Twin Cities Cycling Club

### Instructions for Submitting Rides via the New Ride Scheduling System

TCBC has implemented a new Ride Scheduling System and, as a result, the process for submitting rides has changed. The new process is as follows:

- 1) Click on the following link to access the Ride Scheduling System:  
<http://www.biketcbc.net/mcalendar/add.asp?ID=2>  
The link is also available under “Leader stuff + docs” on the TCBC home page.
- 2) Using the drop down arrow, select the ride level (A, A/B, B, etc.) Note that the ride levels are color-coded (red for A, orange for A/B, green for B, etc.) The ride will appear in this color on the online schedule as well.
- 3) Complete the remaining fields. For ‘start date’ and ‘end date’, you can either use the drop down arrows or the calendar on the right-hand side. If your ride is a weekly ride, type in the appropriate ‘end date’ in the space provided and also indicate which day of the week the ride is scheduled to occur. If the ride is not a weekly ride, the end date should equal the start date.
- 4) Upon completing the form, click ‘Submit Ride’ in the lower left corner of the screen. You will receive a message on the screen as follows:

Thank You

Thank you, the event has been successfully suggested. It will *not* appear in the calendar view until it has been approved by a TCBC Schedule Coordinator.

[Click here to go back to the calendar.](#)

- 5) When your ride has been received by the Schedule Coordinator, you will receive the following email:

Subject: RE: Your Suggested Event

Dear <Your Name>, thank you for submitting the event: <Your Ride Name> MM/DD/YYYY HH:MM:SS AM to the TCBC event calendar.

- 6) Lastly, when your ride has been approved and posted to the schedule by the Schedule Coordinator, you will receive the following email:

Subject: RE: Your Approved Event

Dear <Your Name>, The event titled: <Your Ride Name> has been approved as of: MM/DD/YYYY HH:MM:SS AM and is now listed on the TCBC schedule.

- 7) To view your ride online, go to the calendar by clicking on “Schedule” on the TCBC home page. You can also go to the first email that you received from the Schedule Coordinator and click on “Click here to go back to the calendar.”

---

---

Notes:

- a) All rides need to be submitted using the formatter. The main objective of developing the new Ride Scheduling System was to reduce the workload of the Schedule Coordinator. To that end, please be sure to submit your rides using the system as opposed to sending the Schedule Coordinator an email asking him to post your ride for you.
- b) Only rides received four days (96 hours) prior to the proposed ride date/time will be posted. For example, if you want to lead a ride at 6 pm on April 15, you will need to submit your ride no later than 6 pm on April 11. This helps ensure adequate notification to members and consistency amongst all ride leaders, while keeping the Schedule Coordinator’s workload manageable and keeping him/her from being the ride police, a job not wanted by many, if any. ☺
- c) There will no longer be a distinction between regular rides and web rides. All rides will be considered regular rides, including rides posted after the newsletter deadline. The significance of the newsletter deadline relates to exactly that---rides submitted by that date will appear in the newsletter while rides received after that date will not appear in the newsletter and will appear in the online schedule only.
- d) A ‘proposed calendar’ will cease to exist. All rides, upon being posted, will go directly into the ‘live’ calendar. In essence, the ‘proposed calendar’ has really been replaced with the live calendar, which can be viewed by going to “Schedule” on the TCBC home page.
- e) For “Multiple-Level” Rides (for example, an “A/B 35 by Joe Q Leader” and a “B 25 by Lexy Q Leader”), each ride will need to be entered separately. This can be done easily by - after submitting the first ride, use the browser’s “Back” button, change the ride level, mileage and leader to the second ride details, then click ‘submit’ again.

For questions on posting a ride, please email [schedule@biketcbc.org](mailto:schedule@biketcbc.org). Thanks!

Here is a completed form for a “non-weekly” ride:

Ride Level:	<input type="text" value="C"/>
Ride Name:	<input type="text" value="Minnehaha Falls Out &amp; Back"/>
Leader(s) & Contact Info:	<input type="text" value="Herb Schultz, 952-941-4381, Cell @ ride 952-3345382, herbsch1-at-juno.com; Co-Leader Open"/>
Depart from:	<input type="text" value="Minnehaha Falls Parking Lot (North of Pavillion)"/>
Mileage:	<input type="text" value="20-25"/>
Your Name (for verification purposes):	<input type="text" value="Herb Schultz"/>
Your Email:	<input type="text" value="herbsch1@juno.com"/>
Start Time:	<input type="text" value="10"/> : <input type="text" value="15"/> <input type="text" value="AM"/>
Ride Description:	<input type="text" value="We'll bike on bike-route streets north via East River Rd, Raymond, Colo Ave and return via Summit Ave with rest/lunch stop en route"/>
Start Date:	Month <input type="text" value="05"/> Day <input type="text" value="05"/> Year <input type="text" value="2008"/>
End Date:	Month <input type="text" value="05"/> Day <input type="text" value="05"/> Year <input type="text" value="2008"/>
Repeat Every:	<input type="text" value="Sunday"/> <input type="text" value="Monday"/> <input type="text" value="Tuesday"/>
<small>Multiple selections: Hold down the Ctrl key while clicking.</small>	
<input type="button" value="Submit Ride"/>	

Here is a completed form for a “weekly” ride recurring on both Mon and Wed:

Ride Level:	<input type="text" value="B"/>
Ride Name:	<input type="text" value="SLP'ing Out"/>
Leader(s) & Contact Info:	<input type="text" value="Mike Beadles, 612-839-5406, mrbikey-at-gmail.com"/>
Depart from:	<input type="text" value="Erik's Bike Shop on Corner of Minnetonka Blvd and Texas Ave (between 100 &amp; 169) in St Louis Park. Meet the group furthest out from the front door in the parking lot"/>
Mileage:	<input type="text" value="20-25"/>
Your Name (for verification purposes):	<input type="text" value="Mike Beadles"/>
Your Email:	<input type="text" value="mrbikey@gmail.com"/>
Start Time:	<input type="text" value="6"/> : <input type="text" value="00"/> <input type="text" value="PM"/>
Ride Description:	<input type="text" value="We'll ride mostly on paved trails, painted bicycle lanes and/or low-traffic roads in the west metro area. My goal is to have a different map for each ride"/>
Start Date:	Month <input type="text" value="05"/> Day <input type="text" value="05"/> Year <input type="text" value="2008"/>
End Date:	Month <input type="text" value="05"/> Day <input type="text" value="28"/> Year <input type="text" value="2008"/>
Repeat Every:	<input type="text" value="Monday"/> <input type="text" value="Tuesday"/> <input type="text" value="Wednesday"/>
Multiple selections: Hold down the Ctrl key while clicking.	
<input type="button" value="Submit Ride"/>	