

Ride Sheet Submission

- When submitting ride sheets electronically they should be scanned (right side up) as either a jpeg or a pdf file and set to at least 300 dpi.
- Make sure the name of your ride matches EXACTLY what is posted on the calendar.
- Make sure that every rider has a distance marked
- Use a separate sign-in sheet for each level of ride. If your ride has both an A/B leader and distance and a B leader and distance, it counts as two rides (e.g. Dutch Treat and Bunker Hills & Beyond).
- Enter your name both as the leader and as a rider for mileage tracking.
- Encourage riders to print their name LEGIBLY. If you see a name that is difficult to read, try to clarify the name or number if possible.
- Submit legible Ride Reports promptly by scanning and emailing to ridestats@biketcbc.org or mail to –

Twin Cities Bicycling Club
P.O. Box 131086
Roseville, MN 55113

- If you cancel or reschedule a ride, notify riders on the message board (Reminder that IF you cancel on the message board, you still need to go to the ride start and no other leader can lead the ride for mileage credit that day).
- Please send notice of all cancelled and rescheduled rides to ridestats@biketcbc.org so the ride is accounted for.
- You will receive an email confirmation of your scanned ride from RideStats once it is entered in the system. Please allow several days for rides to be entered and acknowledged.
- When you submit a ride sheet electronically you can submit multiple ride sheets attached to the same email.
- If you have questions contact ridestats@biketcbc.org