



Mount Baker Bicycle Club

Website User Training

December 15, 2017

6pm

Roots Room, Community Food Co-Op, Cordata Store

presenter: Jennifer Longstaff news@mtbakerbikeclub.org

Topics Outline

1. Login and user profile
 - A. Check membership expiration date
 - B. Privacy and visibility to club members
 - C. Join groups with similar interests
 - D. Identify volunteering interests
2. Forums: online announcements discussion groups
 - A. Joining Forums
 - B. Configure Forums preferences
 - C. Reading and Posting to a Forum
3. Events Calendar
 - A. Reading Calendar details
 - B. Adding member rides
 - C. Editing your entries
4. Website and MBBC Club Administration
 - A. Types of Administrators

The Club Express Platform

The Mount Baker Bicycle Club (MBBC) ported its website and most of its administration to the Club Express platform at the beginning of 2017.

Club Express is an environment focused on the needs of multiple-member clubs such as ours. It provides a set of administrative tools intended to let members and club administrators keep all necessary data in one place and make maintenance and communication easier.

The MBBC has had feedback that people would like to find others of similar interests and riding abilities to go on rides together. Club Express now gives members the ability to reach out to others and communicate interests and ride preferences.

Features available in our Club Express setup are:

- Website with built-in pages as well as customizable ones
- Mobile app
- Mobile-friendly website
- Online calendar
- Discussion groups
- Events information registration
 - large events such as Chuckanut Classic, down to small such as signups for a ride
- Financial setup, credit cards online, transactions recording
- Membership signup, renewals, ongoing database
- Member common-interest groups
- Social network sharing
- Communications: email list, automatic emails, blogs
- Reporting for all configurations of data
- Customizable options for all of the above

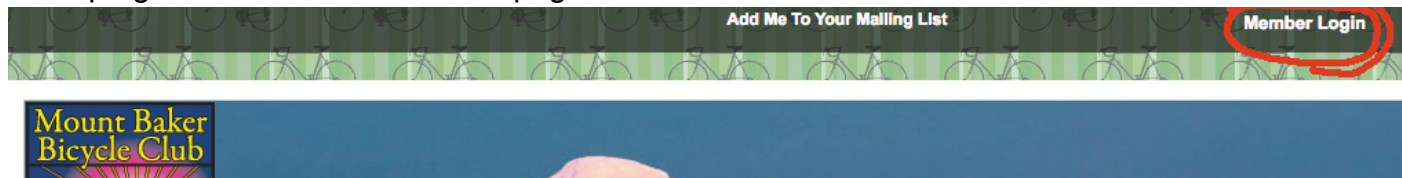
We're not yet taking advantage of many of the features available to us. This handout is intended to introduce our club members to some of our most asked-for features, and get members using more of the tools available from our website. As we make more use of the website, administrators can decide what additional features to configure and make available.

As with any feature-rich system, there are so many choices, menus, and selection options, it's often confusing and difficult to find what you're looking for. Club Express provides an 837-page systems and user manual (YIKES!) so instead of sending people off to look there, this handout should show enough basic information to get you started!

**note there are some Club Express behaviors that don't always make sense - likely due to Club Express adding features on top of existing ones and having issues with integration. I've found that it's usually possible to figure out how to do something, to hunt around for features in unlikely places, and to work around seeming inconsistencies! Even so, there are still bugs in the Club Express system, and I've filed several bug reports with them. Improvements and fixes will probably be forthcoming, but until then we figure out our own workarounds!*

1. Login and user profile - mtbakerbikeclub.org

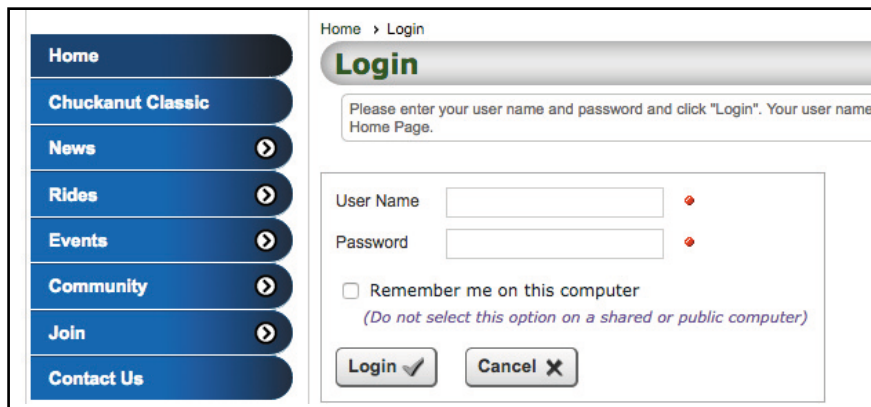
Step one: You must log in to your MBBC Member Account. All the features described in this handout are only available to club members who are signed in. Click the “Member Login” label at the top right-hand side of the home page:



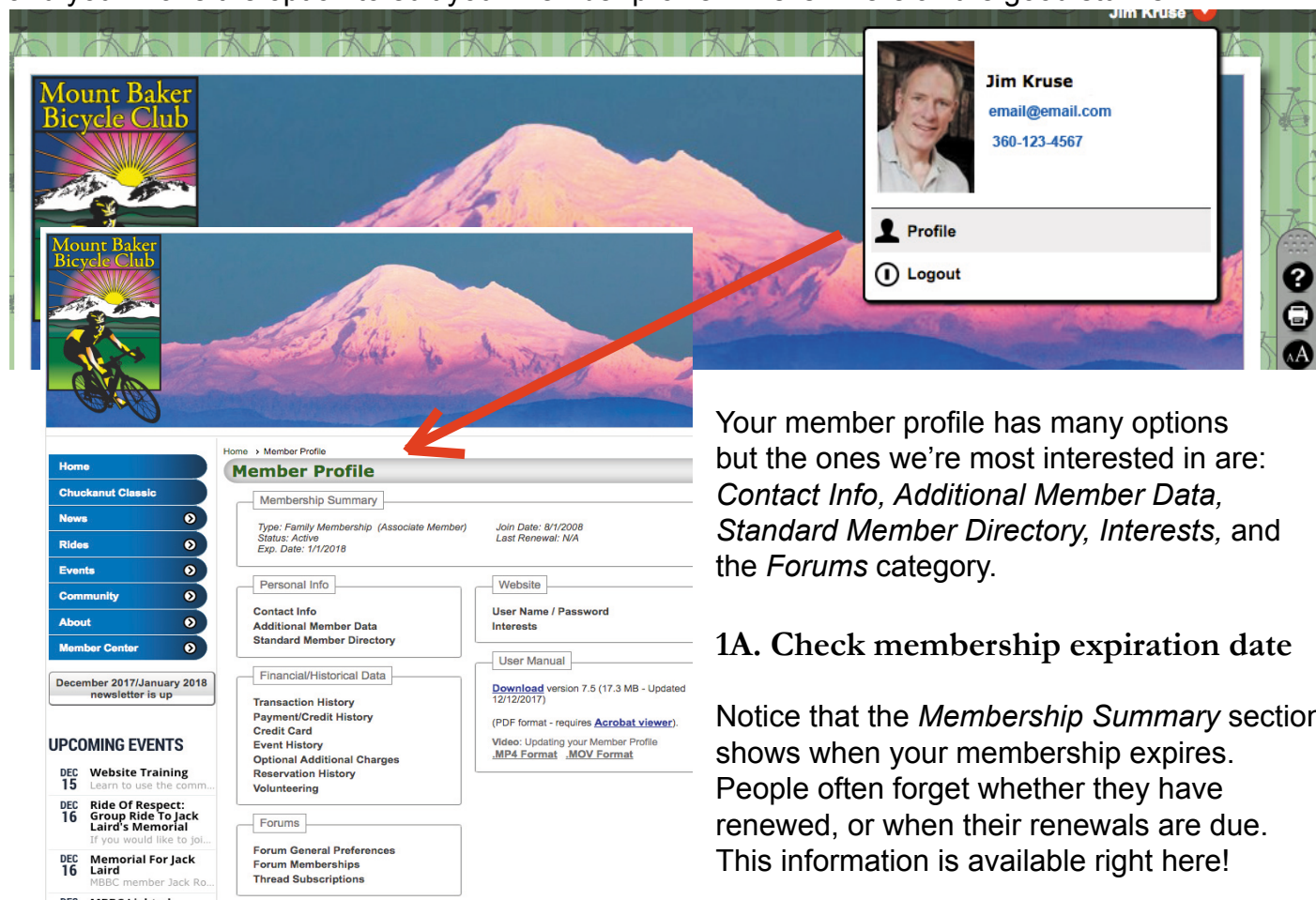
The Login dialog will appear.

Enter your user name and password. Both will have been assigned when you first joined the club and your member account was set up.

When you log in, you'll notice that the home page menu on the left side will change from the public menu to the Member's menu.



Now that you're logged in, the “Member Login” label is replaced by your name. Click on your name and you'll have the option to edit your member profile. This is where all the good stuff is!



Jim Kruse
email@email.com
360-123-4567

Profile
Logout

Member Profile

Membership Summary

Type: Family Membership (Associate Member) Join Date: 8/1/2008
Status: Active Exp. Date: 1/1/2018 Last Renewal: N/A

Personal Info

Contact Info
Additional Member Data
Standard Member Directory

Website

User Name / Password
Interests

Financial/Historical Data

Transaction History
Payment/Credit History
Credit Card
Event History
Optional Additional Charges
Reservation History
Volunteering

Forums

Forum General Preferences
Forum Memberships
Thread Subscriptions

December 2017/January 2018 newsletter is up

UPCOMING EVENTS

DEC 15 Website Training
Learn to use the comm...

DEC 16 Ride Of Respect: Group Ride To Jack Laird's Memorial
If you would like to joi...

DEC 16 Memorial For Jack Laird
Public member Jack Ro...

Your member profile has many options but the ones we're most interested in are: *Contact Info, Additional Member Data, Standard Member Directory, Interests, and the Forums category.*

1A. Check membership expiration date

Notice that the *Membership Summary* section shows when your membership expires. People often forget whether they have renewed, or when their renewals are due. This information is available right here!

User profile

The *Contact Info* screen contains the information you provided when you became a member: name, address, email, phone, etc. If any of this information changes, you can update it on this screen.

1B. Privacy and visibility to club members

None of your information is available to the public. And not all of it is available to other club members. You can determine exactly what is visible to club members from the privacy menu on the *Standard Member Directory* screen.

The screenshot shows the 'Standard Member Directory' screen. A dropdown menu is open, displaying various visibility options. The options are:

- Show all information
- Show all information, except email
- Show name, city, state, bio, email, phone and work info; no address
- Show name, city, state, bio, email and phone; no address or work info
- Show name, city, state, bio and email; no address, work info or phone
- Show name, city, state and bio only; no contact information
- ☒ Show name, city and state only; no bio or contact information
- Do not list me in the directory

The 'Social Networking' section is also visible, with fields for LinkedIn, Twitter, and Facebook URLs.

The default setting allows other members to see only your name, city and state. If you don't even want anyone to see that, you can choose to be completely invisible to other members via the *Do not list me in the directory* selection.

But hopefully you'll choose to show a bit of contact information so that others in the club can reach out to you for ride invites and to share other common interests. There is an option to share email address but not phone or street address, and other choices allow sharing even more. You must change this option for any club members to be able to contact you. Even if you've listed email address, bio information, etc. none of that will be visible to others unless you choose one of these menu options from this screen. Remember, this is only visible to club members!

The *Standard Member Directory* screen also lets you fill in any social contact information you'd like to share, such as LinkedIn profile, Twitter name, and Facebook account. There's also a section for you to write up a bio to share, as well as a spot to upload your photo.

The screenshot shows the 'Contact Information' screen. The fields are organized into sections:

- General Information:** Member Number (419), Salutation (Select), First Name (Jim), Middle Initial (A), Last Name (ClubMember).
- Primary Address:** Address Line 1 (1234 MyStreet Avenue), Address Line 2, City (Bellingham), State/Province (Washington), Zip/Postal Code (98229).
- Other Contacts:** Cell Phone, Fax, Email Address (ClubMember@me.com), Website.

There are also dropdown menus for Country (UNITED STATES) and a 'Show All Countries' link.

1C. Join groups with similar interests

The *Interests* screen is launched by clicking from the box called *Website*.

Check the type of riding (you can check more than one) that you'd like to identify yourself as being interested in. Your name will now appear in that category and others will be able to contact you if they're putting together this kind of ride.

Currently this is the only set of Interests listed, but a website administrator can add any category and any set of choices. If you'd like some new Interests added for club members to flag, contact Jennifer or another website administrator.

Interests

Select the Interests in which you would like to participate.

X Uncheck All

Type of Riding

If you would like to connect with other club members to go on rides, indicate the type of riding you like to do. You may select any number of interests in this category

- ☐ Race-Pace road rides
20+ mph, pacelines, race and speed training
- ☐ Moderate speed road rides
14-18 mph, road rides, 20-60+ miles.
- ☐ Serious road rides, slow speeds
Average speed 10-12 mph, but goal of longer rides, 20-60 miles or more.
- ☐ Slow casual, around town
Easy riding for shopping or coffee.
- ☐ Family Rides with Kids
Slow short rides, looking to find other families with kids learning to ride.
- ☐ MTB Rides, technical
MTB, difficult trails, long rides.
- ☐ Mountain and Trail rides, casual
MTB or XC bikes, off road trails. More casual, less technical.

1D. Identify volunteering interests

Additional Member Data

This page lists the Additional Member Data that you provided when you joined the organization. It provide better services to you. Required questions are indicated by an asterisk.

The Mount Baker Bicycle Club exists only because of its members stepping up to volunteer time to make activities happen. If you would like to volunteer, please indicate what interests you and we will be in touch!

- ☐ Chuckanut Classic
- ☐ Bike to Work & School Day
- ☐ Events Calendar
- ☐ Newsletter
- ☐ Sponsorship
- ☐ Website
- ☐ Ride Leader
- ☐ Education
- ☐ Board Member
- ☐ Special Events

Additional Member Data is launched by clicking it from the *Personal Info* box in your member profile.

This is our current list of volunteering needs within the club. This list changes occasionally, so if you're looking for current opportunities to help out the club, review this list and select items you're interested in helping with.

This list is available to website admins who can then pass along peoples' names when we're looking for volunteers for a specific event or task.

Viewing member profile data

To see other club members' shared information, the sub-menu *Membership Directory* can be chosen from under the *Member Center* menu.

Standard Member Directory

The Member Directory allows you to view other members. (Note that your own directory information can be updated by clicking on the "Edit" button next to your name. The system will display matching members. If no search value is specified, the system will display all members. If there are more than 24 matching items, use the Paging controls to see additional pages. Click the member's name for that member. (If a down arrow is not displayed when you move your mouse over the photo, that member has chosen to keep their name from being displayed on this list.)

Found 302 member(s). Click to search again

Katie Collins
Bellingham, WA

Jay Copp
Blaine, WA

Nathan Cranston
Everson, WA

UPCOMING EVENTS

DEC 15 Website Training
Learn to use the computer

From the directory screen, you can search by last name for a particular member, or you can scroll through the alphabetical list. You can view more information about members who have elected to share more than just name and city. Clicking on the member's name will bring up a member screen showing as much of their information as they would like to share. The following screen is of a member who has chosen to share "All information except email address."

Standard Member Directory

Basic Information

Location Bellingham, WA
Phone 360-360-1234
Mobile Phone 360-360-1234
Toll Free Phone
Fax
Address 12345 Highway Drive
Bellingham, WA 98229
USA

Personal Information

Additional Information

Would you like to Volunteer? Special Events

Biography

I love trying new things. My latest interests/goals include going hunting for the 1st time, doing a multiday kayak trip around the San Juans, and completing an Ironman event in the next 2 years. As part of that Ironman goal, I've taken up bicycling. Although I've been active most of my life, I haven't owned a bicycle for 10+years, so I consider myself about as new as they come. I'm excited to meet & learn all that I can from MBBC members & hopefully can find a way to contribute back to the club.

Interests ^

Moderate speed road rides

Serious road rides, slow speeds

Viewing member interests

To see what interests are shared by other members, the sub-menu *Interests* can be chosen from under the *Member Center* menu.

The list of interests (that were available for selection as shown on page 5) is displayed, as well as the number of members who have chosen that interest.

If you click on View Members for a particular interest, you'll see a list of those members. For example, the list of *Serious road rides, slow speeds* members is below:



Home > Interests

Interests

This is a list of interest categories and the interests within each category. Click on an interest to learn more about that item. You also see the members who have declared that interest, with a link to their member directory entry. Click the info link icon for information about the interest group.

Type of Riding

If you would like to connect with other club members to go on rides, indicate the type of riding you like to do.

Interest Category	Members
Race-Pace road rides	5
Serious road rides, slow speeds	18
Serious road rides, slow speeds	9










Serious road rides, slow speeds Members

This screen lists the members who have signed up for the interest. Click the member's name to view his or her directory entry. Click "Sign Me Up" to add yourself to the list, or "Remove Me" to remove yourself from the list.

Sign Me Up

Average speed 10-12 mph, but goal of longer rides, 20-60 miles or more.

Found 9 group member(s). Click to search

 Justin Blackburn Bellingham, WA	 Katie Collins Bellingham, WA
 Timothy S Graf-Henderson Custer, WA [redacted]@hotmail.com	 Jennifer Longstaff Bellingham, WA [redacted]@mtbakerbikeclub....
 Phred Morin Bellingham, WA	 Mark E Wheatley Bellingham, WA [redacted]@msn.com
 Joe Wiederhold Bellingham, WA	 Susan Willhoft Bellingham, WA [redacted]@yahoo.com
 Scott Wood Bellingham, WA	

This is an abridged list in the same format as the standard member directory (page 6).

You can search by last name for a particular member, or just scroll through the list. And for those members who have made their contact information available, you can now contact them and ask them to join you on a ride!

2. Forums: online announcements discussion groups

Forums are a means for club members to have discussions on the club's website, and for administrators to post special announcements to everyone (on the website rather than via email).

Forum General Preferences
Select your preferences which apply to all discussion forums. Some of these settings can also be set individually on each forum.

Viewing Messages and Threads
Threads Per Page
Preferred Message View ☐ Threaded ☒ Flat
Msgs Per Page (Threaded)
Msgs Per Page (Flat)


Email Address
Use Email Address ☐ Primary Contact Email (kruse@longkruse.com)
☒ This Address
Allow Private Replies ☒ Allow forum members to send replies directly to me via email
☐ Check this box to apply the email address choice to all my forums

Message Delivery
Send Email ☒ Send Forum Messages To Me Via Email
NOTE: When this option is checked, you can control the sending of email for each forum individually from the "Forum Memberships" page. When un-checked, you will not receive emails from any of your forums, regardless of the individual settings.
Email Links ☐ Remove additional links and info text from my forum emails
NOTE: Forum emails include some identifying text and useful links after the message(s). Check this box if you wish to remove this text.
Email Format ☒ Plain text in the body of the email
☐ Rich formatting in the body of the email
Frequency ☒ Immediately
☒ Daily Digest - Full Messages
☐ Daily Digest - Subjects Only
☐ Check this box to apply to all my forums

Authoring Messages
Preferred Text Editor ☒ Simple - Text Only ☐ Advanced - With Formatting Tools
Message Signature ☐ Attach the following signature to each message

200 characters max. Do not enter html text. Note that the signature is used only for messages created online, not posted via email.
0 of 200 characters used

☐ Check this box to apply the signature settings to all my forums

Identification
Forum Handle
Show Name ☒ Display my full name with my messages
Link to Bio ☐ Display a link to my directory listing (bio) with my messages
Show Location ☐ Display my location with my messages
Location:
Local Time Offset The current server date & time is 12/14/2017 4:20 PM.
Specify your offset time in hours (+/-).
Show Picture ☒ Display this picture with my messages


To use the website's Forum features, you must first set your Forums default preferences and join the Forums that you're interested in. All the setup screens are launched from your member profile, under the *Forums* box.

Forums

Forum General Preferences
Forum Memberships
Thread Subscriptions

Forum General Preferences launches a large configuration dialog (left). These are your default preferences for all Forums, and contain options for number of messages to view in a single view, threaded vs flat display, whether to receive Forum messages via email and how often to have the email delivered, and how you wish to appear when authoring messages. You can even set a new picture to be displayed with any Forum messages you post.

2A. Joining Forums

Forum Memberships launches another screen that lists the Forums currently available to join. At the time of this handout, Forums haven't really taken off so there are only three! Site admins can add more at any time, and make them private to a set group of members, or available to all members. (An example of a private forum might be one just for ride leaders, or just for board members.) What new forums would you like our admins to add?

Forum Memberships

This page lists all the forums you belong to, along with an 'Edit' icon to modify your forum settings, and a 'Quit' icon to resign from optional forums. There is also a list of optional forums you may join if you wish. You can set preference for all forums at once on your [general preferences page](#)

Resume Forum Emails Click this button to resume emails for your forums, based on your individual forum settings.

Automatic Forums

You are a member of these forums automatically based on your activity in Mount Baker Bicycle Club (for example, because you are a member of an interest group or based on your member type or chapter membership). You can remove interest group- or committee-based membership from the interest group or by resigning from the committee. You can also turn off emails from these forums if you wish. You can set your preferences for each forum.

Special announcements > Special announcements *All Club Members*

Post messages on the [website](#) only
You have disabled emails from this forum
Read forum messages on the [website](#) only (this forum does not send emails)

Available Forums

These are other forums which are available to you to join. Click the 'Join' icon to join a forum.

Impromptu Ride Announcements > Post Rides

Add to this topic if you want to go on a ride and are looking for others to join you.

Legend

- Edit Forum Preferences
- Join Forum
- Quit Forum
- Bad Email Address

Edit Forum Preferences

Join This Forum

Everyone is automatically added to the Special Announcements forum. To change your preferences (away from the defaults) for this forum only, click on the edit pencil on the right.

To join other available forums, click on the green Join-Forum button at the right side of the screen.

Forum Preferences for Special announcements

Select the message delivery and message authoring options you prefer to use in conjunction with this forum. Click 'Reset to Default' to use your preferences. Click 'Save' when finished.

Email Address

This forum does not support email communications.

Allow Private Replies ☒ Allow forum members to send replies directly to me via email
NOTE: Turning off this setting means the other forum members will not be able to reply directly to you - their replies will be posted to the forum for all to read.

Authoring Messages

Forum Handle

Message Signature ☒ Attach the following signature to each message

200 characters max. Do not enter html text. Note that the signature is used only for messages created online, not posted via email.
24 of 200 characters used

Identification

Show Name ☒ Display my name with my messages

Link to Bio ☐ Display a link to my directory listing (bio) with my messages

Show Location ☐ Display my location with my messages

Show Picture ☐ Display my picture with my messages

2B. Configure Forum Preferences for a particular forum only.

The dialog at left is an example of setting preferences for one particular forum (in this case, the *Special announcements* forum). Default preferences (page 8) are in effect unless overridden by new preferences set here, but only for the *Special announcements* forum.

2C. Reading and Posting to a Forum

Access the Forums through the *Member Center* menu. Choose the sub-menu *Forums*.

The screenshot shows the website's navigation menu on the left with 'Member Center' selected, revealing a sub-menu where 'Forums' is highlighted. The main content area is titled 'Forums' and features a search bar. Below this, there are two forum sections. The first is 'Impromptu Ride Announcements' with a description: 'Is the weather looking good? Do you have the day off? Do you want to do a ride? If you want to invite others to join you, this is where you can post it! Be sure to include meet-up time, start point, distance, and average speed.' It has a 'Post Rides' button and a table showing 0 threads and 0 posts. The second section is 'Special announcements' with a description: 'Special announcements forum for making special club-related announcements, i.e. ride announcements, reminders, safety issues and more'. It also shows 0 threads and 0 posts. At the bottom left, there is an 'UPCOMING EVENTS' section with a date 'DEC 15' and the event 'Website Training'.

The *Forums* view shows all forums that are available for you to read. Since everyone is automatically a member of *Special announcements*, you can also post a message there. If you'd like to post a message to any others, return to your member profile and join that forum, then all the message-post tools will be available to you.

Choose a forum, then click the *Start New Thread* option to start up a new message topic (a *thread*) - in this case here's what you'll see when starting a new thread of messages under *Special announcements*.

You can also respond to an existing message after reading it. A *Reply* button is shown by each message when you're a member of that forum.

If you haven't set up your forum preferences to receive messages via email, you'll have to check back on the *Forums* web page to see if there's anything new posted.

The screenshot shows the 'Post Message' form within the 'Special announcements' forum. At the top, there's a breadcrumb trail: 'Home > Forums > Special announcements'. The forum title 'Special announcements' is displayed in a green box. Below it, a message explains that this is a list of threads and provides instructions on how to sort them by 'Subject' or 'Last Post'. There are buttons for 'Start New Thread' and 'My Forum Preferences'. A search bar is labeled 'Search This Forum'. Below the search bar, there's a 'Go To Forum:' dropdown menu set to 'Special announcements'. A table header shows 'Started By', 'Subject', 'Posts', 'Views', and 'Last Post'. The table currently shows 'No threads in this forum.' The 'Post Message' form itself has a text area for the message, a 'Subject' field with the placeholder 'New Subject - will start a new thread', a 'Message Icon' dropdown menu set to 'Note', and a 'Type your information here!' section. At the bottom, there are 'Post Message' and 'Cancel' buttons.

3. Event Calendar

The *Event Calendar* on the MBBC website is a great resource for posting and looking for rides and events. Site admins as well as members can add items to the calendar, and they will then be posted on the left side of each web page on the site, starting 3 weeks before their event date.

To view the calendar, click on the sub-menu choice *Event Calendar*, under the main menu for *Rides* or for *Events*. The calendar will appear either as a grid view or a list view - you have the option to change the display.

The screenshot shows the MBBC website's navigation menu on the left, with 'Event Calendar' selected under the 'Rides' menu. The main content area is titled 'Events - Month View' and displays a calendar for December 2017. A sidebar on the left lists 'UPCOMING EVENTS' with dates and event names. The main calendar area shows a list of events for each day, including 'Rabbit Ride', 'Wednesday Trail Ride', and 'Monthly Recumbent Ride'. Navigation buttons for 'Previous', 'December, 2017', and 'Next' are visible. An 'Add QuickEvent' button is also present.

3A. Reading Calendar details

To see the details of any event, click on the event name, either from the calendar view, or from the left column *Upcoming Events* list.

B. Adding member rides

All members have the ability to add their own short events. To get started, click *Add QuickEvent* above the calendar.

The screenshot shows the MBBC website's 'Events - Grid View' for December 2017. The interface includes a 'Switch to List View' button and an 'Add QuickEvent' button (circled in red). The calendar grid displays events for each day, with some events highlighted in yellow. The 'Add QuickEvent' button is located at the top right of the calendar grid.

3B. Adding member rides (continued)

The QuickEvent dialog opens, showing the fields you need to fill out before posting your ride. At this time, the only category that members are allowed to choose is Member-Posted Rides. If members would also like to post in other categories, such as Gatherings (maybe you just want to invite friends out for beers!) the admins can add more categories to the QuickEvent menu.

The image below shows a filled-out QuickEvent page, ready to be submitted.

Create QuickEvent

Use this screen to create your QuickEvent, including its title and visibility, date and time, and whether or not it requires registration. Once to add it to the calendar of events. You will be able to edit it later from the event details page.

Basic Info

Title

Short Description

0 of 250 characters used

Used for the vCalendar description and as a tooltip in the Calendar

Category

Visibility

Contact Person Longstaff, Jennifer (200) [Select](#) [Remove](#)

Show Email? ☒ No
☐ Everyone
☐ Members Only

Show Phone? ☒ No
☐ Everyone
☐ Members Only

Notify on Registration ☐

Event Date/Time From

Registration

Registration

Maximum Guests

(If guests are allowed)

Location

Location

Address

City

State/Province

Zip/Postal Code

Country [Show All Countries](#)

Metro Area

Show Map Link ☐

Location Phone

Location Website [Select](#)

Create QuickEvent

Use this screen to create your QuickEvent, including its title and visibility, date and time, and whether or not it requires registration. Or to add it to the calendar of events. You will be able to edit it later from the event details page.

Basic Info

Title

Short Description

127 of 250 characters used

Used for the vCalendar description and as a tooltip in the Calendar

Category

Visibility

Contact Person Longstaff, Jennifer (200) [Select](#) [Remove](#)

Show Email? ☐ No
☐ Everyone
☒ Members Only

Show Phone? ☒ No
☐ Everyone
☐ Members Only

Notify on Registration ☐

Event Date/Time From To

Registration

Registration

Maximum Guests

(If guests are allowed)

Location

Location

Address

City

State/Province

Zip/Postal Code

Country [Show All Countries](#)

Metro Area

Show Map Link ☒

Location Phone

Location Website [Pizzazza webpage](#) [Select](#) [Remove](#)

[Save](#) [Cancel](#)

3B. Adding member rides (continued)

Create QuickEvent

Use this screen to create your QuickEvent, including its title and visibility, date and time, and whether or not it requires registration. Or to add it to the calendar of events. You will be able to edit it later from the event details page.

Basic Info

TitleJennifer's ride to Lighted Ride Start

Short DescriptionMeet me in Fairhaven to ride to the start of the Lighted Neighborhoods Ride. Light your bike and bundle up (also: raingear-up!)
127 of 250 characters used

Used for the vCalendar description and as a tooltip in the Calendar

CategoryMember-posted Rides

VisibilityVisible to members only

Contact PersonLongstaff, Jennifer (200) [Select](#) [Remove](#)

Show Email?

☐ No

☐ Everyone

☒ Members Only

Show Phone?

☒ No

☐ Everyone

☐ Members Only

Notify on Registration☐

Event Date/Time12/20/2017From5:15 PMTo6:00 PM

Registration

RegistrationNot Required

Maximum Guests1000
(If guests are allowed)

Location

LocationLet's meet at Pizzazza Fairhaven

Address1501 12th Steet

CityBellingham

State/ProvinceWashington

Zip/Postal Code98225

CountryUNITED STATES [Show All Countries](#)

Metro Area< Not Specified >

Show Map Link☒

Location Phone

Location WebsitePizzazza webpage [Select](#) [Remove](#)

Save ✓

Cancel ✕

Required fields when setting up a calendar entry are:

Title - make it short but descriptive. This appears on the calendar and on the left side of all pages on the website.

Description - you have 250 characters to describe the event.

Visibility - do you only want club members to see this on the calendar, or anyone who's viewing the site?

Contact person - if you're creating the event, the default name here will be **YOURS**. You can choose whether to show your contact information - email/phone - to no one, members only, or to anyone viewing the site.

Start and end date/time - (obvious!)

Registration section - we're not utilizing the registration/signup mechanism for calendar events yet. So make sure you choose *Not Required* for registration (and choose some arbitrary number for *Maximum Guests*).

Start location - even though the *Location* box is pretty large, Club Express only allows about 30 characters to show up on the event details (bug!) so keep your location name short.

Add the street address and check **Show Map Link** if you want the location to appear on a map for people to find your ride. If you're starting at some obscure trailhead, there may not be an obvious street address that will show the correct location on the map, so if that's the case, you'll have to use some of your *Short Description* field to explain where to start!

Location Phone and *Location Website* are optional.

3B. Adding member rides (continued)

After adding your event, it will appear on the calendar and then (after a few minutes) also appear on the left side of the website, under the *Member-Posted Rides* category.

Home
Chuckanut Classic
News >
Rides >
Events >
Community >
About >
Member Center >

December 2017/January 2018 newsletter is up

UPCOMING EVENTS

- DEC 15** Website Training
Learn to use the comm...
- DEC 16** Ride Of Respect: Group Ride To Jack Laird's Memorial
If you would like to joi...
- DEC 16** Memorial For Jack Laird
MBBC member Jack Ro...
- DEC 20** MBBC Lighted Neighborhoods Ride
MBBC casual nighttime...
- JAN 1** New Year's Day Ride
Start the new year off ...

MEMBER-POSTED RIDES

- DEC 20** Jennifer's Ride To Lighted Ride Start
Meet me in Fairhaven...

Events - Grid View

The event calendar shows upcoming club events. Select a view then use the navigation buttons to move between dates. Click on the event to view more information, including the event description, times, location, fees and any rules regarding attendance; you can also register for events from this screen. Click on the magnifying glass on the toolbar to see search and filter options.

Switch to List View Add QuickEvent Today Legend

Nov	December 2017						Jan
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
26 Rabbit Ride	27	28	29 Wednesday Trail Ride	30	1	2 Cascade Cross Race - Lutherwood	
3 Rabbit Ride	4	5	6 Wednesday Trail Ride	7	8	9 Monthly Recumbent Ride	
10 Rabbit Ride	11	12	13 Wednesday Trail Ride	14	15 Website Training	16 Donut Ride	
						Ride Of Respect: Group Ride To Jack Laird's Memorial	
						Memorial For Jack Laird	
17 Rabbit Ride	18	19	20 Jennifer's Ride To Lighted Ride Start	21	22	23 Donut Ride	
			MBBC Lighted Neighborhoods Ride				
			Wednesday Trail Ride				
24 Rabbit Ride	25	26	27 Wednesday Trail Ride	28	29	30 Donut Ride	

3C. Editing your entry

After posting your event, open it up from the calendar and make sure everything looks correct. If you need to make changes, click on the pencil icon on the right to edit the event. You can only edit the event if you're logged into the site and if you created the event. Site Admins can edit any event.

You can also cancel an event after you have posted it, but note that cancelled events still appear on the calendar (with the word "Cancelled" next to them). This is so people can check back and see that there was an event at one time and it has been cancelled - so they don't think they were imagining things when they read the calendar in the first place!

4. Website and MBBC Club Admin

We currently have a main website administrator, and a few sub-admins. We can customize the levels of administrative permissions different people have, therefore creating different groups of admins for different parts of the website and the club.

4A: Types of administrators

Membership:

Add new members and renew memberships for people who mail in a check

Monitor end-of-year renewal dates and open renewal web page a month before the end of the year

Generate reports showing current list of members when needed (for member-only events, for other clubs to give our members a discount on rides, etc)

Forums:

Add new forum topics and categories when requested

Monitor traffic on forums, ensure all forum content is civil.

Receive any concerns or complaints about uncivil behavior on the forums and deal with it

Calendar:

Find new events and add them to the calendar. For example: weekly rides, weekly ride schedule changes, special rides, out-of-area rides, local meetings and gatherings

Edit existing calendar entries if necessary to clarify information, correct dates and times, etc.

Add new categories to list of possible calendar events

Update calendar entries when new information comes in (see below “events content”)

Events web page content:

Update details on our website list and description of yearly rides and events each year as new plans are finalized

Add new special events to website, including photos, graphics, and formatting on web pages

Rides and Routes web page content:

Create PDF files of popular local routes (using RideWithGPS and cue sheets), add the files to the website database and create description and add rides and routes to website.

Finances:

Our club treasurer is currently the administrator of the financial data, much of which is accessible through our Club Express interface. She may need some additional help at certain times of the year.

Ride With GPS Administrator:

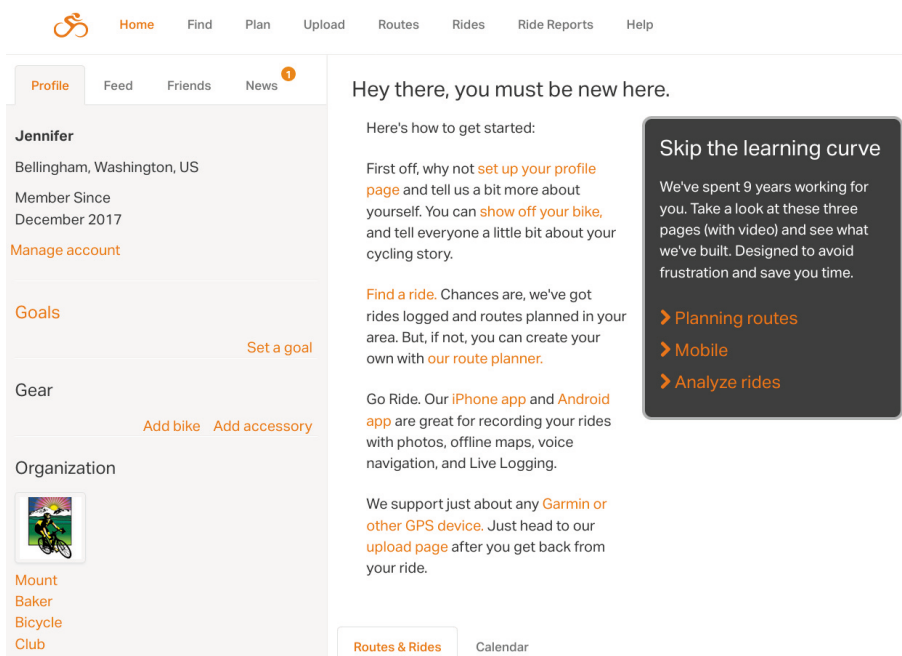
Manage routes on the club RideWithGPS routes library. Clean up out of date ones, make rides public if we're also promoting them on our website.

Approve members to join the club account, upgrade people to Route Manager if they need to use route-editing capabilities.

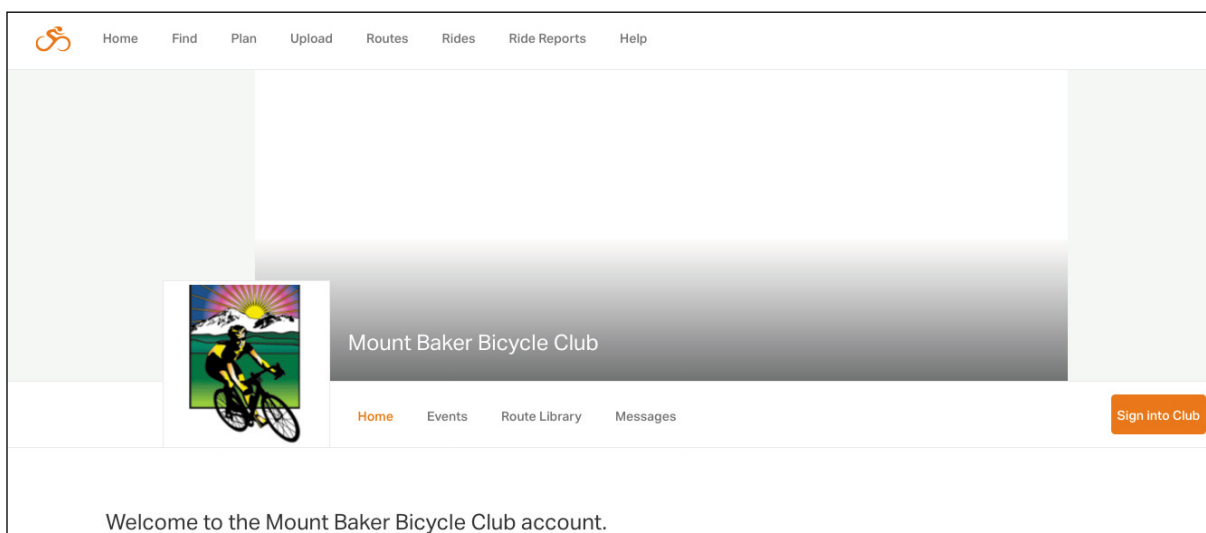
5. Intro to Ride With GPS Club Account

When joining the club Ride With GPS account, you'll be given a URL to link to the MBBC. Using that specific MBBC location, you'll set up your own account (make your own login, password) and log in.

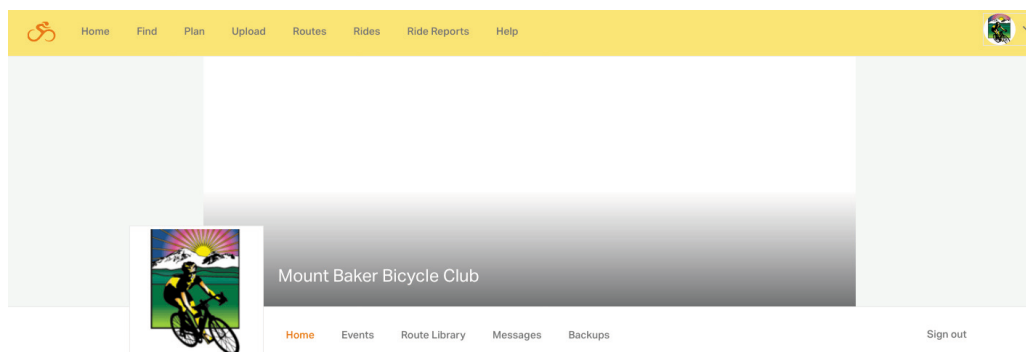
You'll end up on a page like this: You can set up your own profile, and you might want to take some time to read or view some of the Ride With GPS educational material about setting up routes. Ride With GPS has LOTS of helpful videos and instructions online. You'll be using them the more you use their tools.



After setting up your personal account, click on the MBBC logo under *Organization*.



Now you're on the MBBC homepage. But you're not there yet - click on the "Sign into Club" orange button on the right. When the header turns yellow and the MBBC logo shows up on the top right, you're there!



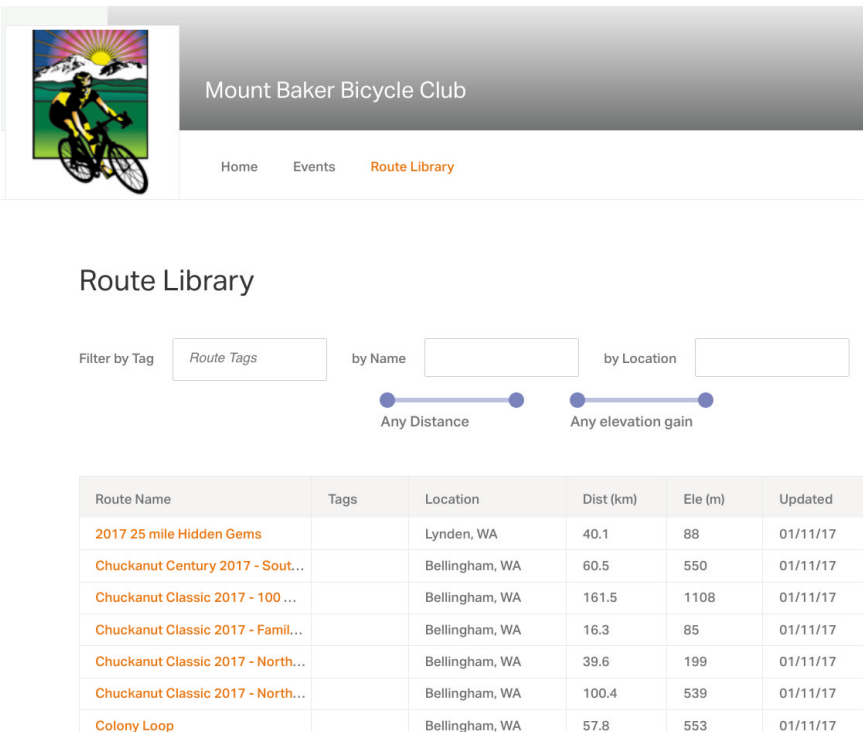
5. Intro to Ride With GPS Club Account (continued)

You can look at the existing set of routes by clicking *Route Library* from the menu bar. (Note that in Ride With GPS terminology a *Route* is a route map, and a *Ride* is a recording of a ride you have done. For our purposes, we are just talking about *Routes* and maps. But feel free to explore the Ride features too!)

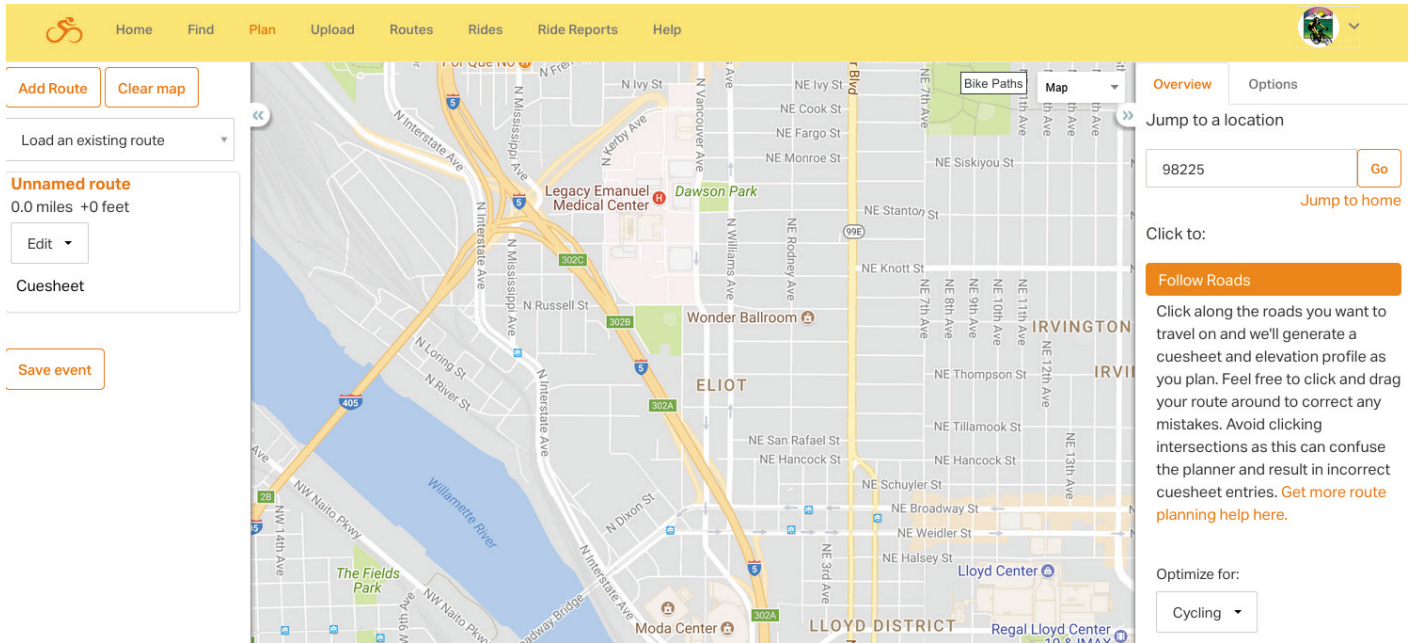
Existing routes have maps, elevation profiles, cue sheets, and in some cases additional points of interest and notes added. You can find local routes and even routes people have used when riding out of town.

(Our club's library of routes needs a little more organization; we hope to get to that one of these days!)

To enter your own route, return to the Home page (*Home* on the menu bar). Then click on the *Plan* selection on the menu bar. You are now *Planning* a new route.



Route Name	Tags	Location	Dist (km)	Ele (m)	Updated
2017 25 mile Hidden Gems		Lynden, WA	40.1	88	01/11/17
Chuckanut Century 2017 - Sout...		Bellingham, WA	60.5	550	01/11/17
Chuckanut Classic 2017 - 100 ...		Bellingham, WA	161.5	1108	01/11/17
Chuckanut Classic 2017 - Famil...		Bellingham, WA	16.3	85	01/11/17
Chuckanut Classic 2017 - North...		Bellingham, WA	39.6	199	01/11/17
Chuckanut Classic 2017 - North...		Bellingham, WA	100.4	539	01/11/17
Colony Loop		Bellingham, WA	57.8	553	01/11/17



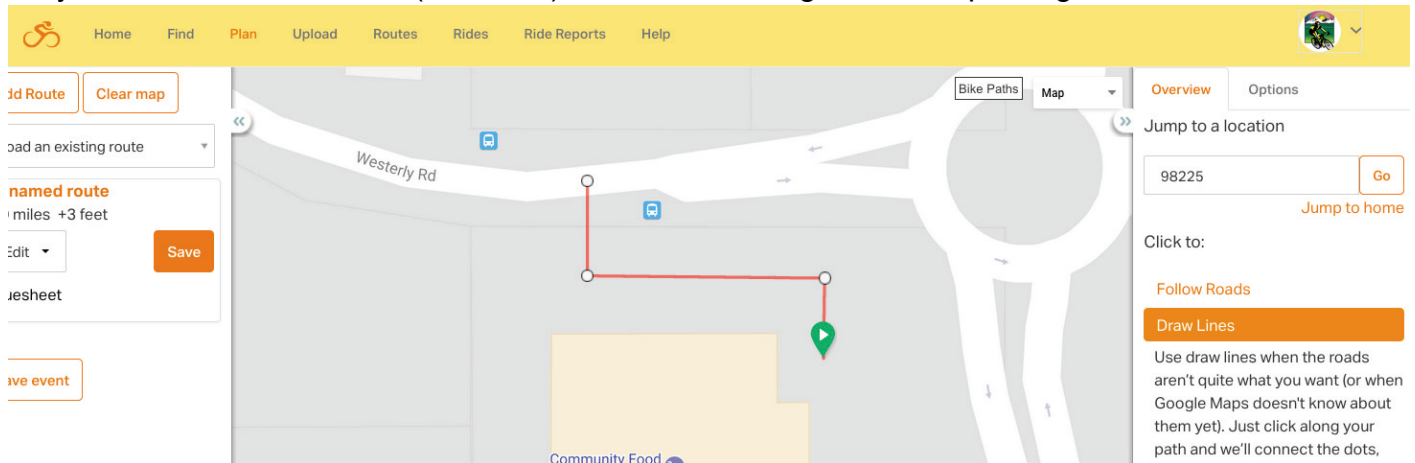
Depending on the MBBC default settings, you might initially be taken to a default location. Since Ride With GPS is out of Portland, the default route start is Portland. To go to Bellingham (or elsewhere), fill in a zip code in "Jump to a Location." If I enter 98225 in the top right, the map re-centers on Bellingham.

5. Intro to Ride With GPS Club Account (continued)

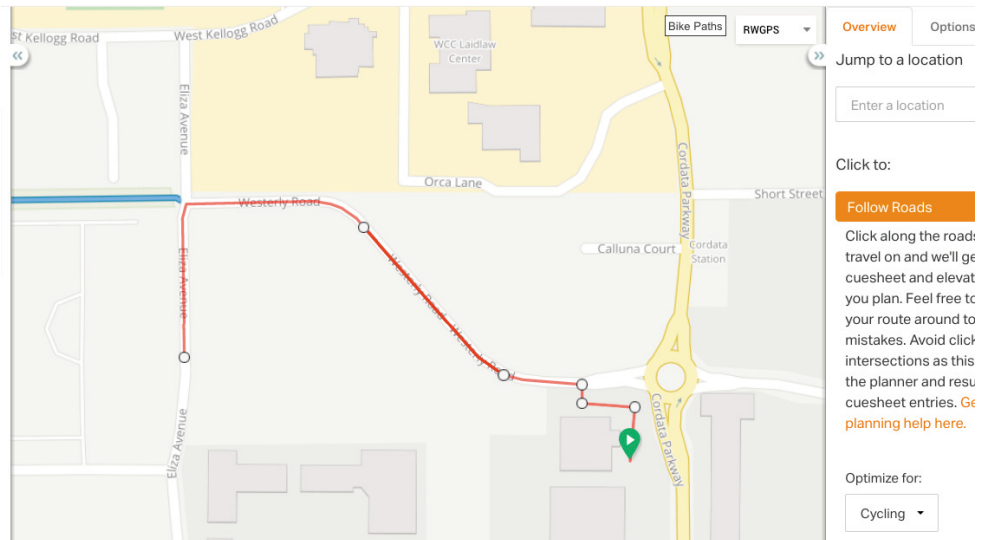
Now looking at Bellingham, I can zoom in, and pan to our current location at the Co-Op. Ride With GPS uses Google Maps and the same pan/zoom/street-view tools that you're familiar with if you use Google Maps.

At this point, the best way to learn the mapping software is to play around with it, read some of the documentation about route editing, and get used to it. Here are a few introductory tips:

- The first place you click on the map is your start location. A green marker appears.
- The next place you click is the next point on your route. If your next location is on a road, the default *Follow Roads* will take its best guess as to what's the best road to take.
- If the next place isn't on a road, choose *Draw Lines* and your map will draw a straight line on your route. This is useful (as below) since we're riding out of the parking lot.



- Once on the road, switch the instructions to *Follow Roads*. Zoom out and click on an intermediate spot up the road along your route.
- If you make a routing mistake, there's an *Undo* button right below the map window.
- You'll notice that as your route gets longer, the elevation profile will start to appear in the window below the map. You can choose to hide and re-open the elevation profile any time.
- You'll also see the cue sheet being created on the left, with a new instruction every time there is a turn on the route.



5. Intro to Ride With GPS Club Account (continued)

Save your route often as you're editing. The Save button is on the left, above the cue sheet. When you save the first time, you'll be asked to name your route. After that, you can continue saving to the same route.

You can continue editing after every save, or change to View mode when you're ready to print.

HomeFindPlanUploadRoutesRidesRide ReportsHelp

Add RouteClear map

Load an existing route

Jennifer Test Route 2
9.3 miles +203 feet

EditSave

Cuesheet
Turn right onto Eliza Ave 0.3 mi

Successfully saved your route!
View your route here
or click "Close" to continue mapping using what you have already drawn.
Close

HomeFindPlanUploadRoutesRidesRide ReportsHelp

SegmentsCuesheet

Cue SheetPrint PDF

Turn right onto Eliza Ave0.3 mi

Turn left onto W Kellogg Rd0.4 mi

Turn left onto June Rd0.6 mi

Turn right onto Aldrich Rd1.0 mi

Turn left onto W Smith Rd4.0 mi

Turn left onto Northwest Dr5.0 mi

Turn left onto W Bakerview Rd8.4 mi

Turn left onto Cordata Pkwy9.2 mi

At the traffic circle, take the 3rd exit onto Westerly Rd9.3 mi

MapBike Paths

Map data ©2017 Google Terms of Use Report a map error

elegrade

9.4 mi +206 ft / -207 ft

distance in miles

View of a completed route - map, cues, and elevation.

Click *Print PDF* to create a ride-ready route to share or print or put up on a website.

5. Intro to Ride With GPS Club Account (continued)

The web page for “Print Options” is pretty spectacular (in other words, large). You have a few choices for formatting your printed route. Experiment with size of the route, arrangement of pages for the cues, and generate a PDF file to see how it looks.

This is just an intro to the features of Ride With GPS. Hopefully it's enough to get you started!

HomeFindPlanUploadRoutesRidesRide ReportsHelp

General Options

Page Size

US Letter

Units

standard ft/mi

Include Map?

Yes

Include Cuesheet?

Yes

PDF Title

Jennifer Test Route 2

Footer

☐ Include club logo

☐ Allow participants to download official PDF directly from event and route page

Map Options

Orientation

landscape

☒ Include elevation profile?

☐ Override elevation scale

☐ Include Description

☐ Show coordinate grid on map

☐ Overlay ordered cuesheet icons

☒ Show distance markers

Cuesheet Options

Orientation

portrait

Rows and Columns

2 x 2

Font size

12

☒ Abbreviate cues (Left => L, etc)

☒ Show cuesheet column labels

Check off which information columns the cuesheet contains. Drag & drop the columns to change the order they are displayed.

☒ Cuesheet number

☒ Distance from start

☒ Distance from last

☒ Label (left/right/road/etc)

☒ Notes

☒ Distance to next

Experimental!

This setting will let you include one map thumbnail per cuesheet cell in the resulting PDF. Meaning, if you have the default settings of 2 rows and 2 columns in the cuesheet, you will get 4 cells in a foldable cuesheet. If "Include maps in cuesheet" is checked, you will then get one cuesheet cell corresponding to one map image. You tune how many pages of cuesheets you want by setting the maximum width of each map image in meters. 1000 meters generates a decent compromise of number of pages vs relevance of maps. You may have to play with this a bit depending on if your ride is more rural instead of having close together cues.

☐ Include maps in cuesheet

1000

Maximum width of map image (meters)

Generate PDF

Hint: Pan and zoom the map to show more detail. We will use your viewport when we generate the PDF, as long as your viewport is more zoomed in than the route itself.

Note: Click "Generate PDF" to download the results. Generating your PDF takes up to 1 minute. When it is ready for download, your browser will either open it automatically, download it to your default location, or prompt you for a download location.

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December 15, 2017

Mount Baker Bicycle Club website user-features training