



## Adding a Ride

1. Log on to the web site: Use your email address and Password is your Membership

A screenshot of the BTCNJ website's login page. The header features the BTCNJ logo on the left and "Login" and "Join" buttons on the right. Below the header is a navigation menu with links for "Home", "Merchandise", "About Us", "Join", and "Links". A search bar is located to the right of the navigation menu. The main content area is titled "BTCNJ Members: Sign In to My BTCNJ" and contains a login form. The form has two input fields: "Your e-mail address (e.g., someone@aol.com)" with the value "heinschlag@msn.com" and a password field with four dots. Below the password field is a checkbox labeled "Save my e-mail address and password on this computer" which is unchecked. A "Sign in" button is at the bottom of the form.

2. On the left, you will see a yellow list of functions. Choose Ride Leader Functions:

- My BTCNJ Home
- View/Search Ride Schedule
- Masterlink Archive
- Membership News
- Upcoming BTCNJ Events
- Ride Leader Functions**
- Membership
- Ramapo Rally
- Polls
- North East Cycling Calendar
- Ride Leader Points
- My BTCNJ Administration
- Sign Out

You may also go directly to View/Search Ride Schedule to add a ride to a specific date.



3. Check that your start location is in the website. You can open the link for a list of start locations already loaded in the web site, or you can check the drop-down list for the start site.

### Add A Ride

FIRST, check that your start location is in the drop-down list. If not, go to 'Add a Start Location' to add it BEFORE entering your ride.

Include any limiting conditions you require within the ride description. For example, 'No go if less than 45 degrees'. Or 'No calls after 10pm'

**Start location** (required)  [View start location details](#) | [Add a new location](#)

**Date/time added** 6/16/2010, 9:41 am

**Date** (required)    [view calendar](#)

**Category** (required)

**Mileage** (required)

**Meet Time** (required)  :   am  pm

**Ride title** (required)

4. If you are using a start location not shown in the list, you must first add the new location from the Ride Leader Functions:

- My BTCNJ Home
- View/Search Ride Schedule
- Masterlink Archive
- Membership News
- Upcoming BTCNJ Events
- Ride Leader Functions
- Add A Ride
- Add Start Location**
- My Rides
- Show Leaders

### Add Start Location

**Starting Location Number** 0

**Starting Location** (required)

**Web Page Link**

**Directions**

Just add the starting location and any directions, then click Add Start Location.



5. To add a ride, click on Add a Ride:

**BTCNJ** Login Join

Rides Masterlink Merchandise About Us Join Links Search

My BTCNJ Home  
View/Search Ride Schedule  
Masterlink Archive  
Membership News  
Upcoming BTCNJ Events  
Ride Leader Functions  
**Add A Ride**  
Add Start Location  
My Rides  
Show Leaders

Membership  
Ramapo Rally  
Polls  
North East Cycling Calendar  
Ride Leader Points  
My BTCNJ Administration  
Sign Out

### Add A Ride

#### Policy

From March 15 to November 30, leaders can post new rides for Saturday, Sunday and holidays no less than three days in advance and, for Monday through Friday (non-holidays), no less than 24 hours in advance. Please include your cell phone number in the ride listing.

We strongly encourage you to include as much detailed information about the ride as possible, along with a "more defined target pace range" to give riders a better understanding of what to expect.

As a courtesy to all riders, do not change the key details of your ride (i.e. start time, pace, location, terrain) after you post it. Only change the start time if there's a legitimate weather-related reason.

**FIRST, check that your start location is in the drop-down list. If not, go to 'Add a Start Location' to add it BEFORE entering your ride. Include any limiting conditions you require within the ride description. For example, 'No go if less than 45 degrees'. Or 'No calls after 10pm'**

**Start location** (required)  [View start location details](#) | [Add a new location](#)

**Date/time added** 6/9/2010, 10:37 am

**Date**

You can choose the start location, date, ride category, and co-leader if needed, from the drop-down lists. Include in the Description any limiting conditions, for example, “No go if less than \_\_\_\_\_” or “No Calls After \_\_\_\_\_”. This is also where you describe the terrain (such as rolling to moderately hilly) Click Save Changes. \*\*Notes: When filling out mileage, just enter a number. Do not type the word “miles”, and no spaces. Only 1 category permitted per ride. Limit of 1 leader and 1 co-leader.

6. Once your ride is entered it can easily be edited for changes or modifications to ride details as needed by the leader without contacting the Rides Lieutenant or Captain unless after the Rides Editing deadline.



7. Choosing a cue sheet: You can add a cue sheet from the library to your ride: When entering or editing your ride, click on “add a cue sheet for a new cue sheet”, or “view/download cue sheet” for existing cue sheet in the library.

**Description**  
(optional)

xxxxxx

**Cue sheet**  
(optional)

24 miles, Glen Rock to Market Basket

[View/download cue sheets](#) | [Add a cue sheet](#)

Save Changes

When you choose view/download cue sheets, a list of cue sheets from your starting location comes up. Here are the cue sheets from Glen Rock starting point in this case:



(optional)

**Description**  
(optional)

xxxxx

**Cue sheet**  
(optional)

Choose a cue sheet...

- Choose a cue sheet...
- 10 miles, Second Sunday Ride
- 13 miles, Saddle River Circle
- 17 miles, Glen Rock to Fairlawn
- 19 miles, Glen Rock to Fairlawn
- 24 miles, Glen Rock to Market Basket
- 28 miles, Glen Rock to Ramsey Loop
- 28 miles, Glen Rock to Rockland - C Version
- 32 miles, Glen Rock to Rockland - C-star Version
- 34 miles, Glen Rock to Piermont/Nyack
- 40 miles, Western Bergen Loop
- 41 miles, West Nyack via Lake Nanuet
- 41 miles, Western Bergen - Rockland Loop
- 44 miles, Another Route to Nyack
- 44 miles, Glen Rock to Nyack
- 51 miles, Halloween Harvest Ride
- 52 miles, Labor Not
- 56 miles, Congers
- 56 miles, Lake Tour to Nyack
- 58 miles, Brazil Independence Day
- 60 miles, Destination Unknown
- 60 miles, Glen Rock - Mott Farm Rd
- 61 miles, Denville

8. If needed, you can email riders who signed up for your ride to notify them about changes in time or location for the ride: To do this, find your ride in the rides list, and click on "Sign Up For This Ride"

C\*    24 miles    9:00am    Glen Rock: Duck Pond ( Saddle River County Park )    Harriet Einschlag    201-796-1553    heinschlag@gmail.com Edit Del

"gr saunter to mb": xxxxx    [Cue Sheet](#)    [Sign Up Sheet](#)    [Sign Up For This Ride](#)

**Saturday, April 2, 2011**

Add a ride for this date.



The next screen will show 2 options at the bottom: Print Sign Up Sheet, and Email all Signed up Riders:

Sign Up For Ride

Status	<input type="text" value="Not Interested"/>
Comments	<input type="text"/>
Cell Phone Number	<input type="text" value="(201) 741 -0058"/>
Emergency Contact	<input type="text" value="Barbara Frank"/>
Emergency Phone Number	<input type="text" value="(201) 796 -8025"/>
<input type="button" value="Sign Me Up"/>	

[Print Sign Up Sheet](#) - [Email All Signed Up Riders](#)



## Closing a Ride

9. When the ride is completed, close the ride with the status: To do this, in Leader Functions, go to My Rides, click Edit:

### My Rides

#### Friday, April 1, 2011

C\* 24 miles 9:00am Glen Rock: Duck Pond ( Saddle River County Park ) Harriet Einschlag 201-796-1553 heinschlag@gmail.com Edit Del

"gr saunter to mb": xxxxx [Cue Sheet](#) [Sign Up Sheet](#) [Sign Up For This Ride](#)

#### Tuesday, March 1, 2011

C\* 40+/- miles 9:30am Demarest Railroad Station and Duck Pond Harriet Einschlag 201-796-1553 heinschlag@gmail.com [Edit](#)

"Demarest to Hudson River path of Nyack Beach State Park": Ride from Demarest to Haworth Reservoir and then onto Nyack Beach. We'll then go down the hill along the 0.5 mile path along the Hudson. Then we'll ride back to Nyack for lunch at Didier's. Return via different route back to Demarest pond. Route is generally flat except for two hills. Please call to confirm - 201-452-7264. If temperatures are expected to be well over 90F during ride - make sure to call. [Sign Up For This Ride](#)

[My rides for 2010](#)



Then scroll down to Ride Status and choose the outcome of your ride:

**Description**  
(optional)

Ride from Demarest to Haworth Reservoir and then onto Nyack Beach. We'll then go down the hill along the 0.5 mile path along the Hudson. Then we'll ride back to Nyack for lunch at Didier's. Return via

**Cue sheet**  
(optional)

Choose a cue sheet..

[View/download cue sheets](#) | [Add a cue sheet](#)

**Ride Status**

Not Yet

**Number Of Riders**

Rained Out

No Riders Showed

No Leader Showed

Cut Short

Completed

**Average Pace**  
(if known)

**Elevation Gain**  
(if known)

**Ride Incentive Points Credited**

10 - Executive Board for one Year

Enter the number of riders who participated and if you know the average pace and elevation gain, please enter it. Click Save Changes.





Enter the number of riders who participated and if you know the average pace and elevation gain, please enter it. Click Save Changes.

lunch at Didier's. Return via

**Cue sheet**  
(optional) 26 miles, To Nyack Beach State Park

[View/download cue sheets](#) | [Add a cue sheet](#)

**Ride Status** Completed

**Number Of Riders** 20

**Average Pace**  
(if known) 13

**Elevation Gain**  
(if known) 0

**Ride Incentive Points Credited** 10 - Executive Board for one Year

Save Changes

Mail, Fax or Scan & Email the completed Sign-In sheet to the Rides Captain. Contact information is at the bottom of the Sign-In Sheet.



**10. This is a guide of abbreviations for limiting conditions:**

MEANINGS	ABBREVIATIONS	EXAMPLES
No calls after	NCA	NCA 10pm
No calls before	NCB	NCB 7am
Rain Cancels	Rain cancels	
Forecast of rain cancels	FORC	FORC
No go if below XX degrees at start	NGB	NGB 45d
No go if above XX degrees at start	NGA	NGA 95d
Driving Directions:	DIR:	
Go even if rain.	GO if rain.	
Go even if snow.	GO if snow	
Go even if roads are wet.	GO if wet roads.	
Go even if roads are icy.	GO if icy roads.	
Go even if temperature at start is below 40 degrees F.	GO if below 40 at start	
Go even if temperature at start is above 95 degrees F.	GO if above 90 at start	