



# Adding and Editing a Ride on the BBTA Web Site

There are two ways to add a ride to the Calendar

1. **QuickEvent** – quick as in quick to add to the calendar. Any member can add a QuickEvent.
2. **Full Event** – allows a lot more flexibility to the ride you set up. Full events let you record attendance and are great for regular weekly rides. You need extra permissions on the web site to set up a full event. Ride leaders are given this permission and anybody else who asks can get it too.

Whichever way you add a ride you need to use a web browser. You cannot add a ride to the calendar using the phone app. You can use a web browser on your phone but it is much easier using a bigger screen on a PC or tablet.

It is often easier to set up a ride as a QuickEvent first then convert it to a full event. You can also ask the committee to convert your QuickEvent to a full event for you. Rides must ultimately be set up as a full event so we can turn on the attendance tracking features. Tracking attendance is required by our insurance to verify a rider was on a club ride should we ever need to make a claim.

## Quick Start

### Setting up a Ride as a QuickEvent

1. Open up a web browser and login to the BBTA web site <https://bbta.org/>
2. Go to the **Ride Calendar**.
3. Click on :



If you don't see this button, it means you are not logged in.

4. Fill in the details, remember to set the **Registrant Type** to **Everyone** otherwise people will get lots of confusing errors if they try to register! (see below for explanations on what to enter) then click :



### Adding a Ride as a Full Event

1. Login to the BBTA web site <https://bbta.org/>
2. Click on **Control Panel** (top right of the screen)
3. Under the **Website** tab click on **Rides**
4. On the Rides Manager page Click **Add** then **Event** and fill in the details on the different tabs.

If you want to set up a regular weekly ride don't try to use the ride details pages to create multiple activities or event repeats. Instead use the create multiple copies feature in the Rides Manager page. See the Basic Info section (page 7) and the part on creating regular weekly rides at the end of this document for more details.

# QuickEvent Details

[Home](#) > [Rides](#) > Create QuickEvent

## 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 you're finished, click Save to add it to the calendar of events. You will be able to edit it later from the event details page.

### Basic Info

Title

Name of your ride

Short Description

Include  
Distance  
Expected speed  
How hilly  
Road surface etc

0 of 2000 characters used

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

Category

Day Ride

Red dots mean an entry is required

Visibility

Visible to everyone

So members and potential members can see the ride

Mobile Channel

< No Mobile Channel >

Not applicable to us

Ride Leader / Coordinator

Mintel, Suzanne (2)

Select Remove

Your name will appear automatically as the ride leader or select someone else

Show Email?

☐ No  
☒ Everyone  
☐ Members Only

Who can see contact details for the ride leader

Show Phone?

☐ No  
☒ Everyone  
☐ Members Only

Show Cell Phone?

☐ No  
☒ Everyone  
☐ Members Only

Tick if you want the ride leader to get an email when anybody registers

Notify on Registration

☐

Event Date/Time

From 8:00 AM To 5:00 PM

It is easier if you click on the calendar and clock icons

### Registration

Registration

Required

Recommended choice, see note below

Are Cancellations Allowed?

☐ Yes  
☒ No

Set to Yes so people get a cancel registration button

Registrant Type

Select

Registrant List Visibility

☐ None  
☒ Public  
☐ Members Only  
☐ Registered Members Only

Who can see the list of people riding

Maximum Guests

0

(If guests are allowed)

IMPORTANT – set to everyone, if you don't make a choice people get lots of errors trying to register

### Capacity

Is the capacity of this event limited?

☐ Yes  
☒ No

Enable Quick Release?

☐ Yes  
☒ No

Set to Yes. The Quick Release is used by non members to agree to the riding at their own risk liability waiver / release. They can do this on you phone app or another riders phone app at the start of the ride or at a break.

Uses your organization's default release agreement. Can be used on a mobile device to collect a signature at the start of an event.

Note : Setting the Registration to "Required" doesn't prevent anybody just turning up for a ride. It does add the words Registration Required to the ride on the calendar and ensures everyone will have a button to register for the ride.

## Location

Location Type ☒ Physical ☐ Virtual Only (Zoom, WebEx, etc)

Location  0 of 2000 characters used Locations ▼

Address

City

State/Province < Select > ▼

Zip/Postal Code

Country Australia ▼ [Show All Countries](#)

Show Map Link ☐

Location Phone

Location Website Select

Click the dropdown to select from one of the commonly used start locations or enter the details yourself.

Tick so people get a link to see the start location on Google Maps

Save ✓ Cancel ✕

Remember to click Save when you are done

## Ride Grading System

BBTA rides and tours are graded by the Ride Leader according to our grading system that classifies the pace and terrain encountered on the ride. Please include a pace and hill grading in the ride description using the following system:

### Pace grading

L = Leisurely pace (speedo average up to 15kph)  
S = Steady pace (speedo average 15-17kph)  
M = Moderate pace (speedo average 18-20kph)  
B = Brisk pace (speedo average 21-23kph)  
MF = Moderately fast (speedo average 24-26kph)  
Q = Quick (speedo average 27-29kph)  
F = Fast pace (speedo average 30kph plus)

### Hill grading

1 = Basically flat (uphill stretches are few and far between)  
2 = Some hills (more than 2/3 of the ride is on flat terrain; steep climbs are short, and few and far between)  
3 = Moderate hills (up to 1/3 of the ride is uphill; may include long or steep climbs, but not long and steep)  
4 = Serious hills (mostly hills AND/OR includes one or two climbs comparable to, but not more difficult than – Mt Coot-tha)  
5 = Challenging (contact ride leader for details)

## To Change the Details of a Ride You Created as a QuickEvent

1. Open up a web browser and login to the BBTA web site <https://bbta.org/>
2. Go to the Ride Calendar
3. Click on the ride you want to modify. See the details below for how to use that screen to modify the ride

[Home](#) > [Rides](#) > [Sample Ride](#)

# Rides - Event View

This is the "Event Detail" view, showing all available information for this event. If registration is required or recommended, click the 'Register Now' button to start the process. If the event has passed, click the "Event Report" button to read a report and view photos that were uploaded.

## Sample Ride

Sample ride to demonstrate adding a ride to the Calendar

**When:** Wednesday, April 19, 2023, 8:00 AM until 11:00 AM E. Australia Time (UTC+10:00)

**Where:** Nundah Cycle Track  
116 Hedley Ave  
Nundah, QLD 4021

Australia

**Ride Leader / Coordinator(s):** Suzanne Mintel  
+61417770834 (p)  
[Suzanne.Mintel@aboutsolutions.com.au](mailto:Suzanne.Mintel@aboutsolutions.com.au)

**Category:** Day Ride

**Registration is required**

**Completed Registrations:** 0 (0 registrants)

**In-progress Registrations:** 0 (0 registrants)

Click here for more help

Hold your mouse here to see what each of the icons do

Click here to modify the ride

### QuickEvent Tools

[Register Now](#)

[Registrants](#)

[Add to my Calendar](#)

## Setting up a Ride as a Full Event

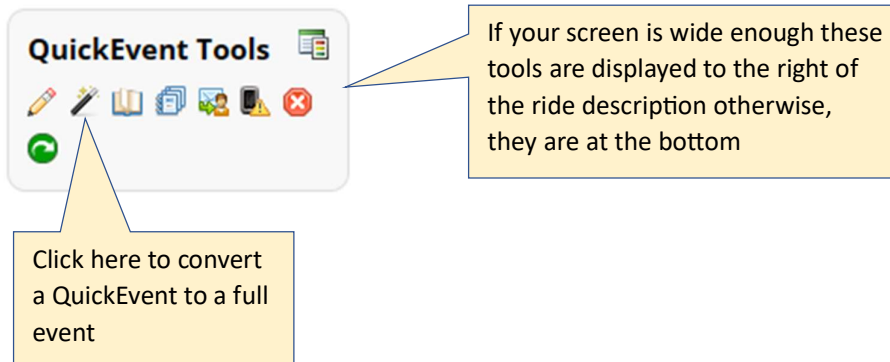
There are two ways of creating a ride as a full event.

1. Create the ride as a QuickEvent first then convert it to a full event.
2. Create a full event from scratch on the [Rides Manager](#) screen.

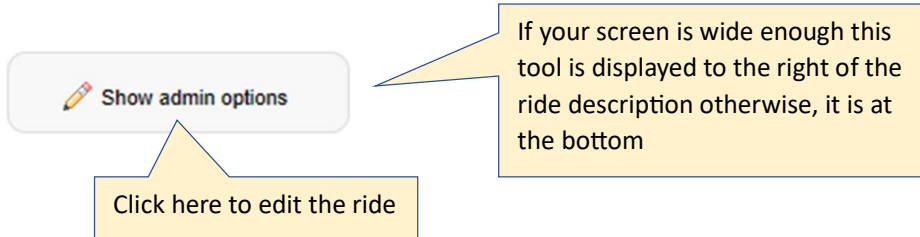
You need extra permissions on the web site to set up a full event. Ride leaders are given this permission and anybody else who asks can get it too.

## Changing a Ride from a QuickEvent to a Full Event

1. Open up a web browser and login to the BBTA web site <https://bbta.org/>
2. Go to the Ride Calendar
3. Click on the ride you want to modify.
4. Click on the convert QuickEvent to Full Event magic wand icon – see below



5. Your ride has now been turned into a full event. To edit it click Show admin options



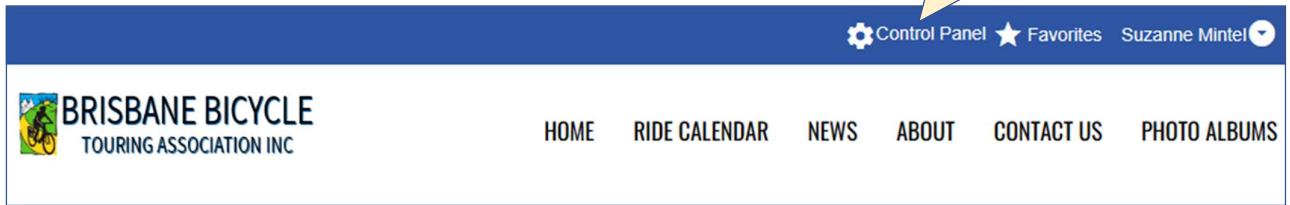
6. See the section about Editing a Full Event using the Admin Panels (page 9) later in this document for more information about editing a ride.

# Creating a Full Event from Scratch

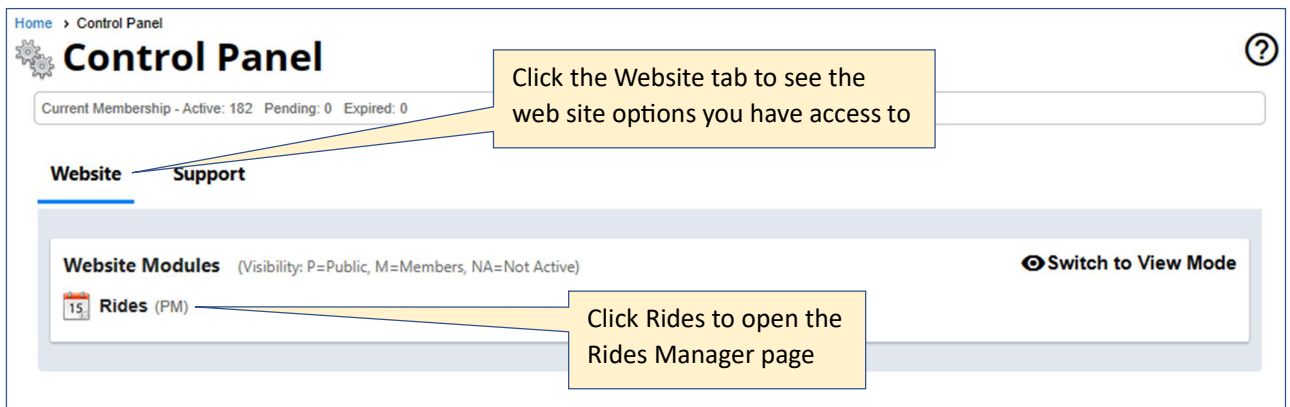
Open up a web browser and login to the BBTA web site <https://bbta.org/>

If you don't see Control Panel you are either not logged in or don't have the extra permissions you need. Contact the committee and ask for those permissions

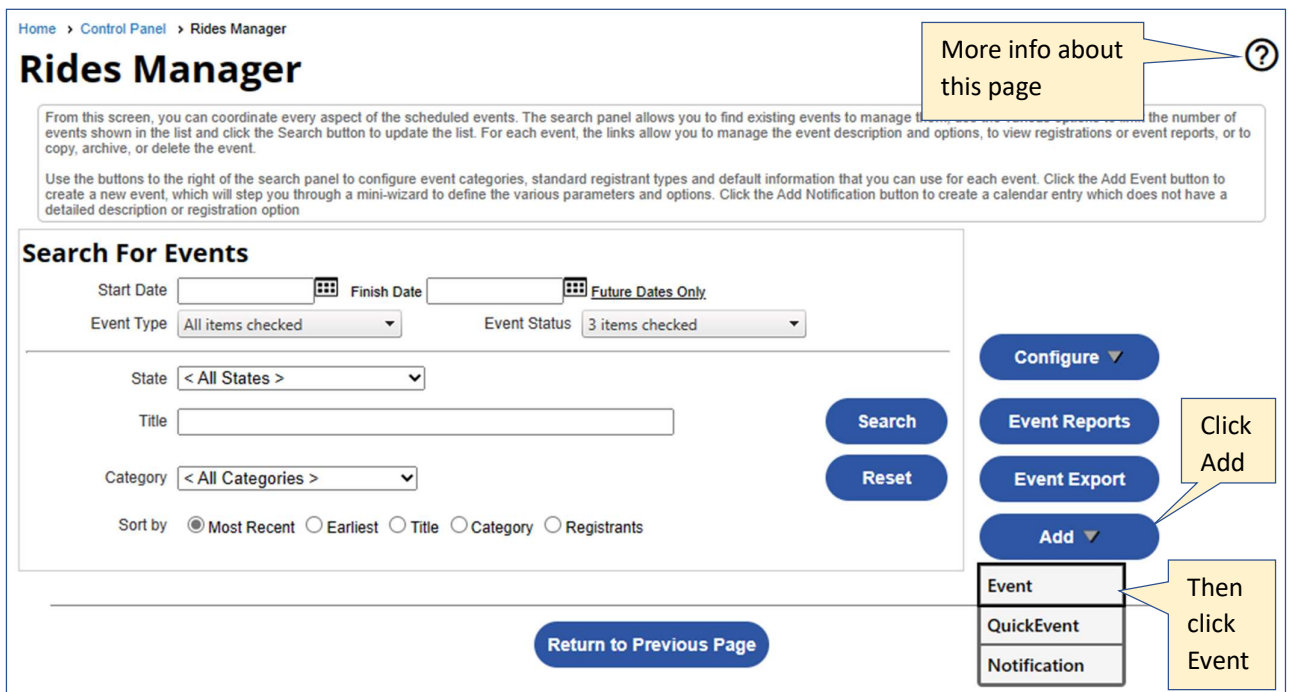
1. Click on Control Panel in the top right of the screen.



2. Under the Website tab click on Rides.



3. Click the Add dropdown then Event to add a new full event.



4. Complete the basic info about this ride.

For more info  
click here

Home > Rides > Rides > Basic Info

## Basic Info

Enter title, date(s), and brief description to begin building your event. Then check off any additional information that you will need. If you have a description, mark this panel as complete. Then click 'Save.'

Leave as Single  
even for regular  
repeating rides.  
See Note 1 below.

Activities ☒ Single ☐ Multiple

Title

You may enter a detailed description for the event once it has been created by viewing the event details and clicking 'Description' on the Admin Ribbon Bar

Short Description

0 of 2000 characters

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

Category

Visibility

Date Visible

List View 'View' Button Text

Event Contact Prompt

Event Web Page/Site  [Select](#)

Mobile Channel

Start

Display ☒ 8:00 AM

Finish

Display ☒ 5:00 PM

Leave unticked  
see Note 2  
below

☐ This event repeats on multiple and/or non-consecutive dates

☐ Do not show on next day of calendar if event runs past midnight

☐ Show only start and end date on calendar if event spans multiple days

### Specify what additional information is needed for this event:

☒ Basic Information

☒ Repeating Dates

☒ Formatted description and/or rules

☒ Ride Leader / Coordinator(s)

☒ Location

☒ Registration, fees, and attendance tracking

☒ Who can register and what they will pay

☐ Questions

☒ More than one activity that people attend or items that people purchase

☒ Email confirmations / reminders

☒ Cancellation and/or release agreement

☐ After the event

These tick boxes  
show and hide  
different panels  
used to set up  
the ride. More  
details later in  
this document.

Tick here to enable a  
formatted description  
that overrides anything  
entered in the short  
description above

☐ This panel is complete

Tick when you have entered all you  
want on this panel. Leave it unticked if  
you are not sure of some details. When  
ticked the ride appears on the calendar.

Click Save when you are done even if  
the panel is not ticked as complete

Save ✓

Cancel ✕

After you click Save you are taken to the Admin Panels screen for the ride.

**Note 1** : Most of our rides will be a Single Activity. A multiple activity event lets people register for some of the activities available but not others. It might be useful for regular weekly rides but you need to manually create each instance of the ride. There is an easier way to set up regular weekly rides described in the section on using the Rides Manager Screen later in this document. If we had an event over several days with a selection of rides to choose from each day then we could make it a multiple activity ride.

**Note 2** : Leave “This event repeats on multiple and/or non-consecutive dates” unticked for most of our rides / events. Ticking here lets you set up other dates for this ride / event but registration implies attending all dates. It isn’t useful for regular weekly rides where people ride some weeks but not others. It could be useful for a bike maintenance course held some evenings over several weeks. An entry on the calendar appears for each evening and when people register, they register for all evenings at once.

See later in this document for more help about how to use the rides manager page.

# Editing a Full Event using the Admin Panels

However, you create a full event this is how you update a ride using the Admin Panels.

Home > Rides > Sample Ride (Admin Panels)

## Sample Ride

Use this page to view and edit areas relevant to the event.

Back to Event

Registrations

Attendance

Reports

Exports

Emailings

App Notifications

Notes

Cancel Event

### Sample Ride

Wednesday, April 19, 2023, 8:00 AM until 11:00 AM

Sample ride to demonstrate adding a ride to the Calendar

Basic Info

Formatted Description

Ride Leader / Coordinator(s)

Location

Registration & Fees

Who Can Register

Emails

Policy

#### Basic Information

Title	Sample Ride
Short Description	Sample ride to demonstrate adding a ride to the Calendar
Category	
Visibility	Visible to everyone
Event Web Page/Site	
Start	4/19/2023 8:00 AM
Finish	4/19/2023 11:00 AM

Reset Event

Use this top row of buttons to work with a ride once it is created

Use this top row of buttons to work with a ride once it is created

Edit your ride in the lower part of this page

Click on one of these panels to view or edit its details

Click on the pencil icon to edit a panel

When a panel is ticked as complete the orange dot goes green

## Using the buttons at the top

Back to Event

Registrations

Attendance

Reports

Exports

Emailings

App Notifications

Notes

Cancel Event

See who is registered for the ride

Record who attended the ride

Compose an e-mail to people registered for the ride

Send a notification to the phone app of people registered for the ride

Notes about this ride just for you, they don't appear on the calendar

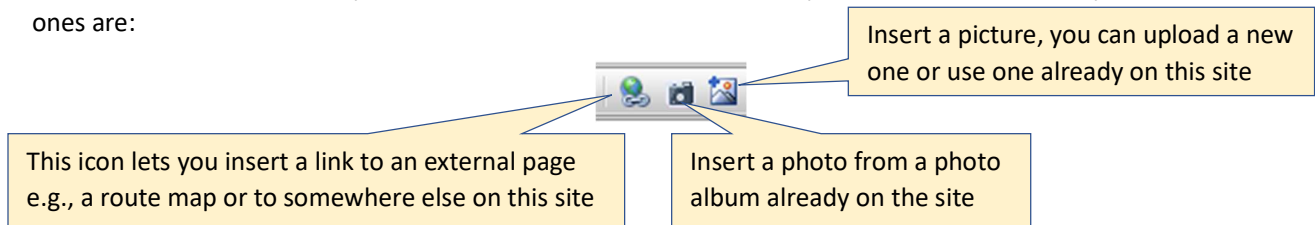
## Notes about each Panel

### Basic Info

Refer to the previous section (page 7) for details about this panel.

### Formatted Description

This works much like a word processor with a toolbar full of icons for you to edit the ride description. Some useful ones are:



### Ride Leader / Coordinators

Rides can have more than one leader / coordinator.

Once selected you must click the Add button then the Save button otherwise they won't be added.

Similarly, when you update a ride leader's details you need to click both the Update button and then the Save button.

The screenshot shows a form titled "Select and add one or more members to be Ride Leader / Coordinators for this event". The form contains the following fields and options:

- Ride Leader / Coordinator Name:** A text input field with the placeholder "Not Selected" and a red "Select" button next to it. Callout: "Select who you want to be the ride leader"
- Responsibilities:** A text input field. Callout: "Tick so they can edit the ride"
- Admin Rights:** A checkbox. Callout: "Tick so they can edit the ride"
- Primary Contact:** A checkbox.
- Show Email:** Radio buttons for "No", "Everyone" (selected), and "Members Only".
- Show Phone:** Radio buttons for "No", "Everyone", and "Members Only" (selected).
- Show Mobile Phone:** Radio buttons for "No" (selected), "Everyone", and "Members Only".
- Notify on Registration:** A checkbox.
- Notify on Cancellation:** A checkbox. Callout: "What emails does the ride leader get when people register or cancel"
- Add Button:** A circular button labeled "Add". Callout: "Click both Add then Save or they won't be added"
- Who can see contact details for the ride leader:** A callout pointing to the "Show Email", "Show Phone", and "Show Mobile Phone" options.

### Location

Works just like the Location information described in Adding a QuickEvent earlier (page 3) in this document.

## Registration & Fees

Recommend setting at least the following

- **Registration** : Required
- **Avoid Duplicate Registrations** : Yes
- **Track Attendance** : Yes (so we can confirm who was on a ride in the unlikely event of an insurance claim)

## Who Can Register

The screenshot shows the 'Who Can Register' settings form. The title is 'Select and add one or more registrant types who can register'. There are three main fields: 'Registrant Type' (a dropdown menu set to 'Everyone'), 'Display Name' (a text box containing 'BBTA Members and Non Members' with a note below it saying 'Leave blank to use the registrant type name'), and 'Visibility' (radio buttons for 'Everyone' and 'Admins/Coordinators', with 'Everyone' selected). An 'Add' button is to the right. Annotations include: 'Normally choose Everyone' pointing to the 'Registrant Type' dropdown; 'These words work best for most rides' pointing to the 'Display Name' text box; 'Everyone can see who is registered' pointing to the 'Everyone' visibility option; and 'Click both Add then Save or nobody can register' pointing to the 'Add' button.

Select and add one or more registrant types who can register

Registrant Type: Everyone

Display Name: BBTA Members and Non Members  
Leave blank to use the registrant type name

Visibility: ☒ Everyone ☐ Admins/Coordinators

Add

Everyone can see who is registered

Click both Add then Save or nobody can register

## Emails

You can have the system automatically send reminders about this ride to either all members or just registered riders on specified dates.

## Policy

The following settings are recommended

The screenshot shows the 'Policy' settings form. It has three sections: 'Cancellations', 'Cancellation Policy', and 'Release Agreement'. 'Cancellations' has 'Are Cancellations Allowed?' (radio buttons for 'Yes' and 'No', with 'Yes' selected), 'Cancellation Cutoff Date/Time' (a date/time picker), and 'Cancellation Fee \$' (a text box). 'Cancellation Policy' has 'Required?' (radio buttons for 'Yes' and 'No', with 'No' selected). 'Release Agreement' has 'Required?' (radio buttons for 'Yes, including admins', 'Yes, excluding admins', and 'No', with 'Yes, including admins' selected), 'Enable Quick Release?' (radio buttons for 'Yes' and 'No', with 'Yes' selected), and 'Use default?' (radio buttons for 'Yes' and 'No, use a custom agreement for this event', with 'Yes' selected). A checkbox at the bottom is checked and labeled 'This panel is complete'. Annotations include: 'Let people cancel' pointing to the 'Yes' option for 'Are Cancellations Allowed?'; and 'These 3 settings are required for our insurance' pointing to the 'Yes' options for 'Required?' in both the 'Cancellation Policy' and 'Release Agreement' sections.

**Cancellations**

Are Cancellations Allowed? ☒ Yes ☐ No

Cancellation Cutoff Date/Time: [Date/Time Picker]

Cancellation Fee \$: [Text Box]

**Cancellation Policy**

Required? ☐ Yes ☒ No

**Release Agreement**

Required? ☒ Yes, including admins ☐ Yes, excluding admins ☐ No

Enable Quick Release? ☒ Yes ☐ No

Use default? ☒ Yes ☐ No, use a custom agreement for this event

☒ This panel is complete

Let people cancel

These 3 settings are required for our insurance

# About the Rides Manager Screen

You use the Rides Manager screen to search for Rides entered in the system. Once you have found the ride you are interested in you can edit its details or copy it to future instances of the same ride.

You need extra permissions on the web site to get to the Rides Manager page. Ride leaders are given this permission and anybody else who asks can get it too. The committee wants as many people as possible adding rides to the calendar.

Home > Control Panel > Rides Manager

# Rides Manager

From this screen, you can coordinate every aspect of the scheduled events. The search panel allows you to find existing events to manage them; use the various options to limit the number of events shown in the list and click the Search button to update the list. For each event, the links allow you to manage the event description and options, to view registrations or event reports, or to copy, archive, or delete the event.

Use the buttons to the right of the search panel to configure event categories, standard registrant types and default information that you can use for each event. Click the Add Event button to create a new event, which will step you through a mini-wizard to define the various parameters and options. Click the Add Notification button to create a calendar entry which does not have a detailed description or registration option

Click here for more info

?

Search For Events

Start Date  Finish Date  Future Dates Only

Event Type  All items checked Event Status  3 items checked

State  < All States > Title  Sa

Category  < All Categories >

Sort by ☒ Most Recent ☐ Earliest ☐ Title ☐ Category ☐ Registrants

Type the start of the ride name you want

Then click Search

Search

Reset

Configure

























Event Reports

Event Export

Add

Search Results (6 events found)

Page 1 of 1

Start Date	Title	Status	Category	Registrations/Registrants	Waitlist Cap/Waitlisted	Type	Maintain
6/24/2023	Saturday Arvo Ride	Active	Regular Weekly Ride	0 / 0	N/A	Single Activity	   
6/17/2023	Saturday Arvo Ride	Active	Regular Weekly Ride	0 / 0	N/A	Single Activity	   
6/10/2023	Saturday Arvo Ride	Active	Regular Weekly Ride	0 / 0	N/A	Single Activity	   
6/3/2023	Saturday Arvo Ride	Active	Regular Weekly Ride	0 / 0	N/A	Single Activity	   
5/27/2023	Saturday Arvo Ride	Active	Regular Weekly Ride	0 / 0	N/A	Single Activity	   
4/19/2023	Sample Ride	Creating	Day Ride	1 / 1	N/A	Single Activity	   

Click the pencil to edit ride details

Click here to create multiple instances of a ride in the future

Version 1.0

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## Regular Weekly Rides

### To set up a regular weekly ride:

1. Create the first instance of the ride following the instructions above.
2. Find the ride on the Rides Manager page then click the copy ride icon that looks like a clipboard
3. Use the screen that pops up to set up the future instances you want.



### To extend a regular weekly ride further into the future:

1. Find the last instance of ride on the Rides Manager page.
2. If you need to change anything like start time edit that instance to the new values.
3. Click on the copy ride icon that looks like a clipboard.
4. Use the screen that pops up to set up the future instances you want.