

## How to Manage Your Ride on the BAC Web Site

### What You Should Do

When your ride has been approved and announced to the club, it shows up under the *Rides* page. You will also find it listed on the *My Rides* page.

As a Ride Director or Ride Coordinator you will find two BAC web site lists which help you manage your ride. The *Wait List* contains the members who would like to go on your ride. The *Participant List* contains the members you have allowed on your ride.

When a member requests to go on a ride by selecting “I/we want to go on this ride” (or “Please add me/us to the Waitlist” if the ride is full) from the web site, their name is automatically added to the *Wait List* and you are notified via email. You should determine if the member is suitable for your ride. You have complete control as to who goes on your participation list – and your ride. You make this decision based on riding ability, application order, compatibility, collegiality, cycling experience, flexibility, maturity in dealing with unforeseen problems, self reliance, rooming considerations, previous contributions to the club and many other factors.

- If you determine that the member is suitable and there is room on the ride:
  - Send an email to the member requesting a deposit.
  - When the deposit is received, move the member from the *Wait List* to the *Participation List*. All members on the *Participation List* can see who else is on the ride, much like you can. When you move the riders to the Participation List, they automatically receive an email telling them they are on the ride.
- If they are suitable but there is no room on the ride, send them an email informing them of their *Wait List* status.
- If they are not suitable, remove them from the Wait List and send them an email explaining the reason for your decision.

In addition to managing who is on the ride you should consider:

- Who is rooming with whom?
- Have the riders completed their Emergency Contact information?
- Are the riders all current members? (A member can join a 2008 ride in 2007 and then not renew for 2008. We need to guard against this situation by looking at the member status after the renewal deadline, March 1.)

Facilities to address these concerns are described below.

### Navigating the Web Site

When you select a ride you’re leading from the My Rides page, you the Ride Director or Coordinator, will see a special **Ride Management** menu on the left of the screen. Here are options you have from this menu:

1. **Participation List** is the main screen you’ll use to manage your ride; it shows both the *Participation List* and the *Wait List*. (You can also get to this screen when viewing the ride by selecting “*Manage Participation Lists*”; it’s on the same line as the title *Ride Participants*.)

- a. These lists provide the following information
  - i. Name, address and phone number of members on the ***Participation List***. Clicking on the member's name will generate an email message to the member.
  - ii. Name of members on the ***Wait List***. Clicking on the member's name will generate an email message to the member.
  - iii. Gender; (M) or (F).
  - iv. Notation on ***Participation List*** if the member does not have Emergency Contact information.
  - v. Notification on ***Participation List*** if the member does not have current membership.
  - vi. Room assignment information, if you have entered it.
- b. From this page you can:
  - i. Move members from the ***Wait List*** to the ***Participation List***
  - ii. Add members to the ***Wait List***. This would be necessary if someone who does not have email access calls and asks to get on the ride – assuming you allow members who do not have email access..
  - iii. Remove members from either the ***Wait List*** or the ***Participation List***.
  - iv. Assign members to hotel/motel rooms. Usually you'll assign two persons to a room. A special room feature is the SOLO designation. It would be used if you have a fixed number of rooms, say 10 rooms for 20 riders. If someone wants a room to themselves and you allow it by setting their room assignment to SOLO, the number of spaces available on the tour is decreased by two instead of the normal one.
  - v. Produce a printer friendly list of participants, including room assignments.
  - vi. Produce a PDF file in printer friendly format. This can be attached to emails and sent to hotels for room assignments.

After you make changes to the participation page, be sure to **Save Changes**.

2. **List Emergency Contact Info**. This produces a printable page of emergency contacts for everyone on your ride.
3. **Email Participants**. This is one of two ways to send email to participants:
  - a. Selecting **Email Participants** will produce a form to type the note you want to send to participants. This email feature does not have spell-check capabilities and you cannot include attachments or copy other persons. This feature is only available to Ride Directors and Coordinators for their rides.
  - b. The other email is available to all participants on a ride; it is accessed from the main ride page. At the bottom of the screen you'll find a Discussion Group Email Address. (For instance, the 2005 Greek Islands ride had the group address of [greekislands@bicycleadventureclub.org](mailto:greekislands@bicycleadventureclub.org).) Selecting this address will take you to your email program which should provide spell-check, attachments and the ability to copy other persons. However, this feature is intended for group discussions. Members who reply to this note will discover that the reply goes to all members on the ride.

- c. Also available to Ride Directors and Coordinators is a method of sending email to people on the wait-list. To use this, use your email program and send email to the Discussion Group Email address and append “.wl”.  
For the example above, this address would be  
[greekislands.wl@bicycleadventureclub.org](mailto:greekislands.wl@bicycleadventureclub.org).
4. **Send Renewal Reminder** will send email to members whose membership has expired.
5. **Send Emergency Contact Reminder** sends email to all members on the ride who have not completed their emergency contact information.
6. **Help Files and Support Documents** displays a list of documents which are of interest to Ride Directors and Coordinators.