

Expanded Ride Descriptions

(Effective March 1, 2018)

- **Distance:** ____ Miles
- **Urban** ____ **Rural** ____
- **Course Terrain Levels**
 - #1: **Flat** (mostly flat route)
 - #2: **Flat/Easy Climbs** (combination of flat & easy grades/hills)
 - #3: **Rolling** (rolling hills throughout half or much of the route)
 - #4: **Challenging Hills** (some long or steep grades/climbs + long mileage)
 - #5: **Extremely Demanding Course** (many hard climbs + long mileage)
- **Ride Pace Levels**
 - **Very Fast** (19+ mph) with higher average on flats; strenuous pace requiring strong bike handling/experience skills; ability to ride in pace lines; riders expected to navigate on their own if they cannot maintain the pace
 - **Fast** (15-18 mph) with some higher average on flats; brisk to at times rigorous pace requiring above average bike handling/experience skills
 - **Intermediate** (13-15 mph); mostly moderate to brisk pace with good bike handling skills
 - **Moderate** (11-13 mph); steady riding pace
 - **Casual** (8-12 mph); a very casual or relaxed/conversational pace

Add a Ride

1. Make sure you have the LBC Ride Schedule calendar selected.

2. Click to add a ride.

The screenshot shows the Google Calendar interface for February 2018. The 'LBC Ride Schedule' calendar is selected, indicated by a red checkmark in the 'My calendars' list. A blue arrow points from the first instruction to the 'LBC Ride Schedule' entry. Another blue arrow points from the second instruction to a red circular button with a white plus sign located in the bottom right corner of the calendar grid. The calendar grid displays various ride events with their respective times and locations.

Day	Event 1	Event 2	Event 3	Event 4	Event 5	Event 6
Sun 28	9am 25 mi #3 92	2pm 20 mi #2 Gr				
Mon 29	9:45am 25 mi #2	6pm 23 mi #2 Ct				
Tue 30			12pm 25 mi #3 E			
Wed 31				10am 40 mi #3 Li	6:30pm 26 mi #2	
Thu Feb 1					10am 20/50 mi #	
Fri 2						11am 15/25 mi #
Sat 3						9:15am 10 mi #2
Sat 3						10am 21/35 mi #
Sun 4	9am 25 mi #3 92					
Mon 5	9:45am 25 mi #2					
Tue 6			12pm 25 mi #3 E			
Wed 7				10am 40 mi #3 Li	6:30pm 26 mi #2	
Thu 8					10am 20/50 mi #	
Fri 9						11am 15/25 mi #
Sat 10						9:15am 10 mi #2
Sat 10						10am 21/35 mi #
Sun 11	9am 25 mi #3 92	2pm 25 mi #3 Mi				
Mon 12	9:45am 25 mi #2	6pm 21 mi #2 Ct				
Tue 13			11:15am 20 mi #			
Wed 14				12pm 20 mi #3 E	6:30pm 26 mi #2	
Thu 15					10am 20/50 mi #	
Fri 16						11am 15/25 mi #
Sat 17						9:15am 10 mi #2
Sat 17						10am 21/35 mi #
Sun 18	9am 25 mi #3 92	2pm 20 mi #2 Gr				
Mon 19	9:45am 25 mi #2					
Tue 20			12pm 25 mi #3 E			
Wed 21				10am 40 mi #3 Li	6:30pm 2622 mi	
Thu 22					10am 20/50 mi #	
Fri 23						11am 15/25 mi #
Sat 24						9:15am 10 mi #2
Sat 24						10am 21/35 mi #
Sun 25	9am 25 mi #3 92	2pm 25 mi #3 Mi				
Mon 26	9:45am 25 mi #2					
Tue 27			12pm 25 mi #3 E			
Wed 28				10am 40 mi #3 Li	6:30pm 26 mi #2	
Thu Mar 1						
Fri Mar 2						
Sat Mar 3						11am 15/25 mi #
Sat Mar 3						11am 15/25 mi #

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Add Ride Details

1. Title should include:
 - a. # Miles
 - b. Terrain Level
 - c. Pace Level
 - d. Urban/Rural
 - e. Start Location
2. Date & Start Time (End times do not matter)
3. Ride start location
4. Calendar = LBC Ride Schedule
5. Visibility = Public
6. Description – include Ride Captain name and phone number. Can also include GPS link.
7. Click **Save**.

The screenshot shows a form for adding a ride event. Red numbers 1 through 7 are placed to the left of the form to indicate key steps:

- 1**: Title field containing "20mi #3 13-15mph Urban - St. Matthews Baptist Church" and a "SAVE" button.
- 2**: Date and time fields showing "Feb 19, 2018 12:00pm to 1:00pm Feb 19, 2018" and a "TIME ZONE" dropdown.
- 3**: Location field containing "St. Matthews Baptist Church, 3515 Grandview Ave".
- 4**: Calendar dropdown menu showing "LBC Ride Schedule".
- 5**: Visibility dropdown menu showing "Public".
- 6**: Description text area containing "Grinstead Recovery - Old route skirting Cherokee Park and returning via Grinstead RC:Barbara Martin: 591-1841" and a URL "https://ridewithgps.com/routes/21414607".
- 7**: A red number 7 is located to the right of the "SAVE" button.

Other visible elements include "EVENT DETAILS" and "GUESTS" tabs, "ADD NOTIFICATION", "Add conferencing", "Add guests", and "Guests can:" options (Modify, Invite, See guests).

Recurring Rides

1. Click **Does not repeat**
2. Select from the recurring options
3. If entering **Custom recurrence** options, click **Done** when complete.
4. When you're finished creating your event, click **Save** at the top of the page.

The screenshot shows the event creation process for a recurring ride. The event title is "20mi #3 13-15mph Urban - St. Matthews Baptist Church". The date and time are set for "Feb 19, 2018" from "12:00pm" to "1:00pm". The recurrence is set to "Does not repeat", which is highlighted in yellow and labeled with a red "1". A dropdown menu is open, showing options: "Does not repeat", "Daily", "Weekly on Monday" (highlighted in yellow and labeled with a red "2"), "Monthly on the third Monday", "Annually on February 19", "Every weekday (Monday to Friday)", and "Custom...". Below the dropdown, a "Custom recurrence" dialog is open, showing "Repeat every 1 week" and "Repeat on" set to "M" (Monday). The "Ends" section is set to "After 12 occurrences". The "SAVE" button is at the top right, labeled with a red "4". The "DONE" button is at the bottom right of the "Custom recurrence" dialog, labeled with a red "3".

Edit a Ride

1. Click the ride on the calendar.
2. Click the pencil icon.
3. Make desired changes and click **Save**.

The screenshot illustrates the process of editing a ride in a calendar application. It is divided into three numbered steps:

- 1**: A ride is selected on the calendar grid. The selected ride is highlighted in orange.
- 2**: A pencil icon is clicked on the selected ride, opening an edit form. The form displays the ride details: "12 mi #2 St. Matthew's Baptist Church", "Monday, September 11, 2017 6:15pm - 6:15pm", "St. Matthew's Baptist Church", "Grinstead Recovery - Old route skirting Cherokee Park and returning via Grinstead RC: Barbara Martin: 591-1841", and "LBC Ride Schedule Created by: Lbc Touring".
- 3**: The "SAVE" button is clicked to update the ride details. The "More actions" dropdown menu is also visible.

The bottom part of the screenshot shows the "EVENT DETAILS" view for the selected ride. It includes fields for the location ("St. Matthew's Baptist Church"), "Add conferencing", "ADD NOTIFICATION", "LBC Ride Schedule" (with a red dot indicator), "Busy" status, and "Default visibility". The "GUESTS" section on the right allows adding guests and setting permissions (Modify, Invite, See guest list).