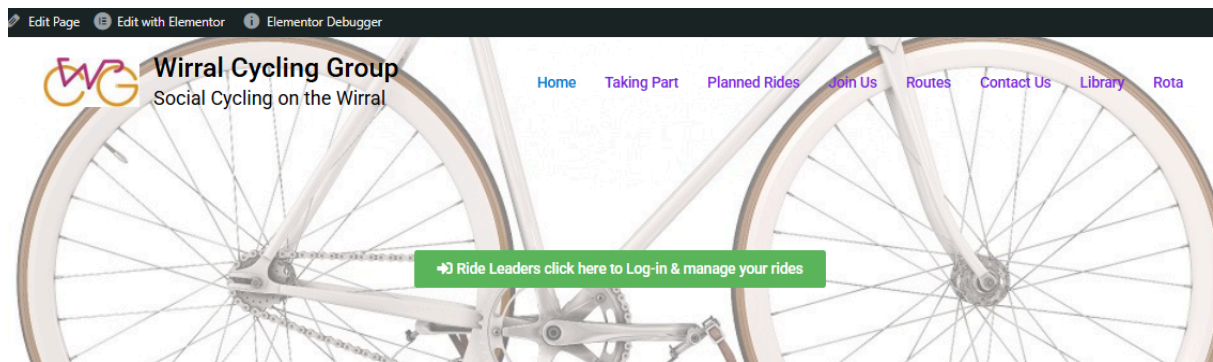


# How to Enter Details of Your Ride

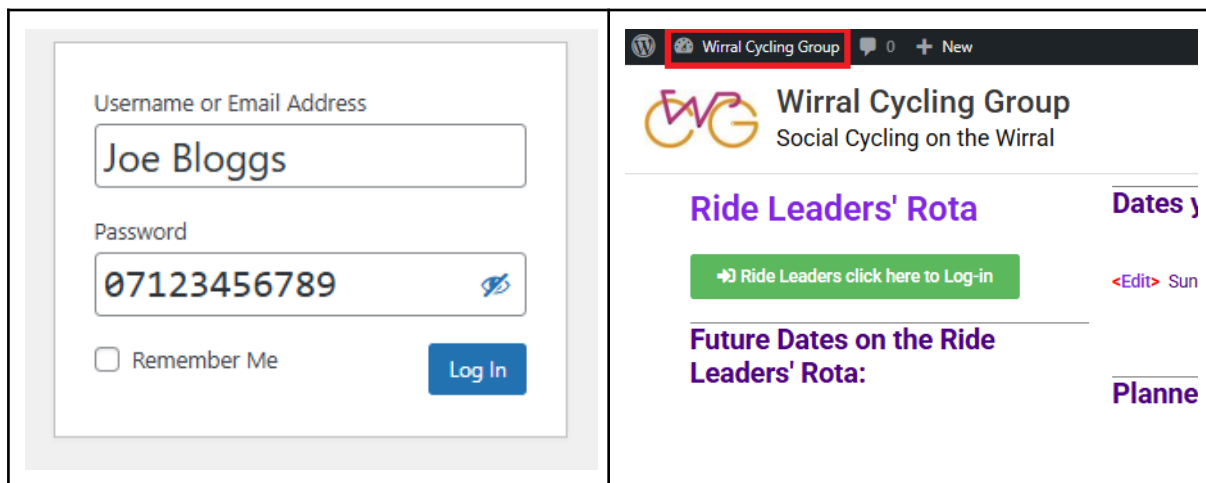
The Ride Coordinator will set up three months' of rides and assign dates to each ride leader. They will send you an email once they have added any new dates and you can look to see which dates have been assigned to you on the Rota page (<https://wirralcycling.org/rota/>).

If you can't (or don't want to ) lead on any of the dates to which you have been assigned, let the Ride Coordinator know so that they can change the rota.

When you are ready to enter details of your ride, log-in to the website with your username and password by pressing the Green Log-in button at the top and centre of the Home page.



Then enter your Username and Password (as shown below). The details shown below are John's. Your username is your first name and surname (with one space between and your default password (unless you change it) will be your mobile phone number (with no spaces).



When you press the Log in you will see the 'Rota' page and a thick black bar appears across the top of the page; the black bar is to remind you that you are logged into the website.

And you can use the black bar to switch between Wordpress (the software behind the website) and viewing the website itself, by clicking on the tab marked "Wirral Cycling Group".

# How to Enter Details of Your Ride

Now you are logged in, the Rota page will show any rides for which you are the ride leader, plus any dates on which you have booked onto a ride. The example below is for John Hampson's log-in for June 2025.

To add the details to one of your rides click on the [<Edit>](#) link, just to the **left** of the date of your ride.

The screenshot shows the website interface for the Wirral Cycling Group. The user is logged in as John Hampson. The page is titled "Ride Leaders' Rota" and features a navigation menu with links for Home, Taking Part, Planned Rides, Join Us, Routes, Contact Us, Library, and Rota. A green button prompts "Ride Leaders click here to Log-in". Below this, a list of "Future Dates on the Ride Leaders' Rota" includes dates from May 18 to July 9, 2025, with names of ride leaders. A section titled "Dates you are scheduled to lead (only shown if you are logged in):" shows a single entry for Sunday July 27, 2025, with an "<Edit>" link. Another section, "Planned rides that you have booked (only shown if you are logged in)", lists several rides from June 13 to June 16, 2025, with details like location and distance. A "Useful Links for Ride Leaders & Back-markers:" section contains four buttons: "The Ride Leader's Manual", "Pre-ride Briefing Checklist", "Map of Cafes used by WCG", and "Table of Established Routes".

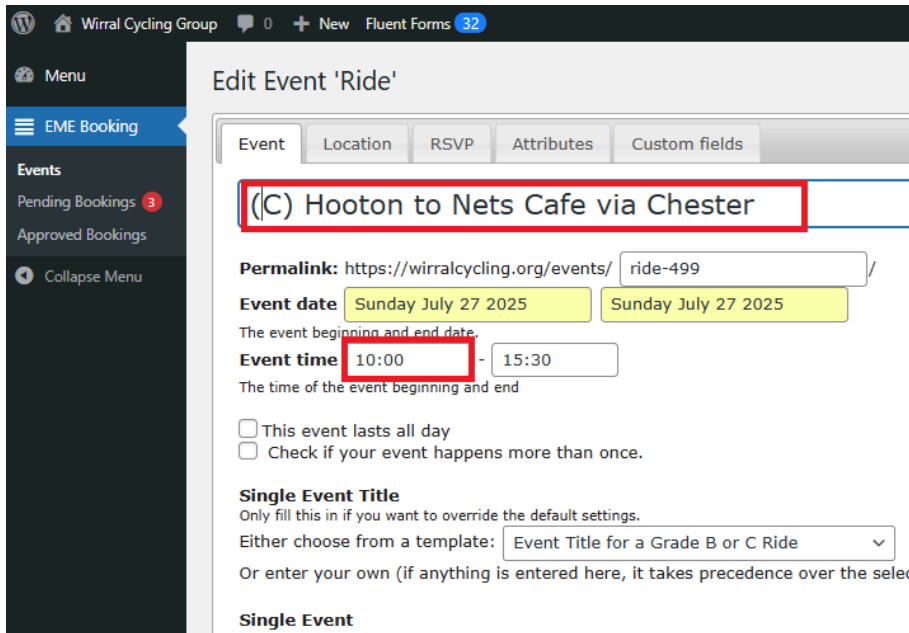
After you press the [<Edit>](#) link you will be in Wordpress itself and have access to the ride booking software (called Events Made Easy).

Both sets of software (Wordpress & Events Made Easy) look, and can be, awkward to use; they are designed by and for software developers. And Events Made Easy has an awful lot of functionality that we don't need, but which we can't hide. So just stick to the script and don't change other settings; or strange things may happen !

# How to Enter Details of Your Ride

## 1. When you have decided where your ride will go ...

... enter the grade of the ride, the start and the destination into the title of your ride.



The screenshot shows the 'Edit Event 'Ride'' form. The title field is highlighted with a red box and contains the text "(C) Hooton to Nets Cafe via Chester". Below the title, the event date is set to "Sunday July 27 2025" and the event time is set to "10:00" to "15:30". The "Single Event Title" dropdown menu is set to "Event Title for a Grade B or C Ride".

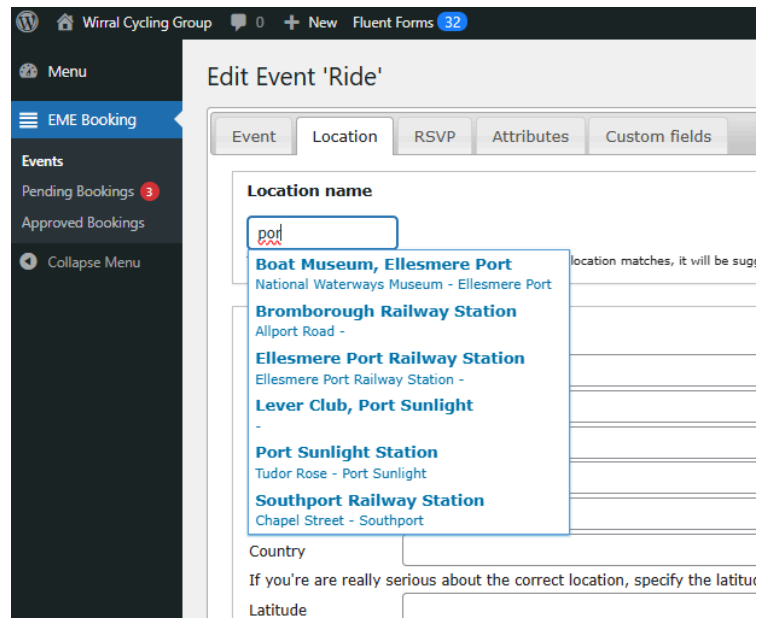
Our convention is to start with the grade in brackets, then the start and lunch locations plus a "via" to give people a good idea of the route; e.g. "(C) Hooton to Nets Cafe via Chester"

Then check the start time for the ride: the default is 10:00 am but you can change it.

Next move to the Location tab and select the start location from the available list

The website has a list of the places where we regularly start our rides built in. When you start typing the location name, the system should find it automatically.

For example, typing 'por' finds the Boat Museum in Ellesmere **Port**, and the railway stations at Bromborough (which is on **Allport** Road), Ellesmere **Port** and **Port** Sunlight.



The screenshot shows the 'Edit Event 'Ride'' form with the 'Location' tab selected. The 'Location name' field contains the text 'por'. A dropdown list of suggestions is visible, including 'Boat Museum, Ellesmere Port', 'Bromborough Railway Station', 'Ellesmere Port Railway Station', 'Lever Club, Port Sunlight', 'Port Sunlight Station', and 'Southport Railway Station'. The 'Country' field is empty, and the 'Latitude' field is also empty.

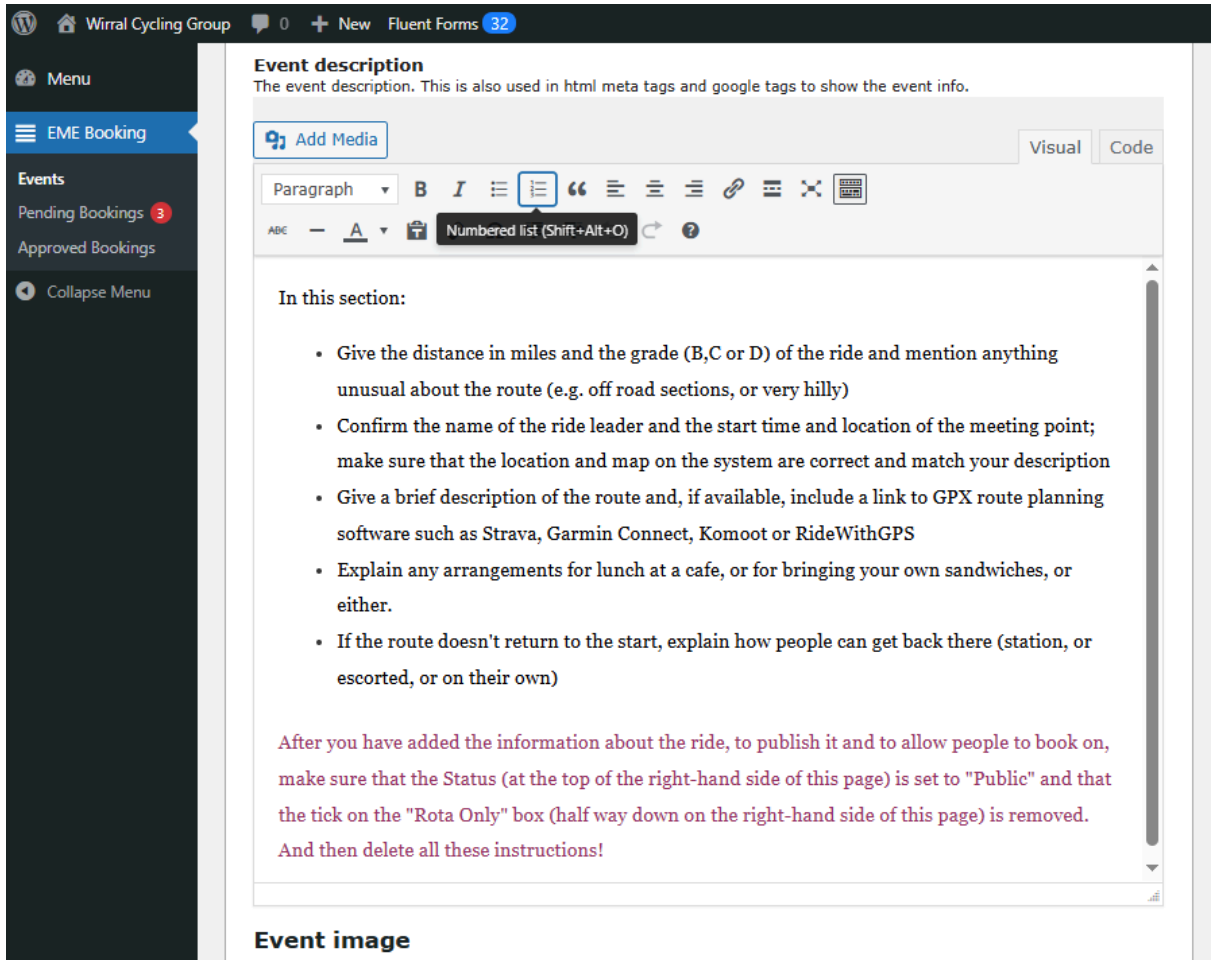
Click on the location in the list that you want and the details of that location, including a map, will be added to your ride. If your planned start location isn't on the system, contact the Ride Coordinator to get it added.

Press the blue Update button at the bottom of the page to save what you have entered.

# How to Enter Details of Your Ride

## 2. When you know the details of your ride ...

... such as the route, distance, cafe, etc. then (preferably at least two months before the ride date), enter all the details of your ride in the box headed "Event Description". There is already text in that box reminding you of the things that you should include in your description. *Don't forget to delete that 'reminder' text before you publish.*



**Event description**  
The event description. This is also used in html meta tags and google tags to show the event info.

Add Media

Visual Code

Paragraph B I [List Icon] “ [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon]

ABC - A [List Icon] Numbered list (Shift+Alt+O) [List Icon] [List Icon]

In this section:

- Give the distance in miles and the grade (B,C or D) of the ride and mention anything unusual about the route (e.g. off road sections, or very hilly)
- Confirm the name of the ride leader and the start time and location of the meeting point; make sure that the location and map on the system are correct and match your description
- Give a brief description of the route and, if available, include a link to GPX route planning software such as Strava, Garmin Connect, Komoot or RideWithGPS
- Explain any arrangements for lunch at a cafe, or for bringing your own sandwiches, or either.
- If the route doesn't return to the start, explain how people can get back there (station, or escorted, or on their own)

After you have added the information about the ride, to publish it and to allow people to book on, make sure that the Status (at the top of the right-hand side of this page) is set to "Public" and that the tick on the "Rota Only" box (half way down on the right-hand side of this page) is removed. And then delete all these instructions!

**Event image**

When you are happy with the description, move the ride from the rota to the planned rides section to allow people to book on to it. Just remove the little blue tick, by the box on the lower right marked Rota Only. NB: the most common mistake people make is to leave the "Rota Only" flag set on. That flag prevents the details of the ride from being displayed to anyone else until you are happy with them. So remove the tick from the Rota Only box when you are ready to publish the ride.

Press the blue Update button at the bottom of the page to save what you have entered.

# How to Enter Details of Your Ride

## 3. If you want to limit the number of riders on your ride ...

... go to the RSVP tab and then open the first line "Generic RSVP info".

The screenshot shows the 'Edit Event 'Ride'' interface with the 'RSVP' tab selected. The 'Generic RSVP info' section is expanded, showing various booking options and fields. The 'Seats' field is set to 20, and the 'Waitinglist seats' field is set to 4. Both fields are highlighted with red boxes.

Event Location RSVP Attributes Custom fields

Enable bookings for this event

Generic RSVP info

Require booking approval

Require user confirmation after booking  
If active, don't forget to use #\_BOOKING\_CONFIRM\_URL in the mail being sent to a booker.

6,3 Set the number of days before reminder emails will be sent for approval commas. Leave empty for no reminder emails.

Require WP membership for booking  
This will only show the booking form for logged in users and prefill the form with the personal data from their wordpress ; #\_ADDBOOKINGFORM\_IF\_LOGGED\_IN to show the form to logged in users only.

Create WP user after succesful booking  
This will create a WP user after the booking is completed, as if the person registered in WP itself. This will only create a user.

Allow only 1 booking per unique email address

Allow only 1 booking per person (combo email/last name/first name)

Seats : 20  
The max available seats for this event. Enter 0 for no seats.

Price: 0 Euro  
For multiprice events, separate the values by '|' Use the point as decimal separator

Price description :  
Add an optional description for the price (which can be used for tax purposes)

VAT percentage: 0 %  
The price you indicate for events is VAT included, specify if not.

Discount to apply: Select a discount  
The discount name you want to apply (is overridden by discount group)

Discount group to apply: Select a discountgroup  
The discount group name you want applied (overrides discount)

Waitinglist seats: 4  
The number of seats considered to be a waiting list.

Check waitinglist when seats become available   
Automatically take a booking from the waiting list when seats become available.

The default numbers are set to 20 places, with 4 of those places on the waiting list. That is a maximum of 16 riders (20 - 4), plus 4 on the waiting list.

So if you want to limit the number of riders on your ride, change the number of Seats. For example, if you want a maximum of 12, set the number of Seats to 16 (16 - 4 = 12) or if you want a limit of 10 riders, set the number of seats to 14 (14 - 4 = 10), and so on.

Press the blue Update button at the bottom of the page to save what you have entered.