

WPW Ride Calendar Posting

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Administration

How to gain calendar access

1. Contact the WPW Webmaster (wpw.webmaster@gmail.com) or Jim Logan (jimlogan@verizon.net) to request posting access to the ride calendar. Please include the phrase “Requesting WPW Calendar Access” in the email message subject.
2. If you don't already have a Google Calendar account, you will receive an email invitation with a title like “[your email address], [some person] recommends that you use Google Calendar”. Click the link in the email to register your Google calendar account.
3. Verify the information displayed is correct, and click the **Continue** button.

new.ride.poster@gmail.com | [Google Home](#) | [My Account](#) | [Sign Out](#)



Sign up for Google Calendar

Welcome to Google Calendar

Welcome back, New. Before using Google Calendar, we need to know a little more about you. Please enter the additional information below.

If you want to use the Google Calendar service as part of a separate Google Account, [click here](#). (Note: you can only be logged into one Google Account at a time)

Get started with Google Calendar

First name:

Last name:

Location:

Time zone:

Display all timezones

4. Your calendar will be displayed. You may be prompted add the WPW Cycling Calendar; click the **Yes, add this calendar** button if so.

14 15 16 17 18 19 9am

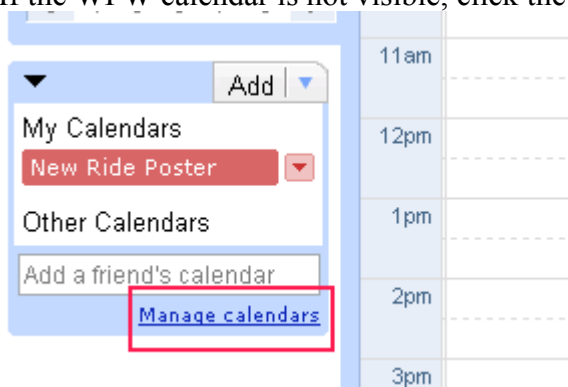
2 Do you want to add this calendar?

2 Would you like to transfer access from new.ride.poster@gmail.com and add calendar: WPW Cycling wpw.webmaster@gmail.com

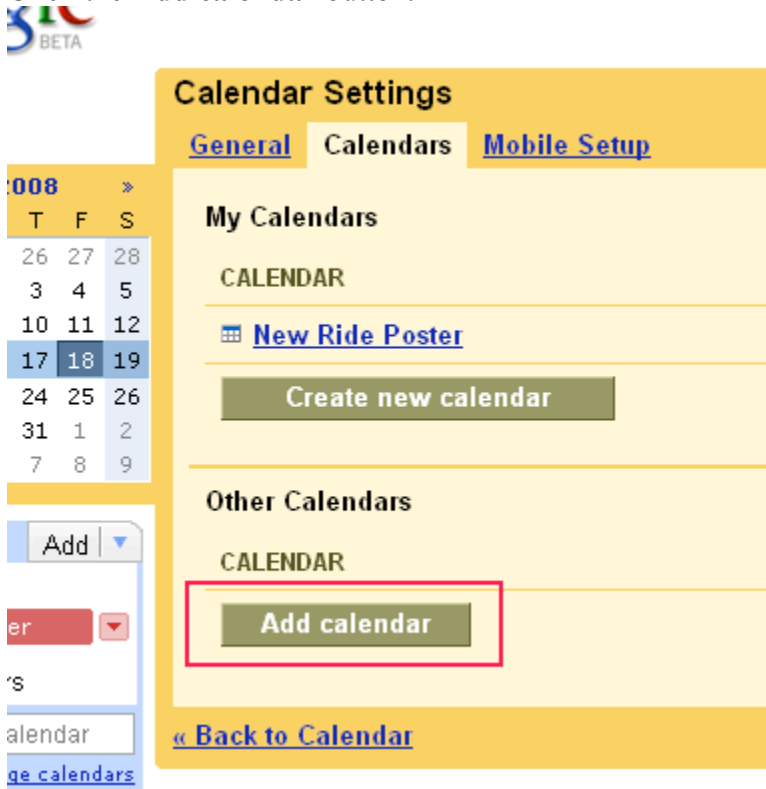
4

:alendars 12pm

5. If the WPW calendar is not visible, click the *Manage calendars* link.



6. Click the **Add calendar** button.



7. Click the *Add by URL* link.



8. Enter the address (http://www.google.com/calendar/embed?src=wpw.webmaster@gmail.com&ctz=America/New_York) into the address box, and then click the **Add**

button.

Add Other Calendar

[Friends' Calendars](#) **Add by URL** [Import Calendar](#)

Public Calendar Address: **Add**

If you know the address to a calendar (in iCal format), you can type in the address here.

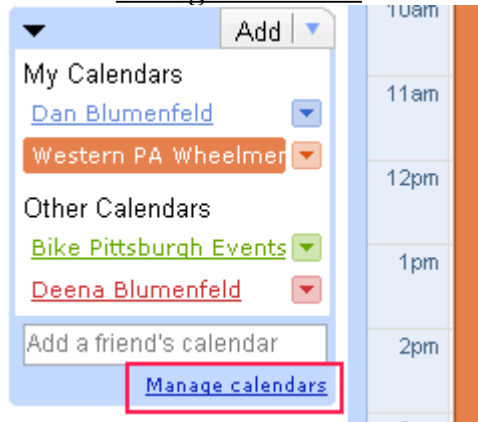
Allow others to find this public calendar via Google Calendar search?

« [Back to Calendar](#)

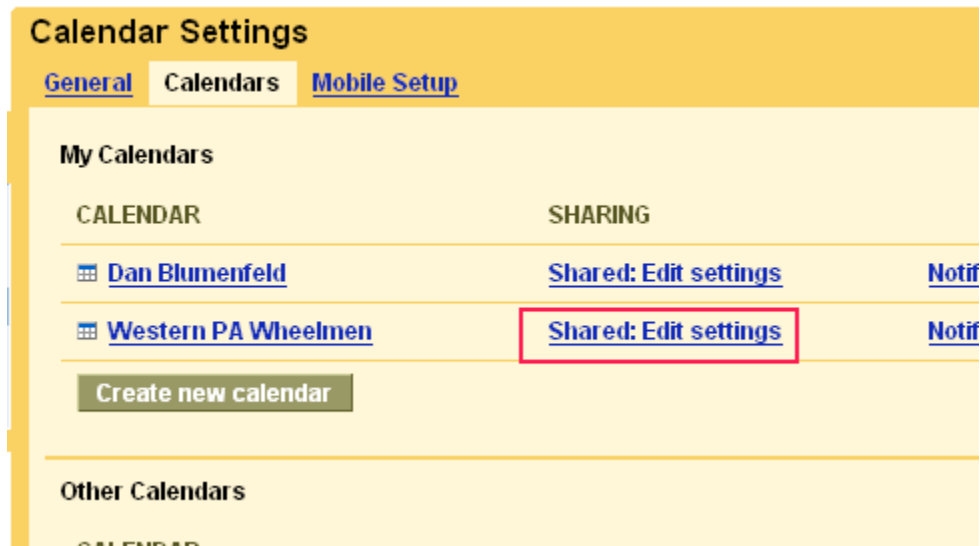
9. The Wheelmen ride calendar should now be visible from your Google calendar page. See the [Posting a Ride](#) section for how to post new rides.

How to grant calendar access (admins only)

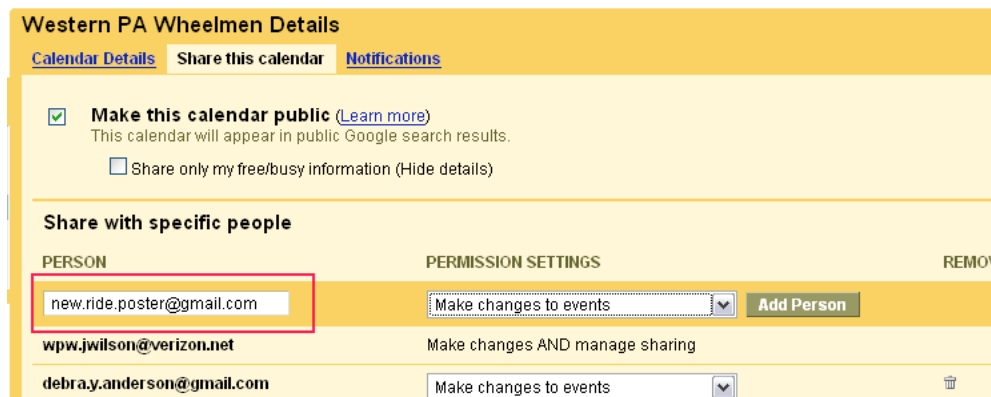
1. Go to your Google calendar page at <http://www.google.com/calendar>
2. Click the *Manage Calendars* link



3. Click the *Shared: Edit Settings* link



4. Enter the email address of the person requesting calendar access.



5. Be sure to set the **Permission Settings** drop-down box to “Make changes to events”.

Western PA Wheelmen Details

[Calendar Details](#) [Share this calendar](#) [Notifications](#)

Make this calendar public ([Learn more](#))
This calendar will appear in public Google search results.

Share only my free/busy information (Hide details)

Share with specific people

PERSON	PERMISSION SETTINGS	
<input type="text" value="new.ride.poster@gmail.com"/>	Make changes to events	Add Person
<input type="text" value="wpw.jwilson@verizon.net"/>	Make changes AND manage sharing	
<input type="text" value="debra.y.anderson@gmail.com"/>	Make changes to events	

6. Click the **Add Person** button.

Western PA Wheelmen Details

[Calendar Details](#) [Share this calendar](#) [Notifications](#)

Make this calendar public ([Learn more](#))
This calendar will appear in public Google search results.

Share only my free/busy information (Hide details)

Share with specific people

PERSON	PERMISSION SETTINGS	
<input type="text" value="new.ride.poster@gmail.com"/>	Make changes to events	Add Person
<input type="text" value="wpw.jwilson@verizon.net"/>	Make changes AND manage sharing	
<input type="text" value="debra.y.anderson@gmail.com"/>	Make changes to events	

7. Scroll down to the bottom of the list (you'll see the newly added email address) and click the **Save** button.

Make changes to events

Make changes to events

Make changes to events

[« Back to Calendar](#) **Save** [Cancel](#)

8. If they do not already have a Google Calendar account, you may receive a prompt asking whether or not to send them an invitation. Click the **Invite** button.

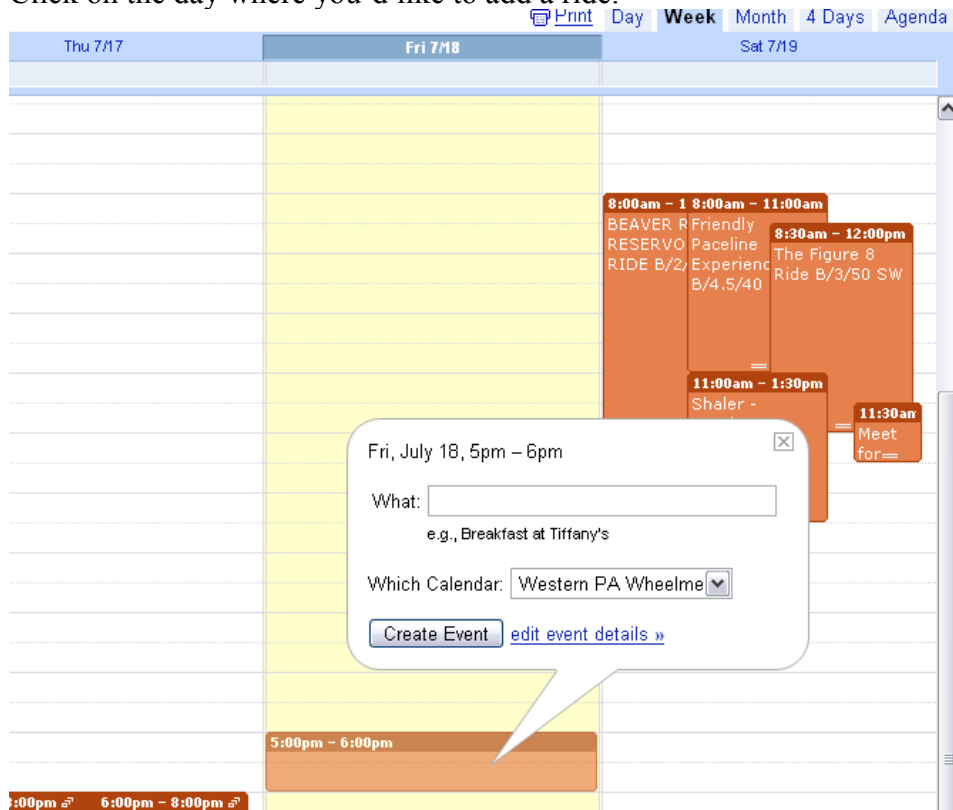
Invite People

The following people do not have Google Calendar accounts. Would you like to invite them to use Google Calendar?
new.ride.poster@gmail.com

[Invite](#) [Don't Invite](#)

Posting a Ride

1. Go to your Google calendar page at <http://www.google.com/calendar>
2. Click on the day where you'd like to add a ride.



3. A pop-up box will appear: click the *edit event details* link to bring up the full data entry form.

The screenshot shows the full Google Calendar event creation form. At the top, there are buttons for "« Back to Calendar", "Save", and "Cancel". The form is divided into several sections:

- What:** A text input field.
- When:** Two date pickers (7/18/2008) and two time pickers (5:00pm to 6:00pm). There is an "All day" checkbox which is currently unchecked.
- Repeats:** A dropdown menu set to "Does not repeat".
- Where:** A text input field.
- Calendar:** A dropdown menu set to "Western PA Wheelmen".
- Description:** A large text area for entering details.

4. Enter title in the **What** box. Recommended format is “Location – Short Description or Unique Name – Tags including Rating and Distance”

« Back to Calendar Save Cancel

What North Hills - Hilly Rambling - C/35

When 7/18/2008 5:00pm to 6:00pm 7/18/2008 All day

Repeats: Does not repeat

Where

Calendar Western PA Wheelmen

Description

- a. See the [Tag List](#) for tag recommendations

5. Specify the start and end times in the **When** boxes

« Back to Calendar Save Cancel

What North Hills - Hilly Rambling - C/35

When 7/18/2008 5:00pm to 6:00pm 7/18/2008 All day

Repeats: Does not repeat

Where

Calendar Western PA Wheelmen

Description

- a. If this is a repeating ride, choose the correct value (weekly, monthly, etc) from the **Repeats** drop-down box. More options will then appear, allowing you to fine-tune the repeating ride dates.

« Back to Calendar Save Cancel

What North Hills - Hilly Rambling - C/35

When 7/18/2008 5:00pm to 6:00pm 7/18/2008 All day

Repeats: Does not repeat

Where

Calendar Western PA Wheelmen

Description

What North Hills - Hilly Rambling - C/35

When 7/18/2008 5:00pm to 6:00pm 7/18/2008 All day

Repeats: Weekly

Weekly on Friday

Repeat every: 1 week

Repeat On:

S M T W T F S

Range:

Starts: 7/18/2008 Ends: Never Until

Where

Calendar Western PA Wheelmen

Description

- b. You may also specify a date after which the ride will not repeat by selecting the **Until** radio button in the **Range** area, then entering a date.

« Back to Calendar Save Cancel

What North Hills - Hilly Rambling - C/35

When 7/18/2008 5:00pm to 6:00pm 7/18/2008 All day

Repeats: Weekly

Weekly on Friday, until Aug 22, 2008

Repeat every: 1 week

Repeat On:
 S M T W T F S

Range:
Starts: 7/18/2008 Ends: Never Until 8/22/2008

Where

Calendar Western PA Wheelmen

Description

6. Enter the starting location in the **Where** box. Entering a valid address or intersection is recommended, as Google is clever enough to automatically link to a map of the location.

« Back to Calendar Save Cancel

What North Hills - Hilly Rambling - C/35

When 7/18/2008 5:00pm to 6:00pm 7/18/2008 All day

Repeats: Weekly

Weekly on Friday, until Aug 22, 2008

Repeat every: 1 week

Repeat On:
 S M T W T F S

Range:
Starts: 7/18/2008 Ends: Never Until 8/22/2008

Where Walters Rd at Lake Shore Dr, Allison Park, PA (JC Stone Field parking lot in North Park)

Calendar Western PA Wheelmen

Description

7. Make sure the **Calendar** drop-down box has “Western Pa Wheelmen” selected.

A screenshot of a web form for creating a calendar event. The form has a blue header with buttons for « Back to Calendar », Save, and Cancel. The main form area is green. Fields include: What (North Hills - Hilly Rambling - C/35), When (7/18/2008 5:00pm to 6:00pm 7/18/2008, All day checkbox), Repeats (Weekly, Weekly on Friday, until Aug 22, 2008), Repeat every (1 week), Repeat On (checkboxes for S, M, T, W, T, F, S, with F checked), Range (Starts: 7/18/2008, Ends: Never/Until 8/22/2008), Where (Walters Rd at Lake Shore Dr, Allison Park, PA (JC Stone Field parking lot in North Park)), Calendar (Western PA Wheelmen, highlighted with a red box), and Description (empty).

8. Enter detailed information in the **Description** box. It is recommended to include ride leader(s) name and contact information, directions to the starting point, information about the route, options for refreshment, and any special notes on the

A screenshot of the same web form as above, but with the Description box filled with text. The text in the Description box is: "Ride Leader: Dan 'Hills Are My Fiends' Blumenfeld (dan.blumenfeld@gmail.com, 412.555.1212). Starts promptly at 5 PM, at JC Stone field in North Park. This is a no-drop, moderately-paced ride through the roads north of North Park. Expect a large number of hills of varying length and steepness; we won't climb them quickly, but we'll climb a lot of them. One convenience store stop will be available midway through the ride in Evans City." The Description box is highlighted with a red border.

route.

9. Click the **Save** button to post the ride to the calendar.
10. Have a refreshing beverage of your choice.

Editing an Existing Ride

1. Click the title of the ride you wish to edit

The screenshot shows a web-based calendar interface for July 2008. At the top, there are navigation arrows, a 'Today' button, and the date range 'Jul 13 - 19 2008'. Below this, there are tabs for 'Sun 7/13' and 'Mon 7/14'. On the left, there is a calendar grid for July 2008 with the date '18' highlighted. Below the calendar is a 'My Calendars' section with a dropdown menu showing 'Dan Blumenfeld' and 'Western PA Wheelmen' (selected). There is also an 'Add' button and a section for 'Other Calendars' with 'Bike Pittsburgh Events' listed. The main calendar area shows a large orange event block for 'Erie-Pittsburgh 150-ish miles/Ultra' on Sunday, July 13, from 6:30am to 9:30pm. A red box highlights the event title and time. Another event, '8:30am - Allen's Rid', is visible on Monday, July 14.

2. Edit any of the ride information that you wish, using the same guidelines as for posting a new ride. (You'll need to click the information you wish to edit to make it editable.)

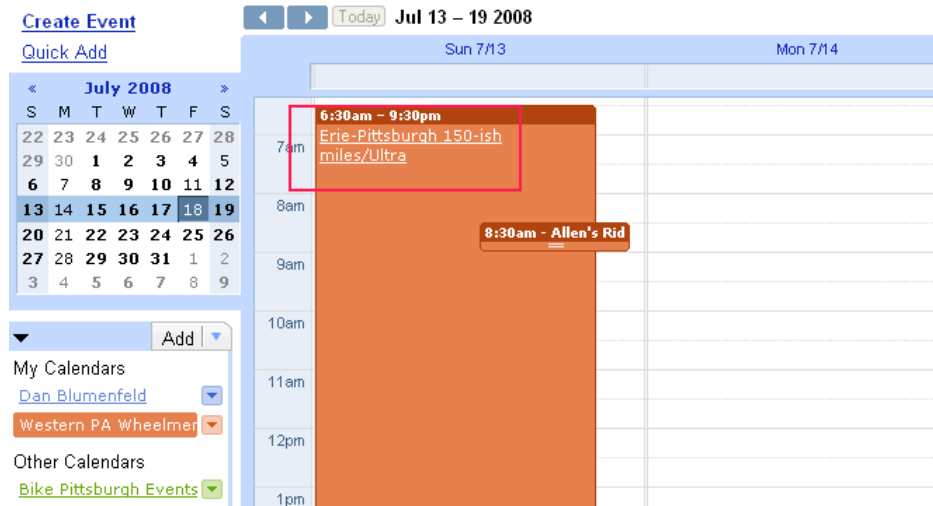
The screenshot shows the 'Edit Ride' form. At the top, there are buttons for '<< Back to Calendar', 'Save', 'Cancel', 'Delete', and a 'More Actions...' dropdown menu. The form fields are as follows:

- What:** Erie-Pittsburgh 150-ish miles/Ultra
- When:** Sun Jul 13 6:30am - Sun Jul 13 9:30pm
- Where:** Presque Isle Comfort Inn, Erie PA (with a [map](#) link)
- Calendar:** Western PA Wheelmen (dropdown menu)
- Description:** See description of "Erie-Pittsburgh" on Sat 12 Jul, and envision going the other way. No sag.
Thanks to Dan, the route:
Day 2 Map: <http://www.bikely.com/maps/bike-path/165998>
Day 2 Cue: <http://www.bikely.com/cuesheet/route/165998>

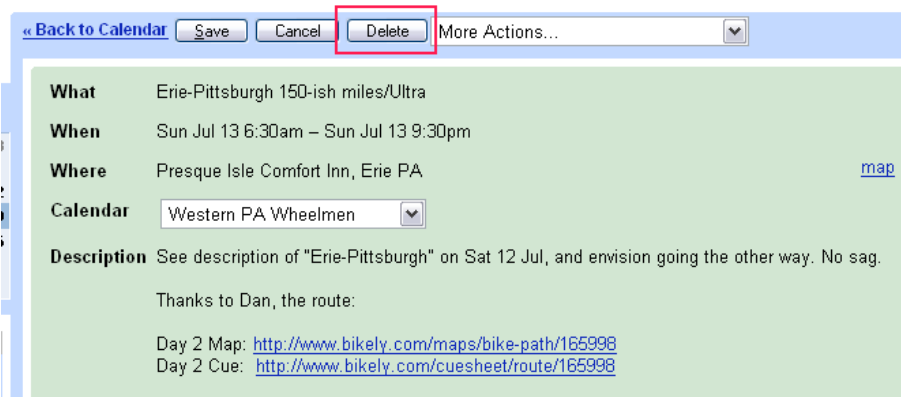
3. Click the **Save** button to save changes.

Deleting a Ride

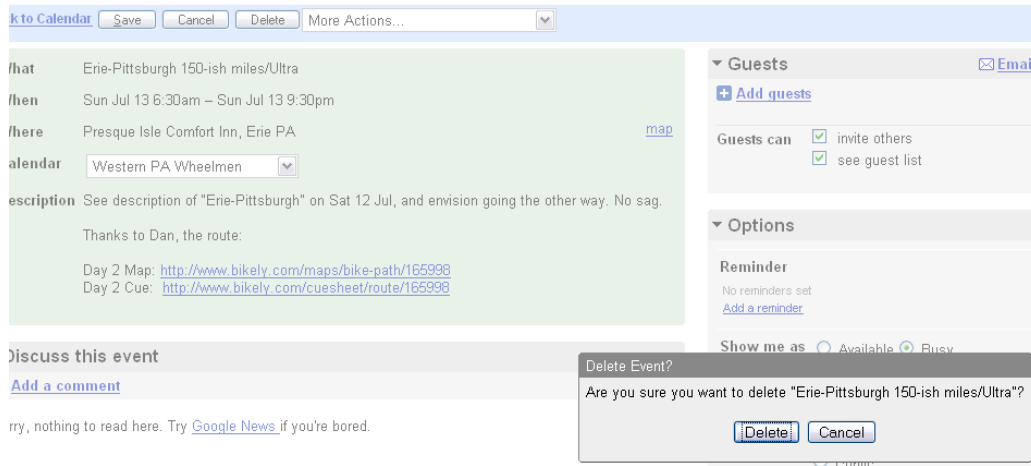
1. Click the title of the ride you wish to delete.



2. Click the **Delete** button.



3. Click **Delete** on the confirmation message to delete the ride, or **Cancel** if you decide not to delete it.



4. As a courtesy, you may wish to send an email to the club mailing list and/or the ride committee, informing people that the ride was deleted.

Appendices

Appendix A: Post Format Summary

Title:

Location - Short Description - Rating/Distance. Example: "North Hills - Hilly Rambling - C/35"

Description:

Ride Leader(s) + contact information (email and cell recommended)

Starting Point/directions to start or link to map

Description of route in general terms

Description of options for refreshment, i.e. "bring your own", "gas station stop every 15 miles", or whatever

Any special notes on the route, the expected pace, warnings to the underinsured, etc.

Appendix B: Tag List

Ride Tags Used in Ride Descriptions

TAG DESCRIPTION - RIDER TYPE OR ATHLETIC INTENT

A Athletic riders; likely exercise year round, ride regularly for speed.

B Typical club rider; rides are NO DROP, but often break into groups; May be
FAST-LEAD or SLOW-LEAD

C Those who prefer to ride at a slower pace; faster riders don't dominate these
rides

D Laid back; All ride as slow as the slowest rider, stop at will

DESCRIPTION - TERRAIN

1 STEEP Much terrain over 15%; And/or constant climbing expected

3 ROLLING - Typical Western PA

5 FLAT

OTHER TAGS

FAST-LEAD Faster riders set the pace

SLOW-LEAD Slower riders set the pace

FAMILY Family ride - Ride leader will post range of kids's ages

RAN Randonneuring type ride - i.e. self-supported and self-sufficient over long
distances

WOMEN Women only

SOCIAL The point of the ride is to socialize. Perhaps has a social stop or event

as well.

TRAINING	For a ride working to meet some performance criteria
DROP	No-drop is the rule. If you plan to drop, be explicit up front.
NO-DROP	Being explicit that a ride is NO-DROP is always good
STOPS:#	Number of stops planned
DIST:#	Distance in miles
SPD:#	Average speed in mph

It is ok to make up your own tags when you post to the calendar

