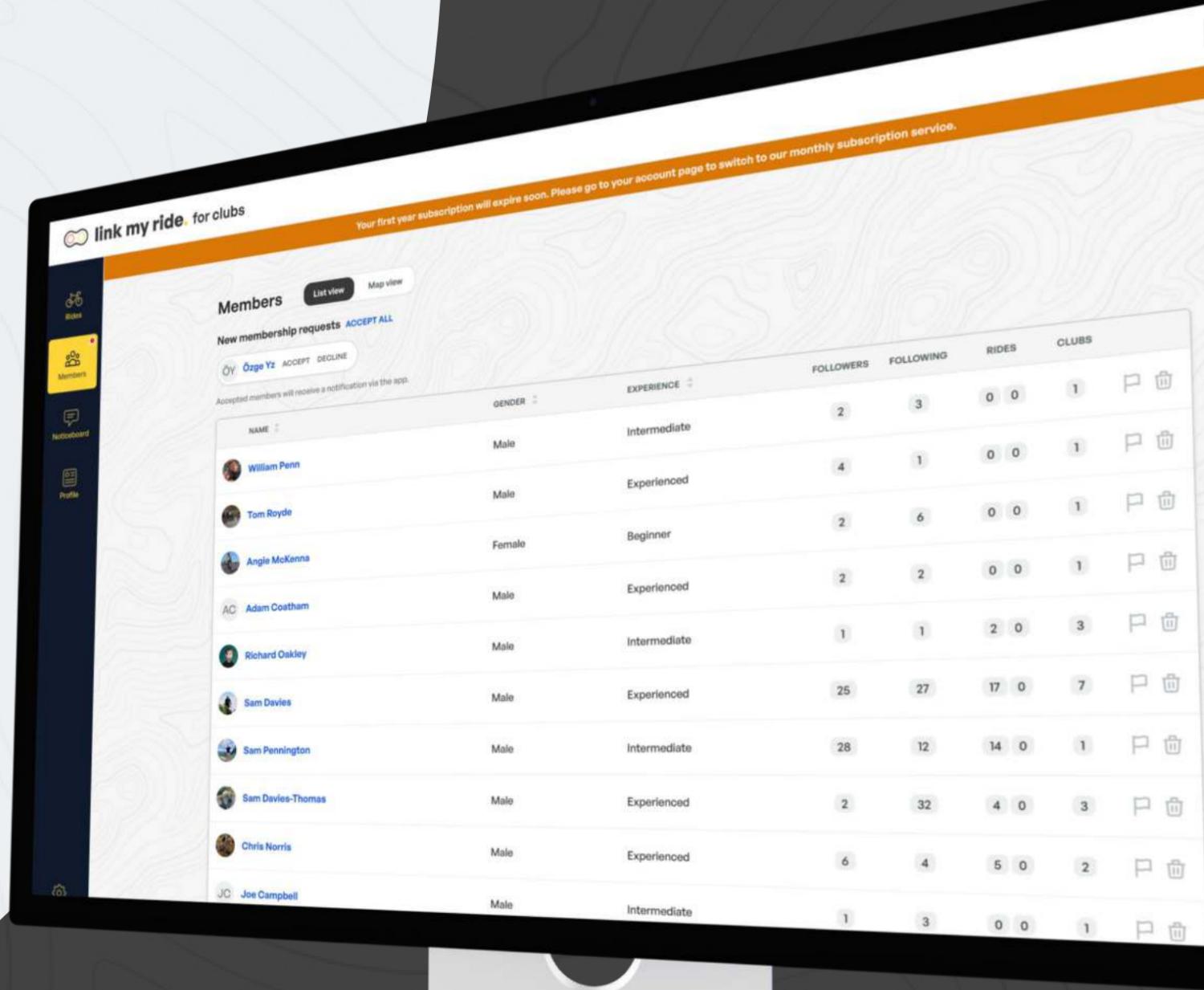




link my ride.

SIGNING UP YOUR CLUB OR ORGANISATION



Signing Up.



1

Go to our website.

www.linkmyride.com

Look for the “Organisation Log In” button and click it

2

Click get started.

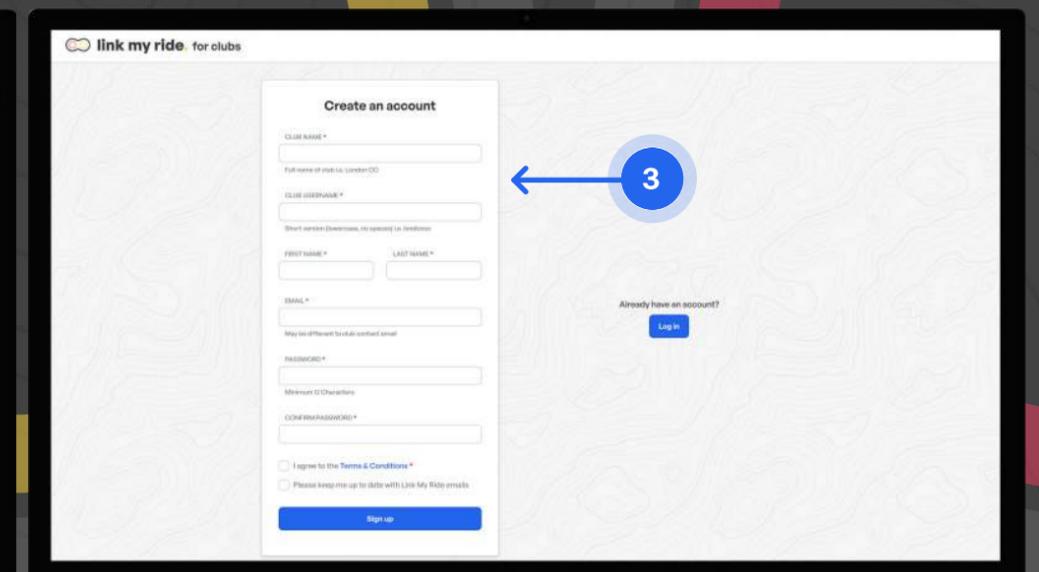
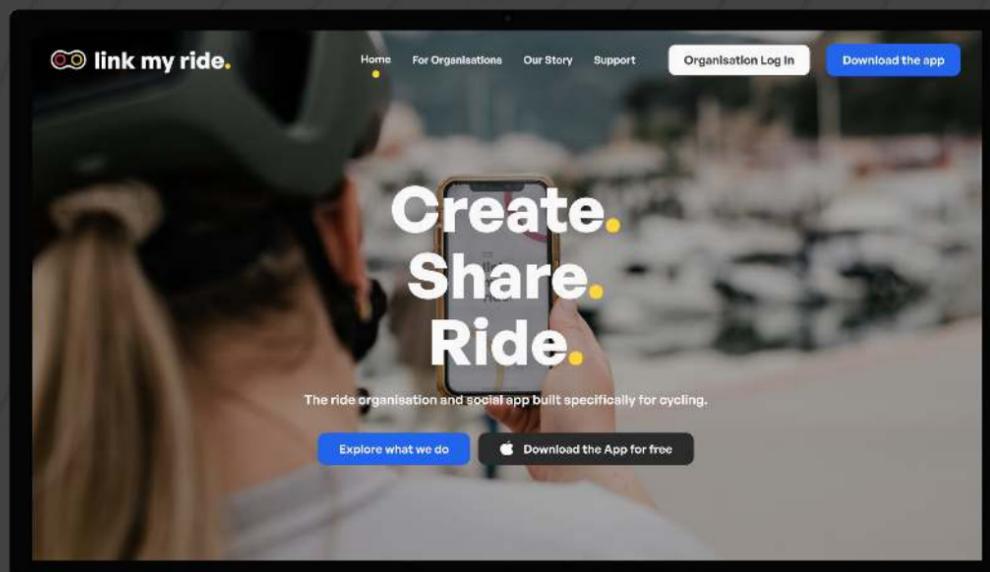
This is start your signup process

3

Sign up you're organisation or club.

Your organisation name
example – “The Service Course”

Your club username (no caps or spaces)



Activating Your Account.



1

Set up your subscription.

Click the set up subscription button to start the process

2

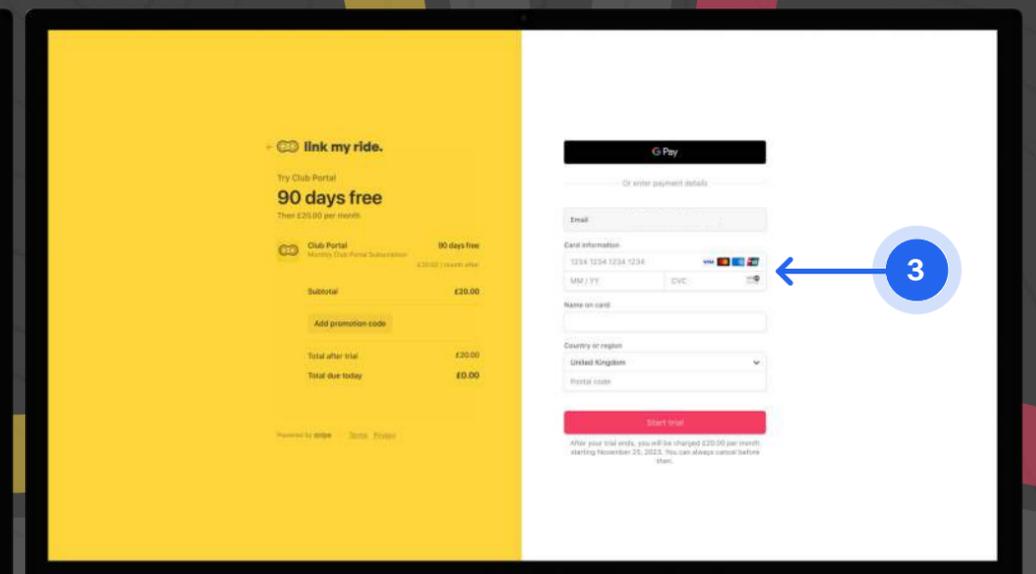
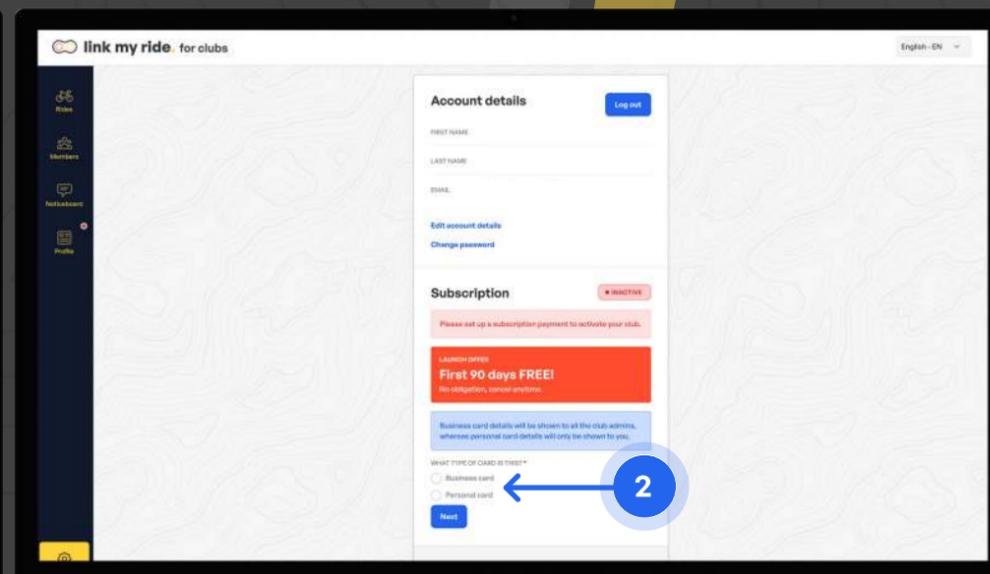
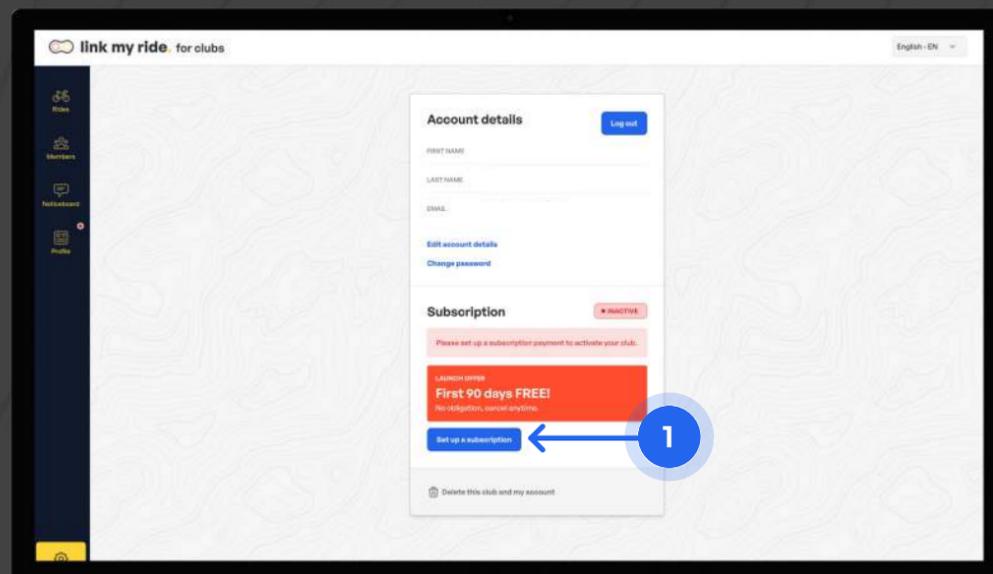
Select which card you will be using.

Business - Card details will be visible to anyone who logs into your account

Personal - Card details will stay hidden

3

Enter your card details.



Finish Your Profile.



1

Hit the pencil to edit profile.

Add the rest of the information to your profile. Remember more complete profiles are better for users.

2

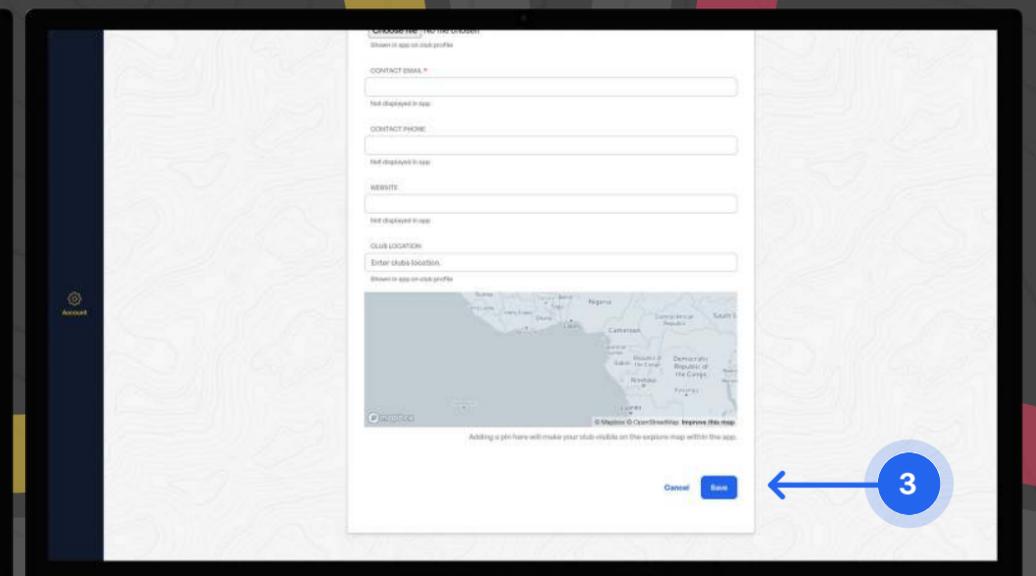
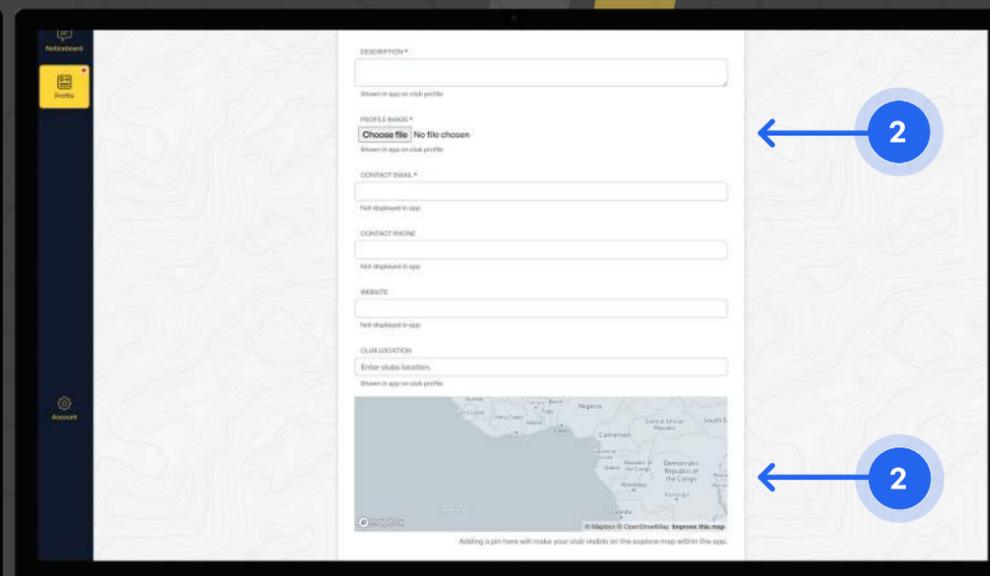
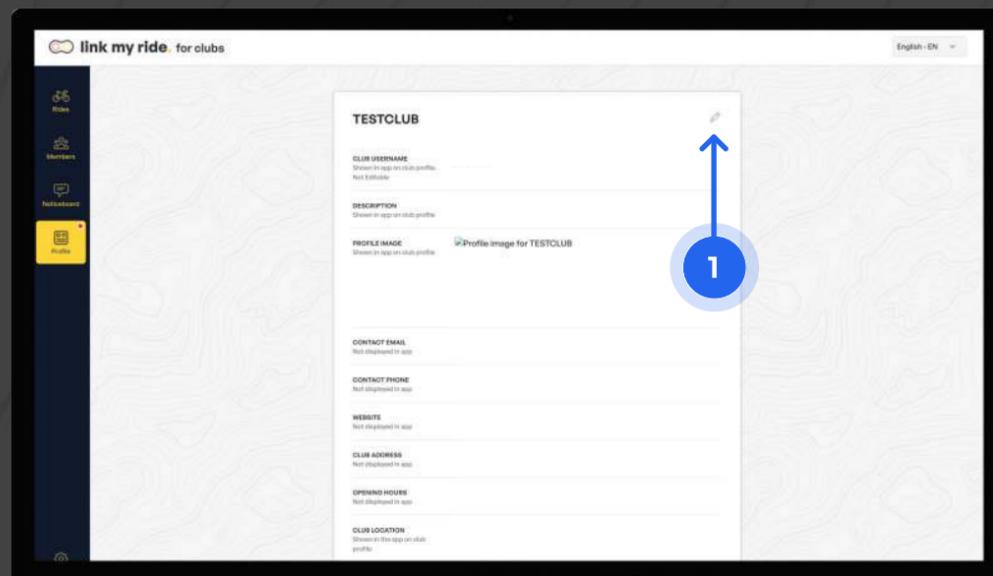
Make sure to add your location and profile pictures.

Add a profile image, this will be visible on the map.

Enter your location. Without this, you won't be visible to anyone. Be sure to "click" your location on the interactive map as well to drop a pin.

3

Click save when you have finished.



Create a Ride.



1

Hit the blue “New Ride” Button.

On your rides screen there will be a blue button on the top right of the screen. Hit this and it will open up the create a ride page.

2

Fill in ride details.

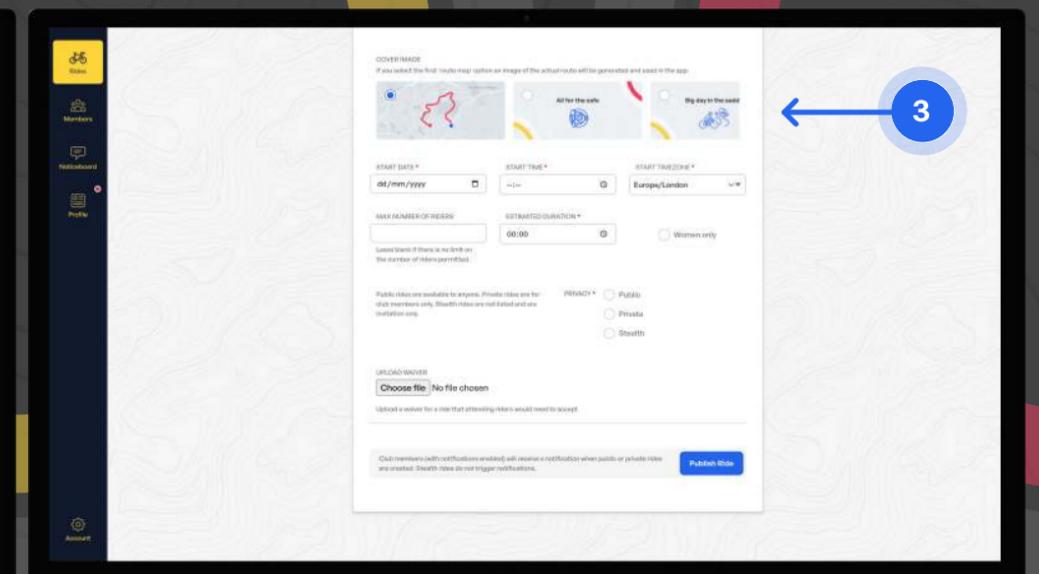
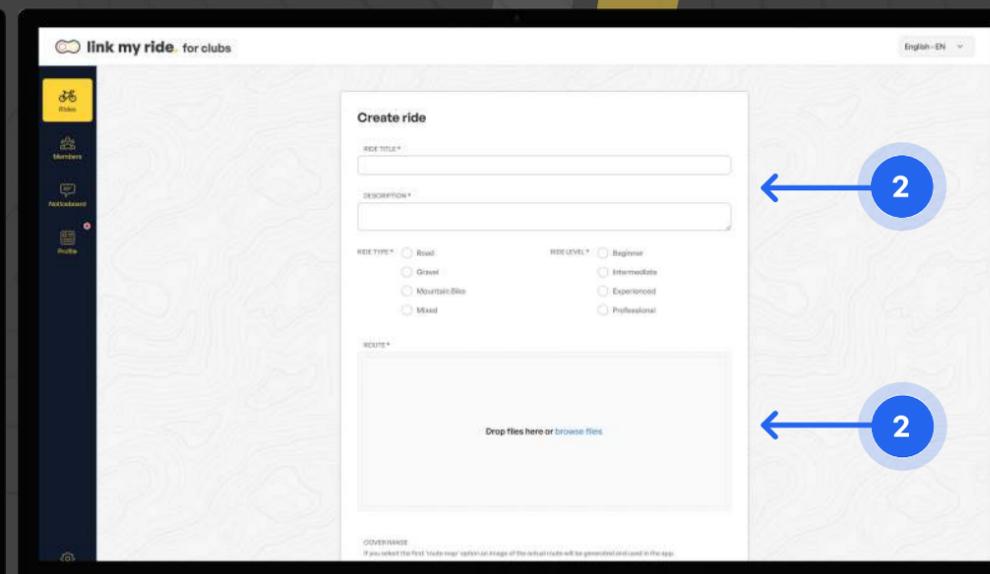
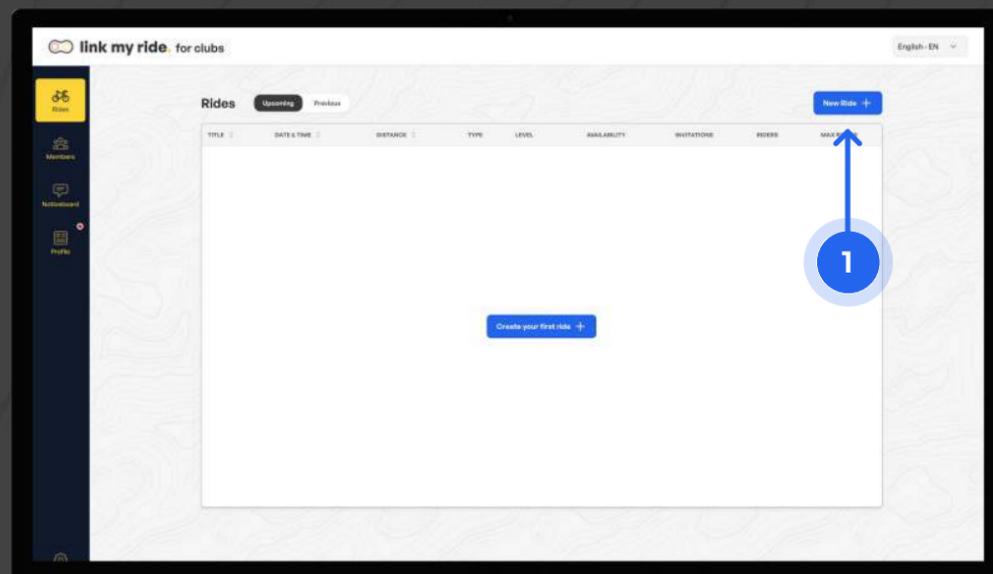
Fill in all your ride details in each of the fields.

Select your "Ride Type", "Level" and add a GPX file for your route.

3

Choose a ride cover photo.

Choose a cover image from the pre created list, picking the map will show the route you have uploaded as the cover photo within the app.



Create a Ride.



4

Start details.

Select start date, time and ride duration. Don't worry if this changes you can go back and update it, this will send a push notification out to all attendees.

5

Select max rider numbers.

Setting a max rider limit allows you to cap the attendee numbers. When this is reached it will show as "RIDE FULL" within the app and stop others from joining

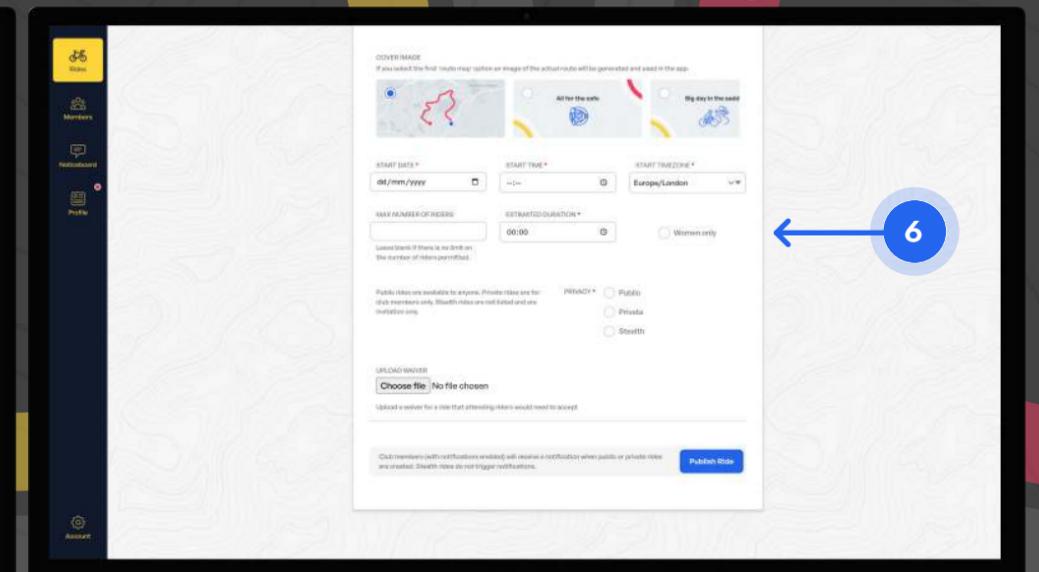
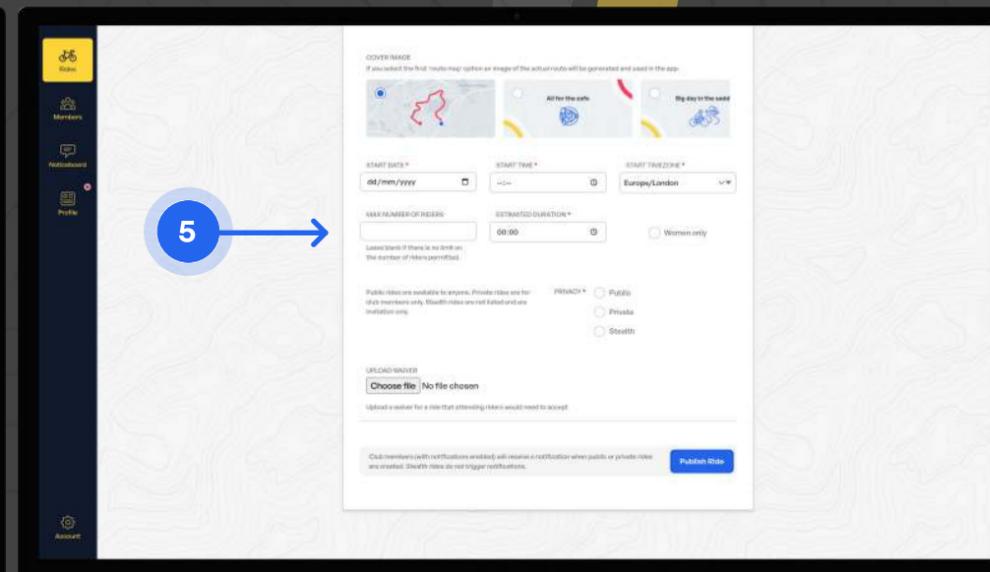
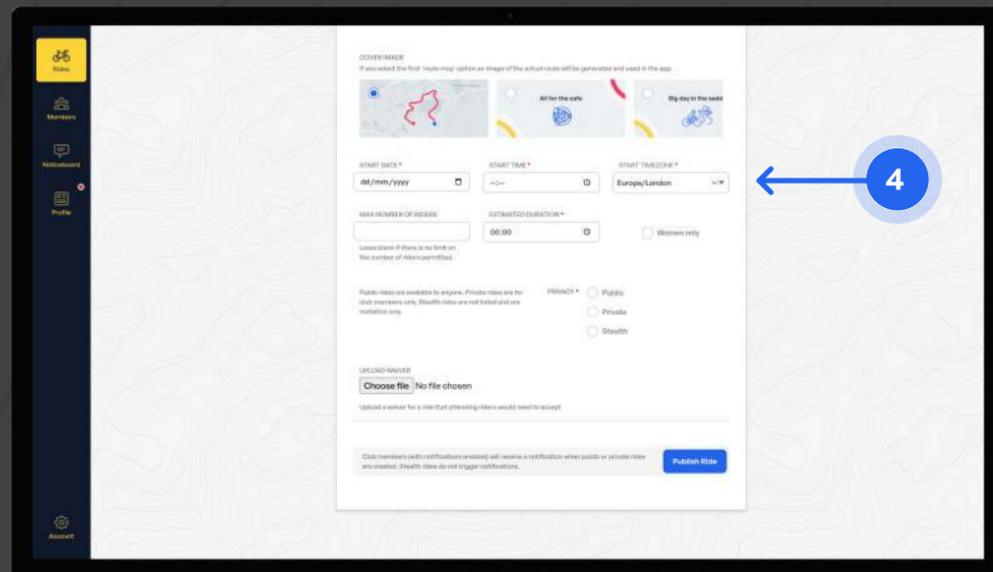
6

Select Privacy levels.

Select the correct privacy level for your ride. Choosing **Public** means anybody can see and join the ride regardless of if they are part of your club.

Private is club members only.
Stealth is invite only.

You can also select **Women Only** which restricts the ride to female riders only.



Create a Ride.



7

Adding a ride waiver.

If you wish to add a ride waiver to your ride you can do so by uploading a PDF copy of your ride waiver. This will make it mandatory within the app for riders to tick the ride waiver before they can be listed as attending.

8

Publish the ride.

Now you have completed the ride creation process you can go ahead and click publish.

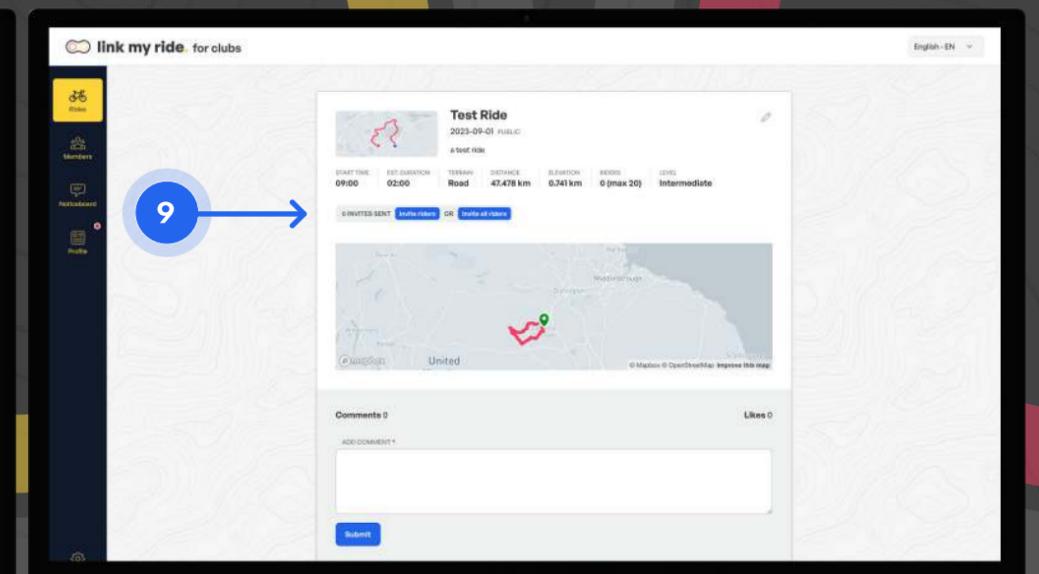
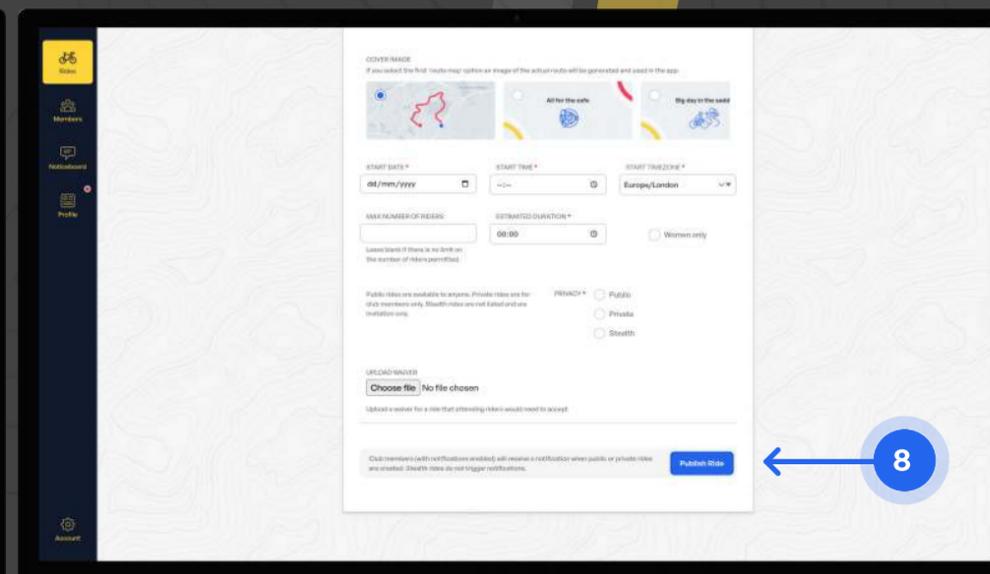
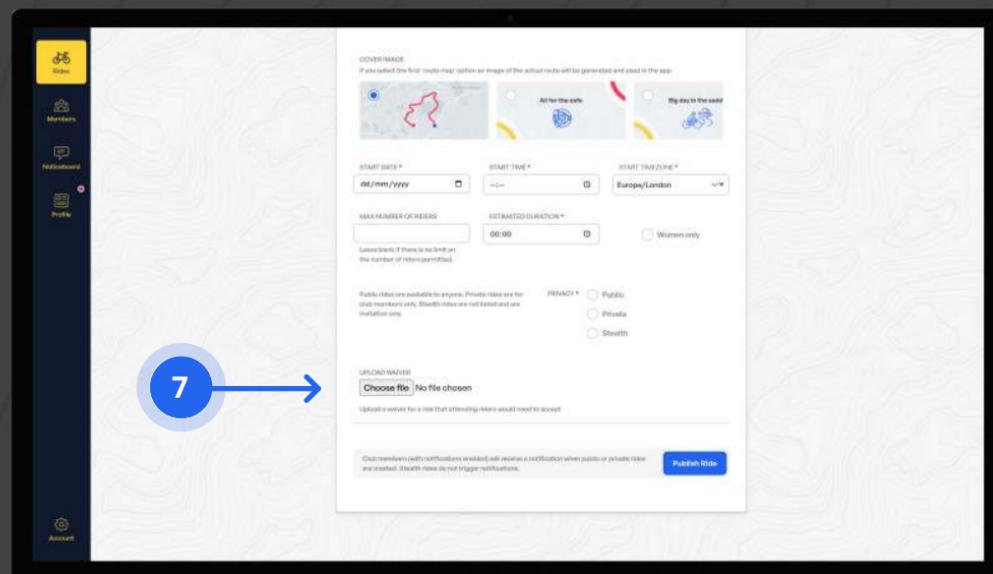
Note: if the ride is public or private the app will notify all club members that you have created a new ride.

9

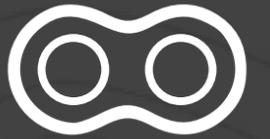
Invite riders.

Now your ride has been created, if you wish you can invite your club members.

Go to the rides page, select the ride and hit the blue button labelled “invite rider” here you can search by name or select from the member list.



Post Ride Data.



1

Downloading emails.

After a ride has finished you have the ability to data capture the emails of the attendees who went on your ride.

2

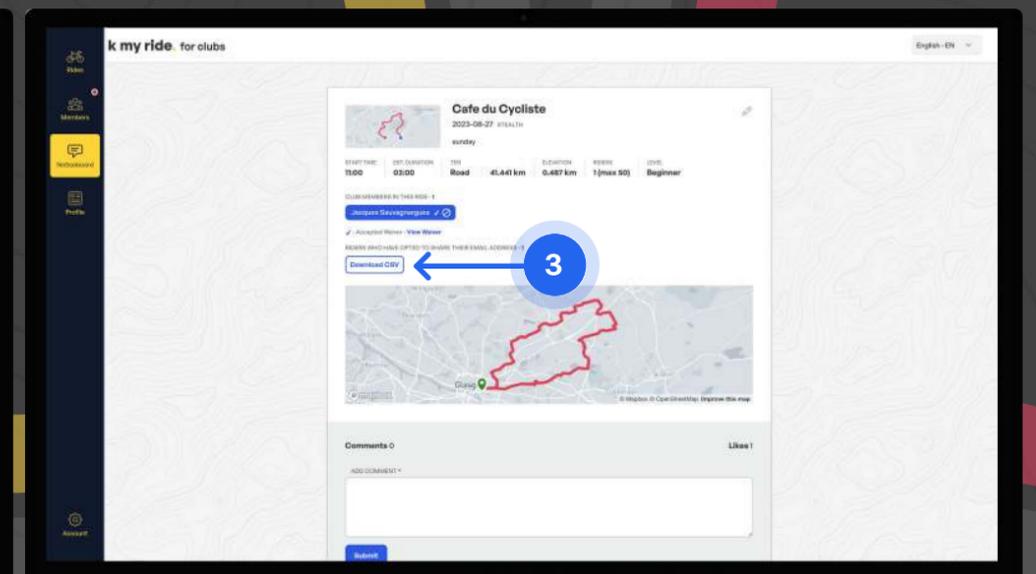
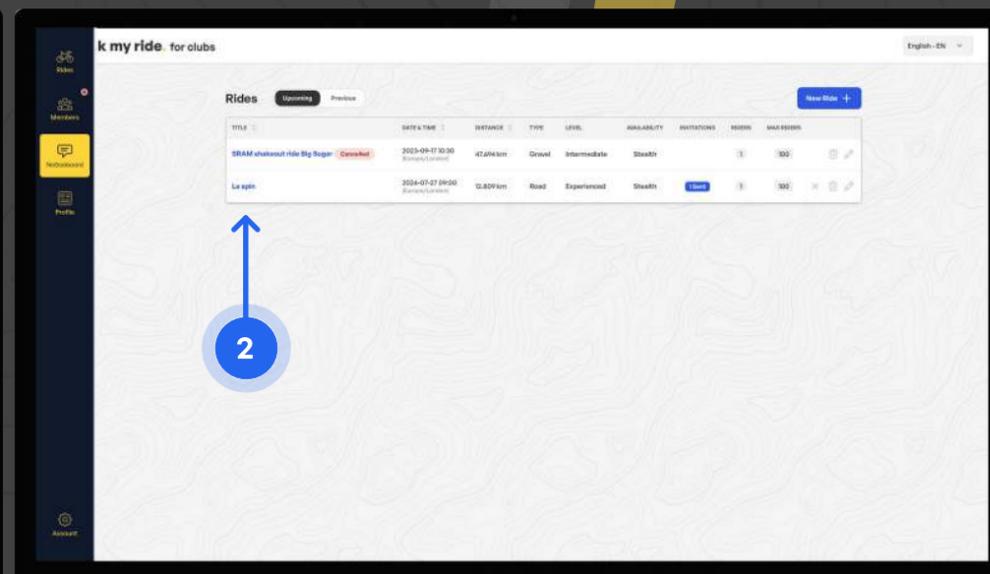
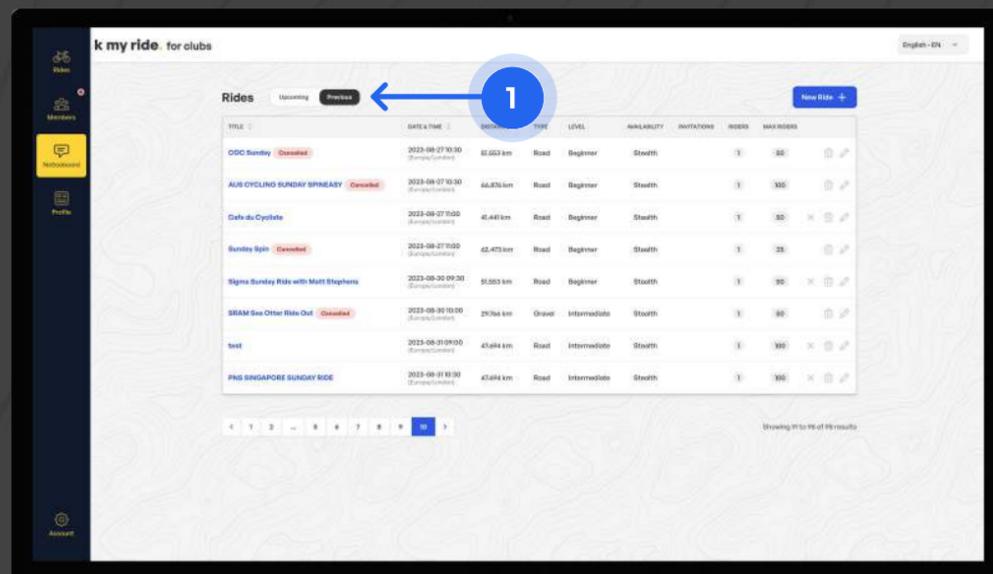
Go to previous rides.

Go to the rides page and click the button that says “previous” this will open up your previous rides. Choose the ride you’re looking for and click.

3

Hit download CSV.

Once you have clicked the ride there is a button that says “Download CSV” click this and it will download a CSV to your computer.



Find a Member.



1

Click the members tab on the left of the screen.

This will open up your members page.

2

See your members list.

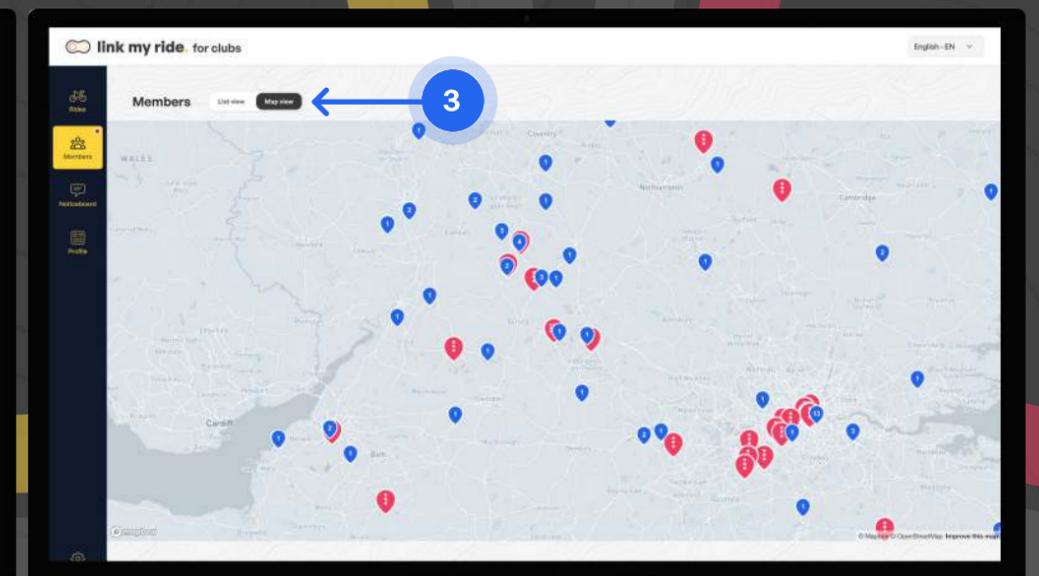
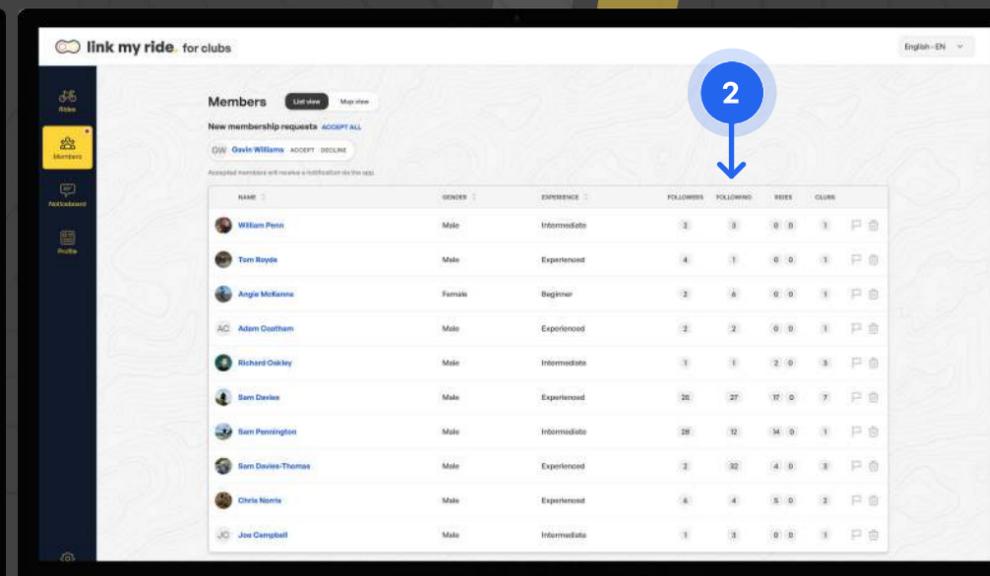
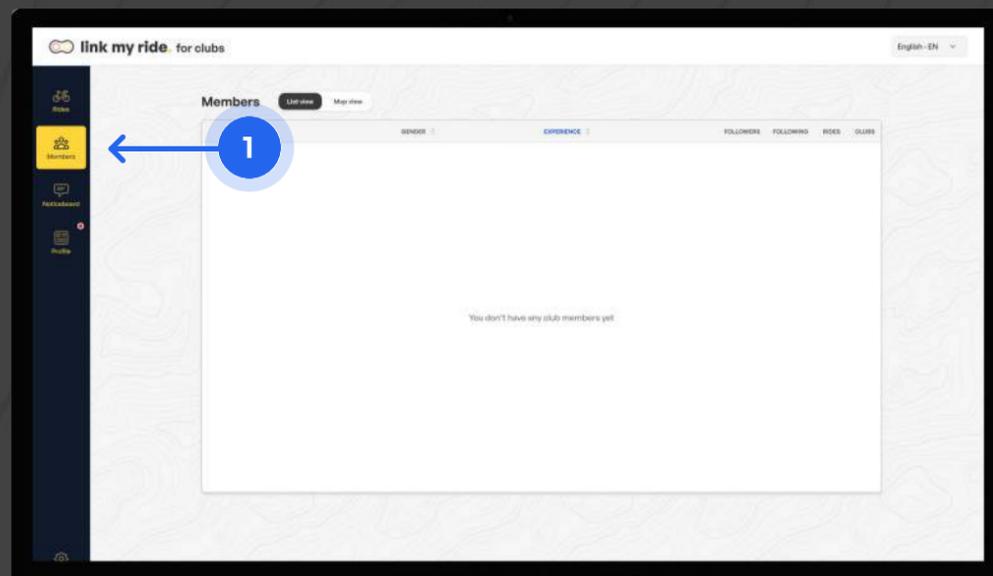
Now you will see a list of all of your members, you can delete or flag them here. As well as see how active they are.

3

Click “map view”.

This will show you roughly where your members are (they are the blue dots)

You can also see other clubs on the map (these are pink dots)



Creating a Post.



1

Click the Noticeboard tab on the left of the screen.

This will open up your noticeboard, where you can post pictures and posts updating your members.

2

Create a post.

Click the blue button on the top right of your screen that says “New Notice +” From here you can post pictures and posts into your club page. All these posts will be visible within your profile in the app.

3

Like and Comment.

You can interact with your members on these post.

Click a post, scroll down, comment and like your members responses here!

