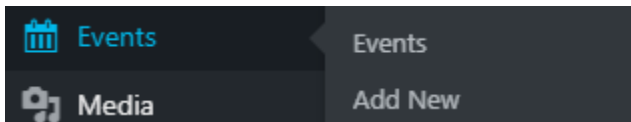
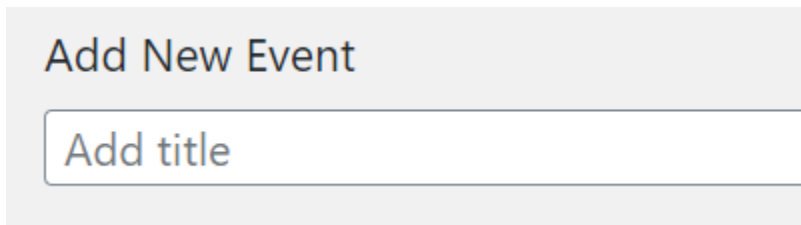


## Detailed instructions for adding a ride in WordPress

1. Visit the **Planning a Ride** link in the website and review. This will contain all the necessary documents needed as ride leader.
2. Get a username and password from [rides@stlrc.org](mailto:rides@stlrc.org) (both are case sensitive).
3. Login <http://stlrc.org/wp-admin>. WordPress works best in Google Chrome.
4. On the far left of your screen is a black sidebar with an Events link. Select **Events/Add New**



5. A New Event Window will appear.
6. **ADD THE TITLE** for your ride Ex. *Creve Coeur Lake—Portage Des Sioux* (3Bb and 4Bc)

A screenshot of the 'Add New Event' form. The form has a light grey background. At the top, it says 'Add New Event'. Below that is a text input field with the placeholder text 'Add title'.

7. Select/highlight the **TEMPLATE BELOW** and Copy (CTRL+C or right click and copy)

Starting Location:

Meeting time: *add meeting time here*

Time of Departure:

Description:

Directions:

- (List in steps here, using bullet points)

Cue Sheet:

Experience Level: *add codes here from table at the bottom of the **rides** link on website*

Stops:

- (List food/rest/restroom stops here, including where they are located)

Road Hazards: (if none, feel free to delete this line)

Ride Leader: If you have any questions regarding this ride, please contact us at [rides@stlrc.org](mailto:rides@stlrc.org), or refer to our members only area if you are an existing member. *(or add your own info such as phone number and email--optional)*

8. Paste (CTRL+V or right click and Paste) the template after the **ADD MEDIA** text box. Fill in the Starting Location, Meeting Time, Description and Directions (bullet format is preferred), Stops, Road Hazards and add any other information you may want here. You can obtain this information from prior rides in the **archives** listed on the website. **TIP:** Copy the information from the archives and paste under the template. You can cut and paste that information into the appropriate place in the template and then delete the unused info from the archives when completed.

Starting Location:

Meeting time: *add meeting time here*

Description:

Directions:

- (List in steps here, using bullet points)

**Cue Sheet:**

Stops:

- (List food/rest/restroom stops here, including where they are located)

Road Hazards: (if none, feel free to delete this line)

Ride Leader: If you have any questions regarding this ride, please contact us at [rides@stlrc.org](mailto:rides@stlrc.org), or refer to our members only area if you are an existing member.

9. The easiest way to create the bullet list is to type after the first bullet and hit the <enter> key on your keyboard. This will create a bullet on the next line. Or you can select the bullet button on the menu to create the bullet for the line. If you hit <enter> a bullet will appear on the next line.

#### 10. ADDING A CUE SHEET:

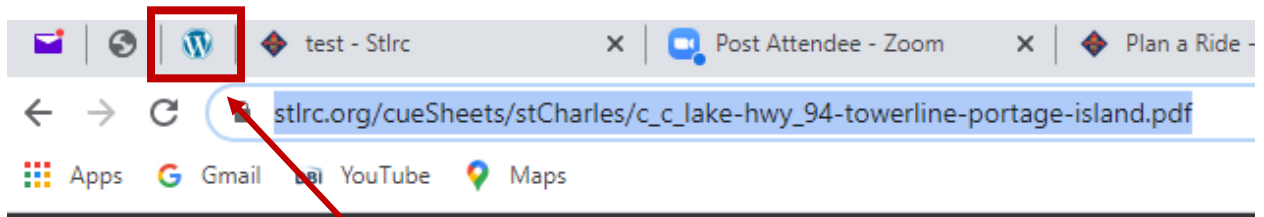
- a. Go to the *Planning a Ride* link on the [stlrc.org](http://stlrc.org) website and select the CUE SHEET LIBRARY button (alternate method: click on the **Cue Sheets** link located in the top black menu bar for the website).

**CUE SHEET LIBRARY**

- b. There are tabs for the various locations for our rides. Select the appropriate tab and cue sheet. **A pdf document of the cue sheet will appear in a new tab.**

<b>STL City/County Inside I-270</b>	<b>STL County Outside I-270</b>	<b>St. Charles County</b>	<b>Columbia, Illinois</b>	<b>Illinois Except Columbia</b>
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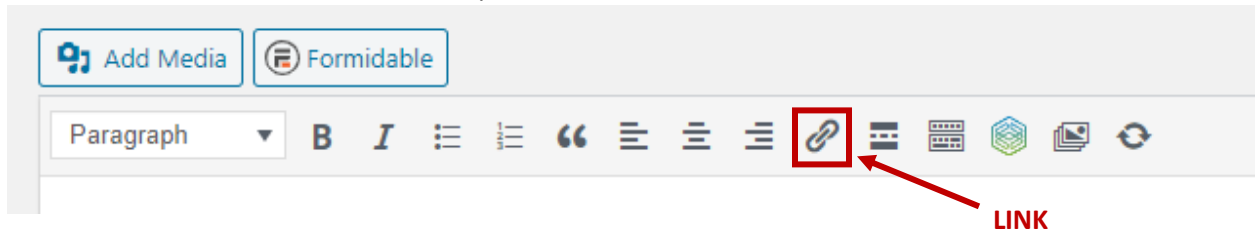
- c. **Select** and Copy (CTRL + C) the URL that is in the address bar at the top of the browser.



- d. Go back to the **WordPress Events tab** located at the top of the browser.
- e. Put in a name for the cue sheet and select/highlight it.

Cue Sheet: Creve Coeur to Portage Des Sioux Cue Sheet

- f. Select the **LINK** button in the top toolbar menu



- g. A **Paste URL** box appears.

Cue Sheet: Creve Coeur to Portage Des Sioux Cue Sheet

Stops:

- h. Paste (CTRL + V) the URL from the cue sheet and select the blue **Apply button** to create the link. If you need to edit it click the **Gear** button next to the Apply button.

11. To the right of the window is an **EVENTS CATEGORIES** box. Select your options here. Note there is a scroll bar on the right so you can scroll down to select terrain also. You can add as many options as appropriate.

**Event Categories**

All Event Categories | Most Used

- Distance: 10-15 Miles
- Distance: 20-40 Miles Primary
- Distance: 40-75 Miles
- Distance: 75-110 Miles
- Distance: Under 10 Miles
- Speed: 10-12 mph
- Speed: 13-16 mph [Make primary](#)
- Speed: 16-20 mph [Make primary](#)
- Speed: 21+ mph

12. Scroll down the main window to find the **EVENTS CALENDAR**

**The Events Calendar**

---

**TIME & DATE**

---

Start/End:   to   [Time Zone: America/Chicago](#)

All Day Event

*This event is from 8:00am to 5:00pm on May 7, 2020.*

---

Event Series:

13. The first option is **TIME & DATE**. ***This date entry will determine the placement of your ride on the calendar.*** Select your Date by clicking on the box. Calendars appear and choose the appropriate date.

to   [Time Zone: America/Chicago](#)

← **May** 2020 ↓

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**June 2020**

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

There is a dropdown menu for the start and end time. This should be the **START** of the ride. If you don't want an end time, just select it and DELETE. There is an **end date** if this is more than a daily ride.

14. If the ride is a weekly or monthly event, click the **SCHEDULE MULTIPLE EVENTS** button and select your options: Daily, Weekly, Monthly, Yearly and fill in as appropriate. **TIP:** If this is a weekly ride but has different ride leaders each week, set up as weekly and then Edit the individual date to change the ride leader (see below for Editing a ride)

Event Series: [Schedule multiple events](#)

15. Next set your **LOCATION** venue. You will need the exact address of the venue so you can add a google map to the ride info. Make sure Show Map and Show Map Link are checked. Since STLRC tends to reuse starting locations often, the venue you need may already be defined in our database which you can find in the list. If not, you can create a new venue (see 16 below).

**LOCATION**

Venue:

Show Map:

Show Map Link:

**ORGANIZERS**

Organizer:  [Edit Organizer](#)

[Add another organizer](#)

**16. Adding a Venue and Google Map.**

- a. In the Create or Find Venue, type in the name of the new Venue—left graphic (note: once the venue is created it will be listed in the drop-down and you will choose it, it will not have to be recreated—see right graphic). You should check first to see if the venue has previously been created and just select that option.

**LOCATION**

Venue:

Show Map:

Show Map Link:

**ORGANIZERS**

Organizer:  [Edit Organizer](#)

[Add another organizer](#)

**LOCATION**

Venue:

Show Map:

Show Map Link:

**ORGANIZERS**

Organizer:  [Edit Organizer](#)

[Add another organizer](#)

- My Venues
- Creve Couer Lake to New T**
- Mississippi River Loop
- Available Venues
- Columbia Market Place
- Creve Couer Lake to New T

- b. Fill in the information—this is when you will need an address, just do a Google search for it. If there is a certain location (like in a park with cross streets) put in what that location is for your search. You can also add coordinates. It is a good idea to include directions within the template for riders to refer. Make sure the Show Map and Show Map Link are checked.

#### LOCATION

Venue:	Create: Creve Couer Lake to Portage Des ... × ▾
Address:	13725 Marine Ave,
City:	St. Louis, MO
Country:	United States ▾
State or Province:	Missouri ▾
Postal Code:	63146
Phone:	
Website:	
Show Map:	<input checked="" type="checkbox"/>
Show Map Link:	<input checked="" type="checkbox"/>

17. Add an **ORGANIZER**. This is the ride leader information. Just like the venue once you are in the list just select your name. If your name is not already in the list, add your name and select Create. If you need to edit your info, select your name and Edit Organizer.

#### ORGANIZERS

Organizer:	Create or Find an Organizer × ▾	<a href="#">Edit Organizer</a>
	Jane O'Donnell	
	Create: Jane O'Donnell	

Add your information. You can decide if you want your phone number added or not.

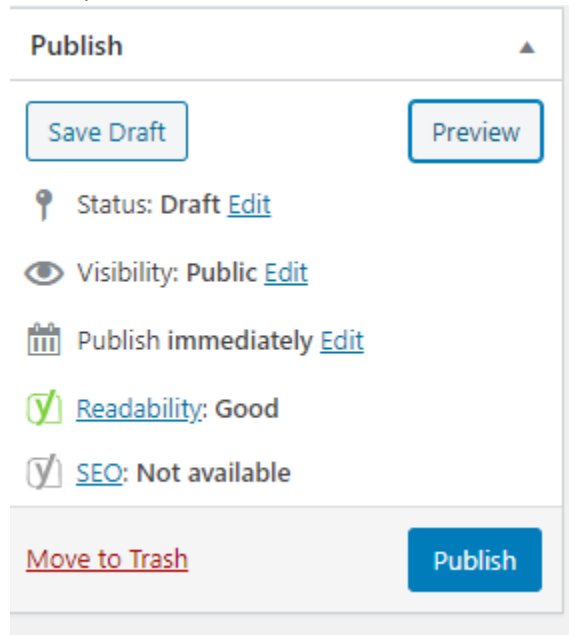
#### ORGANIZERS

Organizer:	Create: Jane O'Donnell × ▾	<a href="#">Edit Organizer</a>
Phone:	314-323-2983	
Website:		
Email:	janeellen_od@yahoo.com	

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

**18. Testing your Ride and Publishing to the calendar**

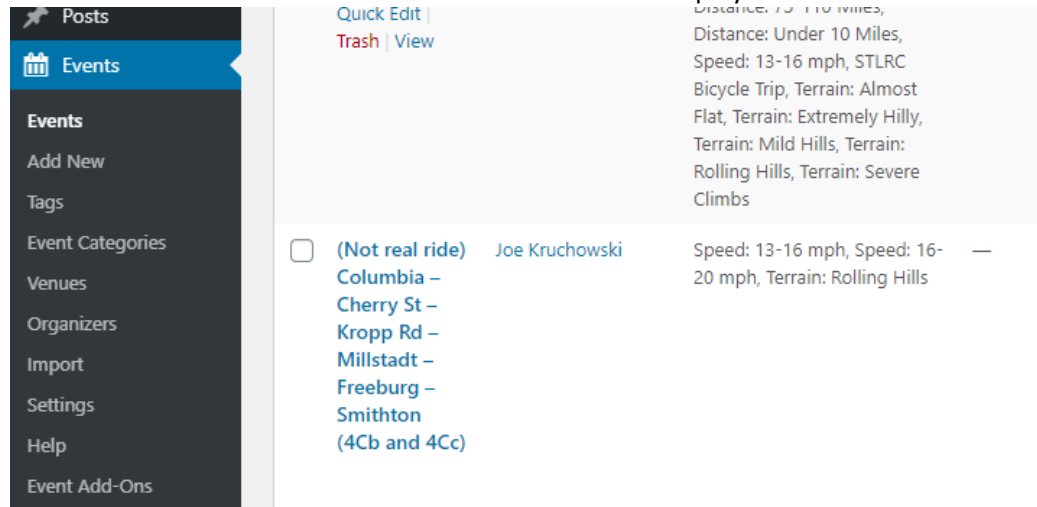
- a. Scroll back up to the top of the page. On the right-hand side under **PUBLISH** click on SAVE DRAFT and then PREVIEW. It will give you an idea of what the ride will look like when posted on the calendar.



- b. To edit it go back to the WordPress tab to your Add Event Page and make the necessary changes. Save Draft and Preview again. If you are happy with the results, select the PUBLISH button on the lower right to publish and add the ride to the calendar.

**19. Editing the ride once Published.**

- a. Select the EVENTS link on the black left sidebar. It will display all the rides created



- b. You can select **Mine** at the top to view your rides. **Published** will display all rides.

The screenshot shows the WordPress event management interface. At the top, there are filter tabs: "All (29)", "Mine (6)", "Published (13)", "Scheduled (2)", "Drafts (14)", "Trash (8)", and "Cornerstone content (0)". The "Mine (6)" tab is highlighted with a red box. Below the tabs are two buttons: "Bulk Actions" with a dropdown arrow and "Apply". To the right are two more dropdown menus: "All SEO Scores" and "All Readability Scores". Below these is a table with columns: "Title", "Author", "Event Categories", and "Tags". The first row of the table shows a checkbox, the title "(Fake Ride) Route 66 State Park Ride", the author "Lauren Neumeister", and event categories "Distance: 10-20 Miles, Distance: 20-40 Miles".

- c. Select a ride and choose one of two options **Quick Edit** or **Edit**

The screenshot shows a single ride entry in the WordPress event management interface. The ride title is "(Fake Ride) Route 66 State Park Ride" and the author is "DavidRL". The event categories are "Distance: 20-40 Miles, Speed: 13-16 mph, Terrain: Almost Flat, Terrain: Mild Hills". Below the ride title, there are four buttons: "Edit", "Quick Edit", "Trash", and "View". The "Edit" and "Quick Edit" buttons are highlighted with a red box.

- d. Choosing **QUICK EDIT** will retain all the information for that ride, but you can change the author, add CANCEL to the title, and change the end date. It will not change the original start date. When completed, **UPDATE** and it will save those changes.

The screenshot shows the "QUICK EDIT" form in the WordPress event management interface. The form has several fields: "Title" (containing "(Fake Ride) Route 66 State Park Ride"), "Slug" (containing "fake-ride-route-66-state-park-ride"), "Date" (set to "05-May 14, 2020 at 15:15"), "Author" (set to "DavidRL (DavidRL)"), and "Password" (with a "Private" checkbox). There are "Event Categories" and "Tags" sections. The "Event Categories" section has a dropdown menu with "Distance: 20-40 Miles" selected. The "Tags" section has a "Status" dropdown menu set to "Published" and a "Allow Comments" checkbox checked. There are "Cancel" and "Update" buttons at the bottom.

- e. Click on the **EDIT** link and it will bring you back to the original Edit Event Page created and you can change the title, date, ride leader, etc. Just make sure you **UPDATE** the event.

**IF YOU NEED TO CANCEL A RIDE** login to WordPress and use the instructions above to edit the ride. Put **CANCELED** in capital letters prior to the title.



20. **Deleting a ride from the calendar.**

- a. Complete the instructions above to see all the event rides.
- b. Click the selection box next to your ride and select the trash link



21. **Creating a new event ride from a previous ride** (that is not a recurring event)

- a. Use the instructions above to see all the event rides and select Mine for your rides or Published for all rides.
- b. Select EDIT for the ride and copy the template you created.
- c. Create a new event EVENTS/ADD NEW
- d. Add
  - i. Title with codes
  - ii. Paste the template
  - iii. Add the new date and time
  - iv. Add the Event Categories
  - v. Select the venue from the dropdown list
  - vi. Select the organizer from the dropdown list
- e. SAVE DRAFT and PREVIEW, then PUBLISH

## **KEEP THESE THINGS IN MIND WHEN POSTING YOUR RIDE**

- Try and be as descriptive as possible in your post, that way no one will need to come to you with questions after you post it
  - o It is not a bad thing to state things twice. i.e. If you add the ride category that states the ride's distance, it is okay to type the same ride distance in the description of the ride as well
- If your fonts are all the same size once you paste the Ride Event Template into the text box, ensure that your text box is on the "Visual" setting instead of the "Text" setting
  - o At the top right of the text box, there are two tabs labeled "Visual"

and “Text”, click “Visual” to ensure that you are viewing the editor correctly

- Once you have posted your ride, please keep updated on potential weather complications or road closures that could impact the ride
  - o If possible, plan alternate routes to avoid any conflicting road hazards
  - o If the ride is to be cancelled due to complications, add text BEFORE the title in caps posting that states “CANCELLED”
- If you have any questions about posting a ride, or anything regarding being a ride leader, please do not hesitate to contact [rides@stlrc.org](mailto:rides@stlrc.org).