



Adding an event to club web site.

Use this procedure to add new ride events or edit existing ones. The procedure details what is needed for a ride, one of the more complex events. For other things like social activities, the same process can be followed, just don't complete all the fields.

Log into the site and access the WordPress dashboard using the following link:

<https://www.chippenhamwheelers.org/wp-admin/index.php>

Using the menu on the left, select Events -> Add event.

A blank event form will be presented for completion. Note that repeating events are handled slightly differently.

Give the event a title. A convention of ride designator e.g. LR0025 or SAT010 followed by the approximate destination e.g. "Water park" or "Royal Wootton Bassett" has been used.

Avoid underscores and be careful on funny characters like the extended hyphen. Funny characters can cause things to not display which is quite confusing.

The date and start time on the right should be filled in. It will default the end date to the same as the start date unless you override it. Start time would be the ride set off time from the meeting point.

The main text area can be used to add additional details on the ride. This can be formatted text and include links to other media items like documents (route sheets) or images.

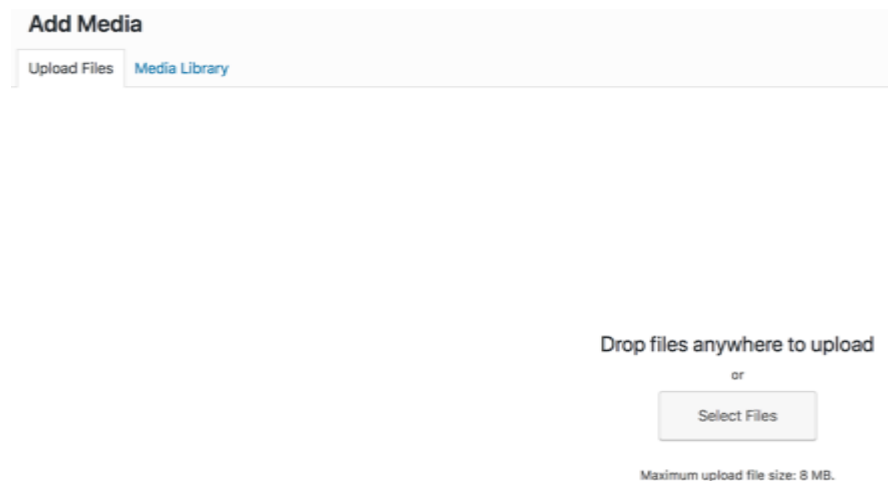
A screenshot of the WordPress 'Add New Event' form. The left sidebar shows the WordPress dashboard menu with 'Events' selected. The main content area has a title field with the placeholder 'Enter title here' and a permalink field showing 'https://www.chippenhamwheelers.org/events/1633/'. Below these is a rich text editor with a toolbar. The text in the editor reads: 'Peter is listed as organiser but is currently unable to ride or act as ride leader. Experienced members taking part on the day will be required to act as ride leaders' and 'Route sheet can be downloaded and home printed from here: [SATurn Royal Wootton Bassett route 3](#)'. On the right, there are 'When' and 'Publish' sections. The 'When' section has 'From' and 'to' date/time pickers, both set to '12:00 AM', and an 'All day' checkbox. The 'Publish' section has 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish immediately', 'Duplicate Event', 'Move to bin', and 'Publish' buttons. At the bottom right, it says 'Draft saved at 2:53:37 pm.'

Chippenham Wheelers web site standard operating procedure

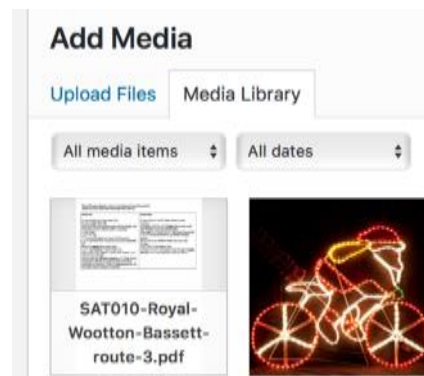
Place the cursor where you want to add a route sheet document then click on the “Add media” button which is on the left below the title. This will open up a media library for item selection with the option to upload new stuff.

Select the “Upload files” tab and select file from your computer.

When adding documents, please use PDFs as this is better at rendering in browsers and on phones etc. Route sheets are best formatted as single copy per document as oppose to format for mass printing and cutting up.



When uploaded, the new file will show in the gallery for selection.



Click on the “Insert into post” button and a hyperlink will be added where the cursor was placed.

Chippenham Wheelers web site standard operating procedure

Next complete the rest of the event details. The location will typically be one of a standard set of locations pre-populated.

Just start typing “Wavin”, “Pheasant”, etc. and you will get a list to select.

If there is a new location to add, this can be done using the “Locations” menu option under Events.

Location with Wavin being selected is shown below.

Where

☐ This event does not have a physical location.

Location Name: Wavin/Parsonage Way

You cannot edit saved locations here. [Reset this form to create a location or search again.](#)

Address: Parsonage Way

City/Town: Chippenham

County:

Postcode:

Region:

Country: United Kingdom

Wavin/Parsonage Way
Parsonage Way - Chippenham
Events

Map data ©2017 Google

Next, fill in the event attributes. The ride distance and difficulty can be established using information from www.ridewithgps.com (RWG).

Attributes	
Attribute Name	Value
Organiser	Peter Bridgens
Distance	25
Difficulty	9
ridewithgps	26541438
Alternative	

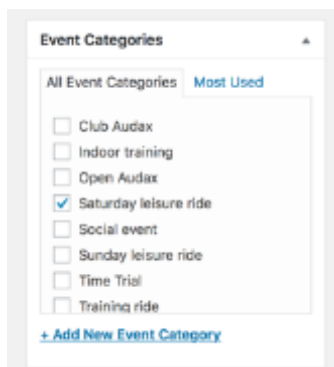
Login to RWG using the club account leisureride@chippenhamwheelers.org. Password to be provided separately. Select the “Upload” menu item from the top menu bar, click “Select files” from the left and find your GPX file. When it has been uploaded, view it and change the ride name by clicking on the name on the right and side and typing another followed by “Enter”. I have been using the same naming convention for event name, route sheet filename and RWG ride name. Make a note of distance and elevation in feet on the bottom of the map. Finally, click in the address bar of your web browser and find the ride number. For example, <https://ridewithgps.com/routes/26541238> has a route number of 26541238.

Chippenham Wheelers web site standard operating procedure

Enter the route number against the field “ridewithgps”. The route link and embedded map will be automatically generated.

The ride difficulty is the elevation in meters divided by the distance in miles. The unit of reference is the CAD (from Andy Cad).

Next select the event category from the list. E.g. Saturday leisure ride or Sunday leisure ride.

A screenshot of a web form titled "Event Categories". It features two tabs: "All Event Categories" and "Most Used". Under the "All Event Categories" tab, there is a list of event categories with checkboxes: "Club Audax", "Indoor training", "Open Audax", "Saturday leisure ride" (which is checked), "Social event", "Sunday leisure ride", "Time Trial", and "Training ride". At the bottom of the list is a blue link that says "+ Add New Event Category".

Finally click “Publish”.

Go and view the event checking the route map appears and links to route and route sheet work.

Pat self on back.

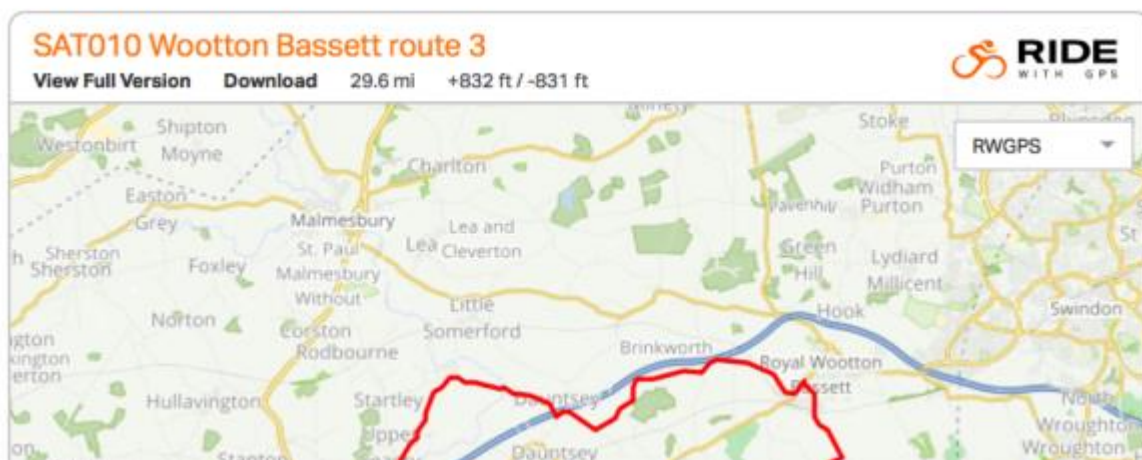
The spreadsheet has been designed to keep all the static elements of our rides on one worksheet and the schedule on another sheet. The date and ride name is all that is necessary to be entered with the rest of the details being populated by formula. The schedule sheet can be saved as a CSV file and imported direct to the web site allowing a month or years’ worth of rides to be bulk imported quickly. The only problems experienced with this have been when funny characters have been included in the event title. Hard spaces or extended hyphens for example.

SAT010 ROYAL WOOTTON BASSETT ROUTE 3

EVENT DATES:	09/12/2017 10:00 AM
LOCATION	WAVIN/PARSONAGE WAY
CATEGORIES	SATURDAY LEISURE RIDE
EVENT ORGANISER	PETER BRIDGENS
RIDE DISTANCE	30 MILES
RIDE DIFFICULTY	8
ALTERNATIVE	
ROUTE LINK	RIDE WITH GPS - SAT010 ROYAL WOOTTON BASSETT ROUTE 3
RSS LINK TO SIMILAR RIDES	RSS

Peter is listed as organiser but is currently unable to ride or act as ride leader. Experienced members taking part on the day will be required to act as ride leaders

Route sheet can be downloaded and home printed from here: [SAT010 Royal Wootton Bassett route 3](#)



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27/11/2017