



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 to see the list of recent published events

The easiest way to create a ride event is to find a recent, similar event and click just below the event title ->Duplicate

This will create a duplicate of the event which you can then edit to suit your new event.

Alternatively, to start with a new blank event form click in the menu on the left under Events ->Add event

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

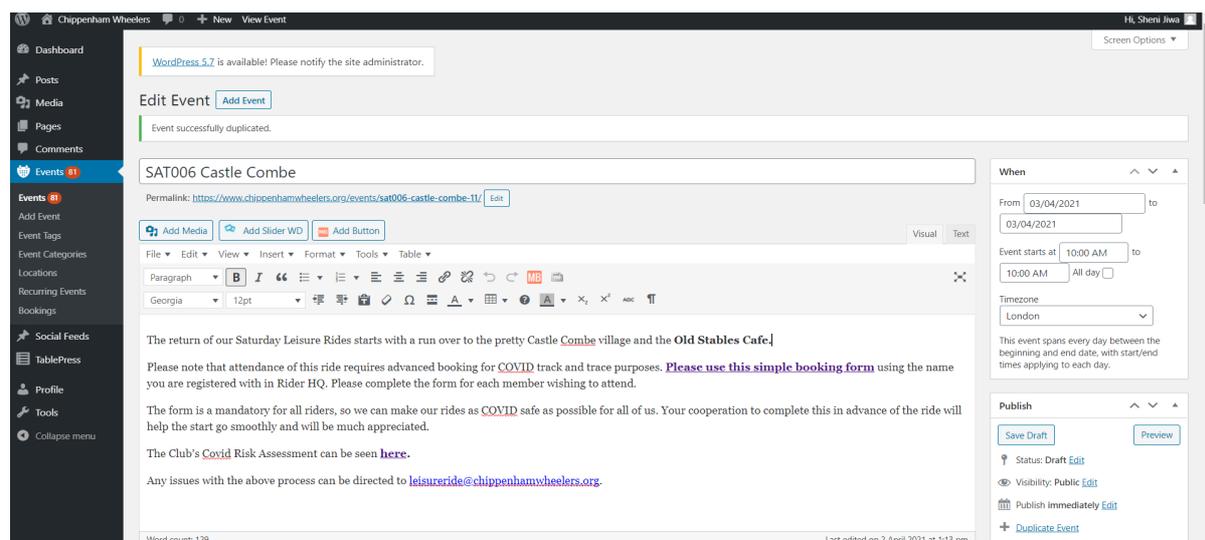
Give the event a title. A convention of ride designator e.g. LR0025 or SAT010 followed by the approximate destination e.g. "Water park" or "Royal Wootton Bassett" has been used.

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

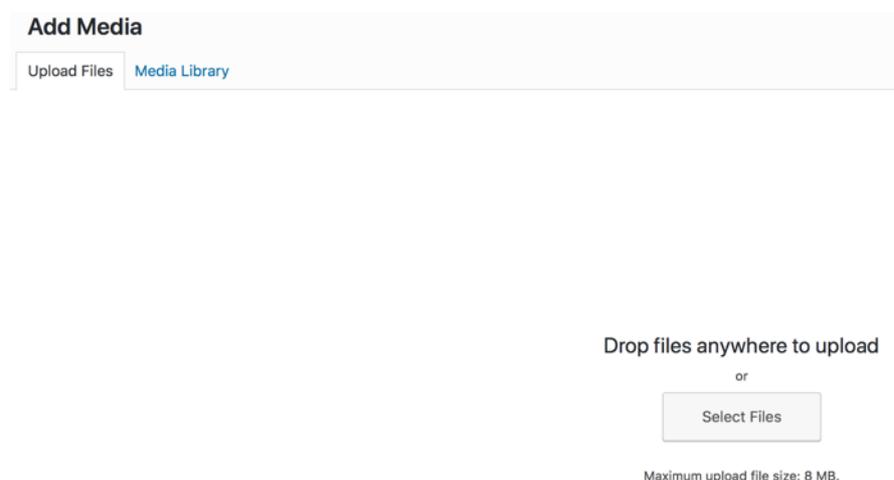
The date and start time on the right should be filled in. It will default the end date to the same as the start date unless you override it. Start time would be the ride set off time from the meeting point. It will also default the end time to the same as the start time unless you override that.

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.

Chippenham Wheelers web site standard operating procedure

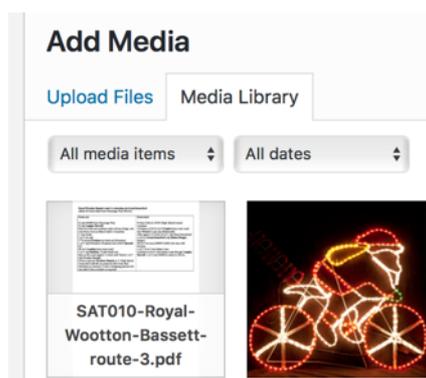


If you want to add a traditional route sheet then place the cursor where you want to add a route sheet document then click on the “Add media” button which is on the left below the title. This will open up a media library for item selection with the option to upload new stuff. Select the “Upload files”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

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

Note that the club is generally no longer maintaining its library of traditional route sheets, except for the Audax series, as we usually just provide the RWGPS routes for members these days, which almost everyone seems happy to use. If you want to reference a traditional route sheet then check it is up to date first!

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

If it is different to the pre-populated location then click ->Reset this form to create a location or search again.

Just start typing “Chippenham Sports Club”, “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: *
You cannot edit saved locations here. [Reset this form to create a location or search again.](#)

Address: *

City/Town: *

County:

Postcode:

Region:

Country: *

Next, fill in the event attributes:

- Organiser is the person who will be physically present at the start to set off the groups. If not yet decided then put **TBA** (to be advised) and then update it nearer the date when the organiser has been confirmed.

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- Distance is the ride distance in **miles** and can be established using information from www.ridewithgps.com (RWGPS). Just state the number, not the units e.g. 22
- Difficulty leave blank; we are currently not using this feature as our previous grading system (elevation in meters divided by the distance in miles) proved to be misleading in some cases when there were a few exceptionally steep hills in an otherwise flat-ish ride
- Ridewithgps is the RWGPS route code (see below)

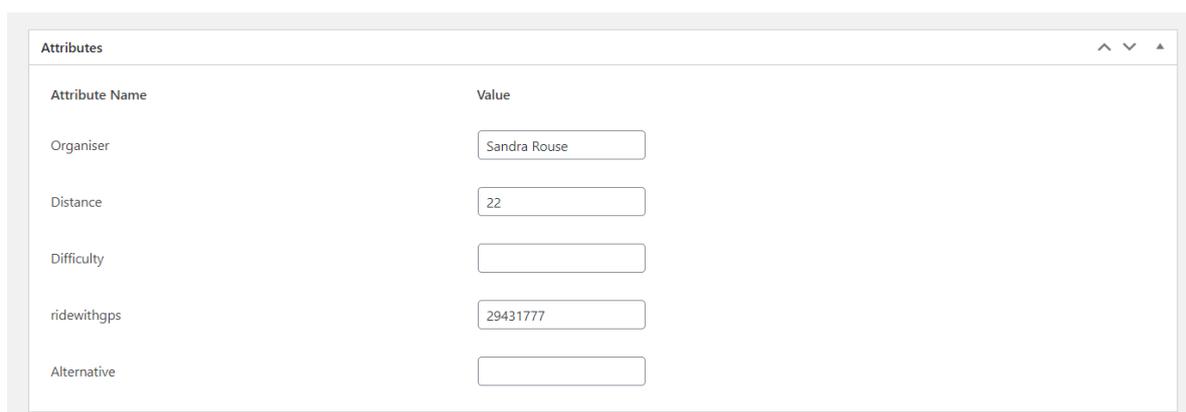
Login to RWG using the club account leisureride@chippenhamwheelers.org. Password to be provided separately.

To search for an existing route type in the first few letters in the search bar and then click on the relevant route.

Make a note of distance in miles on the bottom of the map.

Click in the address bar of your web browser and find the route code. For example, <https://ridewithgps.com/routes/29431777> has a route code of **29431777**.

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



Attribute Name	Value
Organiser	Sandra Rouse
Distance	22
Difficulty	
ridewithgps	29431777
Alternative	

In RWGPS you can edit the route to indicate suggested café stops. Click ->Edit to go into edit mode and then click on ->Drop POI (point of interest) to add a symbol on the route. You can then edit the POI details to show the café name(s). Finally click ->Save to save your work.

If you wish to create a new route in RWGPS you can do this by uploading from one of your own rides or by directly plotting a new route. Directly plotting a new route is better as RWGPS will then automatically generate in-built cues to prompt riders when to turn at junctions when using their GPS units.

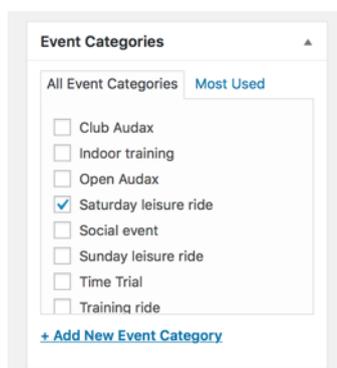
If uploading from one of your own rides select the “Upload” menu item from the top menu bar, click “Select files” from the left and find your GPX file. When it has been uploaded, view it and change the ride name by clicking on the name on the right and side and typing another followed by “Enter”.

Please follow the established naming conventions for event names in Wordpress, route sheet (if you use them) and RWGPS route name.

The club’s master RWGPS Route Library is maintained in an Excel spreadsheet by Sheni Jiwa, so please advise Sheni if you create a new route so the library spreadsheet can be updated.

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



Finally click "Publish".

Go and view the event checking the route map appears and links to route and route sheet work. Your finished work should look like the image on the next page.

Pat self on back.

Ride Program and Route Library Spreadsheet

This is currently held and maintained by Sheni Jiwa.

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, although we don't really use this feature. 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. Generally we create the events in Wordpress individually for the next month ahead, by duplicating and then editing previous events.

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SAT006 CASTLE COMBE

EVENT DATE:	03/04/2021 10:00 AM
CATEGORIES	SATURDAY LEISURE RIDE
EVENT ORGANISER	SANDRA ROUSE
START LOCATION	WAVIN/PARSONAGE WAY
RIDE DISTANCE	22 MILES
ROUTE	RIDE WITH GPS - SAT006 CASTLE COMBE
RSS LINK TO SIMILAR	RSS

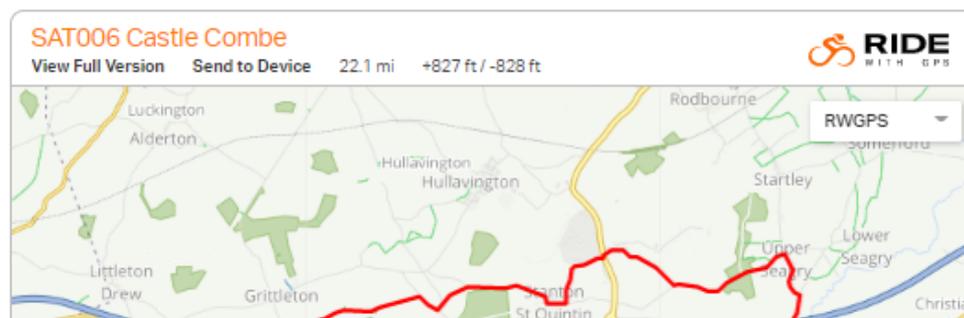
The return of our Saturday Leisure Rides starts with a run over to the pretty Castle Combe village and the **Old Stables Cafe**.

Please note that attendance of this ride requires advanced booking for COVID track and trace purposes. **Please use this simple booking form** using the name you are registered with in Rider HQ. Please complete the form for each member wishing to attend.

The form is a mandatory for all riders, so we can make our rides as COVID safe as possible for all of us. Your cooperation to complete this in advance of the ride will help the start go smoothly and will be much appreciated.

The Club's Covid Risk Assessment can be seen [here](#).

Any issues with the above process can be directed to leisureride@chippenhamwheelers.org.



Richard Buckley

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27/11/2017

Sheni Jiwa

leisureride@chippenhamwheelers.org

02/04/2021