

CS Rides and Events Calendar. A how to guide.

As a ride leader you will be given access to a calendar called 'CS Rides and Events'. You will receive an email or link inviting you to the calendar. To access the calendar take the following steps:

Adding yourself to the calendar using an email address:

On your computer, open Google Calendar.

1. On the left side, next to "Other calendars," click Add and then Subscribe to calendar.
2. In the "Add calendar" box, enter the person's email address, or click one from the list.
3. Press Enter.
4. Depending on how their calendar is shared, one of the following happens:
5. If the calendar isn't shared with you, we'll prompt you to request access.
6. If the calendar is already shared with you, their calendar will be added on the left side under "Other calendars."
7. If the other person doesn't have a Google Calendar, we'll prompt you to invite them to use Google Calendar.

Adding yourself to the calendar using a link:

On your computer, open [Google Calendar](#).

1. On the left, next to "Other calendars," click Add   From URL.
2. Enter the [calendar's address](#) in the field provided.
3. Click Add calendar. The calendar will appear on the left side under "Other calendars."

It might take up to 12 hours for changes to show in your Google Calendar.

On an Android phone:

Open the Google Calendar app Calendar.

1. Tap Menu and then Settings.
2. Tap the calendar you want to view.
3. To find more available calendars, tap Show more.
4. Turn Sync on or off.

On an iPad or iPhone:

1. Open the Google Calendar app .
2. Tap Menu .
3. Tap the calendar you want to view.

Note each calendar has a different colour so when you make a calendar entry make sure the background is in that colour otherwise you accidentally add your private calendar to the club's website.

Adding an entry onto the Calendar:

On your computer, open Google Calendar.

1. Optional: If you want to add guests to your event, on the left click Search for people and start typing the names of your guests.
2. Click the time on the calendar that the event will start.
3. Add a title to the event, and any event details. This must include the type of ride, grade, and destination and start location. It should also include a description of the route. E.g.

    

Intermediate/sportive to Horam via Barcombe
Sunday, 20 October - 08:30 - 12:30

 Seaford Museum Of Local History
Seaford BN25 9BH, UK

 Rob Blackman
Created on October 18, 2019
50.28mi
Distance
3,082ft
Elevation Gain
Road
Ride Type
Est. Moving Time 2:58:05

<https://www.strava.com/routes/22280142>

 CS Rides and Events
Created by: Rob Blackman

Or

    

3B Mtb Ride - Birling Gap
Sunday, 20 October - 08:30 - 12:30

 Martello Tower, The Esplanade, Seaford

 Both the 2B & 3B rides will leave the Martello together and split at The Cuckmere Inn Car Park.

We will be leaving the Martello Tower and head down to the sheep field to the Cuckmere Inn. We'll follow the Littlington road round to Charleston Manor and then climb all the way up Lullington Valley to the chalk Road at the top. Turning left towards Winchester Pond and then climbing up towards winder Hill. At the top we'll turn right to follow the SDW back towards the forest and then through the tress to join the gallops. We'll stay on the Gallops all the way along to Friston Hill and turn left at the end to drop towards Butchers Hole. Picking up the roadway we'll head towards the waterworks and then onto the fire road towards the candy canes. We'll follow the main fire road all the way to the pond and then go back onto the road to ride around the family trail path to the first car park. Back to the Cuckmere Inn, up the sheep field and the usual route back to the view for refreshments.

Approx 1200ft climbing. Average 18 miles.

4. You can add links to Strava etc. to show the route using the paperclip button and edit using the buttons above your text (see below)
5. You must include your name as the ride leader and the name(s) of your assistant(s) (if applicable). It's also a good idea to leave contact details but avoid adding your own email address to the page (this avoids SPAM) and consider using this link instead: <https://cycleseahaven.org.uk/contact/>

The screenshot shows a Google Calendar event creation interface. At the top, the event title is "4C MTB Tuesday Knight's Rid" with a "Save" button and a "More actions" dropdown. Below the title, the date and time are set to "15 Oct 2019" from "19:00" to "22:30" on "15 Oct 2019". There are checkboxes for "All day" and "Doesn't repeat".

The "Event Details" section includes:

- Location: "The White Lion Hotel, 74 Claremont Rd, Seaford BN25 2BJ, UK"
- "Add conferencing" button
- "Add notification" button
- Calendar: "CS Rides and Events" with a purple color indicator
- Visibility: "Busy" and "Default visibility" dropdown

The "Guests" section on the right includes:

- "Add guests" button
- "Guest permissions" section with checkboxes for "Modify event" (unchecked), "Invite others" (checked), and "See guest list" (checked).

At the bottom, there is a rich text editor with a toolbar containing icons for link, bold, italic, underline, bulleted list, numbered list, link, and unlink. The text area contains the following description:

This weeks ride we will leave the white lion and head up to Bo-peep via the concrete road, then we will descent down Bo-Peep Bostal to pick up the OCR on to Firle where we will turn right and head towards the A27. Crossing the road we carry on to Glynde, we take country lanes to Ringmer then on to the cycle path to earwig corner, where we cross over to follow the road pass the police HQ, From there we drop down to the old railway line back to Lewes. Then we take south street pass the Snowdrop pub, crossing over the road to pick up the cycle path East back down the A27 back through Glynde where we cross over the A27 to take a little climb up the Tank track where we will descent down pass poverty bottom

6. When you are done click Save.
7. Open the CSH website calendar page and check your entry is showing and correct. If you need to make changes go back to the calendar or edit / delete as appropriate.