



Club Calendar Guidance

The Club Calendar is an online resource recording all Cycle Seahaven rides and events. For the purpose of this guide all rides and events will be known as 'rides'. If a ride isn't on the Club Calendar, it is not classified as a Club ride and will not benefit from Club insurance protection. The Club Calendar is known as such but called 'CS Rides' within the Google calendar application. Until you are familiar with the Club Calendar it can appear tricky to operate so this guide is here to help you.

In order to advertise your rides you will need to request access to the Club Calendar from the Ride Leader Coordinator. Google calendars may be opened via an app or a web browser. Adding the Club Calendar to your own Google calendar account is accomplished with a supplied link.

You do not have to have a Google account to work the Club Calendar as you can create a Google calendar account on any email address. Go to <https://accounts.google.com/NewAccount> to create a Google calendar account and click on 'Use my current email address instead'. Then go to <https://www.google.com/calendar> to open and configure your new calendar.

Contents

Adding the Club Calendar to own Calendar Account	2
Adding a Ride	3
Making Ride Changes or Cancellations	6
Adding Duplicate Rides on Different Dates	6
Adding Rides Created in Another Calendar	7
Using Google Calendar Features	8
Providing a RWGPS Link	8
Deleting the Club Calendar	9
Help	9

Adding the Club Calendar to Own Calendar Account.

1. On a PC/Laptop.

- Open your Goggle calendar.
- Click on the emailed invitation link and you will be taken direct to your Google calendar.
- Click 'add' and the Club Calendar will now be listed on the left hand side as 'CS Rides' under 'My Calendars'.

2. On an iPhone or iPad

Google calendar app is available from the App Store.

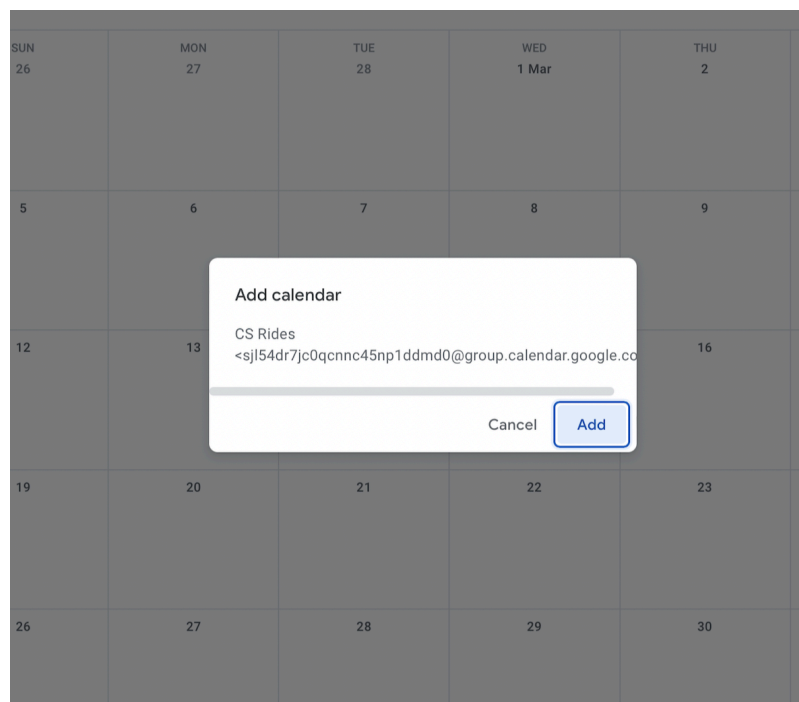
- Open Google calendar.
- Click on the emailed invitation link, and it will take you directly to your Google calendar.
- Click 'add' and the Club Calendar will now be listed with other calendars 'CS Rides'. Switching between your calendars can be done by tapping the three lines in the top left hand corner.

3. On an Android Mobile Phone.

Google calendar comes installed on many android mobile phones but if you don't have it, visit the Google Calendar page on Google Play and tap 'Install'.

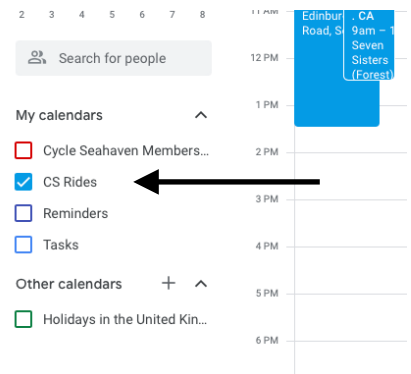
- Open Google calendar and follow instructions as above.

*Adding the Club Calendar to own Google calendar.
Note it is called CS Rides.*



Adding a Ride

When working on the Club Calendar ensure only the Club Calendar (CS Rides) is ticked, otherwise you risk other personal calendar details being posted the Club Calendar on the Club website. *(Yes, people have posted dental appointments and all sorts before!)*



1. Click anywhere on the calendar on the relevant day and a box will pop-up for all details to be added. You want to give as much information as possible and clicking *More Options* at the bottom of the pop-up will offer a larger window for more details to be input. Add the title of your ride comprising of:

- the ride type, ie road or MTB,
- the grade (see [Grading System](#)),
- ride area or destination,
- your initials.

Therefore your title might look something like this - *MTB 3D Friston Forest Circular (SH)*, or this - *Road 3C Touring Hastings (GT)*.

2. Ensure 'Event' is highlighted.
3. Add the date, start & proposed finish time.
4. Ensure 'Doesn't Repeat' is highlighted.
5. Add meet up location with complete address & postcode.
6. Add description details that must include:
 - who the ride is aimed at, eg beginners, ladies, adults -only,
 - distance,
 - destination (if applicable),
 - refreshment stops,
 - Ride Leader(s) and assistant(s) and that they are contactable via the website Contact Us page. *(This invites opportunity for information sharing such as a first time rider or the need for a chaperone, etc),*

- Advise how last minute changes will be advertised, eg *‘Please check the Club Calendar on Tuesday morning, as if this ride is delayed, altered or cancelled details will be displayed by 8.30am’.*

Further optional details that riders have found helpful are:

- moving time and average speed,
 - elevation,
 - a list of places/areas travelled through,
 - a route map picture,
 - hyperlinks to route map via Google Maps, RWGPS (see below),
 - hyperlinks to the meeting point/refreshments stops/etc.
 - details of parking charges/limitations/etc.
7. Ensure the three boxes on the right-hand side under *‘Guest Permissions’* are all unticked (blank) for *Modify Event*, *Invite Others* and *See Guest List*.
 8. Once complete click *‘Save’*, and then reopen the Club Calendar to check your entry is showing and correct.

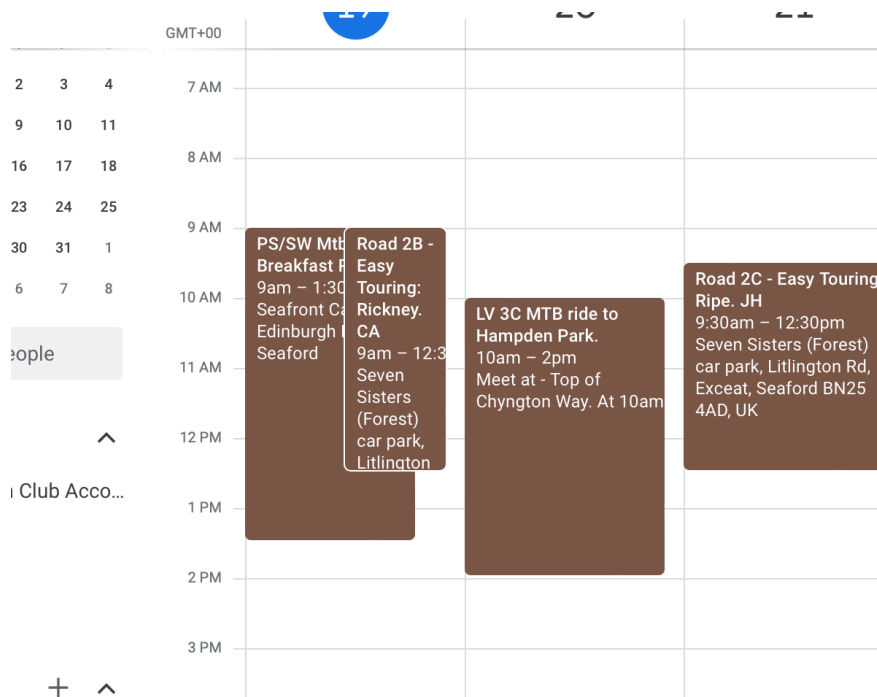
Before pressing ‘Save’, your created event will look something like this.

The screenshot shows a calendar event creation interface. At the top, the event title is "Road 3B - Touring: Muddles Green. CA" with a "Save" button and a "More actions" dropdown. The date and time are set to "23 Mar 2023" from "09:30" to "12:30" in "(GMT+00:00) United Kingdom Time". There are options for "All day" and "Doesn't repeat". Below this, there are tabs for "Event Details" and "Find a Time". The "Event Details" tab is active, showing a blue button to "Add Google Meet video conferencing". The location is "Seven Sisters (Forest) car park, Litlington Rd, Exceat, Seaford BN25 4AD, UK". There are sections for "Add notification", "CS Rides" (set to "CS Rides"), and "Busy" status. On the right, under "Guests", there is an "Add guests" button and a "Guest permissions" section with three checkboxes: "Modify event", "Invite others", and "See guest list", all of which are currently unchecked. The main text area contains the following details:

- REFRESHMENT STOP: [Chiddingly Village Shop & Cafe](#) at Muddles Green.
- ROUTE: You can see a route map and other details at the following link: [MUDDLES GRN E2](#). This will be the filename on your device if you download this route to your GPS cycle computer or smartphone.
- DISTANCE: 28 miles.
- GRADE: 3B, see [Grading System](#)
- CHANGES: Please check the Club Calendar on Thursday morning after 8.30 am in case this ride is delayed, altered or cancelled.
- Those in the CSH Tourers WhatsApp Group will receive early notification of any changes.*
- RIDE LEADER: Clive Aberdour
He can be contacted through our [Contact Us](#) page.

 The bottom of the form has a rich text editor toolbar with icons for bold, italic, underline, list, link, and unlink.

After pressing 'Save', your entry will be viewed like this amongst other entries on the Club Calendar.



When clicked on, your entry will look something like this.

09:00 Road 3B - Touring: Isfield...CA

When Sun, 27 November, 09:00 – 13:00

Where Seven Sisters (Forest) car park, Litlington Rd, Exceat, Seaford BN25 4AD, UK ([map](#))

Description *This ride is open to adult and junior members but junior members must be accompanied by their parent or guardian.*

DISTANCE: 39 miles

ROUTE: You can see a route map and other details at the following link [ISFIELD E1](#) This will be the filename on your device if you download this route to your GPS cycle computer or smartphone.

REFRESHMENT STOP: The railway station buffet (Lavenders) at the [Lavender Line](#) heritage railway in Isfield.

CHANGES: Please check the club calendar on Sunday morning after 8.00am in case this ride is delayed, altered or cancelled.

Those in the CSH Tourers WhatsApp Group will receive early notification of any changes.

RIDE LEADER: Clive Aberdour.

He can be contacted through our [Contact Us](#) page.

[more details»](#) [copy to my calendar](#)

Making Ride changes or cancellations

1. Changes can be made by clicking on the ride and the pen icon but don't forget to press 'Save' again after changes have been made. Reopen the Club Calendar to check your changes are correct.
2. Cancellations need to be put on the Club Calendar by adding the words *CANCELLED* to the BEGINNING of the title - adding it to the end makes it difficult to see on a mobile device. Don't just delete the ride entry as this can cause confusion – far better to state that it is cancelled.

Adding Duplicate Rides On Different Dates

When a future rides details are to remain similar as a previous entry, you can duplicate that previous entry to appear on the Club Calendar with the updated date, and other necessary changes.

- Click on the previous ride once to open the small pop-up window, or twice to open the large pop-up window. *(Either will allow the duplicate procedure).*
- If using the small pop-up window, click on the three dots, and then choose 'Duplicate'. If using the large pop-up window, click on 'More Actions', and then choose 'Duplicate'.
- Press 'Save' for the newly generated ride to show on the Club Calendar in the new date and with any other changes.
- Reopen the Club Calendar to check your changes are correct.

× Road 3A - Touring: Romney Marsh Tour JH & DS

Save More actions

4 Aug 2022 09:30 to 15:30 4 Aug 2022 (GMT+01:00) United Kingdom Time Time zone

All day Doesn't repeat

Event Details Find a Time

Add Google Meet video conferencing

Rye Harbour car park

Add notification

CS Rides

Busy Default visibility

Guests

Add guests

Copy to David Sutton

Copy to drbikelewes@gmail.com

Copy to moominsutton@gmail.com

Guest permission

Modify event

Invite others

See guest list

Print

Delete

Duplicate

Publish event

Change owner

This ride is different to our usual touring rides in that we'll be taking our bikes to Rye Harbour in our cars where the cycle ride will start and finish.

This ride should suit those cyclists who prefer to cycle at Touring pace, ie an average speed of about 12 - 13 mph whilst cycling.

This is a 50 mile, virtually flat route starting at Rye Harbour Car Park winding through villages such as Appledore, Lydd, New Romney with lunch at the Pilot Pub in Dungeness. Start time of 09.30 at Rye Harbour car park (free). Of course Afternoon tea will be at Miss Mollets High Class Tea room. The decision to do the route clockwise or anticlockwise will be made on the day when the winds are known. Driving time to the start at Rye is about 1 hour 15mins.

It is open to adult and junior members but junior members must be accompanied by their parent or guardian.

START/FINISH: Rye Harbour car park. It's free! The car park is off Harbour Road approx 1 mile from when you turn off the A259. There is a pub next to the car park called William the Conqueror and its postcode is TN31 7TU. This should make it simple to find. Be aware there is a height restriction on the car park entrance.

Estimated start time: 9.30 am
Estimated finish time: 3.30 pm.

DISTANCE: 48 miles.

REFRESHMENT STOPS:
1 Morning Coffee at the Bosun's Bite in Rye Harbour 0.00 am to 00.20 am, for those arriving early.

In the large pop-up window, click on 'More Actions'

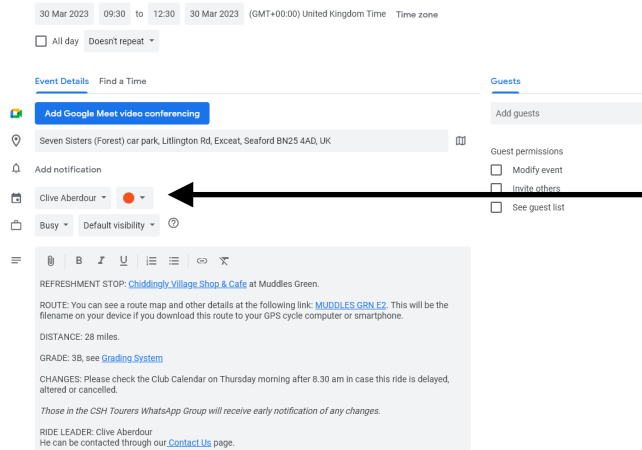
Click on 'Duplicate'

Adding Rides Created in Another Calendar

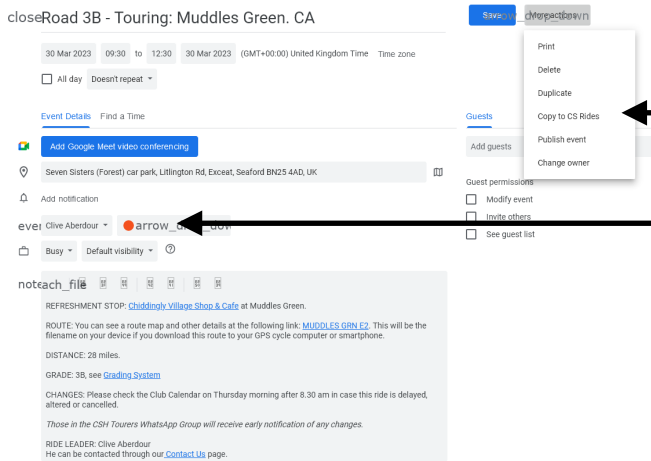
Those less confident in using the Club Calendar may find it helpful to create the ride within their own personal calendar. This allows safe play with the text, adding links, etc, to make sure your ride details are comprehensive and clear.

Once details are correct the event may be copied from your personal calendar to the Club Calendar.

× Road 3B - Touring: Muddles Green. CA Save More actions ← Click on the 'More Actions' box

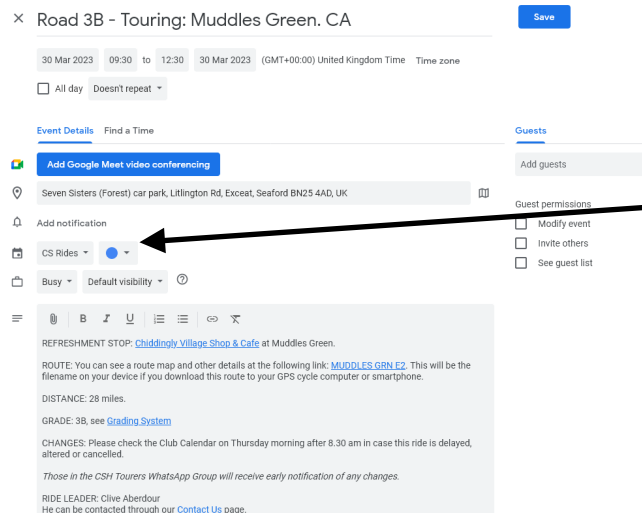


Note personal calendar



Click on 'Copy to CS Rides'.

Personal calendar will change to CS Rides (Club Calendar)



CS Rides (Club Calendar)

Click on 'Save' and the ride will appear on the Club Calendar.

This way can also be an alternative to the duplicating method used for posting regular rides of the same route and information, when perhaps only the date would need updating, but is now copied across by clicking on 'Copy to CS Rides'.

Some people find it easier to title their own personal calendar with their name, eg Bill Bloggs, to clearly differentiate it from the Club Calendar CS Rides.

Using Google Calendar Features

1. In the left hand pane regular users of the Club Calendar may be searched for. To notify certain people of your ride, start typing the start of their name and choose from the drop down list.

2. On the right hand side of the Club Calendar are useful icons.



If you post regular same details, these can be kept on a 'Keep Note' available in various apps dependant on your device, ie For an iPhone/iPad, Google List is available from the App Store.



Tasks is not applicable on CS Calendar.



Regular contacts can be added/imported here.



Google maps can store ride locations, refreshment stops, etc.

Providing a RWGPS link

1. To access the Clubs RWGPS account you will need a RWGPS account and to ask the Membership Secretary for an auto-joining link.

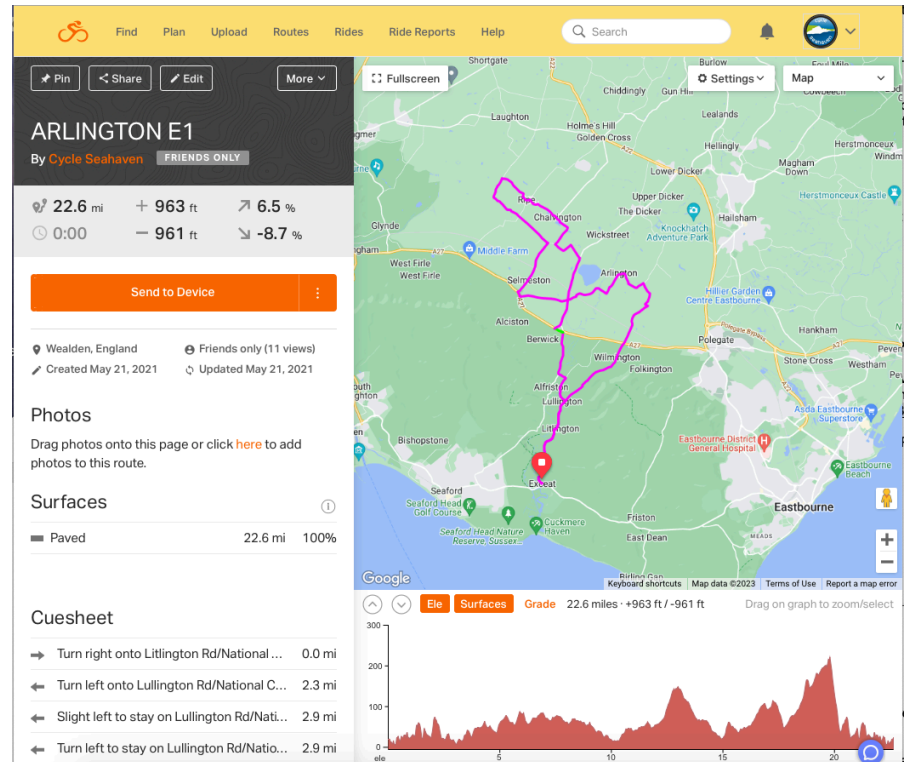
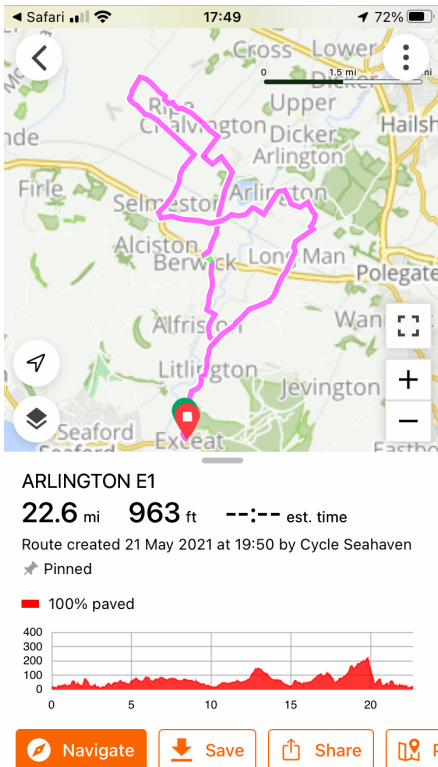
2. Go to the Club's RWGPS Route Library, select a ride, click 'View' in the last column and copy & paste it's website address into the Calendar. eg, ARLINGTON E1 is <https://ridewithgps.com/routes/36118328> The link will show a route map and other details.

3. Remind riders that the Route may be downloaded to their GPS cycle computer or smartphone.

Riders will see the GPS route like this:

On a mobile phone

On a laptop/desktop



Deleting the Club Calendar (CS Rides)

If you become an 'inactive' or retired Ride Leader, you must surrender access to the Club Calendar by deleting it.

1. Open Google calendar.
2. In left hand pane, click on 'X' to unsubscribe from the Club Calendar (CS Rides).
3. Click on the option to 'Remove calendar'.

Help

The Club Calendar can appear challenging until you are familiar with using it but there is always available help. Simply contact our Ride Leader Coordinator at [Contact Us](#) or another Ride Leader as there are plenty with experience and if something isn't working, there may be another more compatible way dependant upon your device.

Finally all that's left is to create lots of ride entries and enjoy happy cycling!



This guide is in PDF format so may be easily downloaded to your computer or printed.