

FLC Cycling Club Ride Leader Training

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Season Schedules

The Ride Coordinator's priority is to set up a Season Schedule for each ride level. Ride Leaders are needed to sign up for specific dates. Then members can view these Schedules to get a sense of upcoming rides over our cycling season, and to plan accordingly. There are approximately 68 scheduled rides per level in a season so if each Ride Leader commits to lead 4 rides per year, we would need 17 ride leaders per level. For true tandem rides of larger groups, with the preferred staggered or opposite direction start groups, we would need 34 ride leaders.

How to Sign Up as a Ride Leader in Season Schedule

Thanks for volunteering to lead rides.

Summary:

Open spots for Ride Leaders are displayed with "Ride Leader Needed" or no entry on the embedded Read Only [Teamup Calendar](#) on the [Ride Signup](#) page. As leaders contact the Ride Coordinators to volunteer the Teamup Calendar is updated to give Ride leaders and members at large a sense of upcoming rides

Step by step

1. Review the Ride level descriptions on the Ride Signup page to determine which level

your proposed ride(s) are in.

- Looking for inspiration or a new route to try? From the home page click on the Maps section to view our collection of over 200 club rides to choose from. Some feature downloadable GPX files for your navigation device. There are also links to other rides in Calgary.

2. Review our [Teamup Calendar](#) on the [Ride Signup](#) page to see open dates. Ride Coordinators periodically update the calendar on a “first come first served” basis so some of your dates may already be spoken for. Please provide your preferred and alternate dates in case one or more of your preferred dates has not been updated in the calendar yet.

Some of the rides in Teamup Calendar contain Ride Coordinator contact information. If you do not know how to contact a specific level coordinator to volunteer send an email to cycling@flcseniors.ca

- In the subject line enter “Level # coordinator contact request” (e.g. Level 3) so your email can be forwarded to the correct coordinators. There are 2 coordinators in each level
- In the body of the email include your dates for volunteering in the level(s) plus your name, email, and phone number in the message so the Ride Coordinator(s) can contact you to confirm your date(s) have been booked.

Note the Teamup Calendar is a tool for you to see dates when there are volunteer openings and is not a replacement for the official details in the Ride Signup. At a minimum the Teamup Calendar title should show

- The level of the ride
- Name of the leader (Firstname, Last Initial)
- Destination
- If you wish to add more details to the calendar these can be entered in the Summary box by the coordinator. You can also include a photo and a URL (link) if desired.

e.g. L1 Mary S Okotoks

Once the coordinators confirms your dates put a reminder in your calendar for 2 weeks before the event to post the ride. The [Calgary Pathways and Bikeways Map](#) lets you view pathway closures. The best option is to scout the ride in person before the ride.

How to post a Ride on the ORS (two weeks ahead)

Ride Leaders will be emailed the ORS URL, Username and Password by the Ride Coordinator on request. Do not share it with anyone. Note each level has a different login page to enter the administrative access area of the FLC Club Website.

1. Enter URL
2. Enter email
3. Enter password. Tip: This may be hard to decipher if the email text is a sans serif font. E.g is that a lower case l (el) or an upper case I (aye) ? I recommend a copy and paste from your email if it is not clear.
4. PRESS: LOGIN

5. Select the template (last entry of the year) or apply the date filter to select an existing ride. Do NOT edit what you have selected, edit the duplicated event only
6. Click on Duplicate Event

Development & training site – use for testing only

Level 3 - Template Rev 01

Template (use highest Rev number) is last entry the of year or apply the date filter and duplicate and existing event

Return to list Refresh Edit

Activity
Cycling – Ride Level 3

Event start date/time
Thursday December 31st at 12:01 am

Event page is private View event
This event has no groups. Add some first.

Registration is currently
Closed

Registration opens
Event will automatically be made public at:
Thursday December 31st at 12:01 am

Registration closes
Thursday December 31st at 11:59 am

Free event

Participant limit
15

Registrar
Registrar email is for automated notifications
(cycling-lvl3@flcseniors.ca)

+ Add Participant Refresh Event & Participants Export All Participants Schedule Duplicate Event

Do NOT edit this template, edit the duplicate

Click here to create a duplicate of the template (or an existing ride) and then edit the duplicate to suit

Active Participants (0 of 15)
No one has registered.

Wait list (0)
Participants on the wait list will automatically be moved to the active list as spots become available.
No one is on the wait list.

Edit the duplicated copy. The template is prefilled and the correct check boxes are ticked so all you should need to edit are the dates and text. See screenshots below:

Edit Event

Activity

Cycling

Ride Level 2

Type

Event Class

Event title

Short Description, Distance, Total climb if known

Event start date/time

All times are in Calgary time.

Open registration at

One week ahead of ride @ 08:00 [Clear](#)

Close registration at

Day of ride @ 08:00 [Clear](#)

Required

Required

Adding open and close registration dates will automatically open and close the registration on those dates. Leave blank to disable that feature.

Make event public automatically

Automatically make the event visible to the public, either on the registration open date & time or at a custom date & time. If the event is already public at that time, there will be no change.

When registration opens On a custom date

Automatically open at

2 weeks before ride @ 08:00

Make event private automatically

Automatically remove the event from the website, on the registration close date & time, the event start date & time or at a custom date & time. If the event is no longer listed on the website at that time, there will be no change.

When registration closes When event starts On a custom date

Automatically close at

End of Ride Day

- Automatically move participants from waitlist to active

When a participant is cancelled – by themselves or by an admin – and space is available on the active list, automatically move the first participant on the wait list to the active list. If the the event limit is changed, the active participant list will be automatically updated to reflect the new limit. This also applies to unlimited participants.

- Show participants to public

When enabled, active participant names will be displayed on the public event page.

Summary

Short Description of ride (e.g. Legacy, Walden and Lake Chaparral, Distance, Total Climb if known)
Meeting Location: (e.g. Sobeys in Legacy)

Displayed on the event/class list.

Full details

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A short 1 or 2 sentence to grab the member’s attention and highlight interesting components of the ride

Complexity of Route: steep or long hills, shale, gravel, single track, road, hairpin turns, high speed descents on road rides etc.

Detailed route description paragraph

What to bring. e.g. helmet and bell (required) water, lunch, medical info card, ready to ride bike in good working order, tools / tube for bike and tire repairs etc.

Cancelled Ride Note: Recheck the ride writeup after 8 am the day of the Ride for possible ride cancellations or other changes. If the ride is cancelled, email notifications are sent to all riders signed up for the Ride.

Directions to Start point: Text description plus a map link if possible. Use the insert link command in the text editor, do not attempt to directly paste in a hyperlink.

Displayed on the event/class page.

Messages

The following messages will be displayed and included in emails as the participant proceeds through the registration process. If they are left blank, the default message will be used instead.

Active list

Automated email sent when placed on active list

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You are registered for the ride. Please show up on time and properly equipped.

You must **CANCEL** your participation **online** if you cannot attend. **Return to this page and enter your FLC number again then click on cancel ride.** Please call the Ride Leader if you need to cancel after 08:00 on the day of the ride.

Displayed when the participant is added to the active list during their initial registration.

Wait list

Automated email sent when placed on wait list

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You are on the wait list for this ride. Please monitor the ride registration webpage for this ride to see if you get moved to the active list as **there are no notifications**

If you are wait listed and can no longer participate please cancel **online** so other members on the wait list get moved up. **Return to the ride signup page, enter your**

Displayed when the participant is added to the wait list during their initial registration.

Cancelled

Automated email sent when member cancelled by registrar (not normally used)

Your participation on this ride has been cancelled by the Registrar

The default message addition to be included in emails to a participants when they're cancelled by the registrar.

Invitation

When are automated emails sent?

- When members register and are put on the Registered or Wait list
- When an event is cancelled. Registrars (aka Ride Leaders) are prompted to compose an email (e.g. proposed makeup date) before they send the email to all Registered participants. Wait Listed riders do not get an email.
- When the Registrar (aka Ride Leader) cancels a participant but not the event. This is an exception event and should not be used.

- Note than emails are not sent when the member cancels as they already know they just cancelled.

After you click Update Event it will take you to this screen:

The screenshot displays an event management page for "Cycling - Ride Level 2". Key elements and annotations include:

- Event start date/time:** A red bar indicates the start date and time.
- Event privacy:** A red "X" icon indicates the event is private. A note explains: "Event is private by default until auto public date. Click on X in red dot to manually make event public". Another note says "Event page is private View event".
- Automatic privacy changes:** Red bars indicate "Event will automatically be made public on 2 Weeks before event" and "Event will automatically be made private on End of Ride Day".
- Registration:** "Registration opens One week before event @ 08:00" and "Registration closes Thursday December 31st at 08:00 am".
- Participant limit:** The limit is set to 25. A note states: "Adjusting limit updates active and wait list".
- Registration status:** "Registration is currently Closed".
- Participant actions:** "+ Add Participant", "Refresh Event & Participants", "Export All Participants", "Schedule", and "Duplicate Event".
- Active Participants:** "Active Participants (0 of 25)". "No one has registered."
- Wait list:** "Wait list (0)". "Participants on the wait list will automatically be moved to the active list as spots become available. No one is on the wait list."
- Buttons:** "Cancel Event" and "Delete Event".

Tips:

- Some people do not enjoy riding on streets and roads. Other people enjoy the variety. Your details should help them decide which ride suits them best.
- Maximum speed limit is 20 kph on Calgary pathways and 30Kmh/hr in Provincial Parks (e.g. Fish Creek Park). There is a \$250 to \$400 Fine for more that 10 km/hr over city pathway limit (Section 17(1) and unsafe speeds 17(2).
- If you want to ride over 20 km/hr on some sections plan to ride on local streets or cycle tracks with higher posted speed limits and less risk ([Figure 1](#)) than congested multi-use pathways. The mix of cyclists, pedestrians, skateboards, scooters, pets etc all moving at different speeds in both directions on a narrow pathway creates many opportunities for serious injury accidents so ride with caution. In 2025 in Calgary there was a fatality when a youth riding their bicycle on a pathway [hit and killed a woman](#).
- Washrooms are especially important for some seniors. Plan to have some options along the route.
- At the beginning of the season, you could give riders options for shorter rides by providing an alternate starting point for a shorter ride.

- If you are logged in you can sign yourself up as leader before the “signups allowed” time. Good to do you so don’t end up on the waiting list ;-)
- Check the posting on the Ride Signup Page to ensure everything looks correct.

Day of the Ride BEFORE 08:00

- Sign in
- Check the [AQHI](#) (Air Quality Health Index) We use 8 as a guideline for ride cancellation but it is up to the discretion of the ride leader to make this call. If the ride goes ahead it is up to the individual members to assess their risk and cancel their participation.
- In the event of the ride being cancelled each rider who is on the registered list will receive an email cancelling the ride. Wait listed riders do not receive an email. You may add notes such as a proposed makeup date for a new ride that does not conflict with another ride of the same level. Note that members will need to sign up again.
- Review the Print Rider List and ensure all riders are members of both FLC and the Cycling Activity (two check marks). If the member does not have both check boxes contact them and remind them to sign up for both activities ahead of the ride.
- PRINT RIDER LIST - Names and phone numbers of signed up riders. Individuals who have not signed up for the ride are not to be allowed to join the group ride. Take attendance at the start of the ride before your safety briefing.
- Sign out

Notes: Riders will not automatically be notified of changes, such as start time, route changes or special instructions. The leader will need to contact riders directly to relay this type of information. If you use the Excel version of the exported rider list it will provide you with email addresses you can copy and paste into your Bcc: email.

CONGRATULATIONS YOU HAVE SUCCEEDED!

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