

FLC Cycling Club Ride Leader Training

Table of Contents – click to jump to section of interest

Season Schedules	1
How to Sign Up as a Ride Leader in Season Schedule	1
How to post a Ride on the ORS (two or more weeks ahead)	2
Day of the Ride BEFORE 08:00	11

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.

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 you can post it in the ORS right away. The ORS lets you control when an event becomes visible (public).

How to post a Ride on the ORS (two or more 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

[Click Here for a video on how to post a ride in the ORS](#)

db.flcseniors.ca/admin/event/ 80% ☆

Events **DO NOT USE THIS BUTTON. Duplicate the template or an ORS ride instead** → Add Event

Activity: Cycling | - All sub-activities -

Season / Date Range: Future

Sort By: Start Date Event Title

Use the dropdown to select the ride level. The file will not save if this is left as shown

Filter Reset

Showing 7 of 7 events

Activity	Event start	Title	Public	Participants	Registration
----------	-------------	-------	--------	--------------	--------------

5. The blue ADD EVENT button creates a completely blank event and should not be used as there will be a lot of work to fill everything in and check the correct boxes. **Select the template** (last entry of the year) or apply the date filter to select an existing or cancelled ride to duplicate. 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 <i>Event will automatically be made public at:</i> 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** ← **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.

Do NOT edit this template, edit the duplicate

Edit the duplicated copy **NOT THE TEMPLATE**. The template is prefilled with prompts and the correct check boxes are ticked so all you should need to do is edit the dates and the text. Editing the text manually or pasting in sections of a previous ride is recommended. If you delete everything and then overwrite with a single paste from a previous ride it is highly likely you will miss something

See screenshots below:

Add Event

Activity
Cycling Ride Level 2

Type
 Event Class

Event title
Destinations, Distance, Total Climb (limited number of characters)

Event start date/time
Click on calendar to select date and time
All times are in Calgary time.

Open registration at Close registration at
Two weeks ahead @ 08:00 Day of ride at 08:00

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

Create Multiple Events **Leave unchecked**

Create 8 events every 1 weeks
Events will be created on the same day of the week starting from the first event date.

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
4 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, do not leave blank

Free event **Must be checked for waitlist to work**

Participant limit Unlimited participants **If this is checked: no waitlist**

20 **Must be filled**
Additional participants will be added to the wait list.

Hide available spots
On the public event pages, hide the number of available spots from participants when registering.

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 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
This summary previews in the list of rides. Use up to 240 characters to promote the highlights of this ride and generate interest.
Displayed on the event/class list.

Displayed on the event/class list.

Full details

Edit Insert View Format Tools Help

B *I* A ▾ ≡ ≡ ≡ Paragraph ▾ 16px ▾

≡ ▾ ≡ ▾   Ω  *I*_x ☹

Complexity of Route: steep or long hills, shale, gravel, single track, road, hairpin turns, high

Important for members to know what challenges they may face

Type new information (or paste sections from an existing ride document) here for a more detailed description of the ride.

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.

Ride Cancellation: If the ride is cancelled, the Ride Leader will send an email to all riders on the Active List

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.

Route: If you have a ride route map use the insert link command in the text editor, do not attempt to directly paste in a hyperlink.

Displayed on the event/class page.

Registrar details

Name

Registrar email is for automated notifications

Email

cycling-lvl2@flcseniors.ca **Use of personal emails not recommended**

Additional contact details

DO NOT REPLY. This email is not monitored. Phone or text the Ride Leader.

Enable parking

When enabled, participants will have the option to say they need parking and they need to enter their license plate.

Enable cart/walking

When enabled, participants will be required to select if they would like a cart or will be walking.

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

Edit Insert View Format Tools Help

B *I* A ▾ ▮ ▮ ▮ Paragraph ▾ 16px ▾

▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮

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

You must **CANCEL** your participation **online** if you cannot attend. **Use the link in this email or return to the signup page, enter your membership number again and click Cancel.** Please call the Ride Leader if you need to cancel after 08:00 on the day

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

Wait list

Edit Insert View Format Tools Help

B *I* A ▾ ▮ ▮ ▮ Paragraph ▾ 16px ▾

▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮

You are on the wait list for this ride. Please monitor the ride registration webpage for this ride to see if you get moved 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 signup page, enter your**

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

Cancelled

Your participation in the 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

The default email message addition to a participant when they're invited to pay.

Add Event

Cancel

Click here, this will take you back to the event summary

Automated message, do not leave blank

When are automated emails sent?

- When members register and are put on the Active list. This email will also include a link to modify/cancel
- When members register and are put on the Wait list. This email does not include a link to modify/cancel. They will need to go back to the ride signup and enter their membership number again if they need to cancel
- 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 that emails are not sent when the member cancels as they already know they just cancelled.
- For security it is recommended that you use the prefilled FLC email NOT your personal email.

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

Ride Title [Return to list] [Refresh] [Edit]

Activity
Cycling – Ride Level 2

Event start date/time
Thursday December 31st at 10:00 am

Event page is private [View event]

Event will automatically be made public on Thursday December 17th at 08:00 am.
Event will automatically be made private on Thursday December 31st at 11:00 pm.

This event has no groups. [Add some](#) first.

Registration is currently
Closed

Registration opens
Thursday December 24th at 08:00 am

Registration closes
Thursday December 31st at 08:00 am

Free event

Participant limit
20

Registration email
Registration email is for automated notifications (cycling-12@flcseniors.ca)

[+ Add Participant](#) [Refresh Event & Participants](#) [Export All Participants](#) [Schedule](#) [Duplicate Event](#)

Active Participants (0 of 20)
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.

[Cancel Event](#) [Delete Event](#)

Callouts:

- Add yourself to the event so you won't end up on the waitlist
- This is the same as the Print Rider List in the legacy system. Excel format
- Use this if the event is cancelled and you want to repost the ride for another date
- If event is less than 4 weeks away click Return to List and make it public
- Only works if no one is registered
- Same as legacy system. Editable email (e.g. proposed makeup date) sent to all active list members

How to make a ride public or private. As a logged in admin you can see all the rides. See screenshot below

Events Add Event

Activity
 Cycling Ride Level 2

Season / Date Range
 Future

Sort By
 Start Date Event Title

Filter Reset

Click on red or green dot to toggle between public and private. If the event is more than 4 weeks ahead it should be private. If < 4 weeks ahead it should be public

Showing 5 of 5 events

Activity	Event start	Title	Public	Participants	Registration
Cycling – Ride Level 2	2026-07-02 10:00	NW tour of Confed Park, UD, Montgomery, Bowness	✔	1 of 20	✘ Closed Opens: 2026-06-18 08:00 Closes: 2026-07-02 08:00
Cycling – Ride Level 2	2026-07-07 10:00	Griffith Woods, West Hills to Bow trail	✔	2 of 20	✘ Closed Opens: 2026-06-23 08:00 Closes: 2026-07-07 08:00
Cycling – Ride Level 2	2026-09-03 10:00	NW communities Beacon Hill to Arbour lake	✘	2 of 20	✘ Closed Opens: 2026-08-20 08:00 Closes: 2026-09-03 08:00
Cycling – Ride Level 2	2026-12-31 10:00	Fake L2 Ride for signup practice	✔	2 of 50	✔ Open Opened: 2026-05-28 01:00 Closes: 2026-12-31 23:00
Cycling – Ride Level 2	2026-12-31 10:00	L2 Template for creating new rides	✘	0 of 20	✘ Closed Opens: 2026-12-24 08:00 Closes: 2026-12-31 08:00

Remember to sign out. This as at the bottom of the left hand (black) column.

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 30Km/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 have concerns about a member who consistently speeds or rides in a dangerous fashion please discuss it with the Ride Coordinator.**
- 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. Add a reminder to your calendar for when the ride goes public to ensure it worked as intended.

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/active 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.
- Export all Participants (formerly print rider list) – Information on signed up riders in Excel format. 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. It is the members responsibility to monitor the webpages for updates.

The leader can contact riders directly to relay this type of information. The exported rider list will provide you with email addresses you can copy and paste into your Bcc: email.

CONGRATULATIONS YOU HAVE SUCCEEDED!

FLC Cycling Club 2026 Rev 02.5

