

Creating a Ride in Karelo

Karelo supports four ways to create a new ride (or “event” as Karelo calls it):

1. Start from scratch
2. Copy an existing similar ride and modify it
3. Enter the information for numerous rides into an Excel worksheet and bulk upload.
4. Email the information to postit@bikeclub.ca and ask them to post it. (Postit’s reliability may decrease with the number of rides added for the same ride leader.)

We will consider the first two. The bulk upload procedure needs a bit of work. The fourth alternative deprives you of your sense of accomplishment, but often is quick and easy. After the first few steps, creating from scratch and by copying are quite similar.

Start from scratch:

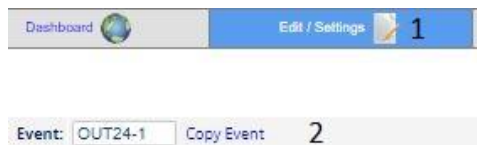
Login to Karelo > Manage Events > scroll to the Create A New Event button and click. Then follow combined instructions below.



(Note: If you get tired of scrolling through the long list, click above the list a month that has few rides and the button will be easy to see.)

Copy a similar ride:

Login > Manage Events > select a similar ride > 1) Edit/Settings > 2) Copy Event (to right of Event: code). Then follow combined instructions below.



Combined instructions:

Enter or edit the following depending on whether you’re creating from scratch or copying.

Event: insert a code. Please start with three letters, e.g., SBO if it’s a Stamina Builder Optimum ride, followed by additional numbers/letters to identify the ride, e.g., 24 to indicate this year and a number for this ride within a series. SBO2407 could be the 7th ride in the 2024 Stamina Builder Optimum series. Other identifiers can be used after the first 3 letters. The field accepts a maximum of 8 characters.

Status: You can set this to *Not released for registrations* until you are happy with the whole event set-up, then change to *Released for registrations*. Once it is released, the event will be visible in the calendar, even if registrations are not yet allowed (see below).

Email Popup List button will send an email to the pop-up rider list if you are entering a pop-up ride, i.e., a one-off ride with short notice. Otherwise, ignore.

Title: Enter a unique short description of the ride.

Description: You can enter information here about where you plan to ride, the distance, how fast you plan to ride, whether you will regroup at turns, snack break, whatever will help members decide if this ride is for them.

Type: *Not Applicable* generally is used for events without a ride/walk component.

Frequency: Is this part of a weekly series, a unique ride with plenty of time to register, ...

Level: How hard is the ride – distance, elevation gain, pace. A 40-km ride on good pavement with little elevation gain is Easy. 60 km with a few hills is intermediate. 50 km with 300 m of climbing is challenging. Anything over 70 km is probably considered challenging even on a flat route. [Choosing Your Ride](#) on the website may help set the Level.

Category: *Road* generally means good pavement. Gravel roads would be *Trail*.

Distance: Preferably just a number of km (without “km”) but sometimes there may be a range, e.g., 35 – 45.

Route: link to RWGPS route map (optional for no-drop rides).

Event type: usually *Date & Time From / To* but may be *Date From / To* for a multi-day trip.

From: and **To:** date and time ride starts/ends.

Sign up: generally blank. *Private Event* means by invitation only, not visible to general membership.

Sign up starts: generally a week before the ride for series rides, often longer for unique rides.

Sign up before: when registration closes, often early morning of the ride but earlier if you need time to get snacks or whatever.

Location: start of ride. Karelo will try to locate on the map and registrants need something that they can find. After the ride is posted, it’s good practice to go to the calendar and select the ride to see if the map (and other info) is correct. ***Add instructions? ***

Fee: usually leave as 0 for day rides.

Payment: should default to *No payment / pay at event* but always check to make sure.

Promo codes: ignore.

Registration Form: choose *Ride Event* (even for walks until we get the forms updated).

Max. Participants: How many registrants are you comfortable leading on this ride? (You can increase after some have signed up, e.g., to make room for the second of a couple or because you recruited a second leader.)

Mail-In Registrations: ignore.

Waitlist: usually check *Allow Waitlist*. If there are members on the waitlist and a registrant cancels, the next person on the waitlist will automatically be added and notified.

Organizer: your Karelo ID.

Organizer Info: How do you want to be available to members – by email, phone, both?

This is where the initial information ends, BUT you’re not quite finished yet. Click *Create event* and add important information.

You will now see **Event Info: Maintain Event Info** (link). Follow the link and you will get a new text box. The information in this box is sent to registrants.

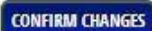
- Include a reminder of the time and location, with a request to please arrive 15 minutes (or whatever) before the ride to be ready for wheels rolling at the start time after introductions.

- You might remind registrants to check their email before leaving home for the ride in case of foul weather or other catastrophes.
- You might remind them about bringing sufficient water and snacks.
- Remind them to cancel their registration if they can't come to free up the space for someone else. (To cancel click on Change Registration at the top right corner of this email or login to Karelo.com, click on My Registrations and select the ride you wish to cancel.)
- You might include the link to the RWGPS map here as well.
- Whatever participants need.
- (Note: You can format the text, insert images, insert links, ... but that is not basic work.)

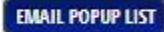
Once you're done, click Save, then Cancel to return to the main ride page.

You will also see **Link for website:**. If you want to put the link in the newsletter or send it to anyone, click the icon to the right of the long *https...*

Once you're ecstatically happy with your ride, make sure to go back to **Status:** and make it *Released for registrations*.

Once your done, click 

If this is a pop-up ride (not part of a series and only a few days' notice), go back up and click

 to send an email to the members of the pop-up rider list. You can edit the email before you send it, including telling Karelo not to send more than one email to on email address. (Some couples use the same email address and don't want two copies of the same notification.)

Then go to the calendar, check that it looks right and register yourself so that you are allowed on your ride.

After all that work, what if the weather is terrible or the wildfire smoke is choking or ...? See the separate document on [cancelling a ride](#).