

## **Ride Leader's -- How to Verify Your Ride is in the Database**

Several members of the SCU Executive Committee (EC) had a discussion about how a ride leader can verify that a ride was correctly entered into the database. The first check is to go to the "Full SCU Calendar" web page and verify that the ride is listed on the correct date. The purpose of this message is to give some hints about what to do if the ride does not appear on the Full SCU Calendar.

A very common error is entering the wrong date for the ride. If you don't want to search the entire Full SCU Calendar for your ride, **there is an easy way to see a list of only your own rides**. Use the "Add a Ride/Event" web page and follow the instructions under "Edit an Existing Ride." This will give you a list of only your own rides over the time period that you specified. The start date and end date can cover any time period, including future dates.

Officers (EC members) must enter their member ID number in order to limit the search to only their rides; otherwise, all rides for all ride leaders within the specified dates will be displayed.

Here are three examples:

- 1) Enter 1/1/2008 as the start date and 12/31/2008 as the end date to see all of your rides for 2008.
- 2) Enter 1/1/2008 as the start date and today's date as the end date to see your past rides for 2008.
- 3) Enter today's date as the start date and 12/31/2008 as the end date to see your future rides for 2008.

Another error is to forget to select your name from the list of ride leaders. Regular members cannot fix this error. You will need to contact an EC member or just start over again with the ride entry.

The link to the instructions for adding a ride to the database (and editing or cancelling an existing ride) can be found on the SCU Ride Calendar web page and also on the Add a Ride/Event web page. If you prefer to have a printer-friendly version of the instructions, use the PDF format available on the Documents and Forms web page.

### **Detailed Instructions**

Here are the detailed instructions to get a list of your rides:

1. Use your web browser to navigate to <http://www.suburbancyclists.org/>
2. Log in with your member ID and password. If you don't know your credentials, contact [webmaster@suburbancyclists.org](mailto:webmaster@suburbancyclists.org)
3. Click on "Add a Ride/Event".
4. Enter start and end dates that cover the time period of interest.
5. Click on "Search".
6. You will see a list of all of your rides within the previously entered start and end dates.

Officers (EC members) can use this procedure to find and edit rides for other ride leaders. Just include the member's ID number in the "Member ID" search field.

Officers (EC members) can also use this procedure to find and edit meetings and social events.

### **Free Spelling Checker**

The free Google Toolbar for web browsers allows you to spell check web page forms like the ride description. See [http://toolbar.google.com/T4/index\\_pack\\_xp.html](http://toolbar.google.com/T4/index_pack_xp.html)

The free Mozilla Firefox web browser provides a spelling checker for text entered on web forms. No additional toolbars or add-ons are required. See <http://www.mozilla.com/en-US/firefox/>

Another technique for reducing errors is to compose the description using a word processor, spell check it, then copy and paste the description into the form.