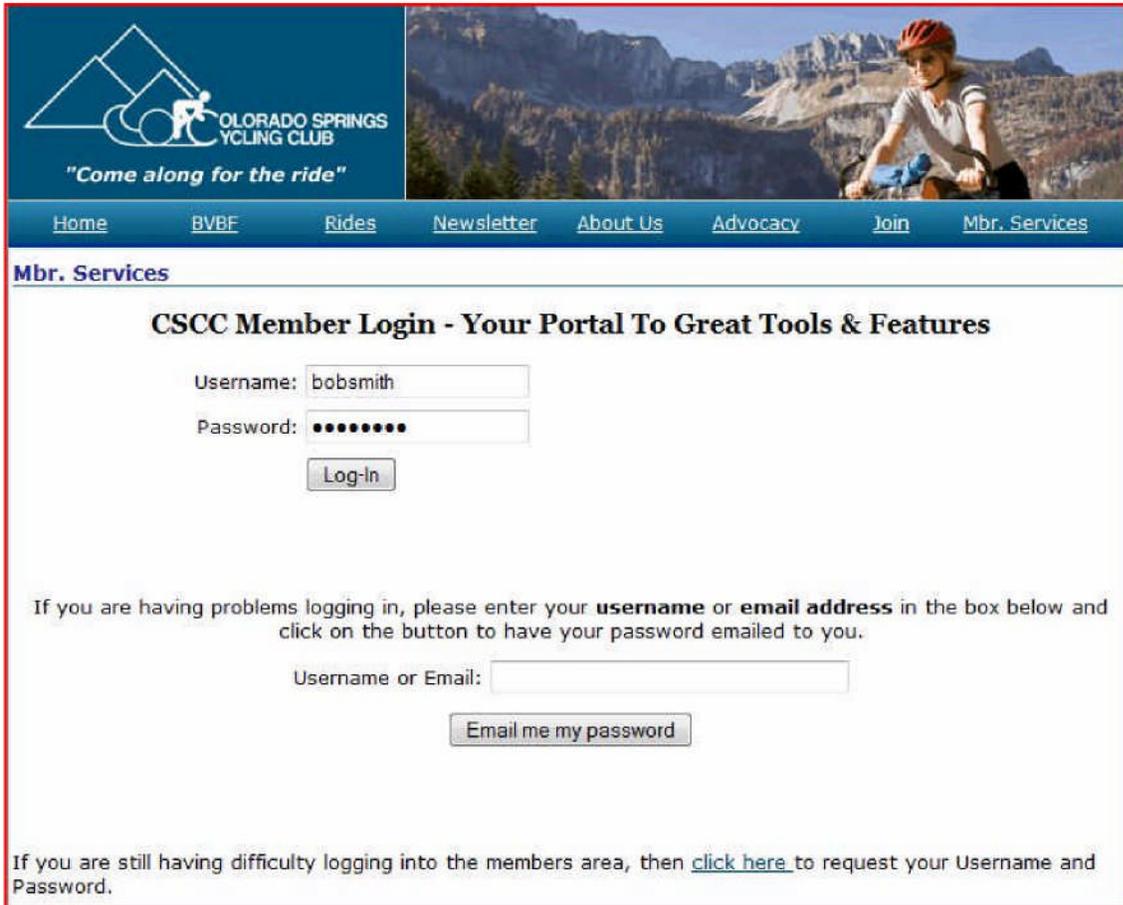


How to Submit a CSCC Calendar Event

by: Bob Smith, Dan Martin

Date: 12/28/2008, 1/26/2009

If you aren't logged in, begin by going to www.bikesprings.org and click on the Login menu button. You'll find it on the far right, immediately under the banner. This will take you to the member login page.



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Mbr. Services

CSCC Member Login - Your Portal To Great Tools & Features

Username:

Password:

If you are having problems logging in, please enter your **username** or **email address** in the box below and click on the button to have your password emailed to you.

Username or Email:

If you are still having difficulty logging into the members area, then [click here](#) to request your Username and Password.

Enter your username and password and click on the log-in button. If you don't know your username and/or password, then you can go to the Username or Email box and enter either your username or primary email address and your username and password will be sent to you via email. If you don't receive an email response in a few minutes with your username and password, then you may have mistyped something or the information you entered doesn't match your member information on the club's database. In that case click on "[click here](#)" at the bottom of the page and our membership chairperson will send it to you via email.

Once logged in, you have two ways to get to the same **Rides & Events Calendar Submission** page. There is a **Submit Your Ride** item in the Login drop down menu. Alternatively, there is a Submit New Event item in the **Member Services Area**.

Colorado Springs Cycling Club
"Come along for the ride"

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Welcome to the Members Area!

[Log-out](#) [Help Email](#)

[Contact Colorado Springs Cycling Club, Inc.](#)

Colorado Springs, CO
Get the 10 day forecast

30 °F
Sunny
Feels Like: 20°F
Humidity: 16%
Wind: WNW at 14 mph
Enter city/zip **GO!**

My Membership Information... (Robert Smith)

Smith, Robert
5505 Darien Way
Colorado Springs, CO 80919
Home Phone: 719-528-6834
Work Phone:
bobr1@wetandem.com

Member Information
[Change Contact/Profile Info](#)
[Upload/Change Photo](#)
[Change Username/Password](#)
[Membership Status/Billing Info](#)

Members Area Features...

What's Going On...

- [Submit New Event](#)
submit a new calendar event
- [Projects/Committees](#)
sign-up to participate for a project/committee
(14 available)

Information Resources...

Member Name Search

- [File Archive](#)
view documents for our members
- [Quick Reports](#)
view membership reports, rosters, and more
- [Photo Album](#)
view our photo album

Interactive Features...

- [Market Place](#)
view items/services for sale
[submit an ad](#)
- [Message Boards](#)
join the ongoing discussions

From the screen above, you would click on **"Submit New Event"**. This will take you to an intermediate screen that explains the difference between the two calendars. Click on the **"Submit Event Button"** to go to the event submission form.

You must now fill in all the required fields in the example below. Required have an asterisk "*" in

front of them. If you don't fill in all the required fields, you will be asked to go back and correct your form and submit it again.

Two key points:

- (1) Make sure you select an **Event Type**. **Club Rides/Events** implies the ride requires committee approval, which entitles riders to club mileage credit. Once the ride is approved it will appear on the **Club Rides/Events Calendar**. **Other Rides/Events** get posted directly to the Other Rides/Events Calendar and do not receive club mileage.
- (2) Make sure to keep the **Event Description** field *really, really, really short*. That should be a headline. Put your details in the other text field, the one labeled **Details of the event**.

See the event submission form on the next page.

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Rides Calendar Submission - Colorado Springs Cycling Club, Inc.

* - indicates field is required

*Date of Event: 03/22/2009 (MM/DD/YYYY)
 End Date (if mult. days): (MM/DD/YYYY)

*Name of Event:

Event Type: Club Rides
 Individual Rides

*Event Description:

Start Time: 01:00 PM
 End Time: 04:30 PM
 Time Zone: Mountain Standard Time

*Contact Name:
 *Contact Email:
 *Contact Phone:

*Event Location (Name, Complete Address Incl. Zip):

Location Name:

Address:

City:

State/Province:

ZIP/Postal:

*Details of the event (including costs, if any):

Website:

Now click on the “Send to Calendar Editor” button and your submission will be emailed to the calendar editor and placed into a pending status for potential posting to the calendar.

The screenshot shows the Colorado Springs Cycling Club website. The header features the club's logo on the left, which includes a stylized mountain and a cyclist, with the text "COLORADO SPRINGS CYCLING CLUB" and the slogan "Come along for the ride". To the right of the logo is a photograph of a cyclist in a red helmet and white jersey riding a road bike against a backdrop of rugged mountains. Below the header is a navigation menu with links for Home, SVBF, Rides, Newsletter, About Us, Advocacy, Join, and Mbr. Services. The main content area has a blue title bar that reads "Calendar Submission - Colorado Springs Cycling Club, Inc.". Below this, the text says "Thank you!" followed by "Your event information has been sent to the calendar editor," and a blue underlined link that says "Click here to submit another event". At the bottom of the page is a dark blue footer with the copyright notice "© 2008, Colorado Springs Cycling Club, Inc."

If you submitted a Club Ride or Event, then once it is approved it will appear on the Club Rides/Events Calendar. If you submitted an Other type of Ride or Event, then it gets posted immediately to the Other Rides/Events Calendar.

This is the desired method for placing events on the calendar. This method insures that your event information gets placed on the proper calendar the way you intended it.