How to Post Rides & Events on the AHBC Calendar
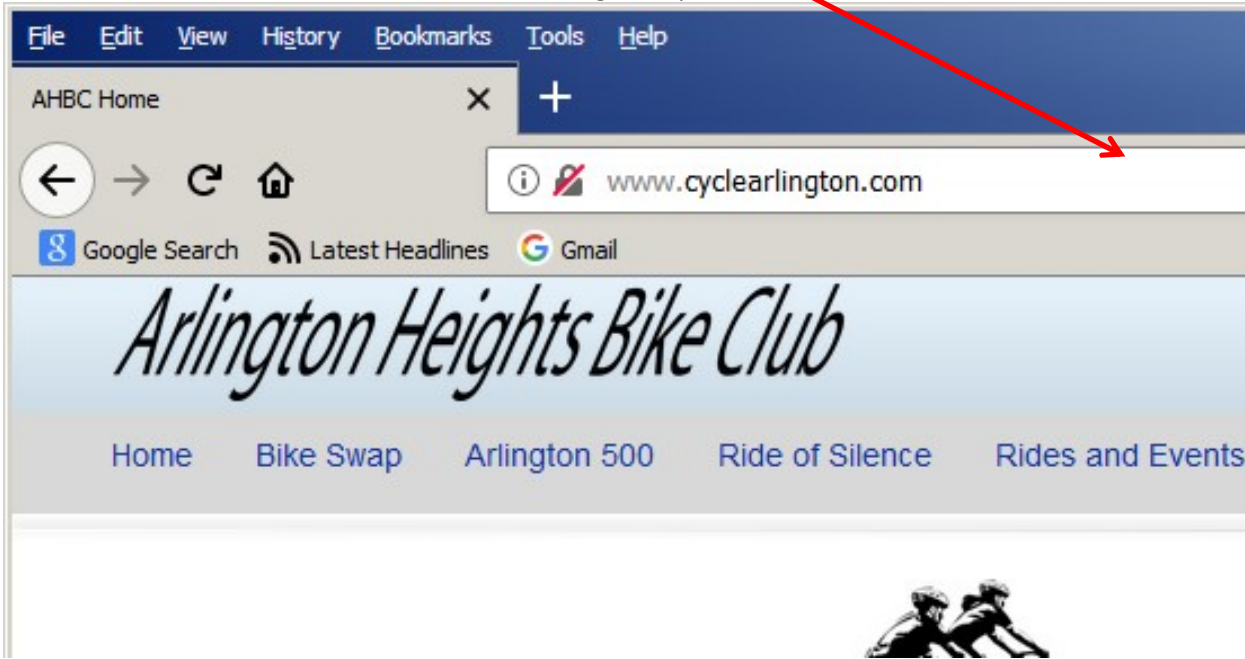
Pre-requests:
AHBC membership.
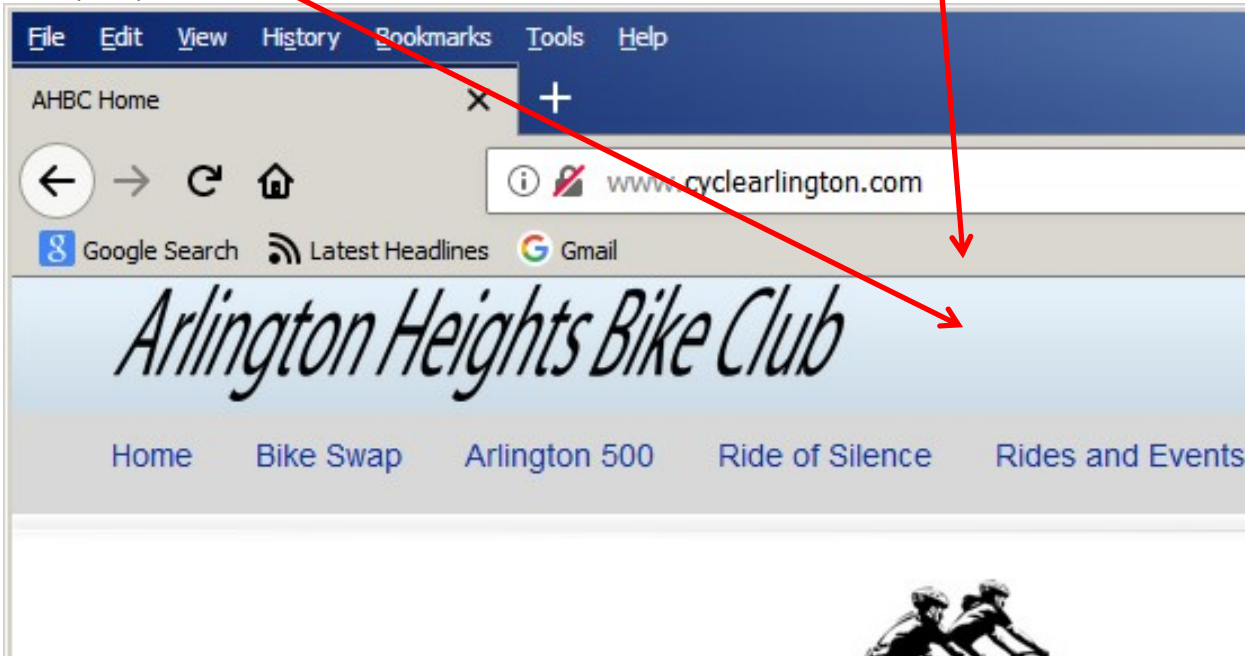Website password.   See: https://cyclearlington.com/emailissues.php

Go to Arlington Heights Bike Club website: http://www.cyclearlington.com/
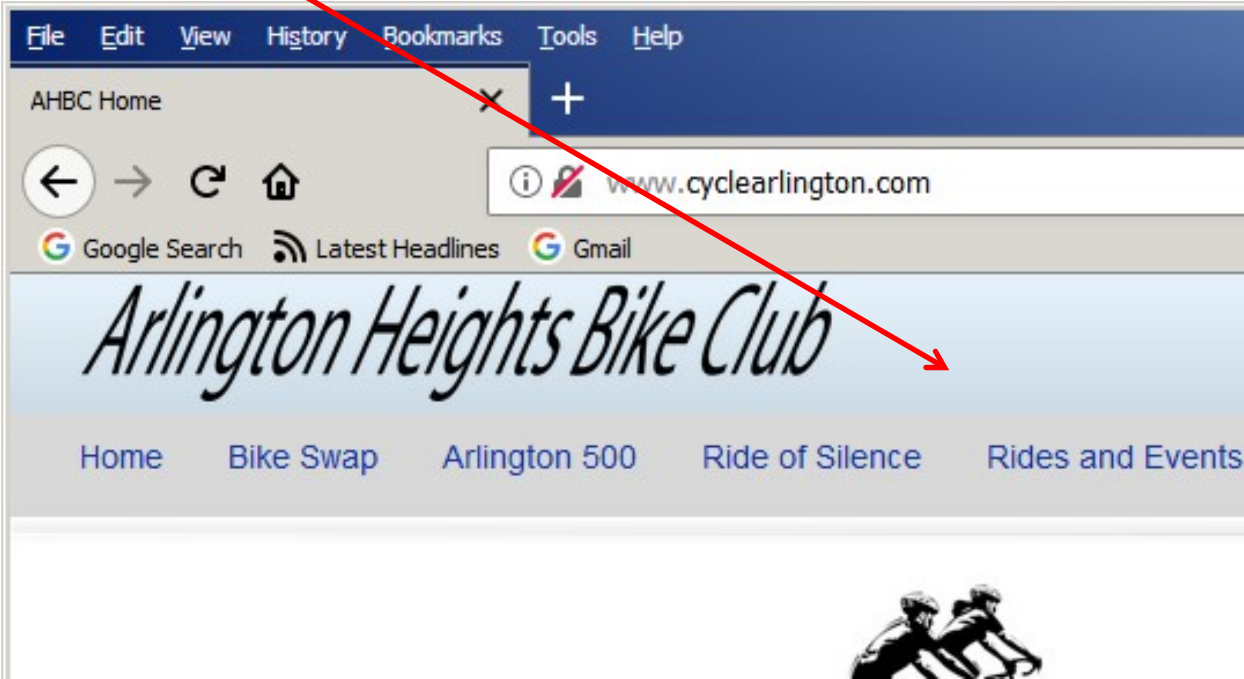Click on Login drop-down:

Enter your email address (the one you gave on your membership application):
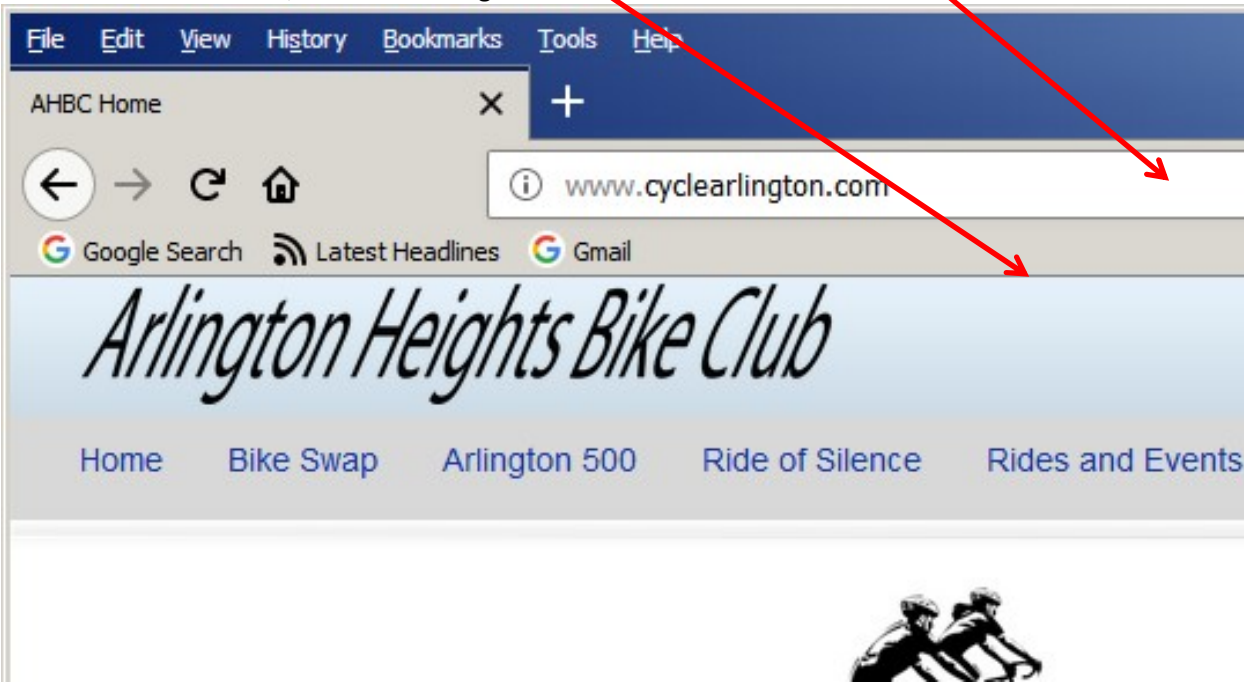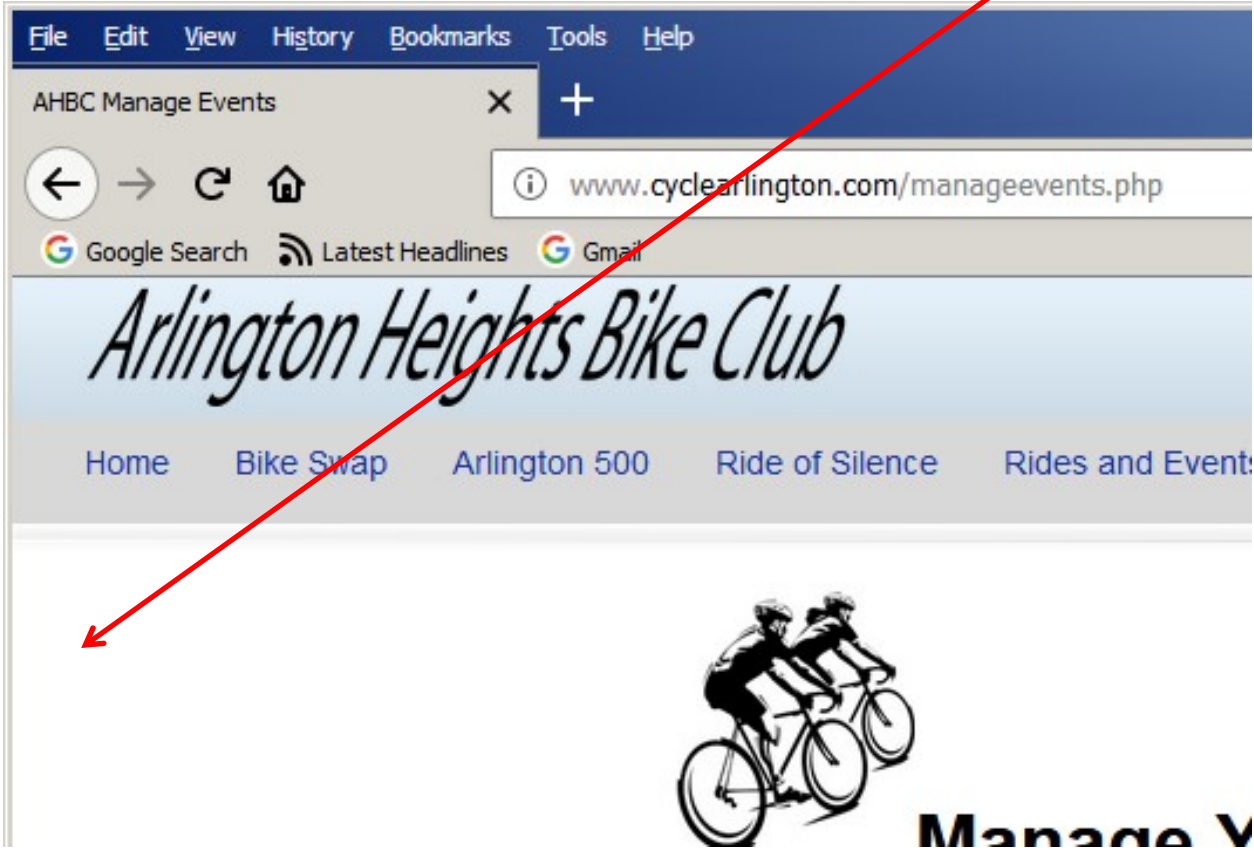Enter your password:
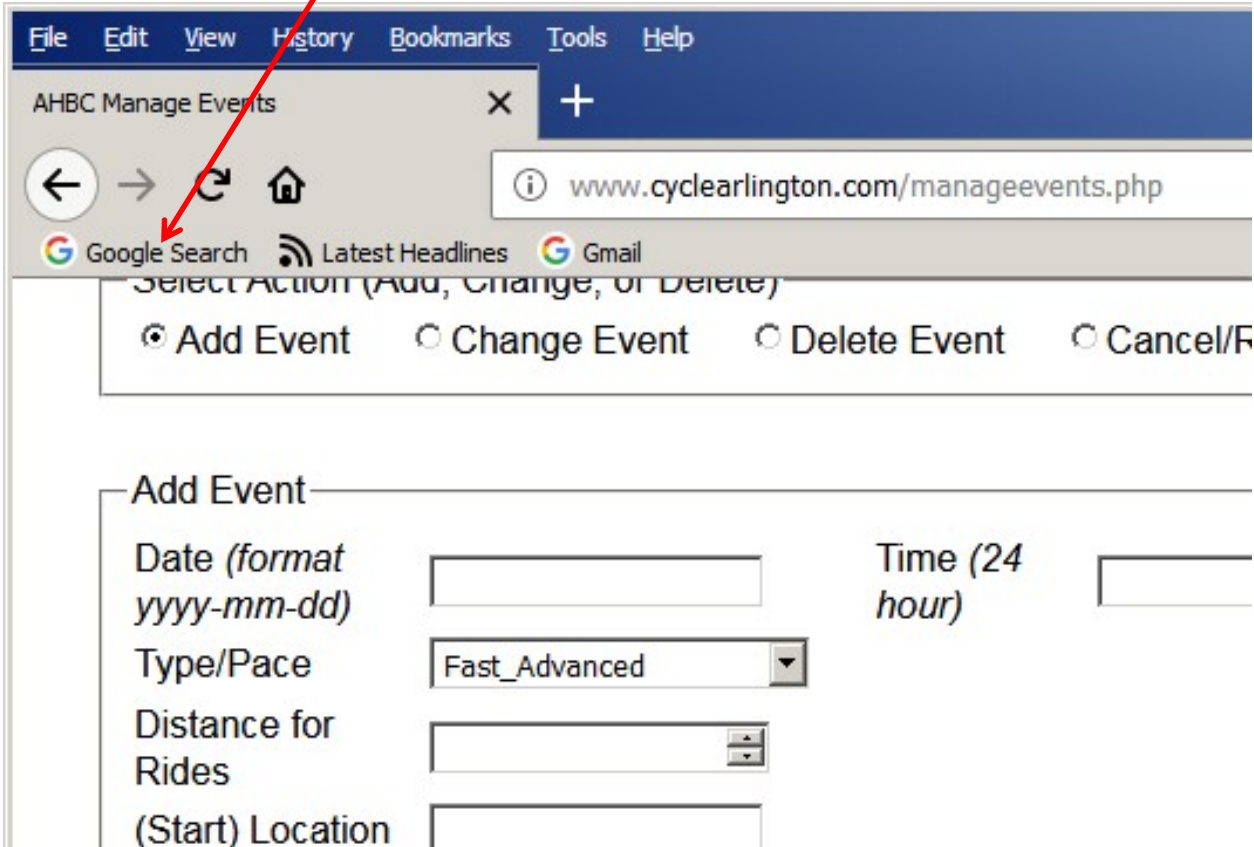
Click the "Sign In" box:

When properly logged in, your first name (not mine!) should appear here:
Under the members tab, click on "Manage Events":

To add a ride, meeting or other event to the club calendar, click on the "Add Event" Button:

The Add Event Box will appear (scroll down if needed):

Enter the required information into every box:

Enter the Starting Date & Time

Use Pull-down to select ride speed.

Distance for your ride in miles.

Enter Starting Location

Add URL if not a familiar starting location, otherwise enter a space or period

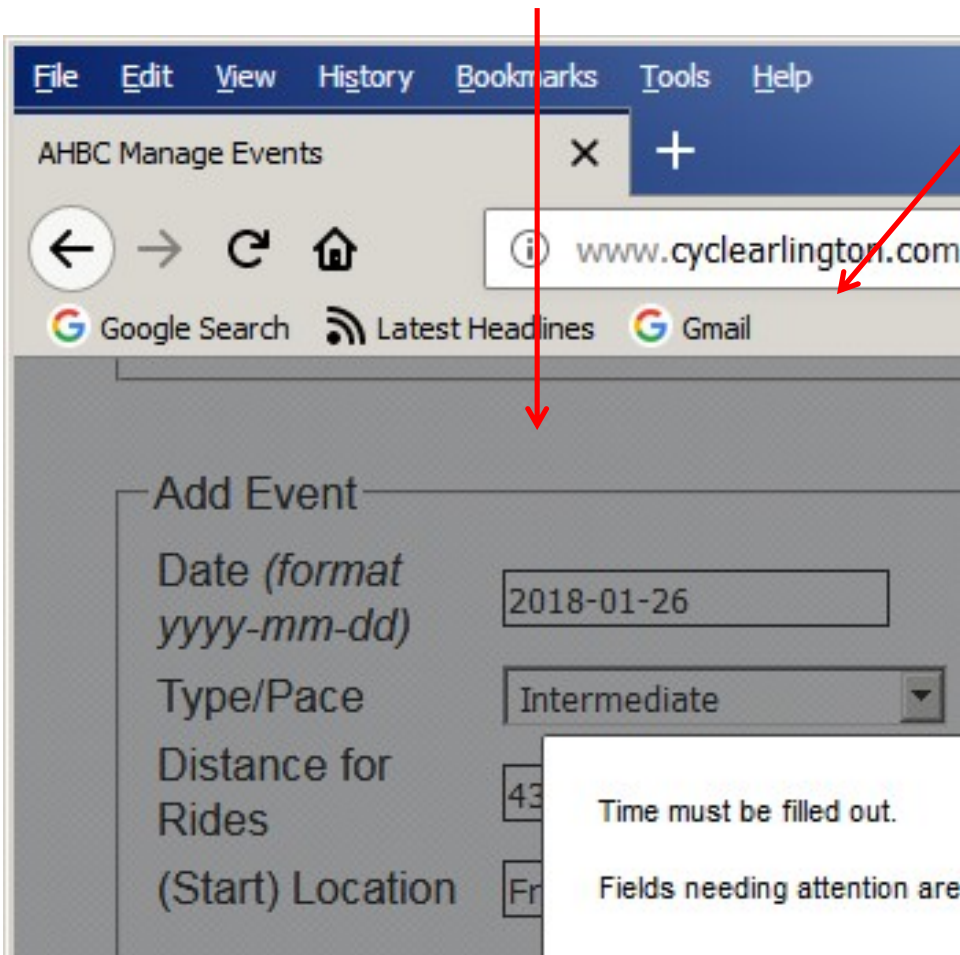This will be the ride's main title on the calendar

Town, landmark, restaurant name, etc.

Complete so people (especially non-members) can contact you if they have questions.

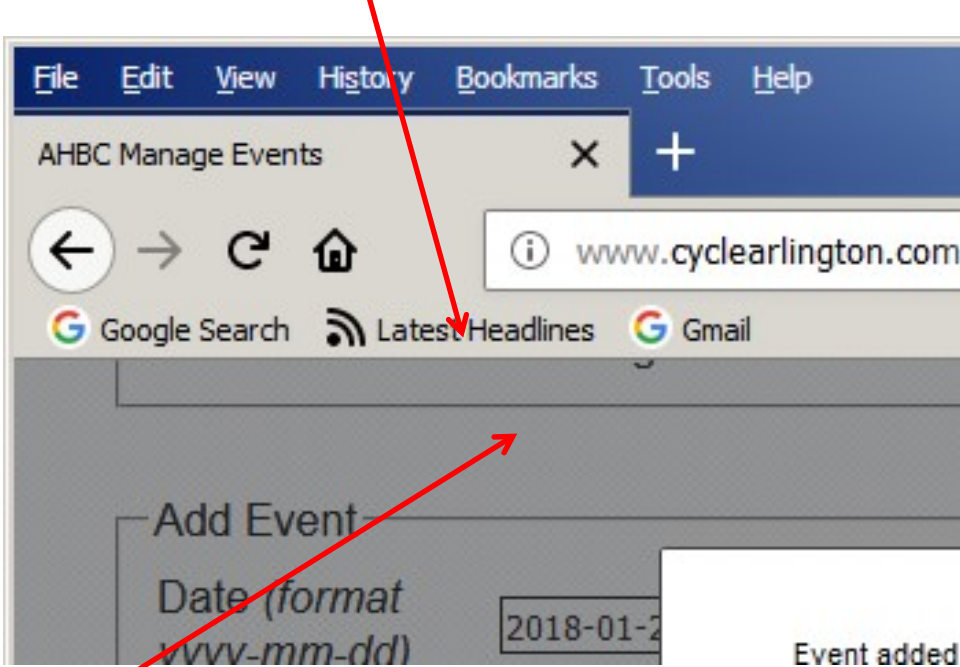Ride details, don't repeat info that's above.

When completed, click "Add Event" box:

If you did something wrong, an error message will appear and messed up items will have red box:

Click OK, then make appropriate additions & corrections.

If everything is OK, you will see:

Click OK:

You can now admire your new event!
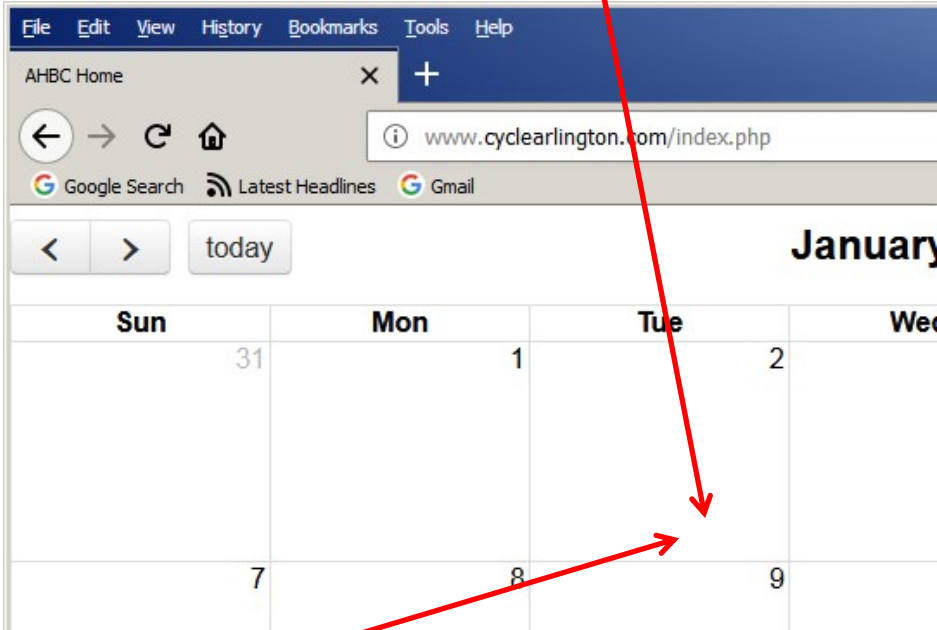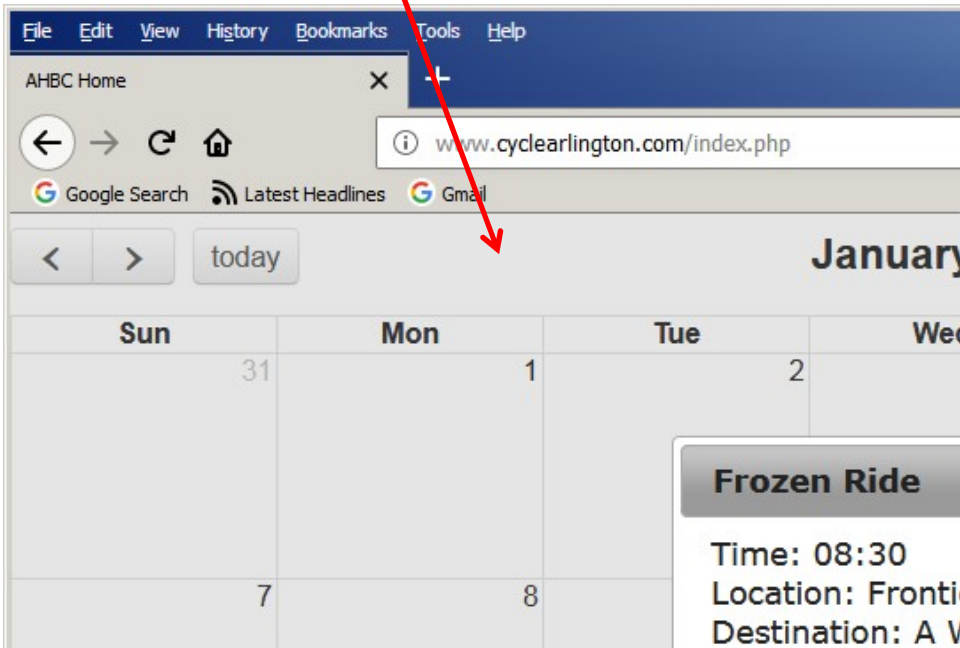It will appear in a list of all of your events (in this example just one).

If you have any additional events to add to the calendar, complete the "Add Event" boxes.

If you go back to the club home page, your new ride will be on the calendar:

Clicking on the ride will open a box which provides the details you entered:

Need to make changes or delete the ride?
Similar to setting up a new event, select Manage Events under the Members tab.
Select "Change Event" or "Delete Event".
Enter the index number (found in the right column of the list of your rides) to pick the event to be changed or deleted.

Rev: Pete, 1/31/2018