

Turn a Ride into a Route & Add to AHBC Club Collection

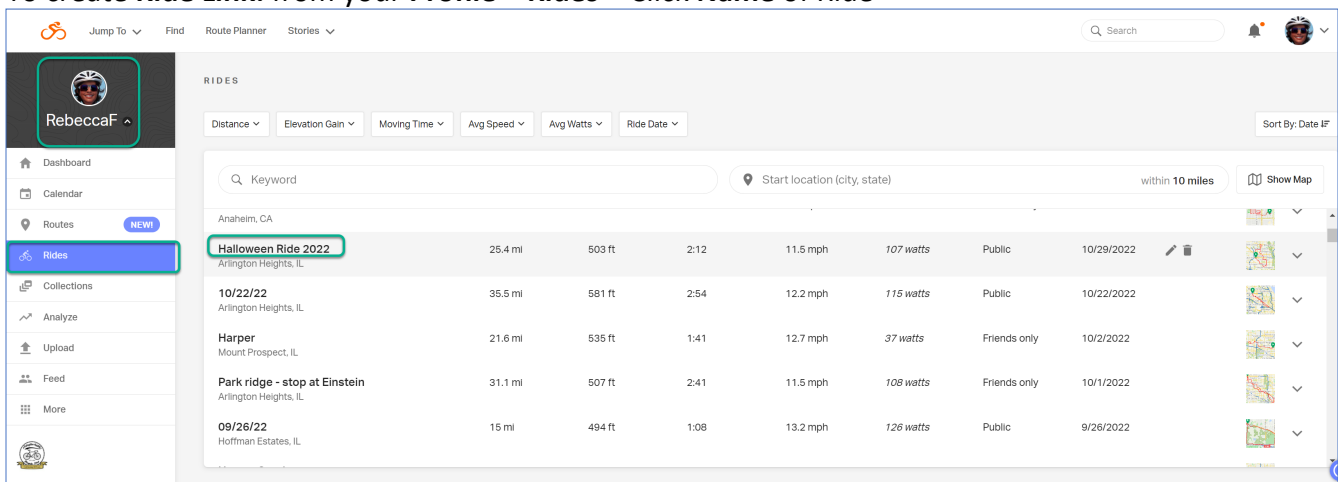
Ride with GPS distinguishes between **Routes**, **Rides**, and **Collections**. A **Ride** is a recording of an activity from a GPS unit or mobile app. A **Route** is a plan for a future ride with **Cues** and possibly **Points of Interest**. A **Collection** is a great way to bundle similar **Routes** to share with club members or the general public.

Sections

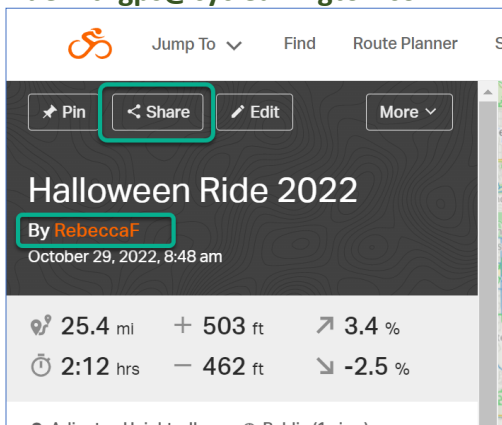
- [Club Member: Send a Ride to the Ride with GPS Committee](#)
- [Route Manager: Move Club Member Ride or Route to Club Account](#)
- [Route Manager: Move your own Ride or Route to Club Account](#)
- [Route Manager: turn a Ride into a Route & update](#)
- [Route Manager: Importing Completed Routes to a Collection](#)

Club Member: Send a Ride to the AHBC Ride with GPS Committee

1. Review existing Routes in the Library to ensure there are *no* duplicates or *similar* rides
2. Send an email to ridewithgps@cyclearlington.com with the **ride link**
3. To create **Ride Link**: from your **Profile > Rides > Click Name of Ride**



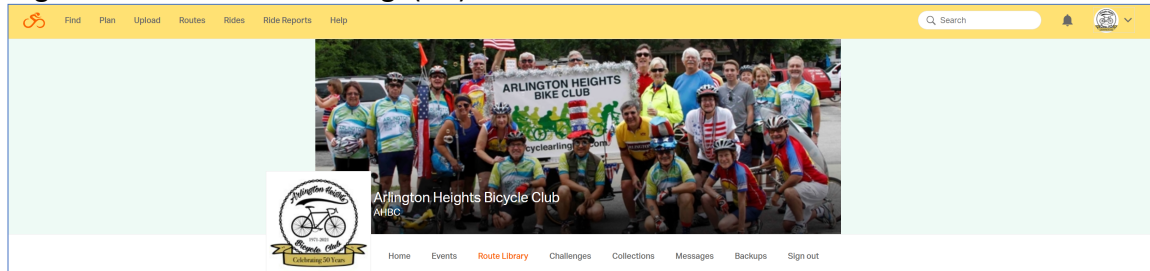
4. Click **Share > Copy Link**. There will be notification that Link was copied. Open and **Paste** into email. Add any Notes as needed for Ride Committee within email and send to ridewithgps@cyclearlington.com



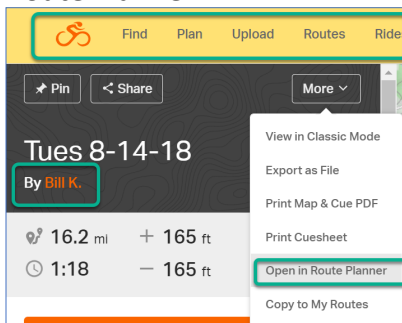
5. Ride Committee will review, add/update cues, and save to Club Library's appropriate **Collection**.

Route Manager: Move Club Member Ride or Route to Club Account

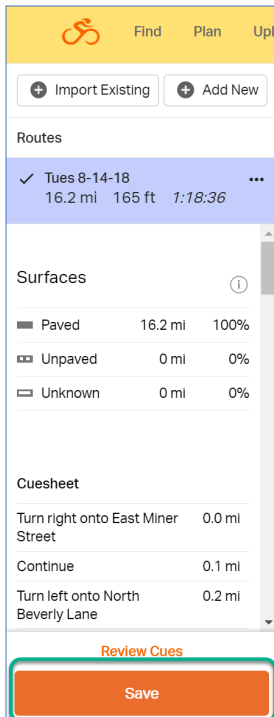
1. Sign in to the **AHBC Club Account** by clicking the club logo from within your own Ride With GPS account for access to the club's Premium membership and **Route Manager** access. Route Manager access will change the color bar to an orange(ish) color.



2. Click the **email link** sent by Club Member. You will see the Club Member name and the top bar will be an orange(ish) color > More > Open in **Route Planner**



3. Ride is now open in Club Account with you as **Route Manager** > **Save Ride** > Click **Routes** in orange bar to view **Ride** in the Club Account **Route Library** list. (may need to refresh screen)



4. Click **View** to open in **Route Planner**

<input type="checkbox"/>	RP Tuesday 5:29-20	Arlington Heights, IL	20.2	700	Public	12/05/22		View
<input type="checkbox"/>	RP Tuesday 5:29 40 mile	Arlington Heights, IL	40.9	1076	Public	12/05/22		View
<input type="checkbox"/>	S'miles and S'mores	Arlington Heights, IL	12.5	262	Public	01/30/22		View
<input type="checkbox"/>	SAMPLE Tues 8-14-18	Arlington Heights, IL	16.2	165	Public	01/09/23		View
<input type="checkbox"/>	WS Park to Libertyville	Buffalo Grove, IL	31.5	641	Public	02/06/22		View
<input type="checkbox"/>	WS to Lake Cook	Buffalo Grove, IL	37.5	584	Public	02/06/22		View

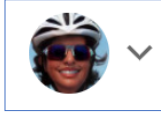
5. Follow steps for:

[Route Manager: turn a Ride into a Route & update](#)

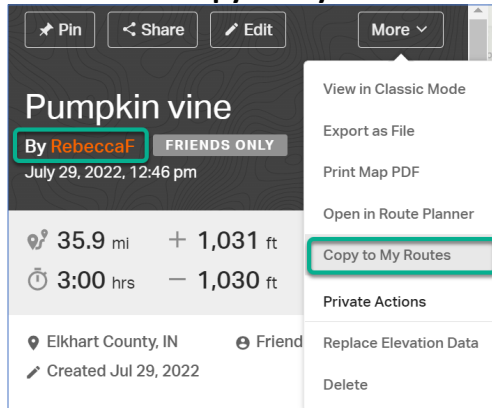
[Route Manager: Importing Completed Routes to a Collection](#)

Route Manager: Move your own Ride or Route to Club Account

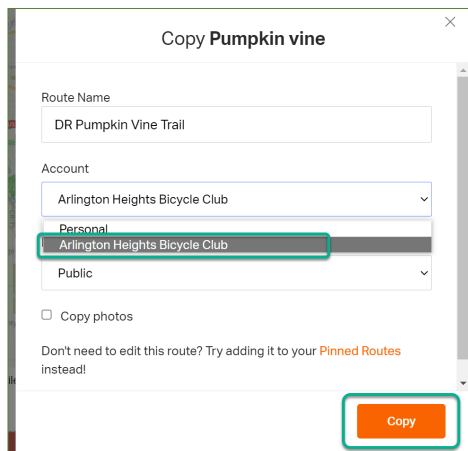
1. Log into your personal **Ride with GPS** account > find the **Ride** you want to update to a **Route** > Hyperlink on **Ride Name** to open ride details



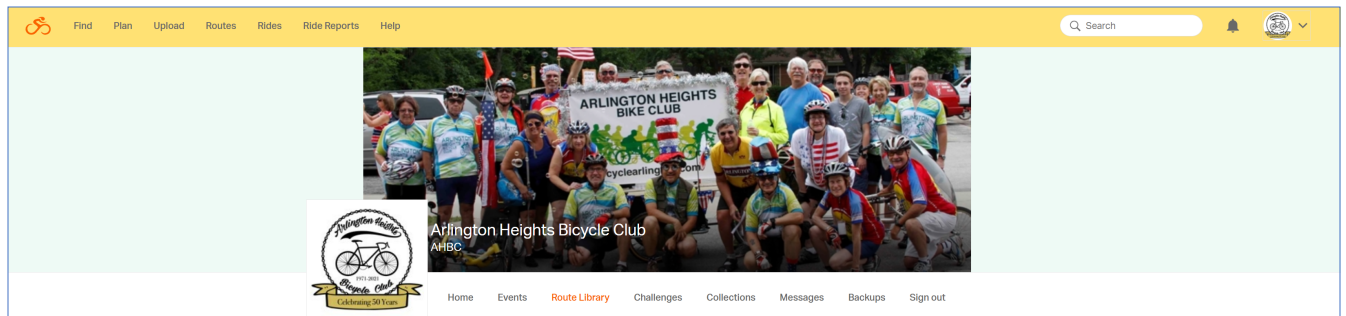
2. Click **More > Copy to My Routes**



3. Add a **Route Name** with the first two letters as the start location (FP=Frontier Park, LP=Lions Park, WS=Willow Stream, RP=Recreation Park) > Select Account **Arlington Heights Bicycle Club** > **Copy**
4. Sign in to the **AHBC Club Account** by clicking the logo from within your own Ride With GPS account for access to the club's Premium membership and **Route Manager** access.



5. Click > **Sign Into Club** to gain access as a Route Manager. Route Manager access will change color bar to an orange(ish) color.



Click > **Route Library** > Search for your saved ride on the list to ensure it was saved correctly.

6. Follow steps for:

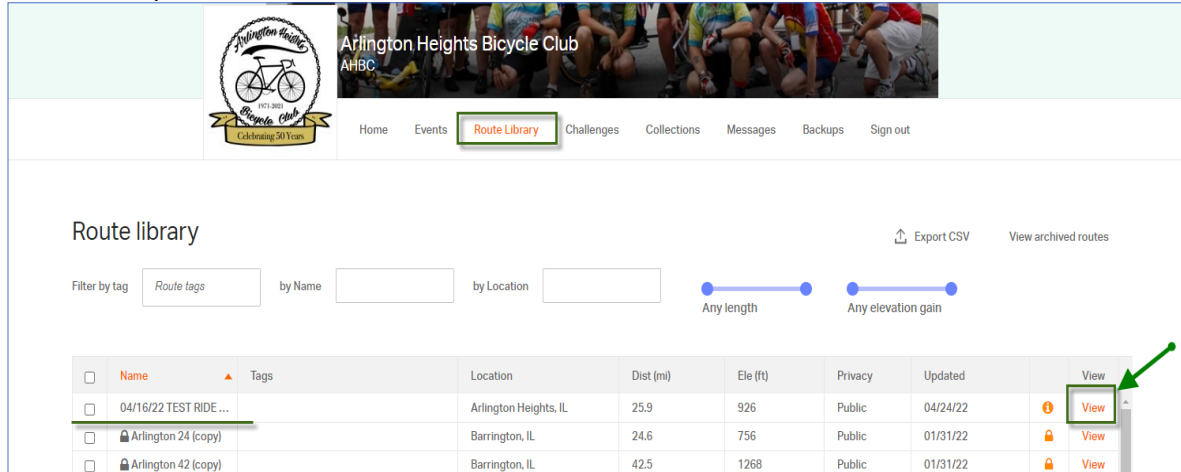
[Route Manager: turn a Ride into a Route & update](#)

[Route Manager: Importing Completed Routes to a Collection](#)

Route Manager: turn a Ride into a Route & update

As a member with 'Route Manager' access, you can update Rides into Routes with Cues and complete other tasks to manage the clubs' Route Library.

1. Click **View** to open ride details



Route library

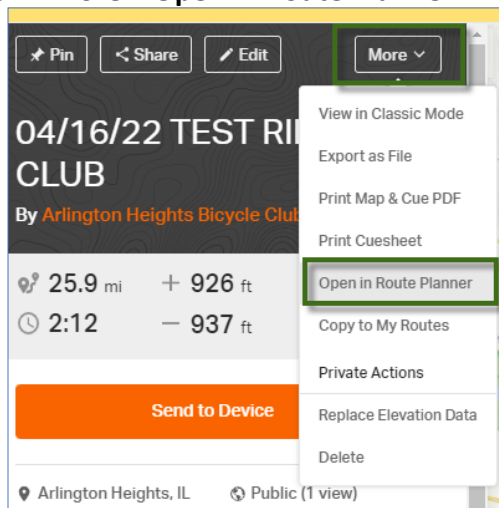
Export CSV View archived routes

Filter by tag by Name by Location

Any length Any elevation gain

<input type="checkbox"/>	Name	Tags	Location	Dist (mi)	Ele (ft)	Privacy	Updated	View
<input type="checkbox"/>	04/16/22 TEST RIDE...		Arlington Heights, IL	25.9	926	Public	04/24/22	<input type="button" value="View"/>
<input type="checkbox"/>	Arlington 24 (copy)		Barrington, IL	24.6	756	Public	01/31/22	<input type="button" value="View"/>
<input type="checkbox"/>	Arlington 42 (copy)		Barrington, IL	42.5	1268	Public	01/31/22	<input type="button" value="View"/>

2. Click > **More** > **Open in Route Planner**



Pin Share Edit More

04/16/22 TEST RIDE FOR CLUB

By Arlington Heights Bicycle Club

25.9 mi + 926 ft

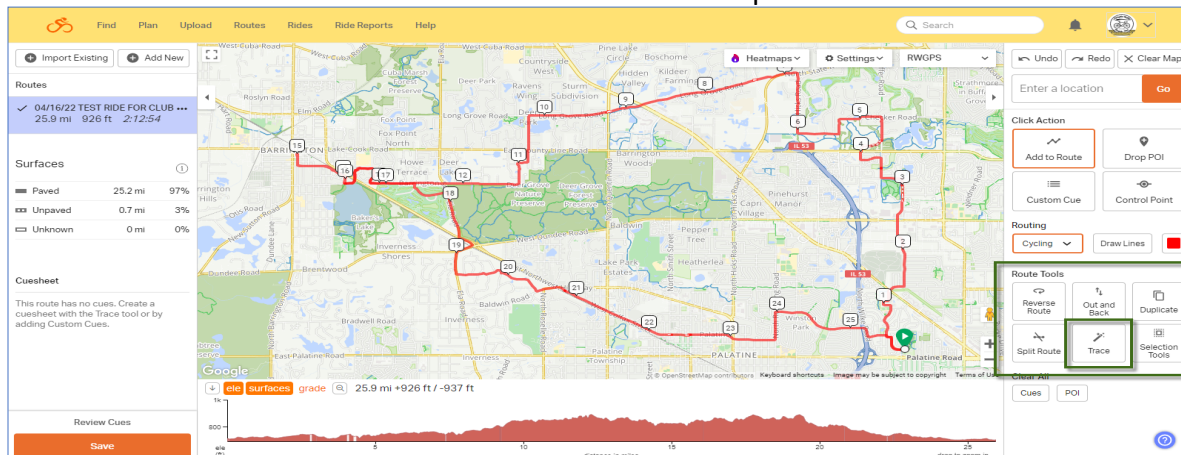
2:12 - 937 ft

Send to Device

Arlington Heights, IL Public (1 view)

- View in Classic Mode
- Export as File
- Print Map & Cue PDF
- Print Cuesheet
- Open in Route Planner
- Copy to My Routes
- Private Actions
- Replace Elevation Data
- Delete

3. In Route Planner > Click **Trace** > **Auto-Trace** and wait for completion.



Find Plan Upload Routes Rides Ride Reports Help

Import Existing Add New

Routes

- 04/16/22 TEST RIDE FOR CLUB
- 25.9 mi 2:12:54

Surfaces

- Paved 25.2 mi 97%
- Unpaved 0.7 mi 3%
- Unknown 0 mi 0%

Cuesheet

This route has no cues. Create a cuesheet with the Trace tool or by adding Custom Cues.

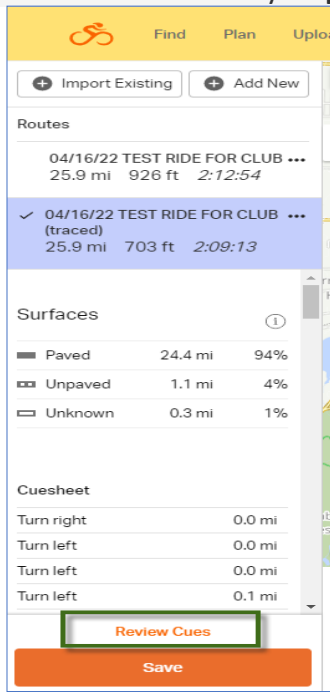
Review Cues Save

Route Tools

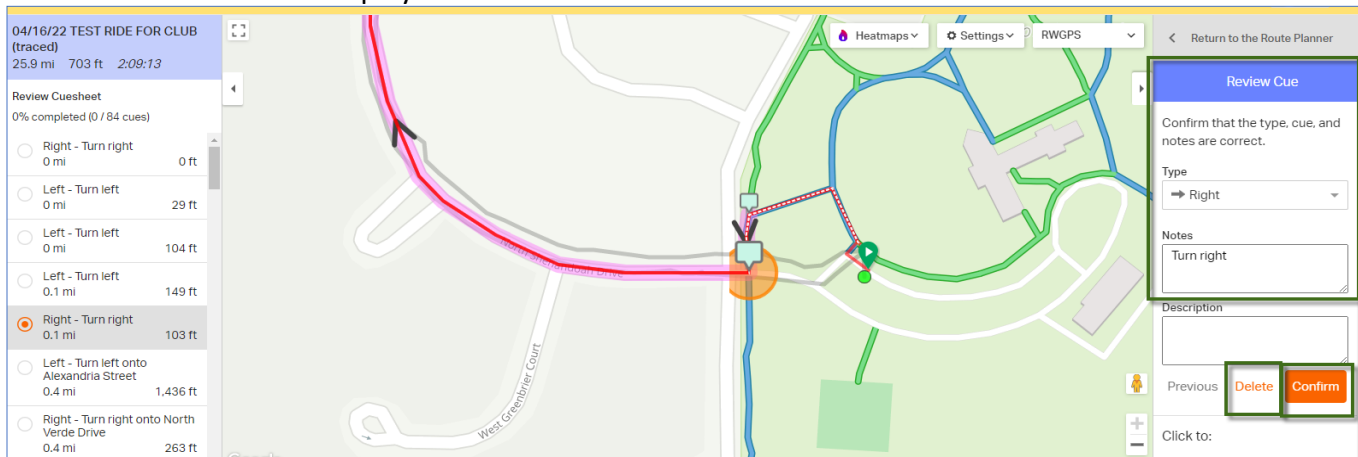
- Reverse Route
- Out and Back
- Duplicate
- Split Route
- Trace
- Selection Tools

Refer to this article with steps on how to use the Trace tool: [Trace Tool - Ride With GPS HelpRide With GPS Help](#)

4. Review Cues to carefully inspect the resulting route, it is not guaranteed to be free of errors.



5. Click each Cue > review & update **Type**, **Notes** > **Delete** or **Confirm**. Continue until all Cues are Confirmed. Cue will display a **Green Check** when Confirmed



CUE TIPS

1. **Delete** multiple **Cues** exiting/entering parking or lunch stops. Start with the first turn. In the example above, delete the first four Cues, update the **Type** and **Notes** on the Right turn highlighted:

Review Cue

Confirm that the type, cue, and notes are correct.

Type

Notes

Description

Previous

2. To reduce # of Cues, it is OK to **Delete** cues that are continuations on the same road.

04/16/22 TEST RIDE FOR CLUB (traced)
25.9 mi 703 ft 2:09:13

Review Cuesheet
8% completed (7 / 84 cues)

Right - Turn right	0 mi	0 ft
Left - Turn left	0 mi	29 ft
Left - Turn left	0 mi	104 ft
Left - Turn left	0.1 mi	149 ft
✓ Straight - Exit Parking Straight on North Shenandoah Drive	0.1 mi	103 ft
✓ Left - Turn left onto Alexandria Street	0.4 mi	1,436 ft
✓ Right - Turn right onto North Verde Drive	0.4 mi	263 ft
○ Slight Left - Turn slight left onto North Verde Drive	0.6 mi	879 ft

Review Cue
Type: Slight Left
Notes: Turn slight left onto North Verde Drive
Description:
Previous

Click to:
 Add POI
 Add to Cuesheet

3. When crossing roads, update **Type** and **Notes**.
 In this example Type = **Straight** & Note = 'Cross Lake Cook Road and continue on Bike Path'

04/16/22 TEST RIDE FOR CLUB (traced)
25.9 mi 703 ft 2:09:13

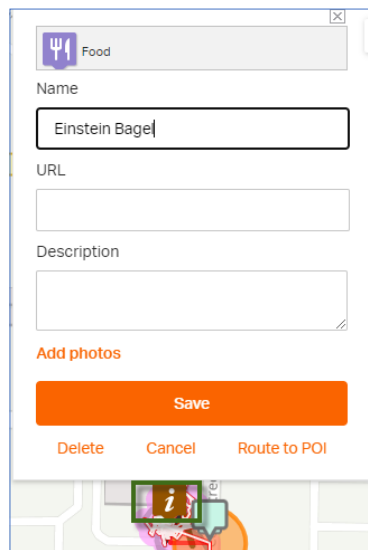
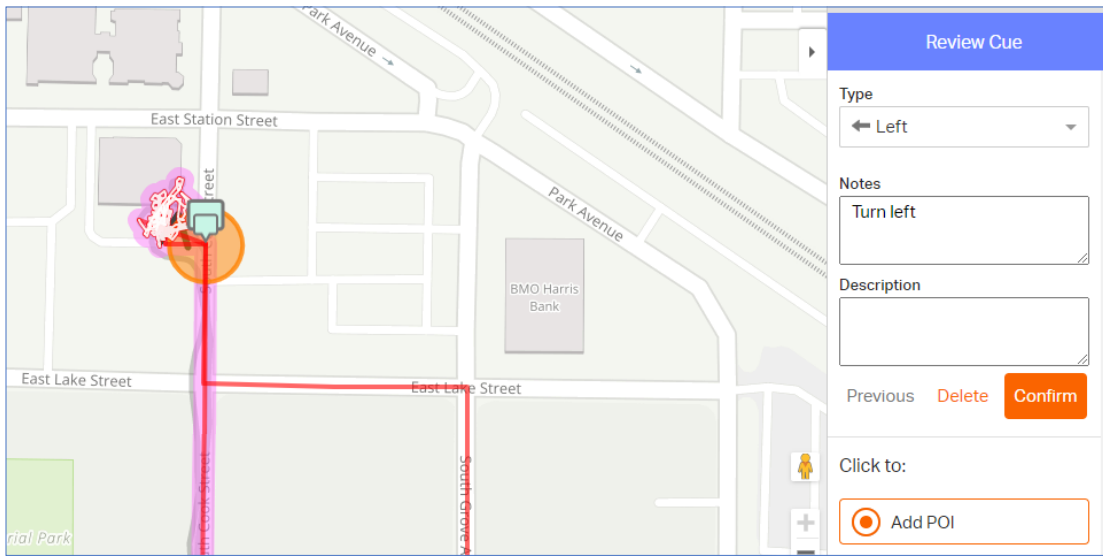
Review Cuesheet
22% completed (19 / 84 cues)

✓ Left - Turn left onto Pleasant Trail Drive	3.7 mi	1,593 ft
✓ Right - Turn right onto North Wilke Road	3.9 mi	1,348 ft
○ Right - Turn right onto Lake Cook Road	4.1 mi	749 ft
○ Left - Turn left	4.1 mi	24 ft
○ Slight Right - Keep right	4.1 mi	274 ft
○ Slight Left - Keep left		

Review Cue
Type: Right
Notes: Turn right onto Lake Cook Road
Description:
Previous

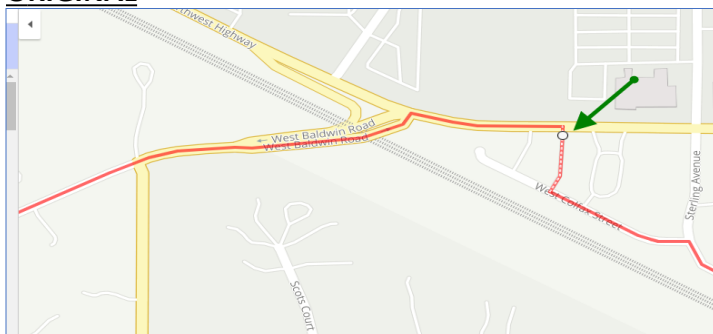
Click to:
 Add POI

4. If stopping for a snack stop add **Point of Interest**. Click to add **POI** and name accordingly.

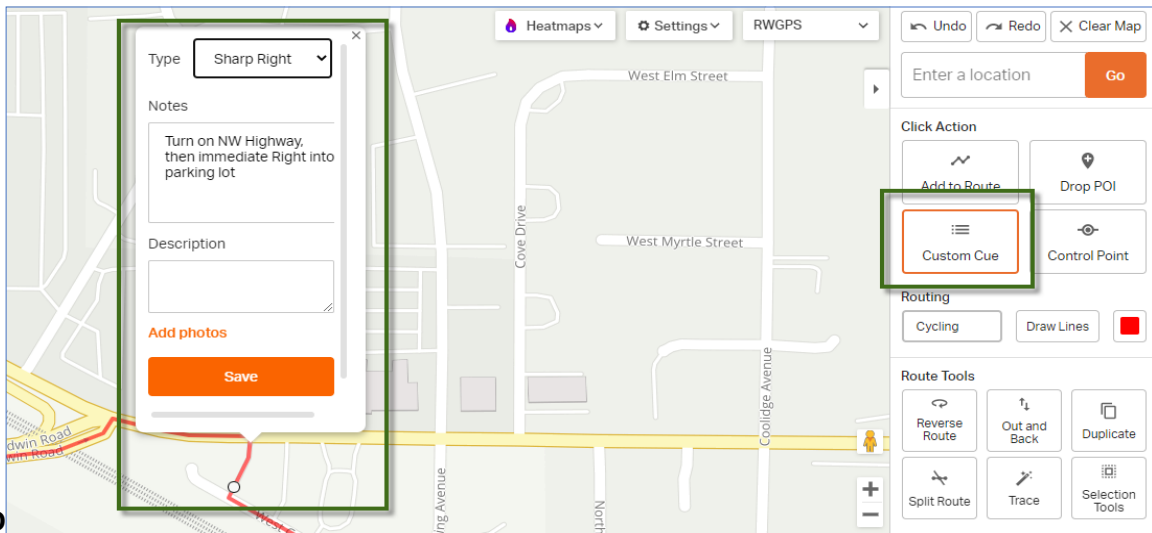


5. There may be an area in Cues not traced accurately that you want to update. **Continue** to confirm remaining Cues, **Save** Route, then open Route Planner again. Click > **View Route** > **More** > **Route Planner**. Find the problem area on the map. Drag dot to correct location > Select **Custom Cue** > Click to add Custom Cue in the correct location and update **Type and Note** > **Save**

ORIGINAL



UPDATED



6. When all Cues are confirmed with a **green check mark** > click **Close Review** > **Save**
7. To not create duplicates and Save the Route as the Final version Click > **Overwrite**
8. Update **Name** and add **Description** if needed
9. Visibility = **Public**
10. Click > **Save**

Save Route

Overwrite **04/16/22 TEST RIDE FOR CLUB (traced)**

Save as new route

Title

FP Ride to Einstein Bagels

Description

Visibility

Public

Organize in Events

None Selected

Cancel Save

Route Manager: Importing Completed Routes to a Collection

Collections are a great way to bundle similar routes to share with members or the public, and we have multiple collections within the AHBC Ride with GPS Account.

1. While viewing the collections, click into the appropriate Park collection (Frontier, Lions, etc)
2. Click > **'Import Routes & Rides'**
3. Type in the name of the route into the search field or select from the list
4. Click > **Add to Collection** to finish.

