

How to Submit a Ride

1. Now that you have logged in and read the Ride Leader Guidelines, click the “Continue” button at the bottom of this page.
2. Choose the ride level you would like to lead (A, B or C).
3. Next, pick a date for your ride by clicking on the date box on the calendar.

NOTE: At this point, you will see a list to the right of the calendar, showing all other rides approved for that date. If your ride is too similar to another ride submitted, please consider choosing another day for that ride or changing your route.

4. Is your ride a recurring ride? If yes, please fill in the blanks with the subsequent dates by clicking on the calendar icons and picking the additional dates.
5. All lines must be filled in: title, speed, distance, start time (drop-down menu), “from” location, and description.

NOTE: If you plan on using MetroNorth Railroad, please contact the Ride Coordinator for that ride level (A, B or C) and give him/her a “heads up” with the number of riders you anticipate as well as the train times. We generally need advance MNRR authorization for larger groups.

6. Fill in the maximum number of participants you will accept on your ride. This information will be shown on the Current Ride listing menu. When someone registers for your ride online, their name will appear on the Current Ride listing for your ride, and the number of spaces available will be reduced. If you put a “0” for maximum participants, it will appear that the ride is full and people may not view the ride description.
7. It is IMPORTANT to change the ride status to “Submitted” in the drop-down bar immediately above the “Continue” button. Your ride will not be seen for approval unless its status is “Submitted.”
8. When you have filled in all of the information, click the “Continue” button at the bottom of the page. If you have forgotten to fill in a space, you will get an error message at the top of the page.
9. The next screen gives you the option to revise your listing. Once it is ready, click “Submit.” The ride will be sent to the Ride Coordinator (A, B, or C) for approval and will appear in the Current Rides listing page once it is approved.