

# Manual Logging Instructions & General Navigation 5/2022

1. To navigate to your page, use [A] or [B]
2. To see your Clubs, use [C]. Add a Club with +. Click on the Club name to go to the Club page with leaderboard, activity feed, etc.
3. To log a ride, select "ADD A RIDE" [D]
4. Enter distance [E], date [F], and ride type ("for") [G], and submit data using [H]. It will post to the Activity list and Rides list.

Ride Types include: Transport to or from other work\*, Transport to or from other destination\*, Transport to or from meeting\*, Fun/fitness, Rides With Kids, Indoor Ride

\*These count as transportation trips.

5. To set up automatic logging by syncing from Strava or Map My Ride, use [I].
6. Additional menu options are available under "INFO" including FAQs. [J]
7. To edit a ride type, scroll down to the Rides list and choose the pencil [K]

[B] HOME ME LEARN SOCIAL PRIZES RESULTS INFO [A] Debbie Thibodeau

[C] RIDER PROFILE Debbie Thibodeau Works at Join a Workplace My Clubs & Groups CT LCIs and Simsbury Bike + My team Join a Team Past teams "I ride because it makes me happy." Edit reason

Stats: 2022 23 TRIPS 226 MILES 40 LBS CO<sub>2</sub> 12 TRANSPORT TRIPS

My Badges 100 1,000 100 See more

My Goal: cycle 300 miles by April 30th 2022 225.67 MILES DOWN, 74.33 TO GO! Delete Edit f Share

[D] ADD A RIDE ADD A PHOTO GOALS INVITE FRIENDS BADGES

I biked 15.4 miles on 04/15/2022 for fun or fitness LOG MY RIDE ▶

Click here to log rides automatically! [I]

[E] [F] [G] [H] [J]

### RIDES

Rides from Strava sync periodically. Click here to force a Strava sync now. [K]

Date	Type	Distance	
May 3rd 2022	from A to B	5.2 miles	
			View on Strava
May 3rd 2022	from A to B	6.3 miles	
			View on Strava
May 1st 2022	fun/fitness	28.6 miles	