

Team Dirt Pedal For a Medal 4/30 - May 31 (#TDCSpring2021)

GENERAL INFORMATION:

1. *Getting to your event page:*
 - a. From your team home page, click on the **Events** link at the top of your home page and click on the title of your event.
2. *Tag to use:*
 - a. **#TDCSpring2021** for Team Dirt Challenge Spring 2021
3. *Quick Start Guide:*
 - a. From your home page go to Help -> Quick Start
4. *Contacting Cyndi Wong (me) for questions:*
 - a. omegabykr@gmail.com

FOR EVENT ADMINISTRATORS:

1. Create an event for **EACH** one of your team rides. I pull mileage and elevation information from this record.
2. There are two ways for you to create your event, BEFORE your ride using a Strava route, Strava activity or RideWithGPS route or AFTER your ride (on the same or next day) using your Strava ride activity.
 - a. If you go with BEFORE, your kids can register ahead of time, if you go with AFTER, the kids can register after you've created the event. Each option will give you a leaderboard result.
3. Use your Strava activity, Strava route or RideWithGPS route to create a new post. See **How to Create a New Post** from the Quick Start Guide.
 - a. Include this hashtag in your title: **#TDCSpring2021**, for example, Team Ride #TDCSpring2021
4. Create a Full Route event from your post. See **How to Create a New Event** from the Quick Start Guide.
 - a. **Activate Event** is CHECKED
 - b. **Use Strava Segments** is UNCHECKED
 - c. **Strava Autoload** is CHECKED
 - d. **Allow Rider Upload** is CHECKED
 - e. **Dates:** start date is date of your team ride and end date is start date + 1 week
 - f. **Categories:** you can leave this as General
 - g. click **Update** to save your event details
5. Now your event is open for rider registration
6. As riders register for your event, you will need to confirm their registration to allow them to start their ride uploads.
7. From your event page, click the **Admin Page** button to open the event administrator page
8. From the event admin page, click the **View Registered Riders** link to see the list of your registered riders and their details.

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- a. If the rider has an OmegaBykr waiver on file, you will see a check box under **Confirmed?** for their name, Check it and click **Update**.
- b. If **Confirmed?** is blank, click the right arrow under **Details** to see their registration form.
- c. In the rider registration form, if **OmegaBykr Waiver Status** is Pending, a waiver has been sent and waiting for completion. If **OmegaBykr Waiver Status** is blank or 'None', there was a problem sending the waiver. Check **Guardian Email** and **Email** to make sure it's valid. If not, have the rider go back into their registration form (by clicking the **Rider Registration** button from the event page) to update it. If there are still problems, send me a note to help.
- d. The **View Registered Riders** page is also where you, as administrators, can change a rider's affiliated team and category. Just click the arrow under **Details** to see the registration form and update accordingly.

FOR RIDERS (Optional if you want to be on the leaderboard):

1. From your team home page, click **Register** from the top right to create an OmegaBykr account.
2. Once you're logged in, click **Account** at the top to enter your account page and click **Edit Account**. Update your team affiliation and click **Update**. You just need to do this once. This is your default team name for all your event registration.
3. Click **Events** from the top to see a list of your team events.
4. Click on the title for the event page. The first date in **Dates** is the date of the ride.
5. Click **Rider Registration** for the registration page: complete guardian information (if a minor), team/club affiliation, category and click **Register**
6. Now you should see your name in the Registered Rider list with **Confirmed** as blank. If you don't have a waiver on file, an online waiver will be sent to your parent to complete. Your coach will verify your waiver and complete your registration. When this happens, you will see **Yes** under **Confirmed**.
7. When you are confirmed, your rides can now be loaded for this event. You can wait for it to automatically load or you can manually upload from your Strava account using the **Upload Ride** button.
8. To see the leaderboard, click the **Results** button on your event page.
9. Add your team home page to your profile by clicking **Account** from the top bar and click **+** next to Team/Club Pages. Find your team name and add it. Also add the *NorCal HS Cycling League* home page to your profile.
10. Your account profile will be the same on any team page on the OmegaBykr platform, so clicking **Account** from the top and then clicking the right arrow for the club page or event will take you directly to that page.
11. For leaderboard results, go to NorCal **Events** menu and click on **#TDCSpring2021**. Click on the column headers to sort the results.