CycleClub App: A Mini-Guide

Two options for using the CycleClub App:

1. Mobile – with the app on your phone/tablet
2. Desktop - https://web.cycleclubapp.com/

The desktop version is easier to use and extra bonus – it remembers your login information.

Use the CycleClub App to see what's happening and to confirm your attendance to organized group rides.
We also post club announcements on the CycleClub App.

For each ride/event you can see:

- Who is attending
- Who is leading the ride
- Start/end times
- Start location
- Read a description of the ride, including average speed, type of ride, planned stops, and what to expect during the ride
- Access a link to the ride map/route
- Start/participate in discussions about the ride

If you have questions about a ride or event – ask them! Use the **Discussions** tab and click/tap the + to start a discussion.
Remember, with 100 people in the club – chances are very high that someone else has the same question/idea/suggestion.

Using the CycleClub App

There are three options for each event:
Subscribe - get notifications on the ride - you can get the notifications even if you don't say you're going
Can't Go - won't get any notifications
Going - will get notifications

Even though your **Emergency Information** is in the App - it's a good idea to carry a hardcopy of this on you. Some people may not want to update their Emergency Information or Known Medical Issues - this is fine.
If this is the case - please make a note in the App that you have this information with you and where it is - in case an accident does occur, the Event Host needs to access this information quickly.

The **Discussions** tab for Events is super useful to confirm details, etc.

The **Event Host** - can see who has confirmed their attendance and for the duration of the event can access confirmed rider emergency information.

A good feature for Event Hosts is the Take Attendance feature - tap the three dots in the top right corner of the app when in the Event and select Take Attendance - this lets you confirm attendance.
The **Event Host** has control of the event - they can change anything about the event - essentially the administrator of the event.

People who are confirmed for the Event - your emergency contact information is only available to the Event Host during this time.
To safeguard against a ride running long or an unexpected stoppage, it's a good idea to set the duration of the ride a bit longer in the Event - this way the key information is available should something happen.

It's recommended that the Event Host assign a back up Event Host at the start of the ride. Then if the Event Host has an incident, the key emergency contact information is available to someone else on the ride.

Finding Notifications

If you're using the CycleClub App on your mobile device, you may get Notification alerts. These can be tricky to find…

To see your Notifications, do this:

1. On your mobile device, tap the menu icon in the top right.
2. Tap Profile.
3. You will see a Bell icon in the top right. Tap this to see your Notifications. (If there isn't a number next to the Bell, this means you don't have any Notifications.)