Transcript: Posting an Event

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Posting a ride or other event on motoidaho.com is easy

First, go to our events page.

Next, click the "Add New Event" icon on the right hand side of the screen.

This form will allow you to describe the event in detail. You will find that events with the most complete descriptions often get the most attention and best participation.

First, provide a title for your ride. Some ride leaders come up with catchy names that are easy to remember, but if you're not feeling creative, you may just enter a few words describing your route or destination.

Next, choose the category that best describes your event. Typically, club rides and meetings are posted by club officers. Community rides and events are notices of motorcycle-related events that are not directly connected with IAMC. Member Rides are group rides that are created by and for our club members.

The three Vocabulary fields help classify your ride. Choose the motorcycle class that your event is best suited for. You may choose multiple classes by holding down the control key while you click on them.

Choose the geographic region where your event will take place. Again, you may select multiple regions from the list with control plus click.

Next, choose the difficulty rating for your event. This field is very important and helps other people decide if they can safely participate in your event. If you need help choosing a difficulty rating, please visit our Ride Difficulty Ratings Page for more information.

Now add the start date and time for your event. This field is required. The second row of drop down boxes let you specify the end date and time for the event.

If you leave any boxes in the second row blank, they will use the value from the drop down box above. For example, if your ride started at 5pm and ended at 8pm the same day, you only need to change the hour drop down box on the second row.

Fill in the meeting place and approximate distance if it's appropriate for your event.

The Contact Info box is optional, but allows you to provide a way for other members to contact you if they have questions about your event.

Choose what type of accommodations are available for your event, and also try to estimate the distance between gas stations. Some smaller bikes have a limited range because of the size of their fuel tanks, so this information is important.

If you are posting a multi-day event, it is a good idea to let people know whether they need to bring their own supplies of food and water. Choose the best answer from the drop down list.

Now we've come to the description, which is arguably the most important part of your event page. Try to provide as much information as possible about where you'll be riding, what riding conditions to expect, and any other information you feel is pertinent.

The event description box allows you to change the format of the text you post in some basic ways. For instance, to make certain words appear in bold text, first highlight them and then press the 'B' button on the menu bar.

If you are an HTML or BBCode expert, you may also press the 'Source' button to directly edit the markup of your description.

Now, there are two ways to include pictures with your event. If they are already hosted on another site, such as Smugmug or Flickr, you may click the yellow "Insert/Edit Image" button on the toolbar and enter the URL of your image. Please note that overly large images may be resized to fit on the event page. You may also specify a maximum width and/or height for your image. I would suggest entering a maximum width of 500 for images you are linking in the ride description.

The second option for posting an image with your ride does not require you to have an outside image host. Below the Description box, you will see a blue area of the page called "Ride Photos". Click the browse button, find the picture you'd like to include with your Event, and click the upload button. Please note that the maximum file size is 3 megabytes, and only png, gif, and jpg images are allowed. Click "Add another item" if you have another picture to attach.

Below the Ride Photos box you will see a link entitled "File Attachments". If you have a .gpx, .pdf, or other type of file to attach to your ride report, then click the File Attachments link. Click the browse button, find the desired file on your computer, and then click "Attach". You may continue attaching as many files as you like. It's an excellent idea to mention your attached files in the event description, and let people know what the file attachments contain.

As a final step, review your event and make sure the information is complete. Once you're done, click the 'Save' button. Your event will now be listed on the club calendar.

Thank you very much for posting your rides on motoidaho. Our active community of members makes this club great to be part of.