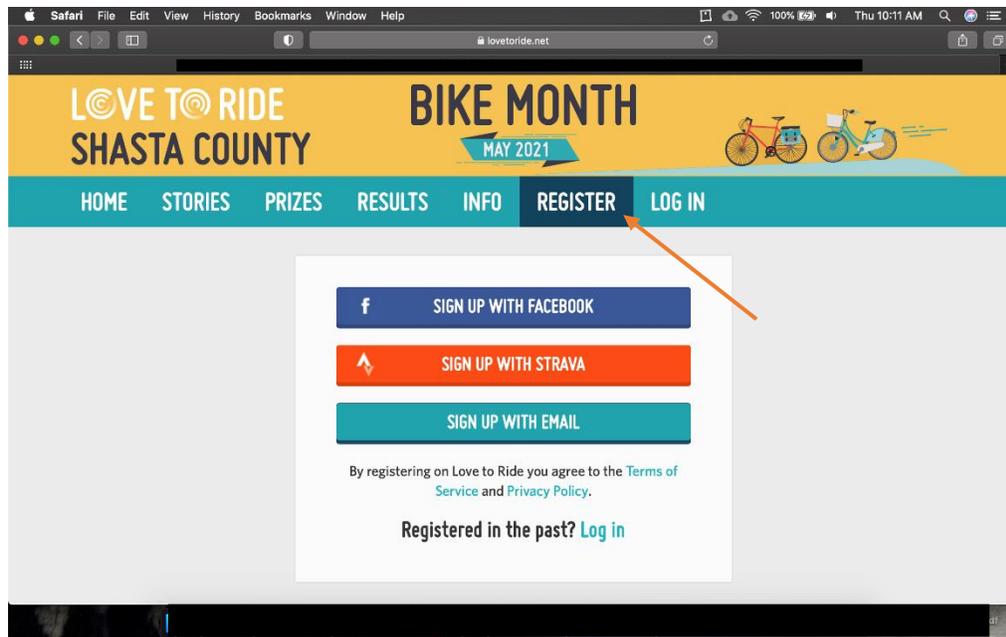


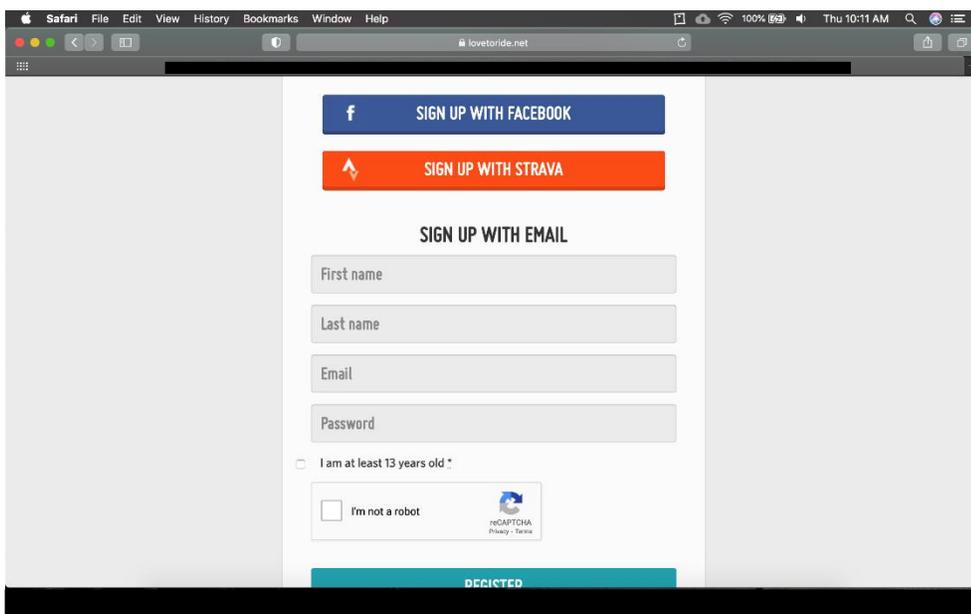
Creating a profile on Love to Ride for Cycle September 2021

For new participants and returning participants

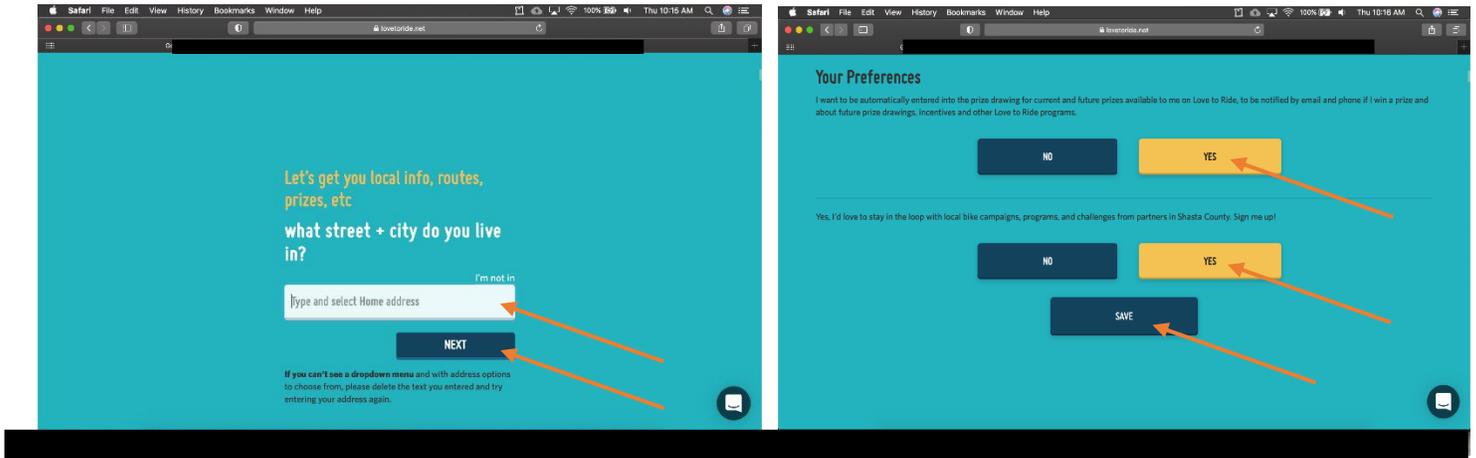
1. Start by going to the website: lovetoride.net/shasta on your internet browser.
2. Click on the 'Register tab' in the blue bar. Choose how you would like to sign up. For the purposes of these instructions, we will sign up through email.



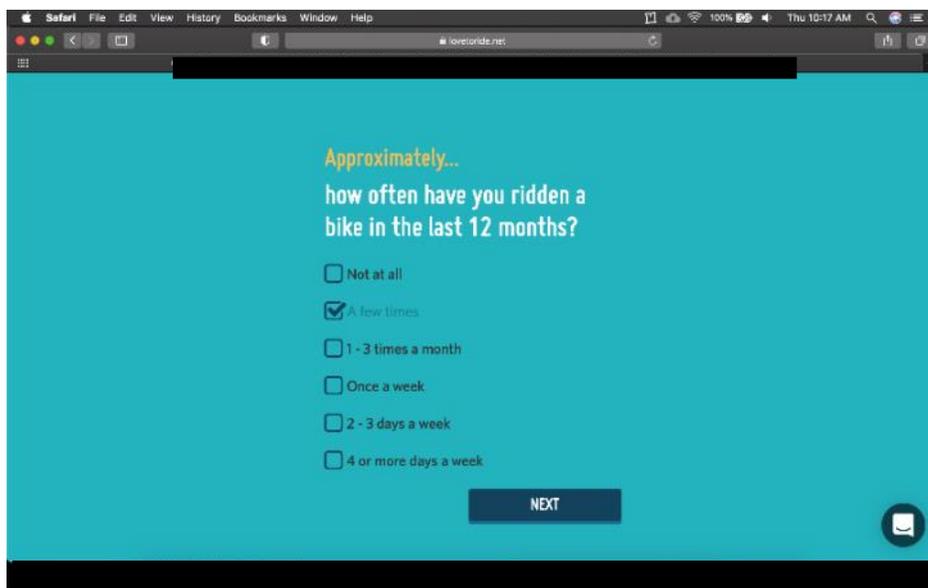
3. Fill in your personal information. Make sure it is a valid email address that you are able to check regularly. You don't want to miss out on being notified if you win a prize! Click 'Register.'

A screenshot of the registration form on the website. The form is titled 'SIGN UP WITH EMAIL' and includes several input fields: 'First name', 'Last name', 'Email', and 'Password'. Below the fields, there is a checkbox for 'I am at least 13 years old *' and a reCAPTCHA widget with the text 'I'm not a robot'. At the bottom of the form is a teal button labeled 'REGISTERED'.

4. Type in the **Street Name and City** of where you live. You do not need to put in your house number. There may be a drop-down menu that populates your street and city for you once you start typing. Click 'Next.' Fill in your preferences on the next page. Again, we encourage you to select 'yes' on both preferences be notified via email in case you win prizes and to stay up-to-date on the latest information. Click 'Save.'



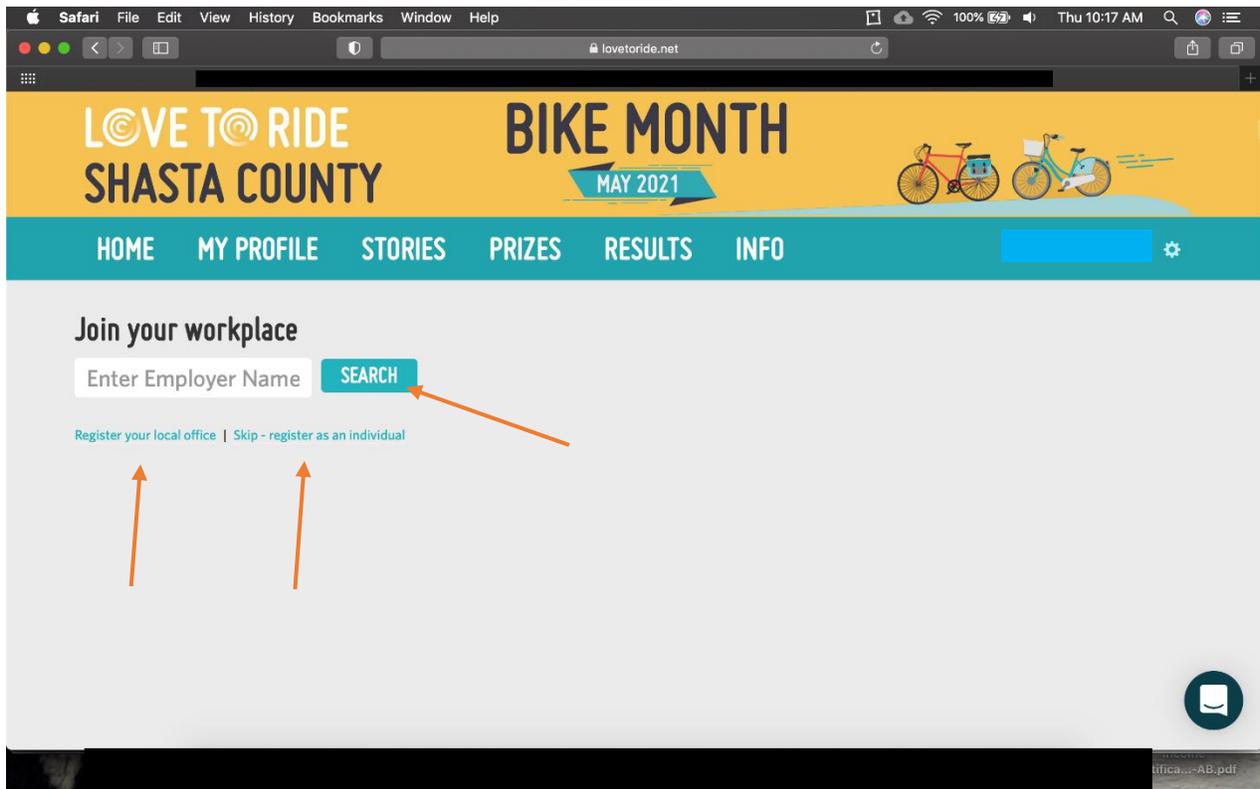
5. Mark how often you have ridden your bike in the last year. If you mark 'A few times' or less, you will be considered a new rider for the purposes of the Cycle September Challenge. Click "Next."



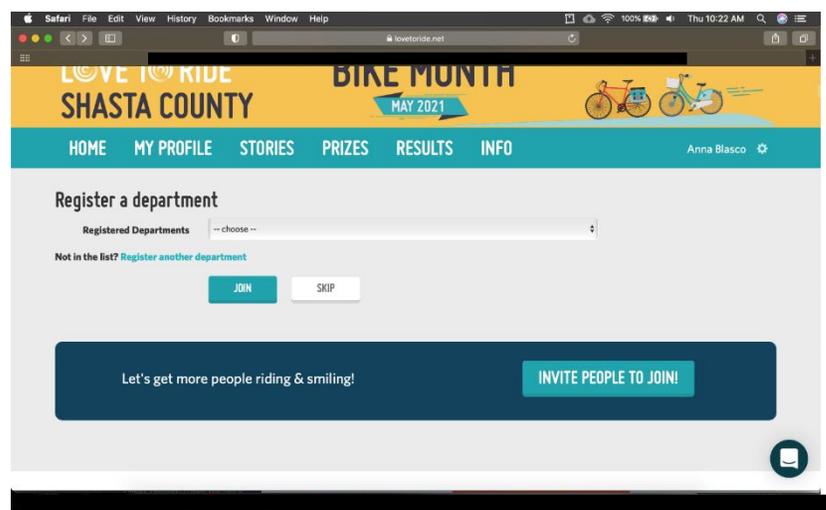
6. Next, you will join your workplace. Make sure you ask your “Workplace Champion” or leader, what your exact workplace name is called on Love to Ride so you join the correct team.

****If you do not have a workplace, register as an individual and ‘join a group or club’ later if you would like. Steps to do this are below!****

****If you would like to be your workplace ‘Champion’ or team leader, click “Register your local office.” This creates a new workplace and should be done if your workplace is not already registered.**



7. If you are a part of a smaller department, feel free to choose your department from the dropdown menu or register a new department. **Departments do not compete against each other**, they are just a way to categorize your workplace. The most important part is to join a workplace so you can compete in the challenge against other workplaces. Click ‘Join’ or ‘Skip’

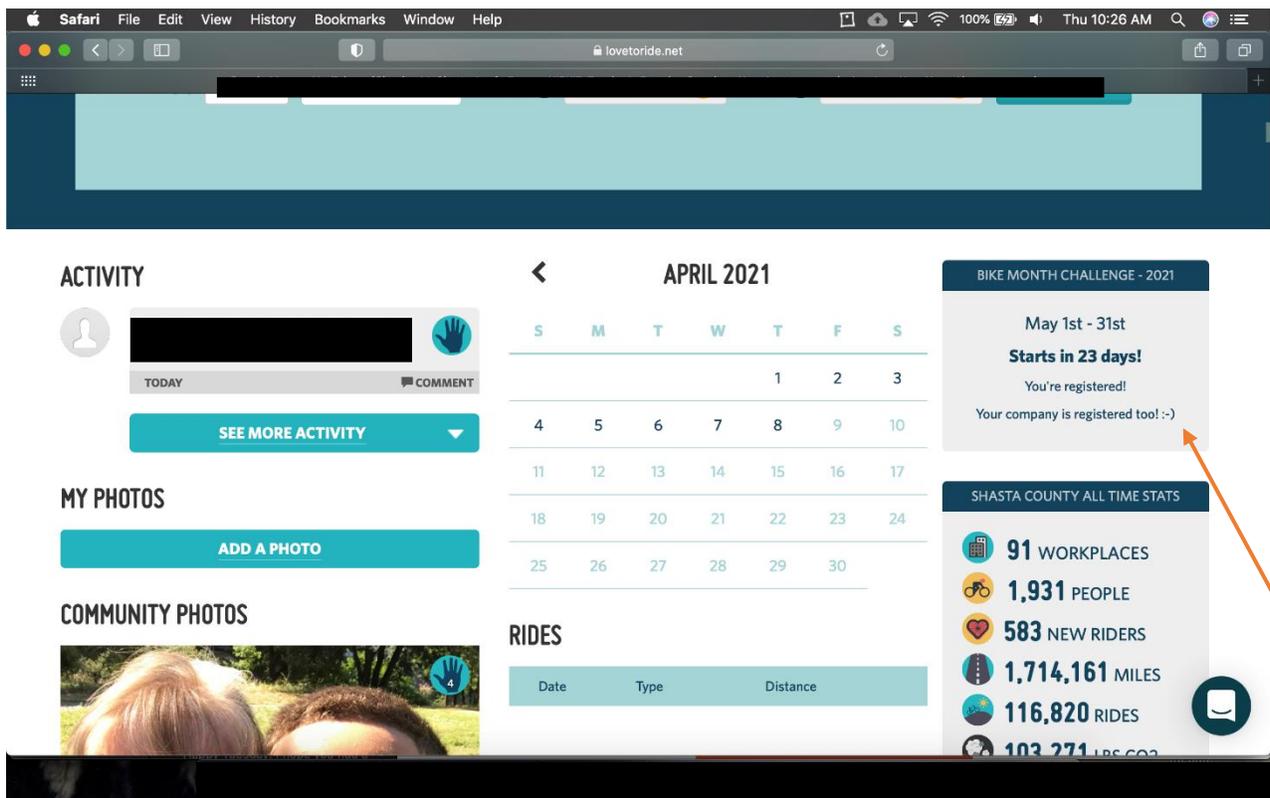


On the next page, complete the quick survey and click ‘Finish Survey.’

- Now that you are registered and can see your profile, you will want to make sure that the gray box on the right side of your profile states **that you and your company are registered for Cycle September 2021!** Feel free to upload a profile photo, update your reason for riding, and connect with an app so your rides are logged automatically.

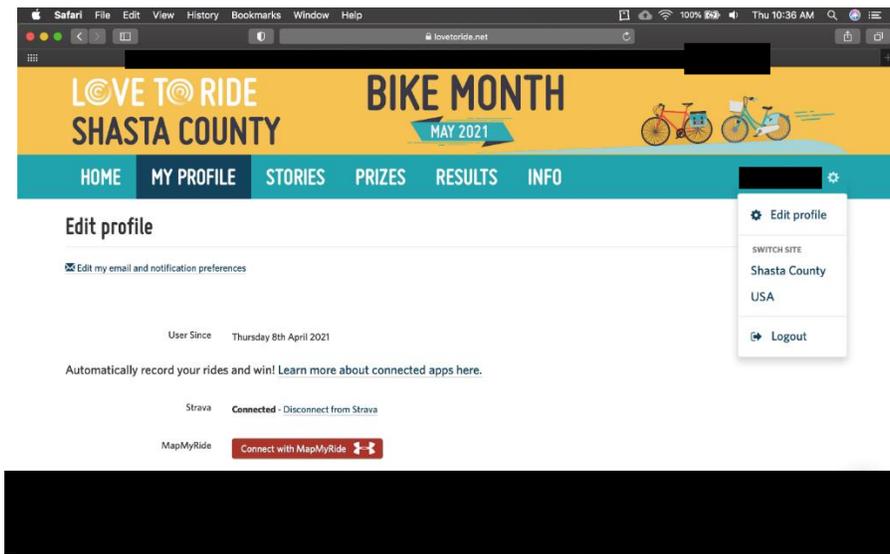
If you do not want to connect with an app, you will need to log each ride manually on your profile after you finish each ride.

If you connect with an app and the ride information does not sync correctly, you can adjust information on your Love to ride profile manually as well.



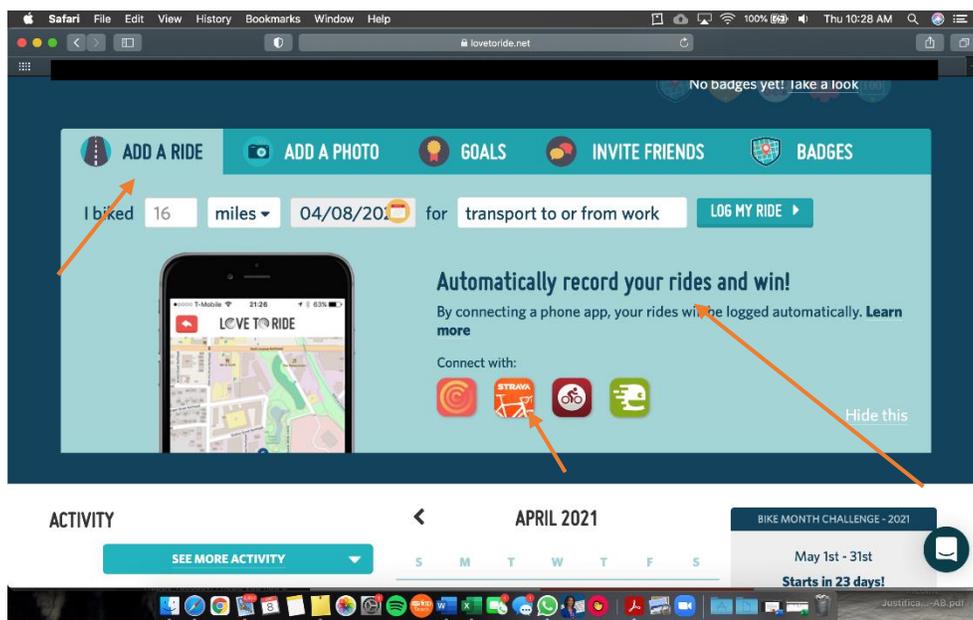
The screenshot shows a user profile on the website loveto ride.net. The profile is displayed in a grid layout. On the left, there is an 'ACTIVITY' section with a profile picture placeholder, a 'TODAY' button, and a 'COMMENT' button. Below this is a 'SEE MORE ACTIVITY' button. The middle section is titled 'APRIL 2021' and shows a calendar grid. The right side of the profile features a 'BIKE MONTH CHALLENGE - 2021' section with a gray box containing the text: 'May 1st - 31st', 'Starts in 23 days!', 'You're registered!', and 'Your company is registered too! :-)'. Below this is a 'SHASTA COUNTY ALL TIME STATS' section with various statistics: 91 WORKPLACES, 1,931 PEOPLE, 583 NEW RIDERS, 1,714,161 MILES, 116,820 RIDES, and 103,271 LBS CO2. An orange arrow points to the gray box in the challenge section.

- You can update your profile at any time by clicking on the wheel icon by your name.

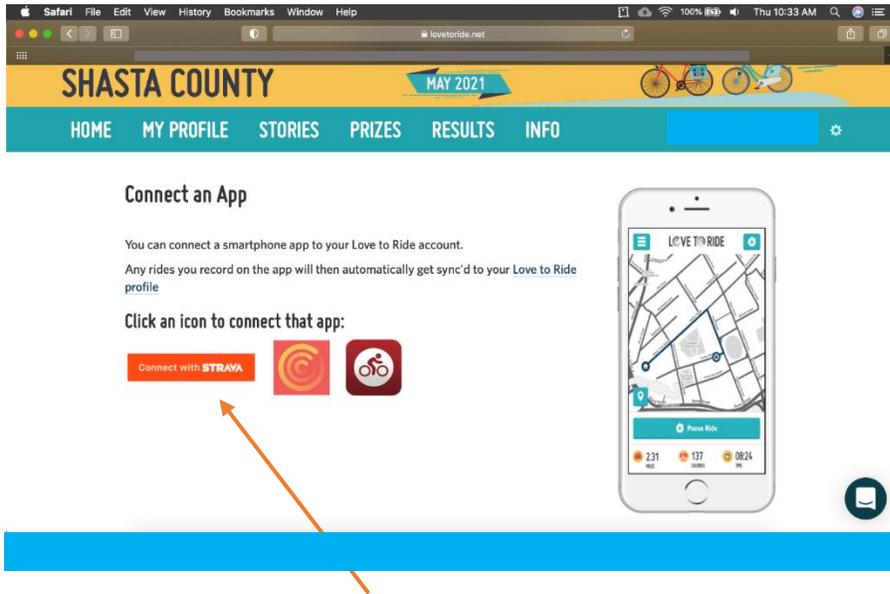


How to connect with *Strava* so your rides are logged automatically with Love to Ride

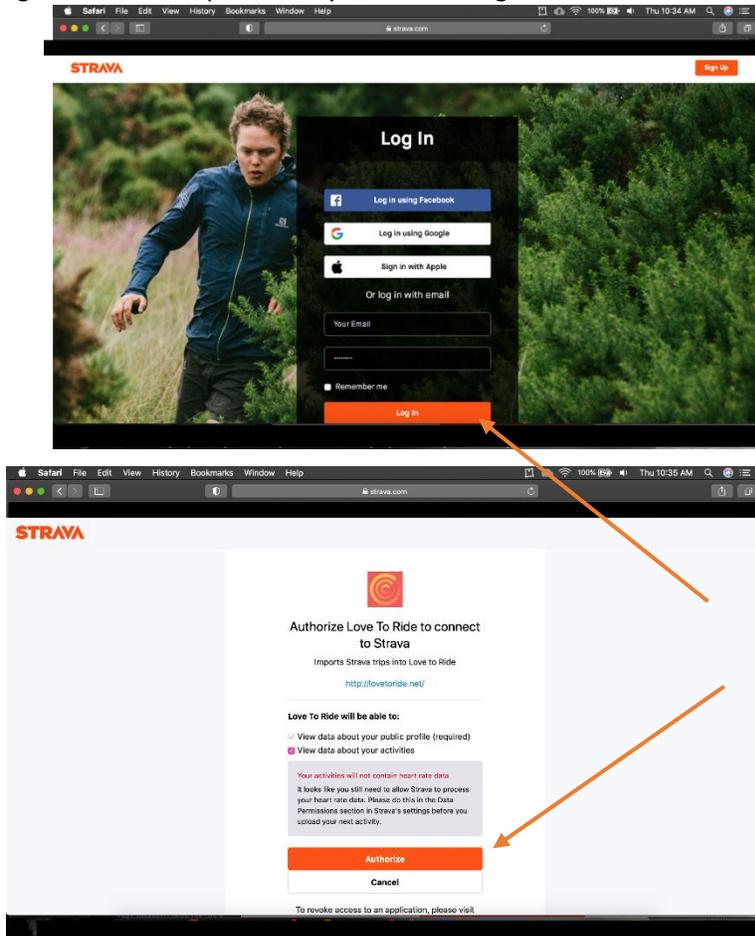
1. On your profile page, look for the words “Automatically record your rides and win!” You will see a list of apps you can record your rides with. For the purposes of these instructions, we will walk you through connecting with Strava.
2. Make sure you have the Strava App on your mobile device, and you know your login information for the Strava App.



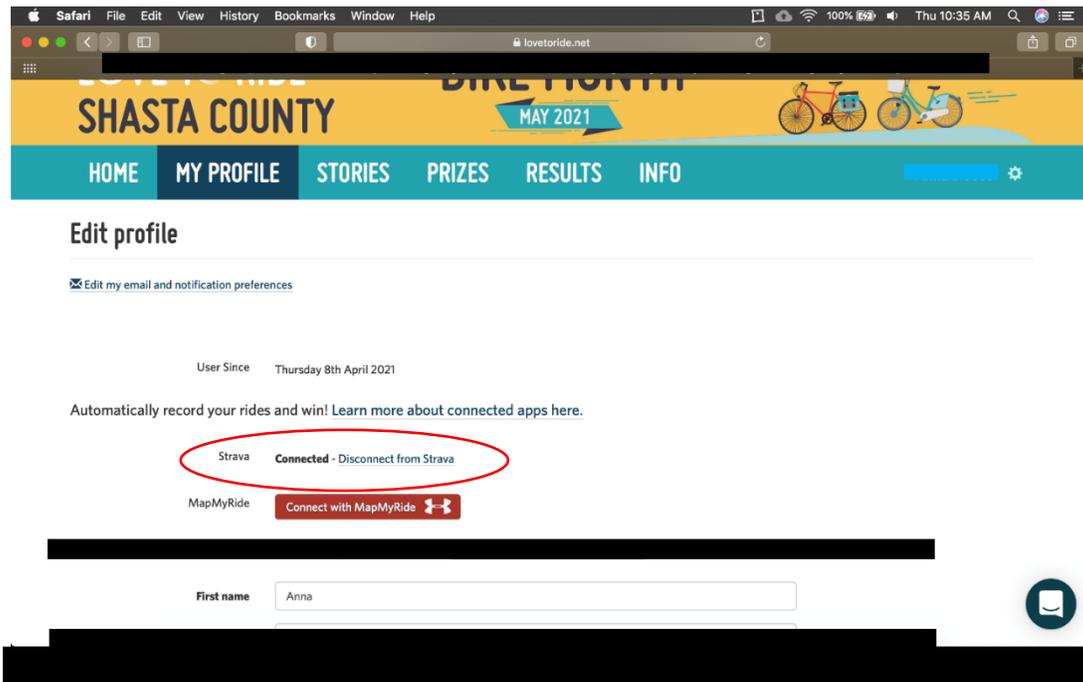
3. Click on 'Connect with STRAVA'



4. Login to Strava using the email and password you used to login to Strava. Click 'Authorize.'

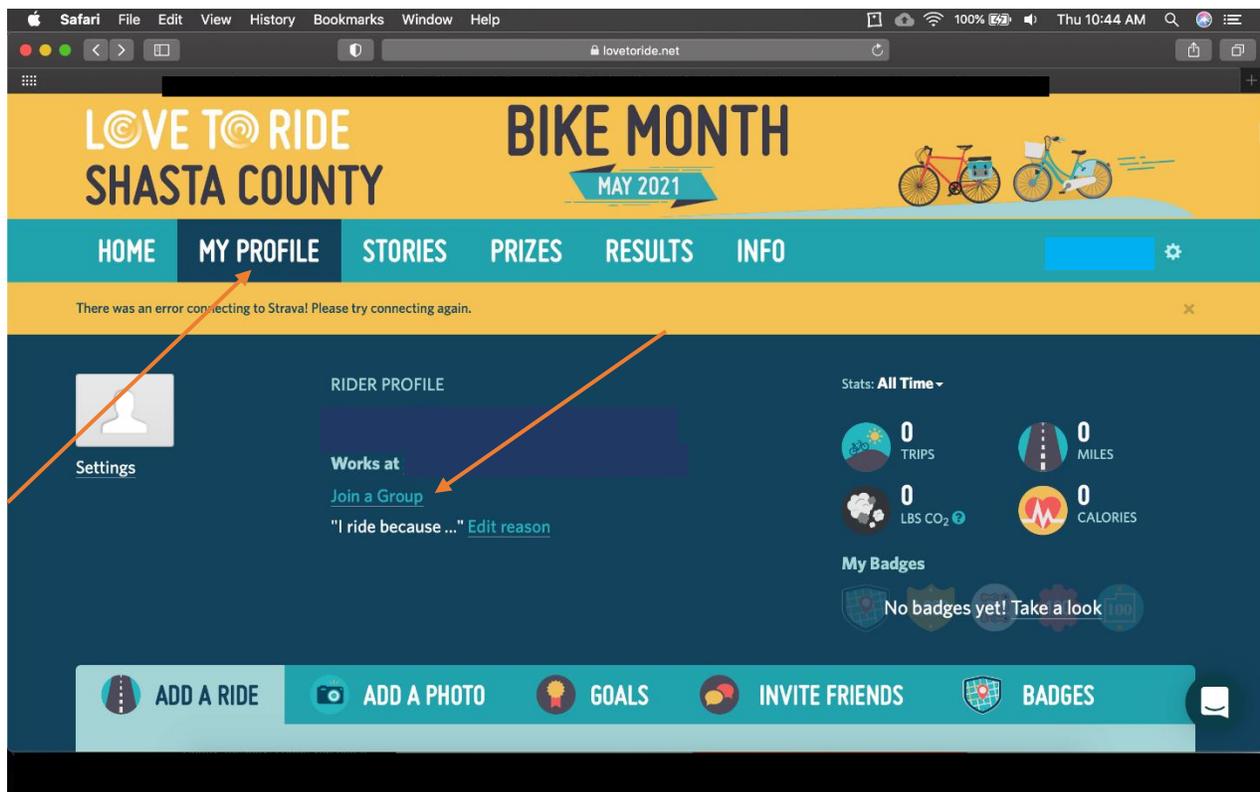


5. Your profile on Love to Ride should now say you are connected with Strava.



How to Join or Create a Group/ Club

1. On your rider profile, underneath your name, click 'Join a Group'.



2. Register a club or group and answer prompted questions or join an existing one.

Clubs/Groups are different than Workplaces. Workplaces are the only ones earning **points** during Cycle September and are competing against other workplaces of similar sizes. Each day you ride your bike earns your workplace 10 points. Each person you encourage to sign up and ride earns your workplace 50 points (for experienced riders) or 100 points (for new riders).

Clubs and Groups can also compete against each other, but they are competing for miles, not points. Students signing up with their school should join a club/group and search for their existing school or create a new group to get their school signed up.

Simply being a part of the Love to Ride platform and riding during Bike Month will enter you in as an individual to win weekly prizes and final prizes. The more rides you log (of at least 10 minutes/1 mile), the more times your name is entered in drawings to win prizes!

****You *can* be part of a workplace AND a club/group because they are not competing against each other.****

The screenshot shows a web browser window with the URL lovetoride.net. The page features a yellow header with the text "LOVE TO RIDE SHASTA COUNTY" and "BIKE MONTH MAY 2021" next to an illustration of two bicycles. Below the header is a teal navigation bar with links for "HOME", "MY PROFILE", "STORIES", "PRIZES", "RESULTS", and "INFO". The main content area has a heading "Join or Register a Club / Group!" followed by the subtext "Learn more about Cycling Clubs and Groups here." Two teal buttons are displayed: "REGISTER A CLUB / GROUP" and "JOIN EXISTING", with "or..." between them. A "Skip" link is centered below the buttons. At the bottom, a dark teal banner contains the text "Let's get more people riding & smiling!" and a teal button labeled "INVITE PEOPLE TO JOIN!".