



# RIDE NATION

*BIKE FOR LIFE*

## How to Set Up a Come and Try Advert

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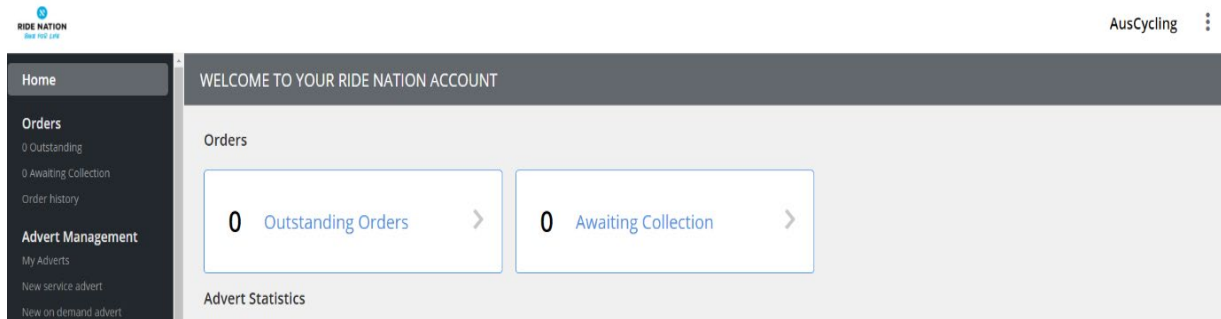


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This document provides a step-by-step guide on how to set up a Come and Try event on the Ride Nation Marketplace. Please contact: [clubs@ridenation.com.au](mailto:clubs@ridenation.com.au) if your club is not set up with a Ride Nation account.

### Getting Started

1. Head to <https://www.ridenation.com.au/> and click on the 'Coach/Club Sign In' button. Enter your username and password to log into your Ride Nation member account.
2. Click on 'My Account.' This will take you to the back end of the platform. Should look something like the image below:



3. Go to the Advert management section on menu.

### Advert Management

My Adverts - see all your adverts in one place, you can edit and update them by clicking on the

New Service Advert – Please ensure when setting up your advert you do so by selecting this option. This will allow you to choose a specific time, date and location of the program.

New On Demand Advert – This advert type is not suitable for our clubs so please disregard.

1. Under the Advert Management, click on the 'New Service Advert' on the left-hand side (Image 1) or via My Adverts (Image 2).

Image 1

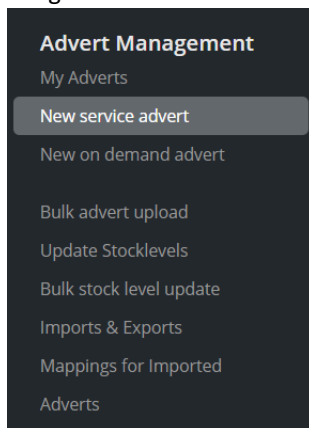


Image 2

MY ADVERTS

**New Service Advert** **New On Demand Advert**

Only show imported listing adverts

Advert ID	Advert Title	Brand
<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>
Status	Type	Code
<input type="text" value="v"/>	Select ... <input type="button" value="v"/>	<input type="text"/>
SKU	Barcode	
<input type="text"/>	<input type="text"/>	

Has customisation?  
 Has invalid variants?

- Here you will be able to enter more details including the type of activity, name of the event, description and Terms and Conditions. Plus, upload any images, media, documents and/or external links. Select the category your advert falls under from the category drop down list.

CREATE A NEW SERVICE ADVERT

Service details

We want you to sell your product ASAP! [Here's How.](#)

**Service Type**

Select ...

---

**Title**

Enter service title

**Features (optional)**

**Description**

Be creative! Unique, original and detailed descriptions help make your service stand out in online searches.

**Terms and Conditions**

Enter service terms and conditions.

- On the Service Type, select '**Come and Try**' from the drop-down menu. This will ensure that the event pops up in the Come and Try section on the front end of Ride Nation. Easy for club members to find the Come and Try event. Another tip is to filter by location.

All the available options from the drop-down list are below:

<b>Bike Education</b>	
	After-School Programs
	School Programs
<b>Come and Try</b>	
<b>Connect</b>	
	Events
	Social Rides
<b>Experiences</b>	
	Camps for Schools
	Cycling Discipline Sessions
	School Holiday Programs
<b>Get Involved</b>	
	Coaching
	Officiating
	Volunteering
<b>Get riding</b>	
	Basic Bike Maintenance
	Learn to Ride
	Traffic Schools
<b>Professional Development</b>	
	Coaching Extension
	Mechanics Skills
	Organising an Event
	Teacher Instructor Accreditation
<b>Rediscover Riding</b>	
<b>Region</b>	
<b>Ride More</b>	
	Beginner Social Rides
	Skills Improvement
<b>She Rides</b>	
<b>Train</b>	
	Bike Maintenance
	Indoor
	Online
	Outdoor
	Skills
	Virtual
<b>Travel</b>	
	Australian Tours
	International Tours

4. Once you have selected **Come and Try** then the below tags will automatically appear.

**Age Group**

Select ...

**Skill Level**

Select ...

**Discipline**

Select ...

**Inclusivity**

Select ...

The options available for each are listed below (note: you can select multiple tags that apply to your Come and Try Event. These will be shown in blue bubble above. You can also remove the tags).

**Age Group:** Kids, Teen, Adult and Active Senior

**Skill Level:** Novice, Intermediate, Advanced and Bunch Riding capable

**Discipline:** MTB, Track, BMX, Road, Bike Paths, Commuter, e-bike, Off-bike Skills, Program specific terrain and Indoor

**Inclusivity:** Family-friendly, Disability-Friendly, Female-friendly, Male-friendly, School students, Teachers

5. In the title field, please enter the below followed by your club's name:

- **Come and Try - <enter your club's name here>**

6. Please feel free to add as much details as you like in the description field (the more the better!)

7. Once you have entered and uploaded all the information you need the NEXT: Define your service button.

**NEXT: Define your service**

click on

8. Now you can review and update your Advert by clicking on the icon. If happy then you want to select the '**Add Service Date**'.


pencil

## REVIEW & UPDATE YOUR SERVICE ADVERT

✓ Come N Try - Club Test saved successfully!

### Define your service

Double check everything is correct [if not, edit](#)

Title	Come N Try - Club Test	
Category	Come and Try	
Description	Test	
Terms & Conditions	AusCycling T&Cs	

### Set your service details

Need help understanding this section? [View the help guide](#)

[Add Service Date](#)



9. Here please enter in all the details for when the Come and Try event will occur. You have some other options here that you can add such as if this is a reoccurring event and when you want the ticket sales to finish. **Tip:** It is best to set up events separately as it will be easier to identify who has registered for which event if it is occurring weekly. Plus, will make it easier to download the participant list.

### Set your service details

Need help understanding this section? [View the help guide](#)

<b>Start Date</b>	<b>Start Time</b>	<b>End Date</b>	<b>End Time</b>
<input type="text"/>	--:-- -- 	<input type="text"/>	--:-- -- 

**Location**

<b>Repeats</b>	<b>Ticket Sales Finish</b>
Never 	Time of Event 

**Summary** *(optional)*

Save

Close

10. Next, you will set up the cost for participants and any registration limits you like (you can cap the numbers by entering the number in the quantity field). Set the cost as \$0.00 (it will come up Free in the preview of the ad).

Select From Plan  
December 31, 2021 - Nerang State Forest Cast, Nerang, Que ▾

<b>Appointment Type</b> Participant	<b>Appointment Subtype</b> (optional) 	<b>Price</b> \$ 0.00	<b>Sale Price</b> (optional) \$
<b>Quantity</b> 100	<b>Min Purchase</b> (optional) 1	<b>Max Purchase</b> (optional) 100	

**Update** Close

**Important note** is that in the Appointment Type you type the word 'Participant' or something along these lines so that this is clear when someone wants to register for the event on the front end.

11. After completing the Appointment Details, you will need to create a registration form. Please click on '**Registration - Additional information required**' to ensure you ask all the required participant details for insurance purposes. These include their full name, DOB, gender and email address.

### Create your registration form

Need help understanding this section of the form? - [View the help guide](#)

**Please select one of the following options:**

- No Form Needed - No additional information required
- No Form Needed - No additional information required
- Registration - Additional information required**

12. Click the '**New Form**' button.

### Create your registration form


Need help understanding this section of the form? - [View the help guide](#)

**Please select one of the following options:**

- Registration - Additional information required

---

**Choose form**

Default ▾ 







**Preview Form**

**New Form**















13. Here is where you will need to add some additional questions. To do this click on the 'Add question' button below.

Please select one of the following options:

Registration - Additional information required

Question	Type	Required?	Actions
First Name	text	✓	 
Last Name	text	✓	 
Email Address	text	✓	 

Add question

Question	Type	Required?	Actions
First Name	text	✓	 
Last Name	text	✓	 
Email Address	text	✓	 
Phone	text		 
Gender	dropdown	✓	 
DOB	date	✓	 
How did you hear about the Come and Try?	dropdown	✓	 

As you will see in the above image, you can make questions compulsory or not (by selecting 'this question must be answered' button). There are different question types you can ask such as create a drop-down list with pre-listed answers for participants to select from.

Please ensure that you ask for their email address, gender, DOB and other questions you would like to know. Some sample questions you could include:

- Mobile Number
- How did you hear about the Come and Try? (Ride Nation, a friend, a family member, club's social media platform or website, other)
- What is your riding experience?
- Do you have pre-existing medical or other conditions that we need to be aware of?
- Are you an AusCycling member? (Yes/No)
- Emergency Contact Person and Contact Number

14. Once you have finished adding all the questions to the form you can then name and save the form to be available for your other adverts. You must select 'Make this form available for your other adverts' for this to work and appear when you decide to make another advert or host another Come and Try session.

15. Congratulations! You have completed all the details to list your Come and Try event on the Marketplace (Ride Nation).



Please feel free to refer to this guide to create future Come and Try sessions or any other participation/community programs your club wishes to promote on the marketplace (just ensure you select the appropriate **'service type'** as shown in Step 3).

Once completed your Come and Try advert, this will show up on the Ride Nation. However, it will not show up on the front end until Ride Nation has approved the advert listing (needs to be authorised by an AC staff member). This is looked over every daily, however, if you would like us to publish your event on Ride Nation ASAP, please send an email to [clubs@ridenation.com.au](mailto:clubs@ridenation.com.au)

**Important:** Please do not delete any adverts on the back end of the platform as this will remove the captured data of the participants at those events.

Any issues please contact: [success@ridenation.com.au](mailto:success@ridenation.com.au)

END

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