

Group Publicity Page

Accessing your Group's Publicity Page

All Cycling UK groups can have their own publicity page on our website. This page appears on our listing of local groups (<https://www.cyclinguk.org/group-listing>) and will help people looking for their nearest cycling club to decide if yours is for them.

This page will be set up by Cycling UK and once the page is set up, the main group contact will receive an email from us with details on how to access the page itself.

Please note: If you would like anyone else to get access to your group publicity page you can contact Cycling UK to grant access. To grant access you must have an online account set up on our website.

How to update your group's publicity page

We recommend updating your group page with details about your group and contact details so people can contact you if they are interested in joining your group rides.

1. Ensure that you have **Group Administrator** permissions for the group
2. Login to www.cyclinguk.org
3. Go to your group's home page
4. Once on the page, select **Edit** from the menu above the main image.

The fields to complete:

1. **Title** – this is the name of your group
2. **Hero** – add a main image for your group
 - Click 'Select Entities'
 - In the media browser either upload a new file or reuse any file you had previously uploaded.
 - Set the alt text and title for the image (this helps people using screen readers) and click select files
3. **Welcome message** – this appears as big text under the image and is best as a short piece of text. If your text is too long, consider moving the text to the "About the group" section.
4. **About the group** – enter a summary of your group's activities.
5. **Contact, website and social media links** - Enter the main contact's details (Note any email address is protected behind a webform). If you have an alternative website address you can enter it here or if you do not wish to use the group page but instead just want to redirect users to your own group page, tick the automatic redirect checkbox.

6. **Further information about your group rides** – this section is for the type of rides the group puts on:
 1. **Activities of the group** – select the type of activities the group does (you can select multiple activities).
 2. **Information about group ride** – enter information about the rides available from the group.
7. **Downloads** – this can be a traditional rides list in PDF format or GPX routes.
8. **Your location** - Zoom into the area on the map you want to set – this can be done by double clicking on the map or using the zoom controls. Once in the right area, select the pin marker and place on the spot you choose. We recommend also adding your postcode.
9. **Gallery** – add additional gallery images to showcase your group.

Registering events and rides

In order to register a ride or event with Cycling UK, you would need to add them to your group page. All registered rides and events will also appear on Cycling UK's events listing page (<https://www.cyclinguk.org/event-listing>)

First, it's important to know the difference between a ride and an event.

- **Ride** - regular group rides or socials such as club runs or AGMs. These can be recurring, such as once month on a Saturday or every Wednesday.
- **Event** - open to both your regular group riders and the public.

We recommend all events are added to your group page, but rides can be added by choice.

Note: events with more than 200 riders are subject to approval from Cycling UK for insurance purposes and our [event registration form](#) must be completed and returned to membership.

1. Ensure that you have **Event Editor or Group Administrator** permissions for the group
2. Login to www.cyclinguk.org
3. Go to your group's home page
4. Once on the page, select **Nodes** from the menu above the main image.
5. Click add new content and then select **Group node (Event)** to add an event.

The fields to complete:

- **Title** – The name of your event for example, "Romsey Round 75 miles".
- **Hero** – add a main image for your group
 - Click 'Select Entities'

- In the media browser either upload a new file or reuse any file you had previously uploaded.
- Set the alt text and title for the image (this helps people using screen readers) and click select files
- **Date information** – Add duration, start date and time.
- **Event basics** – select the type of event you are organising and add a description
- **Event details** – add ride type, event series and facilities where relevant
- **Route details** - Add a GPX file, distance and surface details
- **Start location** – Add important start location details
- **Contact details** – Add name and contact details. Please note any email address added will not be displayed publicly on the website.
- **Booking details** – Add any costs and booking website information
- **Attachments** – Add any files to the page
- **Additional details** – Here you can add the attendance size and other additional information

Adding additional content to your publicity page

In addition to adding events to your group page, each group has the ability to add 2 additional types of content:

- **Group child page** – these are static ever-present pages, for example a page showing off the group's jerseys and where to purchase them, or some additional history about the group.
- **Group post** - these are great for time specific content which could be an article with pictures about a ride that recently happened or notice that a meeting like an AGM is about to happen.

1. Ensure that you have **Content Editor or Group Administrator** permissions for the group
2. Login to www.cyclinguk.org
3. Go to your group's home page
4. Once on the page, select **Nodes** from the menu above the main image.
5. Click add new content and then select the type of content you would like to add

The fields to complete:

1. **Title** – the title of the page that will appear at the top of the page
2. **Image** – upload the main image for your page
3. **Teaser** – summary for the page
4. **Body** – this is the content that you wish to display on the new page
5. **Additional options** – in this section you can add additional text that will show in the right-hand bar, add a gallery and upload attachments



Once all your content is added click **Save** to create the page. The new page will now appear in a new menu in the right-hand columns called **Group Information** and **Latest**.

Member Lookup Tool

This tool has been developed to allow groups to check the membership status of any rider wishing to join group rides.

1. Ensure that you have **any administrator** permissions for the group
2. Login to www.cyclinguk.org
3. Go to your group's home page
4. Select the 'Member Lookup' tab at the top of the page

Using the tool

1. Enter any two of the three required fields
2. The search results will display the member's name, membership status and expiry date.