Signing Up for a Ride

Step 1 – Getting to our group ride signup page (RunSignUp).

☐ **Option 1 -** You can log into our third-party ride registration page <u>directly by using this link:</u>

https://runsignup.com/Club/WMBAofCOS/Page/SignUp

☐ **Option 2 -** Through our WMBA home page https://www.wmbacos.org

M	R	S
Membership	**Group Rides**	**Sponsorship**
Join us as a WMBA member for the 2023 season!	Registration will open two weeks out from each ride at 7 a.m.	One way to support WMBA is to become a sponsor. We love to partner with you!
Learn More	Learn More	Learn More
Join Now	Sign Up	Learn More

☐ **Option 3 -** Through our WMBA Group Ride Page on our website https://www.wmbacos.org/group-rides

Join our Group Rides

Registration will open <u>two weeks</u>
out from each ride <u>at 7 a.m</u>.

You have to be a member to sign up

Sign Up

OR

	August 2023		
Wed	**Thu**	**Fri**	**Sat**
	3 ● All Level Rides @ Cheyenne	**4** Aug-17 rides registration open	**5**
	10 ● Advanced Rides @ Ute ● Beginner Rides @ Palmer ● Intermediate Rides @ Ute	**11**	**12**
	17	**18**	**19**

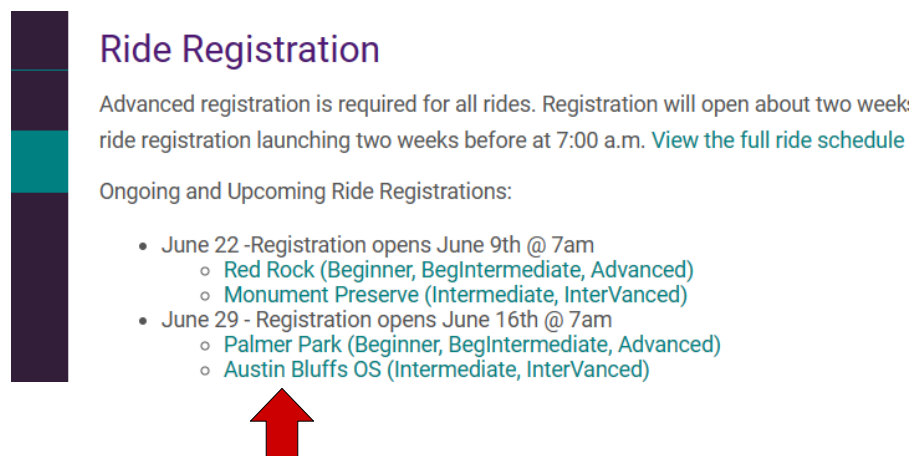## Step 2 – Sign into your WMBA RunSignup account to select group rides.

1. Sign-In into your account. You should have access when you are a WMBA member for the current year. Be sure to use the email address that you used when you registered for WMBA.

https://runsignup.com/Club/WMBAofCOS/Page/SignUp
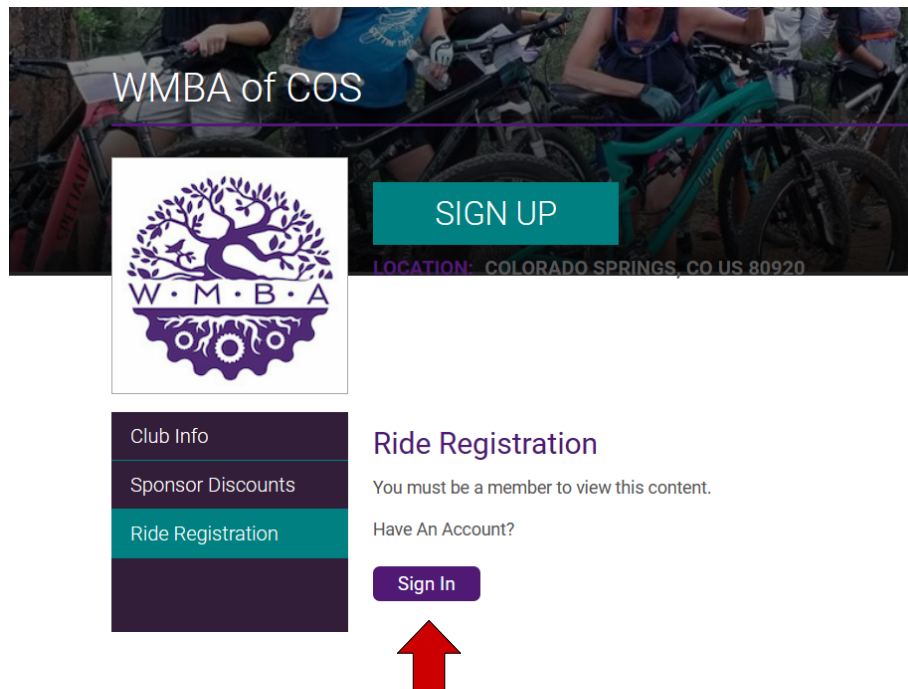
2. Select one of the rides (blue links). This will take you to the registration links with all the group rides.

FYI, if you went through the calendar on our home page and selected the specific ride, you won't see this screen, but will be linked directly to the next page instead.

3. Select the group you are interested in.

4. Register yourself for the group ride. Make sure to double check that the selection is for the right group.

5. Sign up confirmation - You will see a congratulations screen that confirms that you have signed up for the ride. You should also receive a confirmation email (sent to the email you use for your login). *Please* re-read this confirmation to double-check you are signed up for the correct date & group. At this point you are all set!

Waitlist

1. Waitlist - to register for a ride with a waiting list, select "Waiting List" under the ride you want to register for.

2. Enter 1 in the number of registrants and click on "Join Waiting List".

3. Waitlist sign up confirmation - You will see a green banner at the top of the screen telling you that you have successfully registered for the waitlist. You will also be told your position on the waitlist. You will also receive a confirmation email that you have joined the waitlist.

Registration is still closed

You are too early to register if you see the screen below. Check the registration opening date on our group ride calendar for your event you would like to attend. Make sure to put it into your calendar to not end up on the waitlist.

Online registration for this race is not available on RunSignup at this time.
Click on the button below to go to the race website for more information.

Managing and Canceling your Ride Registration

Step 1 – Log into your RunSignUp account.

☐ **Option 1-** You can log into our third-party ride registration "My Profile" page directly by using this link:

https://runsignup.com/Profile

☐ **Option 2-** You can use the WMBA Run Signup page and click on the Profile link on top of the page to get to the "My Profile" page.

https://runsignup.com/Club/WMBAofCOS/Page/SignUp
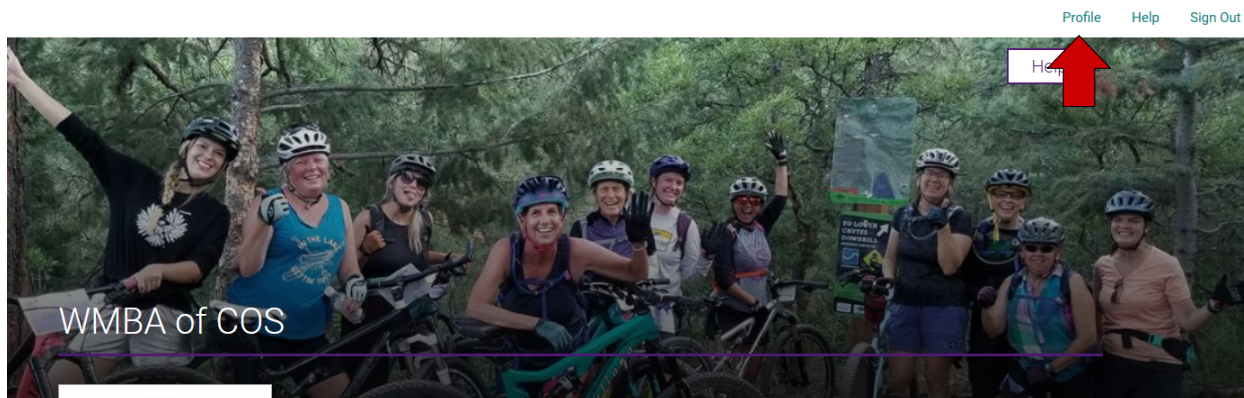
Step 2 – <u>VIEW</u> and MANAGE your group ride (event) registration.

Find your ride (event) and select "Manage Registration". Here you should find all the details you need.
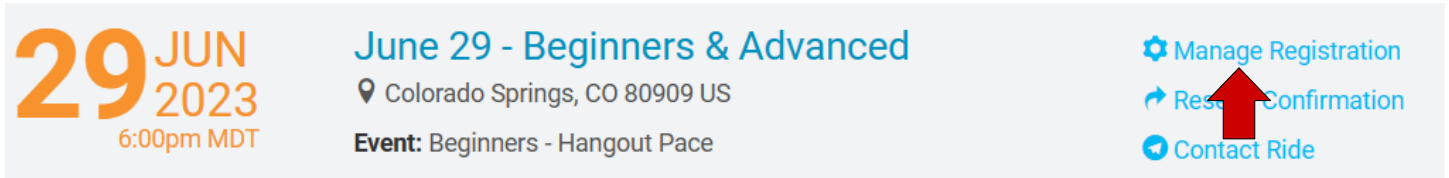
- If you *don't* see your event here, that means you are *not* registered.
- If you see more than one event (groups) for the same day, that means you are registered for more than one ride. At this point, **please choose one to keep and one to cancel**. This will open the spot up for other members to participate in a ride. See below for instructions on how to cancel a ride.

Step 3 (if needed) – <u>CANCEL</u> your group ride.
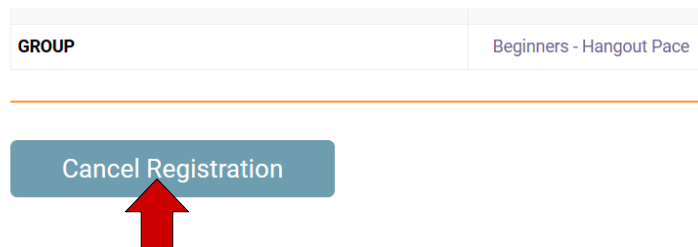
1. Follow **STEP 1 & 2**
2. Click on the "Request Refund" on the top of the page
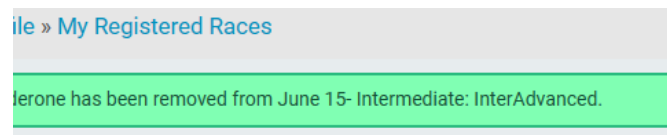
3. Follow the instructions on the "Request Refund" page to cancel your ride

4.

5. You should see a confirmation banner on top of the page that states that you have been removed from the ride. At this point you are set. If you aren't sure about your status, go back to your "My Profile" page to review any changes.

Registering from the Waitlist

1. You will receive an email if you have been selected from the waitlist to join the ride.

2. You will have **12 hours** from the time you receive the email to register for the ride, if you do not register within that time your spot will go to the next person on the waitlist.

3. Make sure you are signed in to Run Sign-up and proceed to register for the ride.

4. If you had registered for another ride for that same date make sure to cancel your registration after you accepted the waitlist ride spot (see managing and canceling your ride registration).

Troubleshooting Common Issues

I can't seem to log-in to my account

Make sure that you are logging into Runsignup using the same email address and password that you registered under when you paid for the year. (*Hint: you may receive emails about WMBA to other email addresses that we have on our distribution list, but that does not mean that is the email address that you used to register for your membership.*)

When I try to select a ride to register for, the system does not seem to allow me or I receive an error message.

If you see the screen below, you are attempting to register for a ride for which registration is not open yet. Check the registration opening date on our home page calendar for your event you would like to attend. Make sure to put it into your calendar to not end up on the waitlist.

Online registration for this race is not available on RunSignup at this time.
Click on the button below to go to the race website for more information.

How do I confirm whether I am registered for a ride?

Log-in to your Runsignup account (see above), and Find your ride (event) and select "Manage Registration". Here you should find all the details you need.

- If you *don't* see your event here, that means you are *not* registered.
- If you see more than one event (groups) for the same day, that means you are registered for more than one ride. At this point, **please choose one to keep and one to cancel**. This will open the spot up for other members to participate in a ride. See below for instructions on how to cancel a ride.

I canceled a skills clinic that I paid for: when will I receive a refund?

- You can expect your refund in 5-7 business days from the date of the canceled skills clinic.
- The refund will be the total minus the processing fee.