



iRide School Champion Starter Package

Dear iRide Champion,

Congratulations! Cycling BC is excited to visit your school and help your students improve their cycling skills. This 1-page overview will introduce our pre-event documents and explain how to use them.

If you have any additional questions, please call 604-BC-iRide or 1-604-224-7433 or email iride@cyclingbc.net

Attached Documents

• Parent Letter	LINK	Includes a link for parents to follow to complete online waiver Includes link to parent FAQ with details on how to best prepare for iRide
• Online Reporting	LINK	Complete walk-through with pictures. Great user friendly system once logged in 😊 You can check your registrations at any time.
• Event Schedule	LINK	Please return via email or leave for pickup at office on day 1 (ready to print). If possible, please schedule each classes for 3 x 45min sessions
• Thank you cards ideas	LINK	Optional way to say thank you to our donors. Our coach will pick up on day 3, or can be mailed. Please leave address BLANK

Waiver Reporting – **UPDATED FOR 2018**

With the help of CCN, school champions can save time and run an online waiver report at any time. *Paper waivers are still available for extraordinary circumstances.* Once you get logged in, it easy very easy to check for updates.

To run a report for your school, use the email address that you specified during your booking:

1. Go to ccnbikes.com
2. In the upper-right corner, click Login
3. Click the link "I forgot my password" and type in the email address (from your original booking request)
4. Check your inbox for a password assistance link and follow the instructions
5. Accept CCN's Terms and Conditions
6. Tools -> Dashboard -> click the school name to access the dashboard.
7. Reports -> **SCHOOL CHAMPION REPORT**: click UPDATE, then click DOWNLOAD

Teacher FAQ

- To find all of our teacher resources, please go to ->

cyclingbc.net/teacher-faq/

Friendly Reminders for Day 1

- Please remind teachers to bring a class roster out to the field that indicates who has permission to participate and who has photo consent. Students without consent will be asked to wear a pinnie.
- Please organize a custodian or teacher to meet us on day 1. Our coaches will arrive 60-75min early