iCan Bike
Online Rider and Volunteer Registration Outline

Please contact Andrea (andrea@icanshine.org) if you have questions regarding these forms.

The first step to utilizing iCan Shine’s complimentary online registration platform is to complete the iCan Bike Online Registration Sign Up 2020. You can find this form under the host tab on our website. Once received, iCan Shine will create both your rider and volunteer online registration forms.

Camp Hosts will be given access to a rider and volunteer spreadsheet where all registration data will compile automatically. Since our online registration platform automates this data collection process, Camp Hosts will not need to manually prepare and email Rider or Volunteer spreadsheets to Floor Supervisors.

**Rider Registration Form**

Each Camp Host will be emailed a URL link for the Rider Registration Form specific to their camp. This link will be posted on your camp’s iCan Bike webpage on our iCan Shine website and you are free to email and/or post it on any other websites (e.g. Host Facebook Pages). Any Rider Registration Forms completed and submitted online will automatically populate the Rider Registration Sheet for your specific camp (maintained on Google Drive). As each form is submitted electronically and automatically populates the spreadsheet, you will see only the spreadsheet, NOT individual rider forms.

Please note that input limits are set on questions above and beyond our program requirements (e.g. parents will be able to enter a weight above our 220 lb. maximum weight limit or an inseam measurement below our minimum requirement). This is to ensure parents do not ‘fudge’ answers just to meet requirements. **Hosts are still responsible to review the data to ensure riders meet all requirements including but not limited to inseam, weight and age.**

You will receive an email informing you each time a new online form is submitted. Parents/guardians will also receive a confirmation email after they submit the Rider Registration Form (You can view this email on page 5). The Host is responsible for contacting each parent/guardian, to confirm if they have been accepted into camp and, if so, their assigned session.

In order to provide this service for all interested Hosts, we can only customize the below fields/questions. No other questions can be added or deleted:

- Camp specifics - City, state, facility location, fee, session times, host organization, name and contact email.
- T-Shirt Sizes - Question regarding t-shirt size (adult and/or youth sizes)
- Payment options – Credit Card and/or check
  - Credit Card Payments - Parents/guardians may submit credit card payments through iCan Shine’s website ‘Camp Payments’ tab by selecting ‘Participant Registration Fee’ from the drop down menu. Doing so will require the parent/guardian to select the camp location from a drop down menu to which their payment is applicable. Hosts of
such selected camp location will receive an automated email with each credit card submission that has been credited to their iCan Bike account.

Such credits to your iCan Bike account are first applied to any outstanding invoices. To the extent the host does not have outstanding invoices, such credits are available to hosts to be either applied against camp expenses (e.g. hotel bill, t-shirt invoices) in the form of direct payments of invoices by Shine or reimbursements to the host if already paid. Alternatively, at the host’s choice, such iCan Bike credits may be applied against subsequent year camp fees or refunded to the host in one lump-sum at the completion of camp.

**Rider Registration Sheet**

You will also be emailed a link to the Rider Registration Sheet for your specific camp. Your Rider Registration Sheet will automatically populate with data as Parent/Guardians electronically submit Rider Registration Forms. You will need a Gmail account to access and edit this Spreadsheet.

There is a “Session Assignment” column at the far left of your Rider Registration Sheet. The cells in this column have “drop down” selections, so that you may assign each Rider to a session and have the flexibility to change Rider session assignment, if warranted. Please ensure sessions are assigned no later than two weeks prior to the start of your camp, so that your Floor Supervisor can ensure all requirements are met and preparations are complete for your camp.

You will be able to edit the Rider Registration Sheet if needed. Available edits include deleting a rider, changing information in a cell such as birthdate or session preference, sorting the sheet to organize by session assigned, and hiding columns. You will not be able to rearrange columns, but you can add columns at the end of the worksheet. You will also not be able to delete columns, but you can ‘hide’ any columns you may not want to see. If you are having problems managing a spreadsheet because of the amount of columns, hiding columns is an easy way to make the spreadsheet more manageable.

If you would like to have complete editing power, you are free to make a copy or download the Rider Registration Sheet to your computer to do so. However, if you choose to do so, the sheet that is copied or downloaded is no longer ‘linked’ to the registration forms and online registration platform and therefore will NOT automatically update as your master Rider Registration Sheet will continue to do so.

If a host chooses to also accept paper registration forms (found on our website), the Camp Host MUST use the completed paper copy Rider Registration Form to complete an online registration submission on behalf of the parent/guardian. Doing so will ensure the Rider data is reflected in the Rider Registration Sheet. Please provide the signed paper liability form to your assigned Floor Supervisor. (We encourage only accepting online registration forms as to limit such additional manual steps and possible confusion).
**Rider Information Sheets**

When signing up to participate in our online registration process, you will select if you would like to receive your Rider Information Sheets the Monday prior to the start of your camp or the Friday prior to the start of your camp. The *Rider Information Sheets* (.pdf) will be shared with the Gmail email(s) that you listed in your sign-up form.

The *Rider Information Sheets* detail key information about each Rider that is helpful to prepare volunteers to work with the riders. Please print the *Rider Information Sheets* to provide hard copies to your Floor Supervisor at the Sunday meeting. Your Floor Supervisor will then distribute the *Rider Information Sheets* to volunteers during the first day of the program.

**Volunteer Registration Form**

Once we have your camp details, you will also be emailed a URL link to your camp’s *Volunteer Registration Form*. This link will also be posted on your camp’s iCan Bike webpage on our iCan Shine website and you are free to email and/or post it on any other websites (e.g. Host Facebook pages). Any *Volunteer Registration Forms* completed and submitted online will automatically populate the *Volunteer Registration Sheet* for your specific camp (maintained on Google Drive).

You will receive an email informing you each time a new online volunteer registration form is submitted. Volunteers will also receive a confirmation email after they submit the *Volunteer Registration Form* (You can view this email on page 5). The Host is responsible for contacting each volunteer, to confirm their assigned session(s).

In order to provide this service for all interested Hosts, we can only customize the below fields/questions. No other questions can be added or deleted:

- Camp specifics - City, state, facility location, fee, session times, host organization, name and contact email.

**Volunteer Registration Sheet**

You will also be emailed a URL link to the *Volunteer Spreadsheet* for your specific camp. As is the case with the *Rider Registration Sheet*, your *Volunteer Registration Sheet* will automatically populate with data each time Volunteers electronically submit via the *Volunteer Registration Form*. You will need a Gmail account to access and edit this Spreadsheet which can be the same Gmail account used for the Rider Registrations.

You will be able to edit the *Volunteer Spreadsheet* to a certain extent. Available edits include deleting a volunteer, changing information in a cell such as session availability, sorting the sheet, and hiding columns. You will not be able to rearrange columns, but you can add columns at the end of the worksheet. You will also not be able to delete columns, but you can ‘hide’ any columns you may not want to see.

If you would like to have more editing power, you are free to make a copy or download the *Volunteer Registration Sheet* to your computer to do so. However, if you choose to do so, the sheet
that is copied or downloaded is no longer ‘linked’ to the registration form and online registration platform and therefore will NOT automatically update as your master Volunteer Registration Sheet will continue to do.

If a host chooses to also accept paper registration forms (found on our website), the Camp Host MUST use the completed paper copy Volunteer Registration Form to complete an online registration submission on behalf of the volunteer. Doing so will ensure the Volunteer data is reflected in the Volunteer Registration Sheet. Please provide the signed paper liability form to your assigned Floor Supervisor. (We encourage only accepting online registration forms as to limit such additional manual steps and possible confusion).

**Closing Forms**

The Rider Registration Form will not automatically close once your camp is full. We can either set up a waitlist option (which we encourage) or completely close your form.

When your camp has filled:

- Send Andrea an email to let her know your camp is full
- We can then change the submission message and parent email confirmation to inform the parent they are on a waitlist. We encourage hosts to build at least a short waitlist in the event you have rider(s) drop out and/or to start a contact list for your next year’s camp.
- You can keep the waitlist message up as long as you would like, or after you have built a waitlist that satisfies your needs, we can close your form all together.
- See below for the waitlist email sent to parents.

If you would like to close just a certain a session(s), contact Andrea to let her know which session(s).

We will change your session selections from:

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Session #1: 08:30AM - 09:45AM
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to

```
Session #1: FULL
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Automated Confirmation Emails

**Confirmation email sent to registered riders**

Your registration has been submitted!

Thank you for your registration to the iCan Bike Program. Payment of camp fee must be received before the registration can be processed. The submission of this registration and payment does NOT guarantee a spot in the iCan Bike program. You will be contacted by the Host Organization in a separate communication regarding the status of your registration.

If you have not yet submitted your camp fee, please submit a check to:

**Payable to:**
Please write your riders first and last name in the memo section

**OR**

If paying by credit card, please

Click or copy this link [https://icanshine.org/participant-registration-fee/](https://icanshine.org/participant-registration-fee/)

For questions regarding your rider’s registration please contact:

Shine On!

**Confirmation email sent to registered volunteers**

Your registration has been submitted!

Thank you for your registration to the iCan Bike Program. You will be contacted by the Host Organization in a separate communication confirming the status of your registration.

Shine On!

**Confirmation email sent to waitlist riders**

Your registration has been submitted!

Thank you for your registration to the iCan Bike Program. This program is currently full and your rider has been placed on the waiting list. You will be contacted by the Host Organization regarding the status of your rider’s registration.

For questions regarding your rider’s registration please contact:

Shine On!