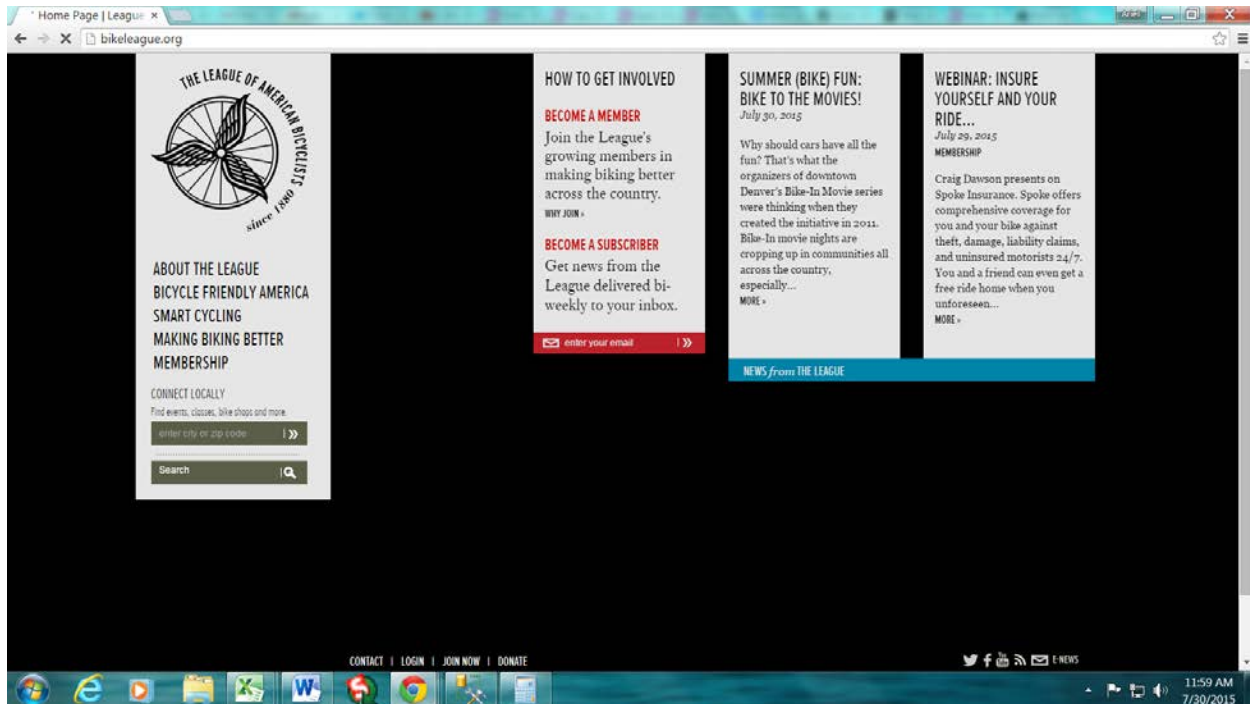


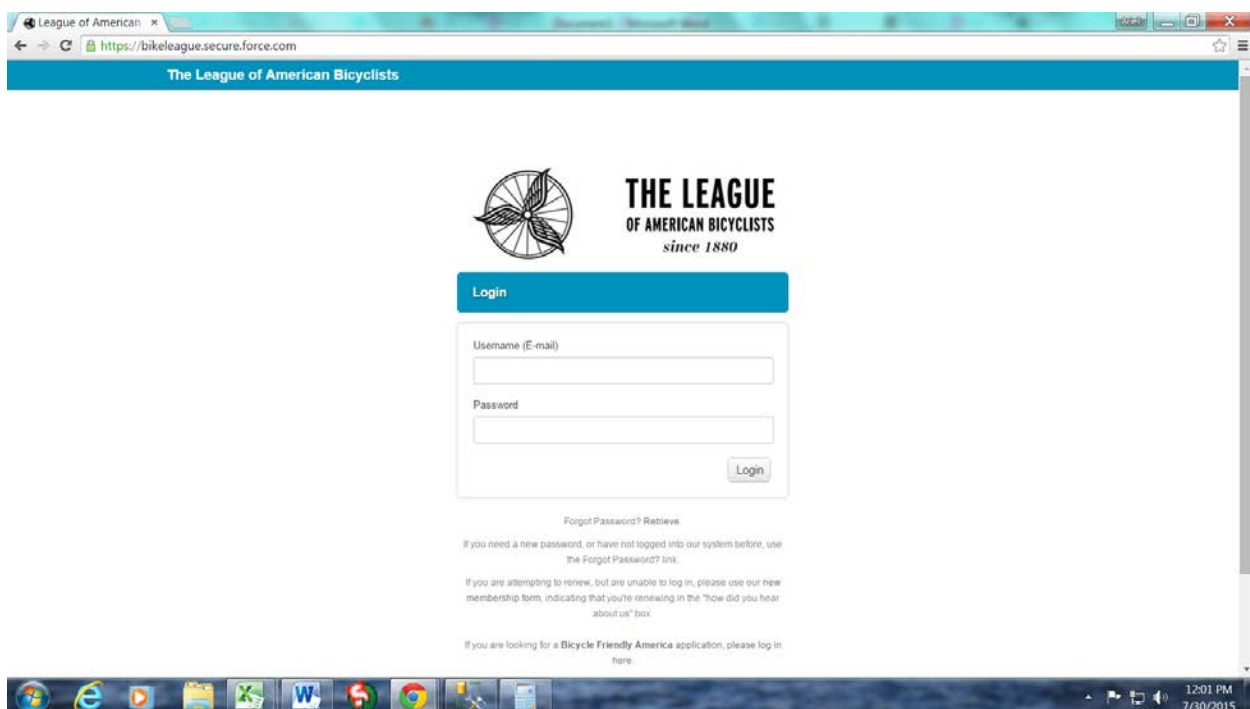
Step-by-Step LCI Seminar Registration Instructions



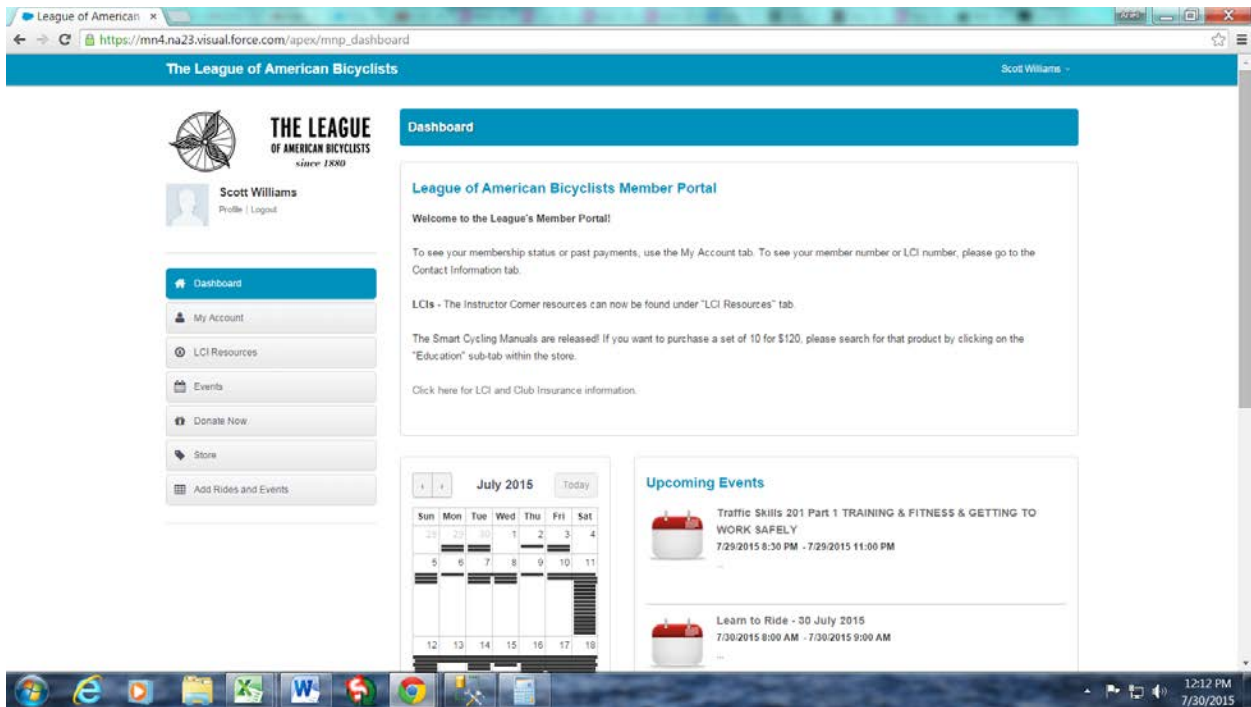
1) From the homepage, select the “Log In” button at the bottom of the page. That will take you to this screen:



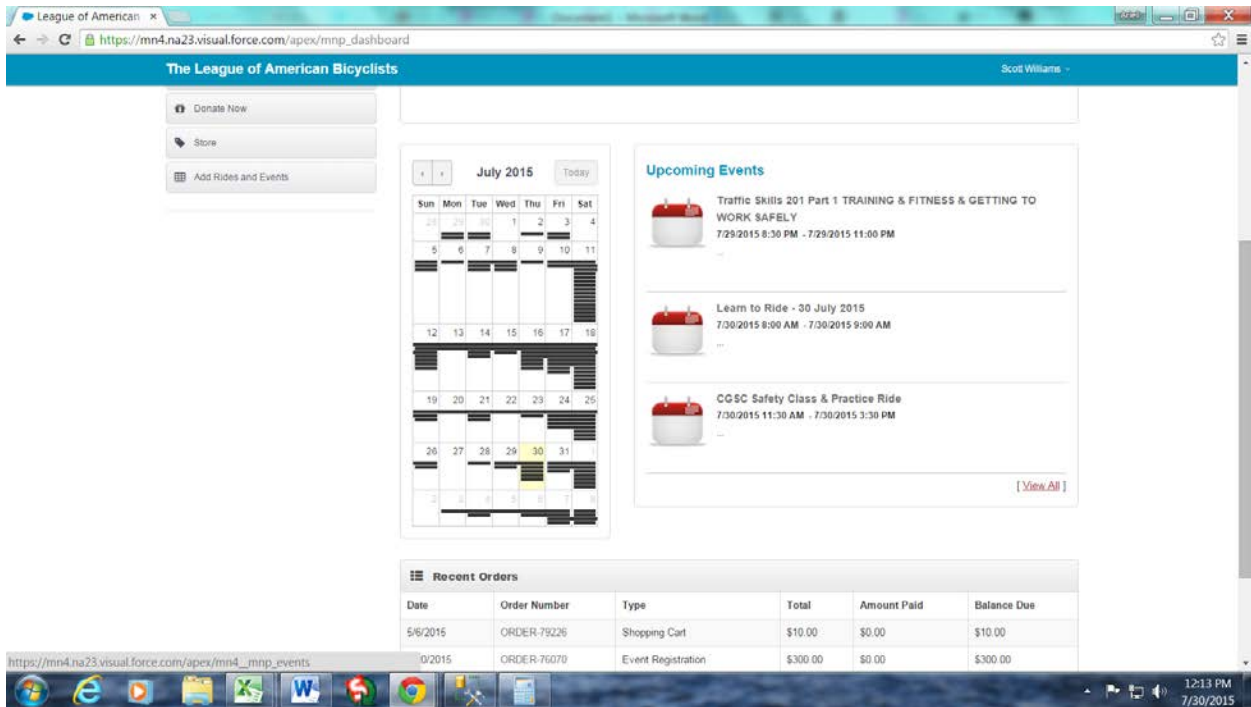
2) Enter your username and password.



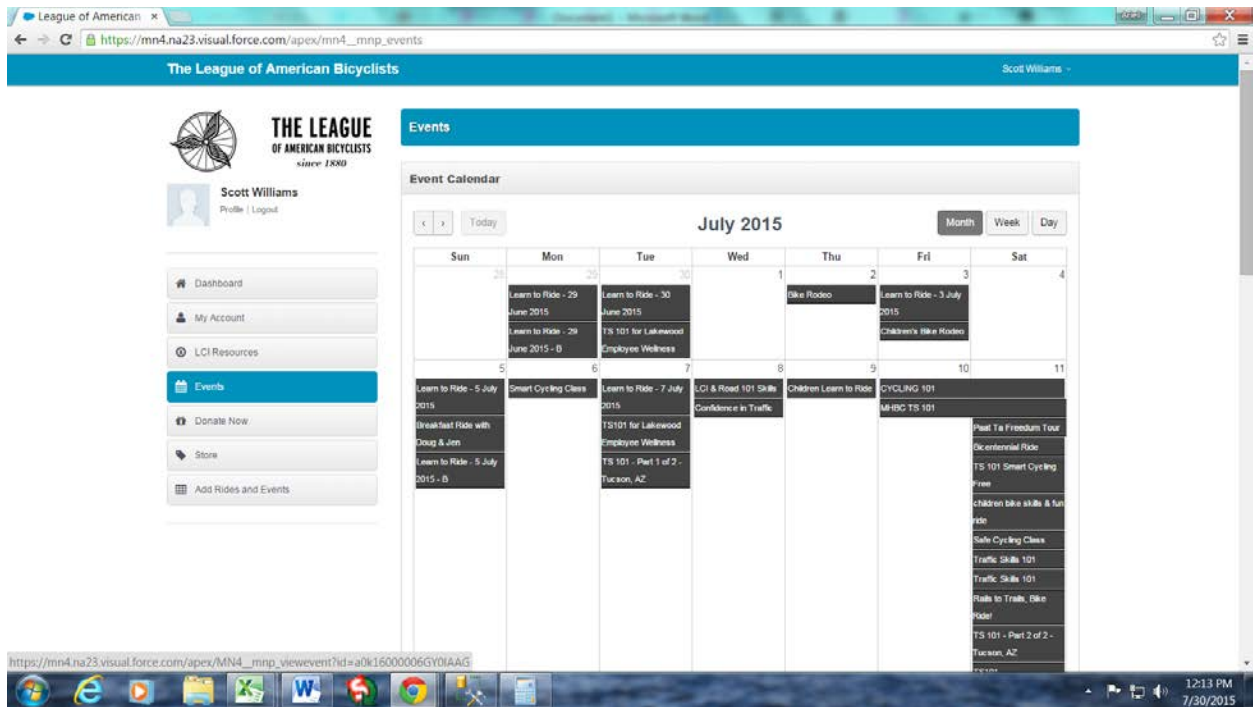
3) This is the member portal homepage. Once here, you need to find the Seminar through the Calendar.



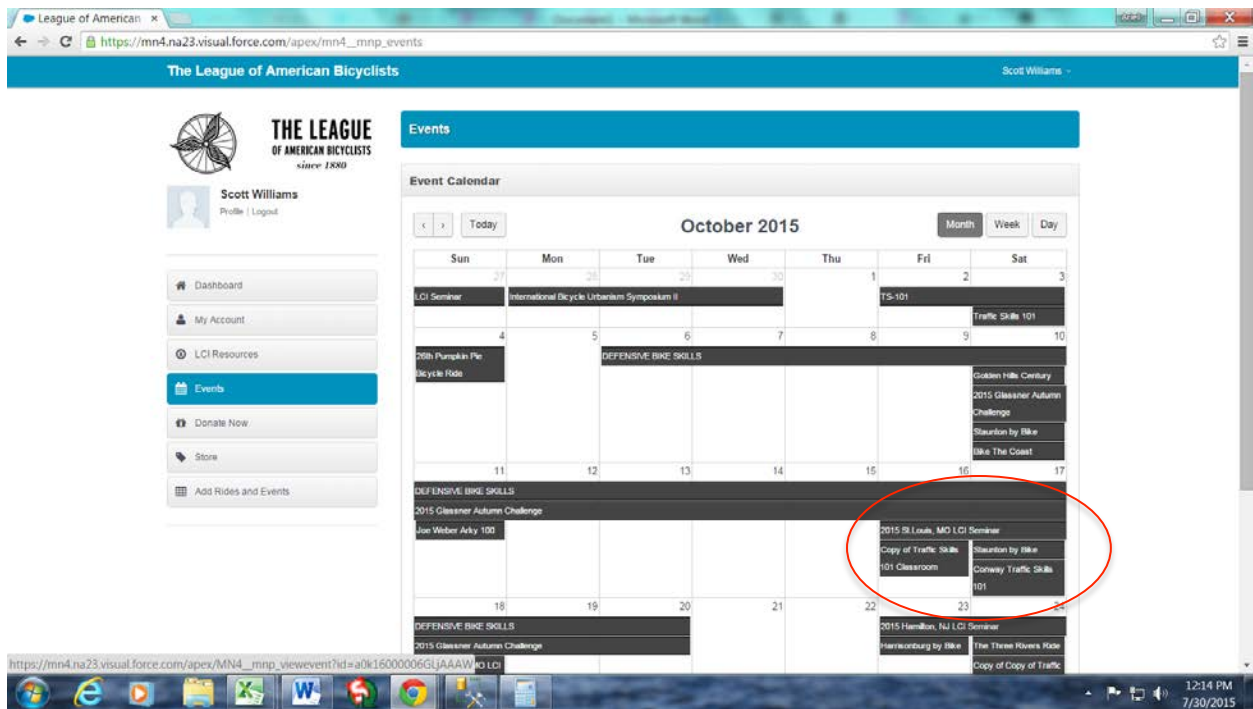
4) This is most easily done by clicking the "View All" link under Upcoming events. You can also click on the Calendar to see it in a large view.



5) The large view Calendar, showing all the events. That will bring you to the calendar page. Use the navigation arrows next to "Today" to get to the month the Seminar is in.



6) In this example, we are registering for the 2015 St. Louis, MO Seminar October 16th-18th. Click on the event you wish to register for.



7) This is the event page. Please take time to read the description. If you need to look at something in another window, for example the FAQ's, please open a new tab in your browser. The database system does not allow you to save your work and return later.

The screenshot shows a web browser window displaying the League of American Bicyclists website. The page is titled "2015 St. Louis, MO LCI Seminar" and includes a "Register Now" button and an "Add to Calendar" button. The event details are as follows:

- Event:** 2015 St. Louis, MO LCI Seminar
- Date:** 10/16/2015 3:42 PM - 10/18/2015 3:42 PM
- Where:** Trainet, 411 North 10 St., Suite 202, St. Louis MO 63101, United States

The page also contains a sidebar with navigation options: Dashboard, My Account, LCI Resources, Events (selected), Donate Now, Store, and Add Rides and Events. The main content area includes a registration notice and a detailed description of the seminar requirements and materials.

This screenshot shows the continuation of the event page content. The sidebar on the left includes "Donate Now", "Store", and "Add Rides and Events". The main content area contains the following text:

Registration does not guarantee entry into the seminar. Before your scheduled seminar date, you will need to successfully pass the entry assessment with a grade of 85% or better, and spend time thoughtfully preparing two lessons, one individual and one joint which will require working together with others in your seminar. Timely communication with your Coach is essential to preparation, and candidates may be excluded if tasks are not completed by the deadlines. We expect that avid, experienced cyclists are seeking certification and this class is meant primarily to focus on how best to teach bicycling education. Additionally, this weekend is not about riding, it's about teaching. Attendance at all seminar hours is mandatory, and does not guarantee certification. All LCIs are required to maintain a politically neutral stance in all aspects of the seminar as well as any classes they may instruct.

Successful candidates will have a strong working knowledge of bikes and bike maintenance and a great deal of experience riding in high traffic scenarios. Successful candidates also have strong core values aligned with philosophies of the League, including helmet use, bicycling infrastructure, and full incorporation of the idea that all people who ride bicycles are equal cyclists, regardless of political affiliation, race, gender, age or religion and that all students deserve respectful, polite and meaningful instruction.

Have you read and do you understand thoroughly the requirements for the seminar?

Class materials: We will provide students with e-documents free of charge. This will include all the course materials, the Enjoy the Ride DVD clip, and the Assessment. These will be in Google Drive, which is accessible to anyone, whether you have a Gmail account or not. Since all the course materials are PDFs, they are searchable by term using the Find function. This process will allow us to make updates to the materials as needed. In the future, we will be offering learning tools in electronic formats for LCIs to use while teaching. It is important that LCIs are not only comfortable facilitating bike safety, but also with using computers.

Should students wish to have hard copies, they make choose to make copies at a local office supply store or have us send them one at the cost of \$45. These materials will be shipped via FedEx ground. Please note that students do not need to have hard copies for the Seminar or to complete the Assessment.

Please note that there is required preparation for the course, including an Assessment Tool that must be returned to the course instructor at least 14 days prior to the start of the course. If you have questions, contact the League Director of Education at 202-822-1333 or education@bikeleague.org

8) Click "register now" and you will come to the registration form. Please fill it out completely. If there is not a Registration type in the drop-down menu, you may not have a valid membership. The registration will not proceed without that field being populated.

League of American Bicyclists

2015 St. Louis, MO LCI Seminar Registration Form

Event Registration

Select a Registration Type: Individual 2 year- St Louis - 300.00

Form Questions

Traffic Skills 101 Certification Date/Location*

Instructor's Name for the Traffic Skills 101*

Your Shipping Address*

City, State, ZIP

How many years have you been riding regularly?*

Age or Birthdate*

9) Fill out the form.

Store

Add Rides and Events

Your shipping address

5364 Knolls Rd

City, State, ZIP

How many years have you been riding regularly?*

15

Age or Birthdate*

1972

Are you able to adjust a derailleur, change a front/rear flat, and perform cable and wheel maintenance and will you be able to demonstrate that knowledge if called to do so?*

yes, yes, no

What is the approximate longest distance you have ridden in one day during the past year?*

30 mi

Check the kinds of riding you do, or have done.*

- Local/ recreational
- Mountain biking
- Long distance
- Commuting
- Fitness riding
- Racing
- Very little
- None

10) Once you are finished, click "Create Registration." There will be no option to edit this information once you press that button.

The screenshot shows a web browser window with the URL https://mn4.na23.visual.force.com/apex/MN4__mmp_eventregistration?eid=a0k16000006GJAAAW. The page title is "The League of American Bicyclists" and the user is logged in as "Scott Williams". The form contains the following fields:

- Briefly describe your bike(s):* (Text input: blue schwinn hybrid)
- What are you looking forward to learning the most in this seminar? What are your strengths? (Text input: Learning how to facilitate)
- Are you comfortable riding in traffic? (Radio button: yes)
- Do you have reliable access to a computer and internet connection and basic knowledge of technology used to prepare lessons? (Radio button: Yes)
- Do you have any special requirements (physical or other) we need to accommodate for your participation? (Radio button: No)
- Have you read the FAQ's and understood them? (Radio button: Yes)

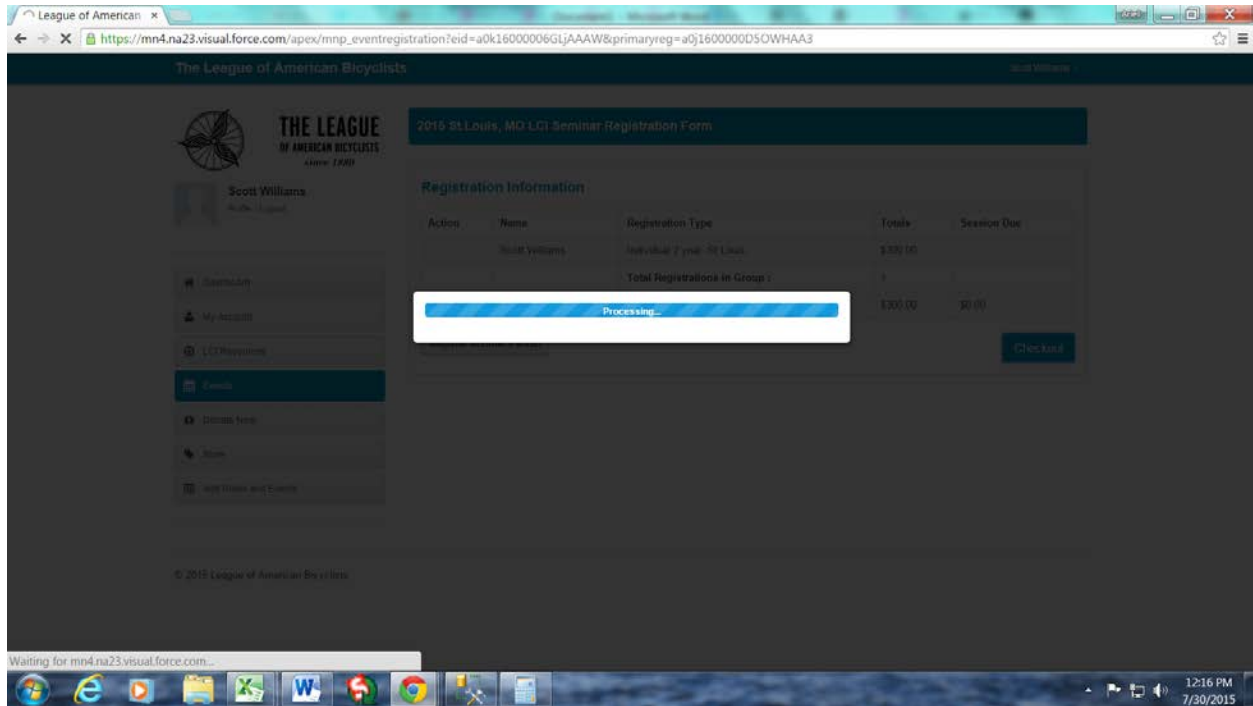
A "Create Registration" button is located at the bottom right of the form.

11) Next is the checkout page. Please click the "Checkout" button. The screen below will appear.

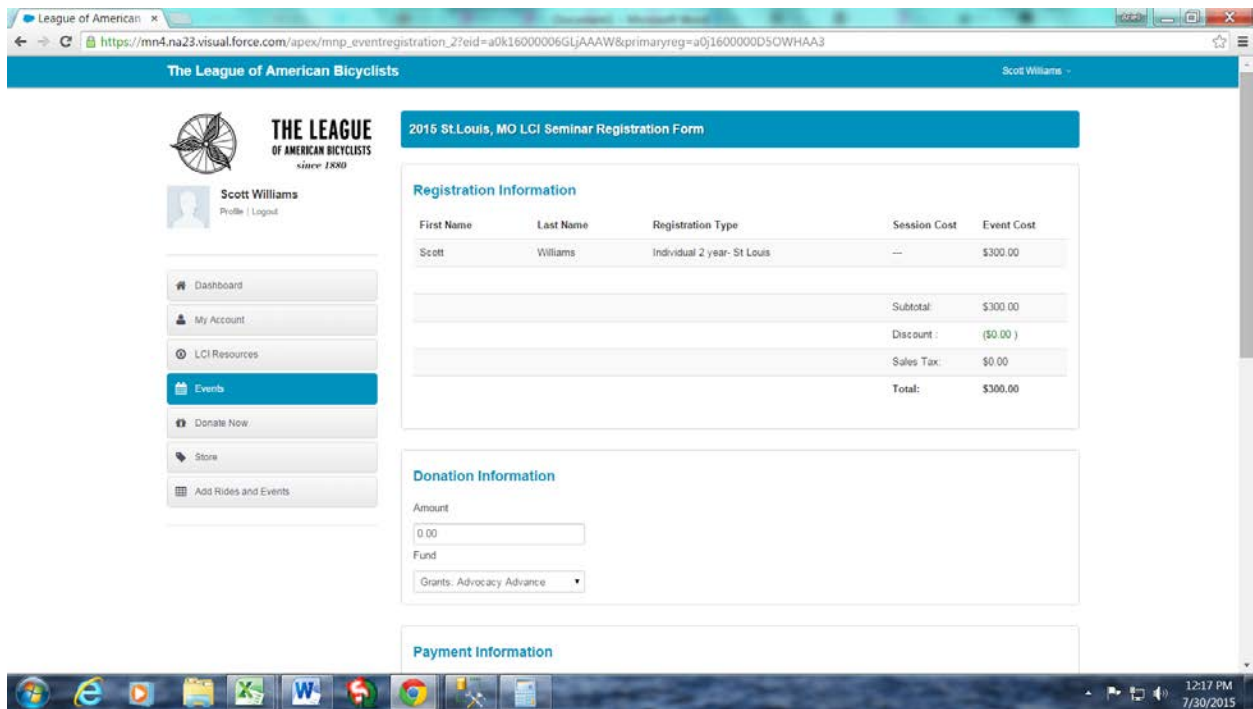
The screenshot shows the checkout page for the "2015 St.Louis, MO LCI Seminar Registration Form". The user is logged in as "Scott Williams". The page features a navigation menu on the left with options: Dashboard, My Account, LCI Resources, Events, Donate Now, Store, and Add Rides and Events. The main content area displays the "Registration Information" table:

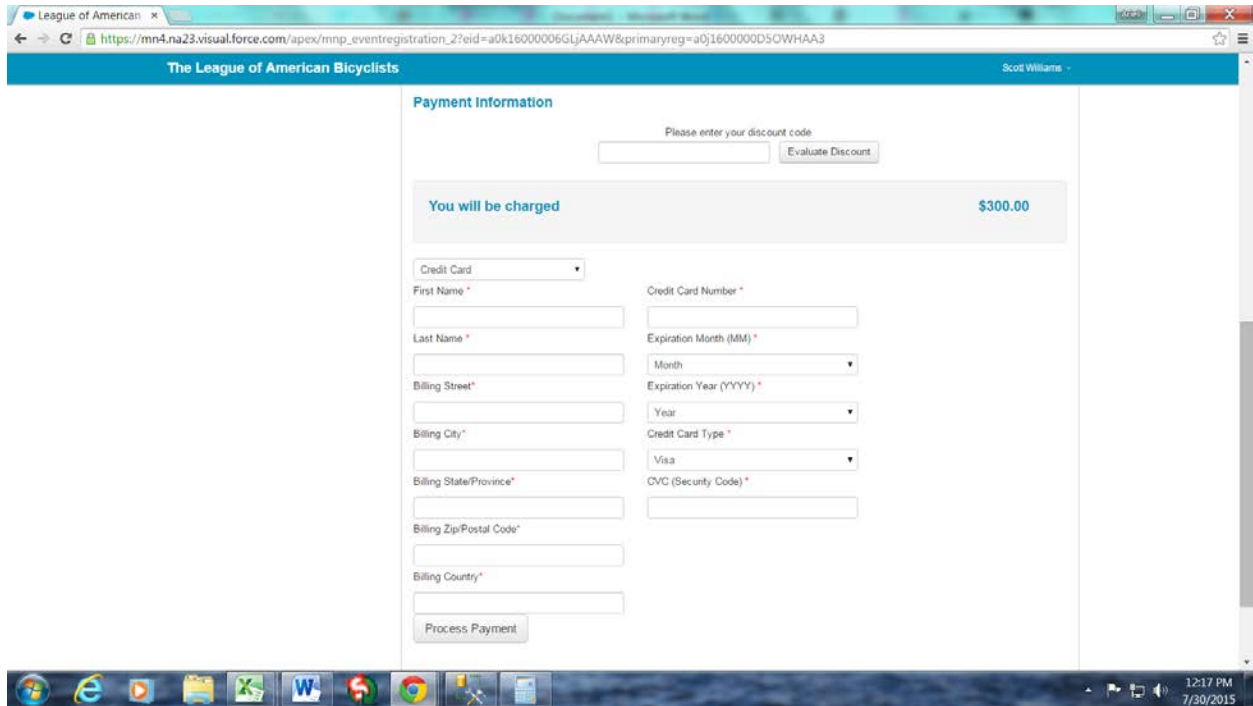
Action	Name	Registration Type	Totals	Session Due
	Scott Williams	Individual 2 year- St Louis	\$300.00	
		Total Registrations in Group :	1	
		Amount Due :	\$300.00	\$0.00

Below the table, there is a "Register Another Person" button and a "Checkout" button.

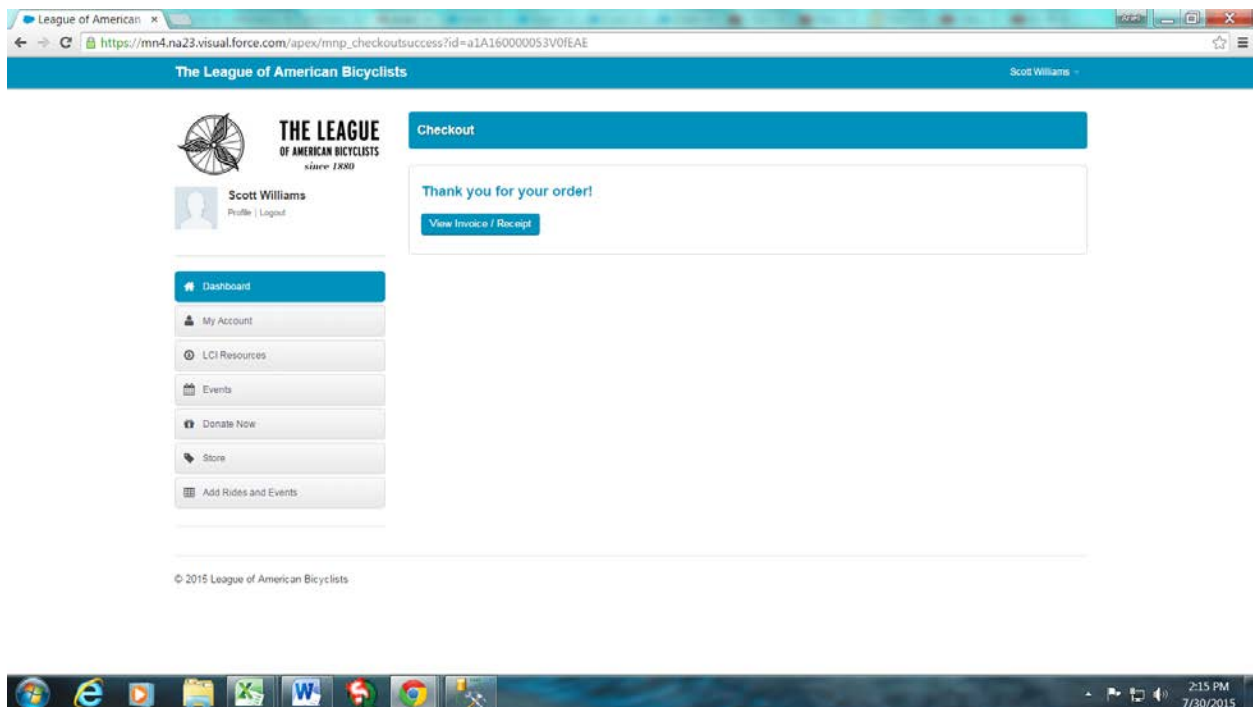


12) This is the payment page. Please enter your credit card information in the fields (shown below). If you need to navigate away from the page, please open another tab. The system does not save your work.






13) Once you enter your payment information, this screen will appear. This means your registration and payment have been entered into our system successfully.



14) You will receive an email confirming your registration. If you do not see the confirmation screen or email, please email education@bikeleague.org or call (202) 621-5441 to complete your registration.

League of American Bicyclists <membership@bikeleague.org> 2:08 PM (12 minutes ago) ☆ Reply

to me ▾



Dear Scott Williams,

Congratulations! You are confirmed for the 2015 St. Louis, MO LCI Seminar on 10/16/2015. Again, the address is:
Trailnet
411 North 10 St., Suite 202
St. Louis, MO 63101

Please be on the lookout for a couple of emails that will follow this one. A separate receipt email will detail your payment amount and method, time, and etc. Also, we will send you an email with access to the electronic documents and the Assessment within Google Drive. Students do not need to have hard copies for the Seminar or to complete the Assessment.

Your Coach, TBA, should be in contact with you in the coming weeks. This is the person who should receive your Assessment. Any logistical inquiries should go to the Seminar's Site Facilitator. If you have any questions regarding your registration or membership, please do not hesitate to contact the League at [\(202\) 822-1333](tel:202-822-1333), education@bikeleague.org.

Thank you.

