

# Tour Creation Guidelines

All the Club's Tours have been created by our members. If you want to contribute a new Tour, please do the following:

1. The Creator will submit the following to the cue sheet librarian:
  - a. Start point (if it doesn't exist, contact the Ride Coordinator to create a new start point).
  - b. Link to the RideWithGPS map **or a** GPX, TCX, FIT, or KML file
  - c. Title of tour
  - d. Description of the tour
  - e. Food stops and their mile marker
2. The cue sheet librarian will:
  - a. Get a new tour number
  - b. Create the cue sheet in excel
  - c. Send the excel back to the creator for review
3. The Creator will review the excel and provide additional information such as, Light, Stop, etc. along with any updates/changes and send it back to the cue sheet librarian ([cuesheet@mafwi.org](mailto:cuesheet@mafwi.org)).
4. The cue sheet librarian will then forward cue and link to the original link to the RideWithGPS owner to add the necessary security and he will send the new link back to the cue sheet librarian
5. The Creator will test ride the new tour.
6. Once the cue sheet librarian gets confirmation that the cue and map are correct, the cue sheet librarian will upload the information to the website and add the excel file to the library on OneDrive.

## **CUE SHEET GUIDELINES:**

- Follow the [Tour Safety Guidelines](#)
- A food stop is strongly recommended
  - If the food stop is not open every day, please note which days the food stop is closed (e.g. FOOD: Stone Farm (Closed Mondays)).
  - Also note if a food stop does not have a restroom available to riders. In those cases, please try to identify an alternative for restrooms (e.g., FOOD: A Taste of Reality – no BR, use porta-johns @ Pyramid Mt 2 miles before stop).
  - Note that Tony Marchand has put together a helpful table of information about food [stops](#).
- Follow [nomenclature guidelines](#).
- The cue sheet should match road signs, not printed or online maps

## **TEST RIDE GUIDELINES:**

A test ride is required to assure that:

- Mileages are correct
- Directions match road signs
- Road conditions are safe and appropriate for bicycles
- Any special circumstances are noted (downhills, uncontrolled crossings of major roads, etc).

The test ride may be done informally, outside of the club. Alternatively, the test ride can be done as a club ride. If you wish to do your test ride as a club ride, please email the Ride Coordinator a draft cue sheet and the date and time you wish to do the test ride. After reviewing the draft cue sheet to verify there are no gross problems with the route, the Ride Coordinator will post the ride on the ride schedule with the note "Test Ride – Ride Leader will bring cue sheets. Expect frequent stops to discuss and annotate the cue sheet. Group expected to stay together."