

What is the purpose of this account?

A premium [ridewithgps](#) account is required to create and maintain custom cues and points of interest (POIs). The [RUSA Perm Routes Work Account](#) provides those features so that members without a paid premium account can edit Permanent routes for submission.

You must be a member of [RUSA](#) to use this account. You will not be granted access to editing routes if you aren't an active member, and non-members will be removed periodically.

This account is only to be used for creating Permanent routes. Other routes may be deleted, possibly with no warning.

Once a route has been approved and added to the official public library, all versions of it must be removed from this route library.

Joining the RUSA club work account

The first step is getting access to the account by clicking on the [ridewithgps](#) link below. The message will say "approved" but you have to let us know that you have done so - send an email to permlib@rusa.org and one of the team can activate your route-editing privileges.

https://ridewithgps.com/auto_approve/Club/5471/ccffigaZY8Df8uMF

Editing a route

The first thing that you have to do is copy your existing route to the work account. If you have several to work on, the best approach is to open two different browsers (e.g. Firefox and Chrome). Using different tabs does not work as both will be signed into the same account.

If you are editing one route at a time and then submitting, the process is as follows:

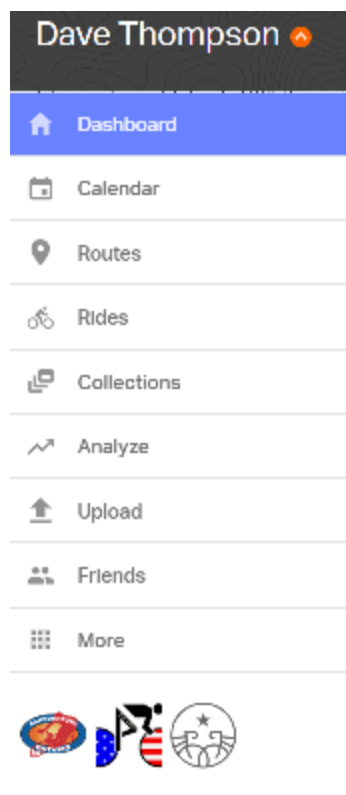
1. Sign into your personal account, view the route.
2. Copy the URL of the route that you're going to be editing.
3. Sign into the club work account.
 - a. The banner at the top should now be yellow (see screenshots below).
4. Paste the URL you copied in step (2) into the browser address bar, launch that link
 - a. At this point you should see your route and the banner at the top should be yellow.
5. Click the "more" dropdown on the left and "Copy to my routes"
6. Edit the route (e.g. to add cues, points of interest, etc.) and save it.
7. Routes should be named as follows:
 - a. Pattern: **RRRRR** - **#99999** **Route Name**

- i. **RRRRR** is your RUSA number
 - ii. **#99999** is the route number, or **#new** if it is a new submission
- b. Example (existing route):
 - i. **11519** - **#04878 Frelard to Issaquah**
- c. Example (new route)
 - i. **11519** - **#new Cottage Lake - Auburn Loop**
- 8. Submit this version of the route to the Permanents committee.
- 9. Once the route has been approved and added to the official library, you may delete it from this library.
 - a. Note that it may be deleted by a Permanents Committee member.

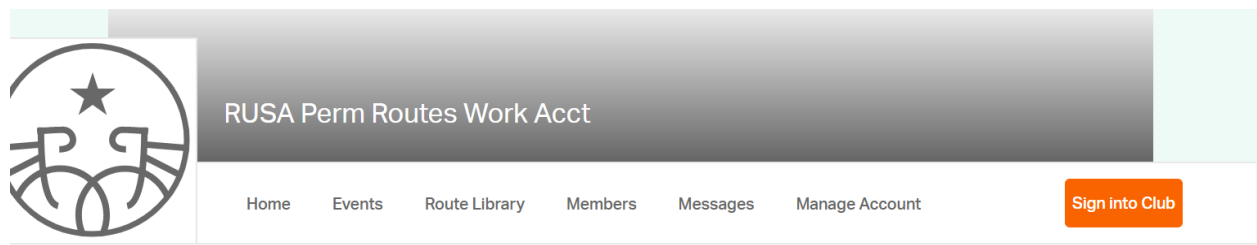
Signing into the club work account

Signing into and out of the club work account is a matter of first signing into your account and then launching the club account.

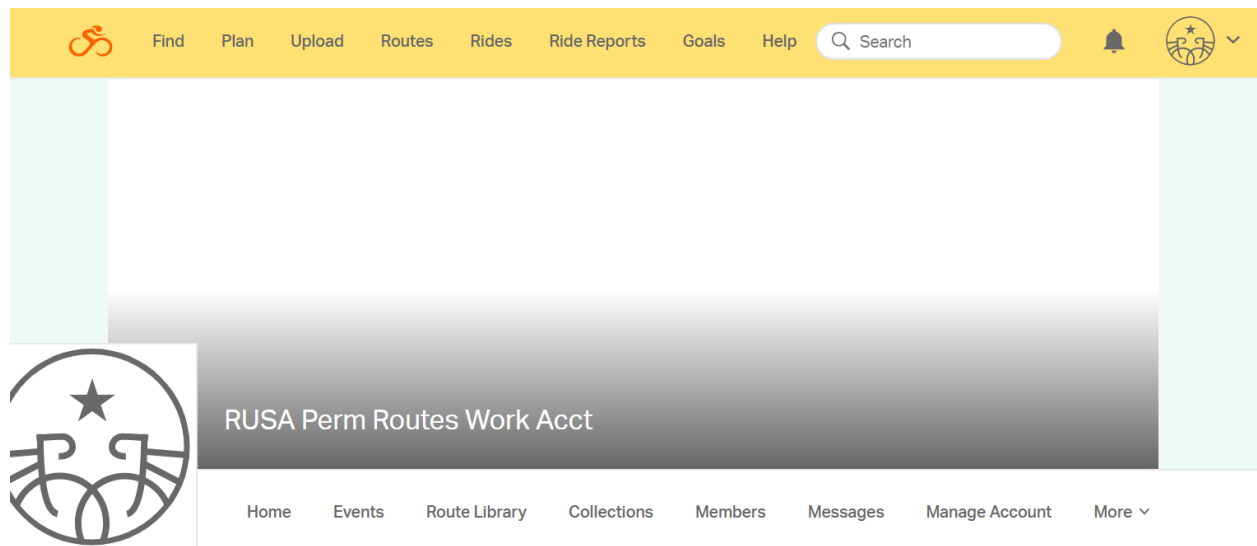
Once signed into your account, scroll down and you'll see any club accounts that you have access to at the bottom left. The RUSA club work account is the circle with the bicycles. Click on that circle.



Now you can see the work account but you're not signed in yet. Notice that the banner is still white. You now need to click on "Sign into Club".



Once you click on Sign into Club, you should see the following. Notice the yellow banner. You should always see the yellow banner when you're working in the club account.



At this point if you paste a `ridewithgps` url into the browser address bar and copy to my routes, you'll be working in the club work account.

To sign out of the club account and go back to your own, click on the circle with the bicycles at the top right (see below) and you'll see a drop-down. Sign out of club which will take you back to your own account. You can sign in and out of the club account and the yellow banner tells you where you're working. Note: to get back to your own menu, routes etc, once you click "sign out", click the bicycle on the top left which takes you "home".

