

# Instructions for using Bikely.com

## How to Access NIHbcc Routes

- Go to <http://www.bikely.com/listpaths/srchkey/nih>
- Select route of interest
- Features:
  - Use “>” to go point-by-point through route (zoom as needed)
  - Select “Cue Sheet” to pull up printable turn-by-turn directions for the route

## Preferred naming and labeling for NIHbcc routes

We recommend that if you enter your own route, you use the conventions below in order to have consistent naming/labeling of NIHbcc routes.

These conventions are as follows:

- Route name starts with the rider's origin (e.g. major landmark, neighborhood, town, small road, or intersection)
- Route name origin followed by "to"
- Route name destination stated as "NIH." If route ends at a site other than the main campus, the name of the site is included preceded by a hyphen (e.g. NIH-Executive Blvd)
- If desired, the contributor's initials are included at the end of the route name parenthetically
- The route is tagged using Bikely's "commute" tag

## How to Enter Routes

- Go to Bikely.com
- Select “Sign In/Join”
- If new to Bikely, select “Sign Up Here” (very quick process)
- Once you are logged in, select “Create Route”
- Select “Draw route with mouse”
- Locate region on map for your route (use zoom, arrows, etc; also has a city search feature)
- Select “Describe” tab
  - Enter the name of the route (see requested naming conventions above)
  - Enter an optional description that informs of the main route (eg “via Connecticut Ave” or “passing through Rock Creek Park”; see NIHbcc routes for examples)
  - Select “public/visible to all”
  - Select the “commute” tag and any other applicable tags (tag definitions are listed in the Tutorials under Help on the top bar)
- Select “Draw” tab
  - Find starting point and press pencil icon (a line will appear through the icon)
  - Click on the starting point and enter a description in the comments field (ie road intersection or other identifying information)
  - Go to a next point on the route and click

- Add directions (e.g. R on Cedar Ln) at each turn. By entering directions at each turn you will create a complete, stand-alone cue sheet provided by Bikely for the route.
- Continue to the end of the route

Note: “Auto-follow the road” can be used if you are following a road or this feature can be turned off for paths or others times that following the road is not needed. If the line drawn between 2 points is not the desired route or does not follow the road, you can delete each of the auto-drawn points using the red X button. Then, de-select the “Auto-follow the road” box and manually draw points along the desired route.

\*\*be sure to save periodically

\*the icons on the Draw tab will tell you what they mean when the pointer hand is on the icon

### **Tips and Tricks**

Forgot to enter a comment/point of interest along the route?

In the draw mode, let the pointer hover over the route and then click when the pointer hand appears. A green bubble will appear and then you can enter the comment and this will become a “point” along the route. \*remember to save the route

The cue sheet will only be as good as you make it.

To have a useful cue sheet (visible for your route when you are not logged in to the website), each turn/highlight should be entered as a comment along the route. We suggest entering a comment at each turn or important point along the route.