

## **2008 BP MS150 Training Series, Special Tips #1 - Enrolling & Signing In**

Many of you read my weekly note this morning and thought you needed to enroll for the ride this week. This is not the case - if you are enrolled in the e-mail list and have indicated that you will be participating in the training rides, you are ready to participate.

This made me realize that I needed to step back and explain the enrollment and sign-in process more clearly. Let me explain each step in the enrollment/sign-in process to participate in our cycling activities.

### **Step 1 - Enrollment (Once a year)**

- Each rider who wants to receive my cycling e-mails and, optionally, participate in the training rides, enrolls online to participate

This step is needed to update your contact/emergency info and keep a current waiver on file

I can't credit your training series fee (or deposit your check) until you enroll

- When you enroll, you indicate your status

Which team you are riding with

Whether you are registered for the 2008 BP MS150

Whether you plan to participate in the training series

If you are a Ride Marshal, Medic, Police Officer or any other special status notes

- Once you have enrolled, you will receive my cycling e-mail for the coming year

If you want to be dropped from the e-mail list, just drop me a note any time of the year

- How do you know if you are enrolled

If a fellow rider has forwarded my note (you are not receiving the notes directly from me), you have not enrolled yet

### **Step 2 - Sign-in (Weekly Training Rides)**

- When you participate in a ride, you need to sign in at the start of the ride

The sign-in table will be in an obvious location

This is necessary at each ride you participate in

When you complete the ride, please initial the "Finish" column so we know you have finished

- If you see you need an update on the sign-in sheet (i.e. wrong phone #), please note the correct info clearly in red ink

I try to keep these up to date as time permits

- Your name will not appear on the sign-in sheet until you enroll

You need to complete your annual enrollment (step 1) a few days before your first ride of the year so your name will be on the list

If you indicated that you are not participating in the training rides, your name will not be on the sign-in list

- Several of you have asked if you can pay your fee at your first ride

It is much better to mail your fee (or use PayPal), even if it arrives after you participate in

your first ride

The volunteers need to focus on getting ready for the ride and collecting fees reduces the volunteers available to prepare

It is hectic before the ride and easy to forget to note the rider(s) the fee covers which makes it hard to credit your account later

PLEASE mail your payment (\$90, payable to ConocoPhillips Bike Club) ASAP if at all possible to:

Steve Moskowitz  
11027 Holworth  
Houston, TX 77072

You can also pay via PayPal (\$93) under my e-mail address

**Webmaster's Note: \$90 is this week. Next week it will be more. Please pay early. Or wait longer and the "penalty fees" will be donated to the MS Society.**

OK, tomorrow, you will get another special tips edition covering cold weather wear so hold on to those Christmas gift cards a little longer...

Thanks!

**Stephen Moskowitz**

Team Captain, ConocoPhillips

281 293-2599

[steve.e.moskowitz@conocophillips.com](mailto:steve.e.moskowitz@conocophillips.com)