



Bicycle Wagga Wagga Inc

Temporary Member Smartphone Sign On for Club Rides

Version 1.0

17th May 2026

Purpose

These instructions are designed to help endorsed ride leaders plan and conduct safe, enjoyable group rides by providing a smartphone app on the members device linked to the temporary members registration form via the Club web page, which facilitates an efficient means to register non-members (temporary) wishing to participate on Club rides.

1. Instructions – Android Smartphone

Google instructions to add the BWW temporary membership form app to your home screen on an Android mobile phone

1. Open the **Google Chrome** browser
2. Navigate to <https://www.bww.org.au/>
3. On the BWW home page navigate to **Rides**, using the top right Menu
4. Navigate to the **Ride Leader Resources** tab
5. Navigate to the **Temporary Members** tab [Pin - 2650]
6. Follow the <https://docs.google.com/forms/> Link
7. Finally, when you have the form page displayed, use the Chrome “**3 Dot**” menu in the top right-hand corner to store this link on your phone’s home page as an app.
8. You will now be able to easily access this form at the start of a ride to sign in a guest
9. When a temporary member needs to be added by the Ride Leader – activate the Temporary Members app on your iPhone home screen – give the iPhone to the temporary member to add their details and submit. All done.



2. Instructions – iPhone Smartphone

Apple instructions to add the BWW temporary members form as an app to the home screen on an iPhone

1. Open the **Safari** browser
2. Navigate to <https://www.bww.org.au/>
3. On the BWW home page navigate to **Rides**, using the top right Menu
4. Navigate to the **Ride Leader Resources** tab
5. Navigate to the **Temporary Members** tab [Pin - 2650]
6. Open the link - <https://docs.google.com/forms/...>
7. Once the link is open - Go to the “**3 Dots**” (bottom left) – touch to activate, then – **Share – View More** – (you may have to scroll down) - Add to Home Screen. Tap “**Add**” to finish the process.
8. An app is now available on your home screen that gives direct access to the Temporary Members form.
9. When a temporary member needs to be added by the Ride Leader – activate the Temporary Members app on your iPhone home screen – give the iPhone to the temporary member to add their details and submit. All done.

5. Review

These instructions should be reviewed and updated regularly to reflect changes in technology, best practices and feedback from ride leaders and participants.