Login first to BIC's ClubExpress website (upper right-hand corner).

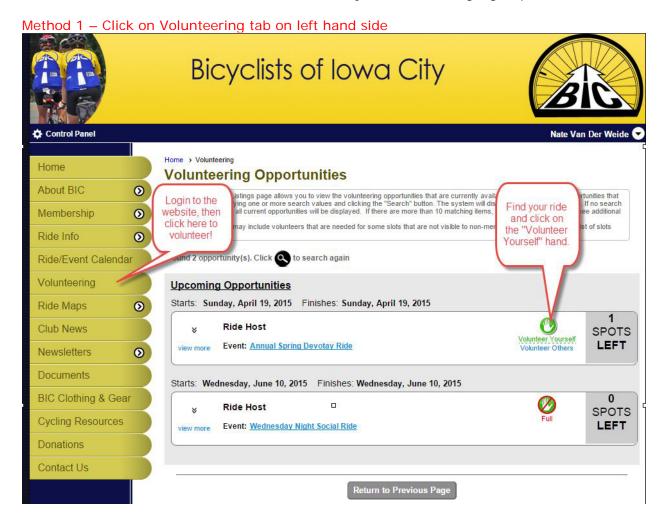
There are two ways to Volunteer to be a ride host - you can click on the menu button on the left - "Volunteering", this brings up the Volunteering opportunities (screenshots below show this way).

If you click on the ride, it brings up the event description, so you know exactly what you are signing up for. Go back to Volunteering menu button, and click on Volunteer Yourself for the ride you wish and follow the steps. Since you are logged in, the system knows who you are. Must click FINISH to save it.

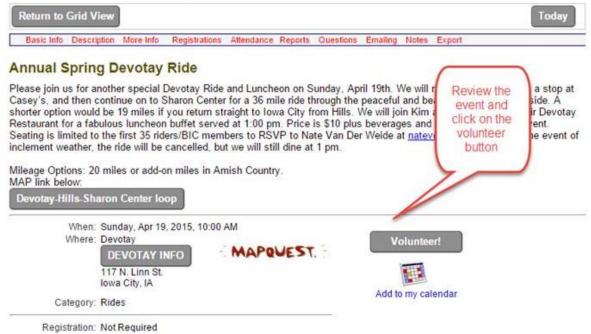
Another way to Volunteer is to go to the ride calendar, find a ride and click on the Volunteer button.

After signing up, the ClubExpress system sends you an automatic email. You will receive another email reminder one day prior to your ride host date.

If you need to cancel after you have volunteered to be a ride host, send an email either to Sharon Doak or Donna Hamm and we can delete your volunteering sign-up.



Method 2 – Click on ride in Ride/Event calendar and click on Volunteer button



Home > Volunteer signup I want to Volunteer! Enter your information, including a preferred phone number and email where we can reach you regarding this opportunity. 0 First Name Nate click register, 0 Last Name Van Der Weide then click Preferred Phone 319.430.9941 (cell) ▼ Next Preferred Email natev@comp-sol.com Date Time Task Register 0 09:30 AM - 02:00 PM 04/19/2015 Ride Host Next > Cancel X

Cancel X

Finish 🗳