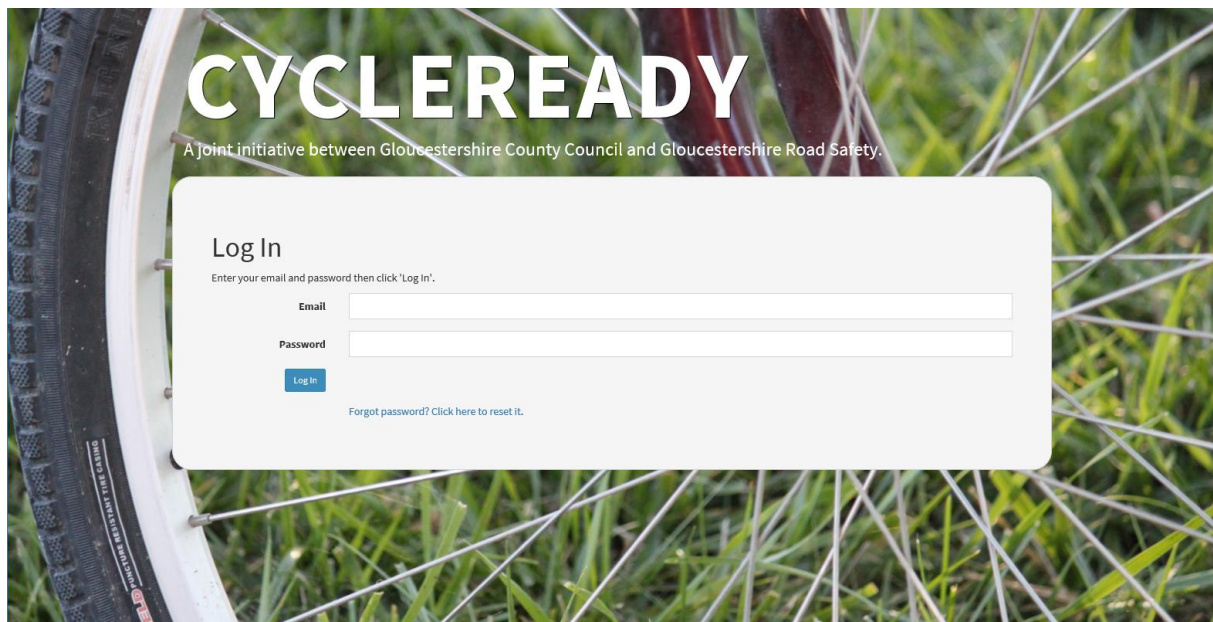


CYCLEREADY TRAINING MANAGEMENT PRODUCT OVERVIEW

MANAGING THE DELIVERY OF CYCLING PROFICIENCY COURSES

CycleReady Training Management is a web-based course administration and online booking solution that is used to manage the delivery of cycling competency courses, including the DfT Bikeability scheme for schools and both one-to-one and group-based adult courses.



BIKEABILITY

CTM provides a range of features to support Bikeability scheme administration.

- Schools can request Bikeability courses through an online enquiry form.
- Cycle training team leaders are alerted when new course requests are received. They can then contact schools to schedule mutually agreeable dates, which are logged in a CTM calendar.
- A Team Leader assigns the required number of instructors to a course, based on the anticipated number of pupils and instructors' availability, which is recorded in a CTM calendar.
- Schools add pupils to courses and identify any special requirements.
- Schools can pay for courses online.
- Instructors record pupil-specific assessment information following a course. Schools can then download pupils' assessment forms and hand to them to pupils with associated certificates.

BIKEABILITY USERS

CycleReady includes separate interfaces and functionality for course administrators, schools, team leaders and instructors.



Schools

Request courses
View courses
Register pupils
Access resources



Team Leaders

Schedule courses
Allocate Instructors
Monitor completion



Administrators

Manage users
Manage resources
Produce reports



Instructors

Record availability
Monitor allocation
Update progress

Schools

School users can:

- View all courses currently requested, currently booked and previously completed.
- Complete and submit online course request forms to the relevant team leader and deputy team leader(s).
- Register pupils on courses and add any special requirements for that pupil.
- Pay for a course.
- Access standard digital resources, such as Bikeability Logos and pro-forma letters, and access/save school-specific digital resources.

CycleReady

LATEST NEWS

09 Jan 2018
New term dates for Ashchurch Primary School. Update your diaries.

28 Jul 2017
End of year invoices required. Please get them uploaded before the end of the financial year.

04 Dec 2016
Update your contact details. Make sure we can contact you at all times.

School Dashboard

Zero Bookings

Here you will find all present and future bookings for your school. If you'd like to view all the bookings for your school, see the footer link below.

Add Pupils to Bookings

The table below shows all future bookings. To start assigning pupils click the Assign link from the booking.

Note: a booking contains one or more sessions. When you assign pupils to a booking you ultimately assign them to every ses that booking. Assigning pupils to sessions is not available.

Course	Date	Start Time	Finish Time	Pupil(s)
Zero Bookings				

5 Notifications

29/09/2017 11:54 **Wade, Jane**
Testing Notification #1

29/09/2017 11:58 **Wade, Jane**
Testing Notification #2

29/09/2017 15:01 **Wade, Jane**
Hello!

24/10/2017 13:47 **Wade, Jane**
test 3

Ashchurch Primary School 09/11/2017 11:19
Hello

Message... **Send**

17 Resources


This section shows the total number of resources currently available both public resources (these are resources used by every school) and resources (these are resources available to you only).

- Public Resources: **17**
- Private Resources: **0**

To view/open a public resource, or to add, amend or delete a private resource,

Make Payments

There are several ways to pay for a booking. Click [here](#) for further in



School: Dashboard

CycleReady

LATEST NEWS

09 Jan 2018
New term dates for Ashchurch Primary School. Update your diaries.

28 Jul 2017
End of year invoices required. Please get them uploaded before the end of the financial year.

04 Dec 2016
Update your contact details. Make sure we can contact you at all times.

View Resources

Click [here](#) to go back to your dashboard.

Zero Private Resources







To add a new Private Resource you must first select it using the Browse button. Once selected click 'Add Resource'. The file must be unique (e.g. name).

Browse...

Add Resource

Name	Size	Type	Select
Zero 'Private Resources'.			

17 Public Resources

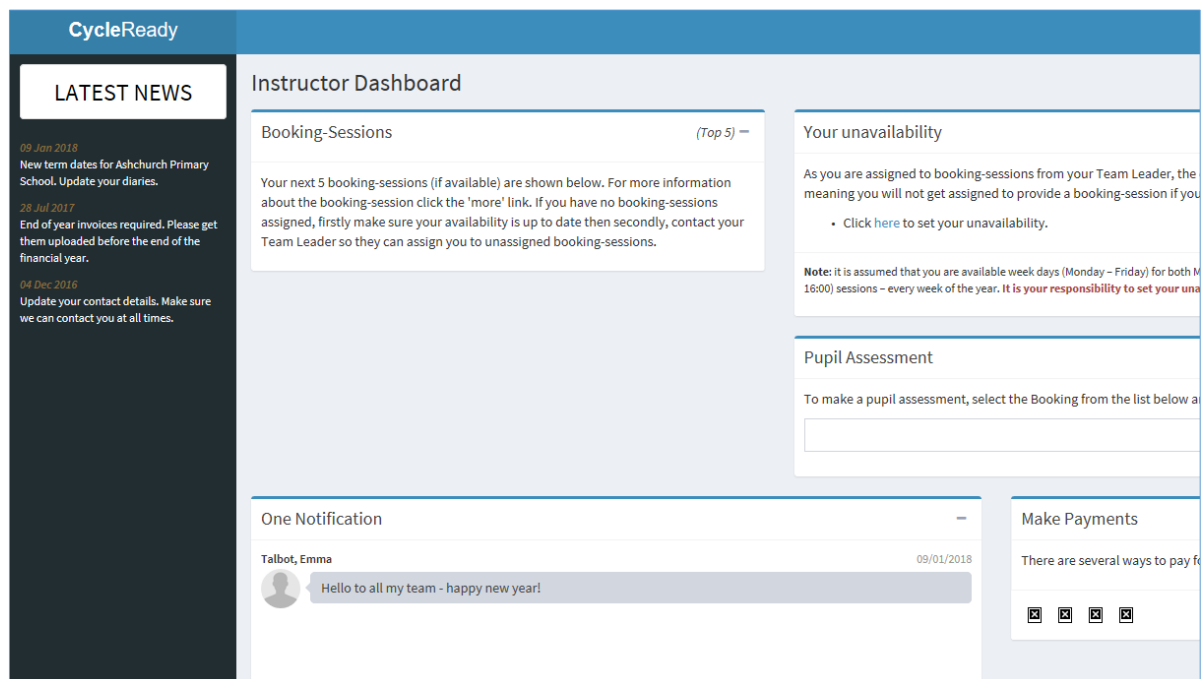
Name	Size	Type	Select
Cycle Instructors - Mileage Claim Forms.xlsx	47KB		Open / Save
Hours Claim Form Cycle Training_New March 2017-2018.xlsx	24KB		Open / Save
Incident Form.docx	83KB		Open / Save
L1 AS Pupil Feedback.docx	157KB		Open / Save
L1 Booking Form 2017-2018.xlsx	193KB		Open / Save
L1 Consent Letter 2017-2018.docx	1MB		Open / Save

School: Resources

Bike ability Instructors

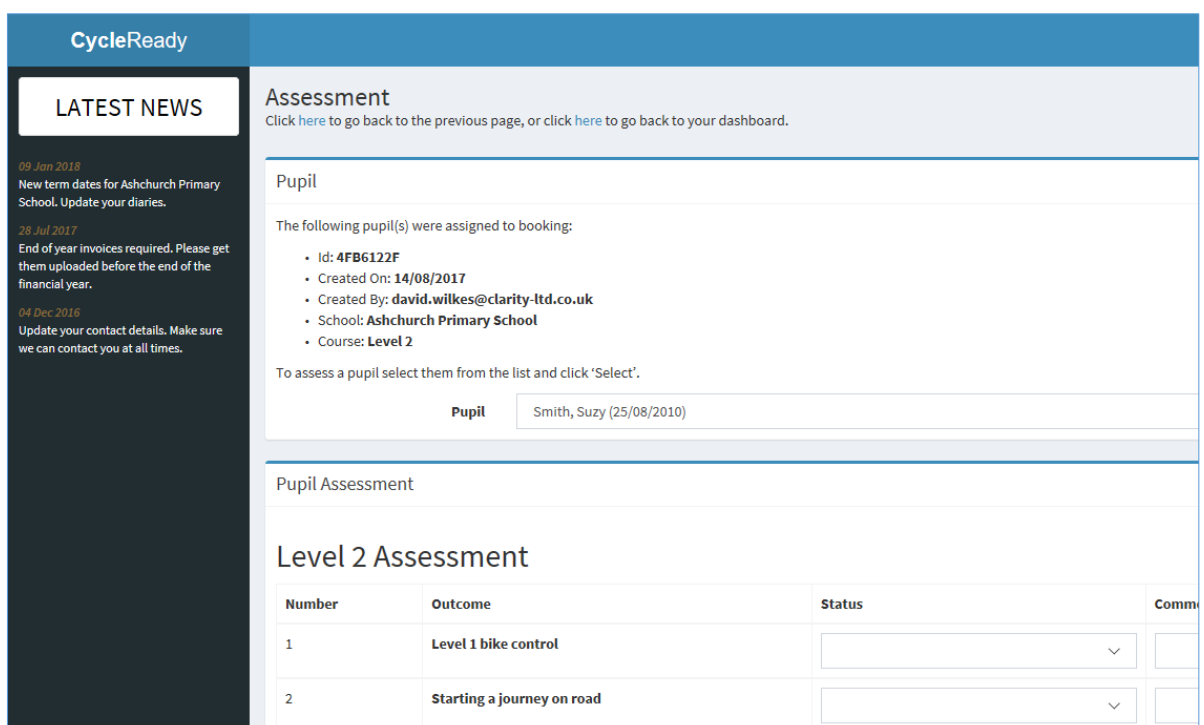
Bikeability Instructors are allocated to teams in geographical areas and they can:

- Record their availability for courses.
- Record the attendance of pupils on courses.
- Update their personal details.



The screenshot shows the 'Instructor Dashboard' in the CycleReady system. On the left is a 'LATEST NEWS' sidebar with three items dated 09 Jan 2018, 28 Jul 2017, and 04 Dec 2016. The main dashboard area is divided into several sections: 'Booking-Sessions' (Top 5), 'Your unavailability', 'Pupil Assessment', 'One Notification' (showing a message from Talbot, Emma), and 'Make Payments'.

Instructor: Dashboard



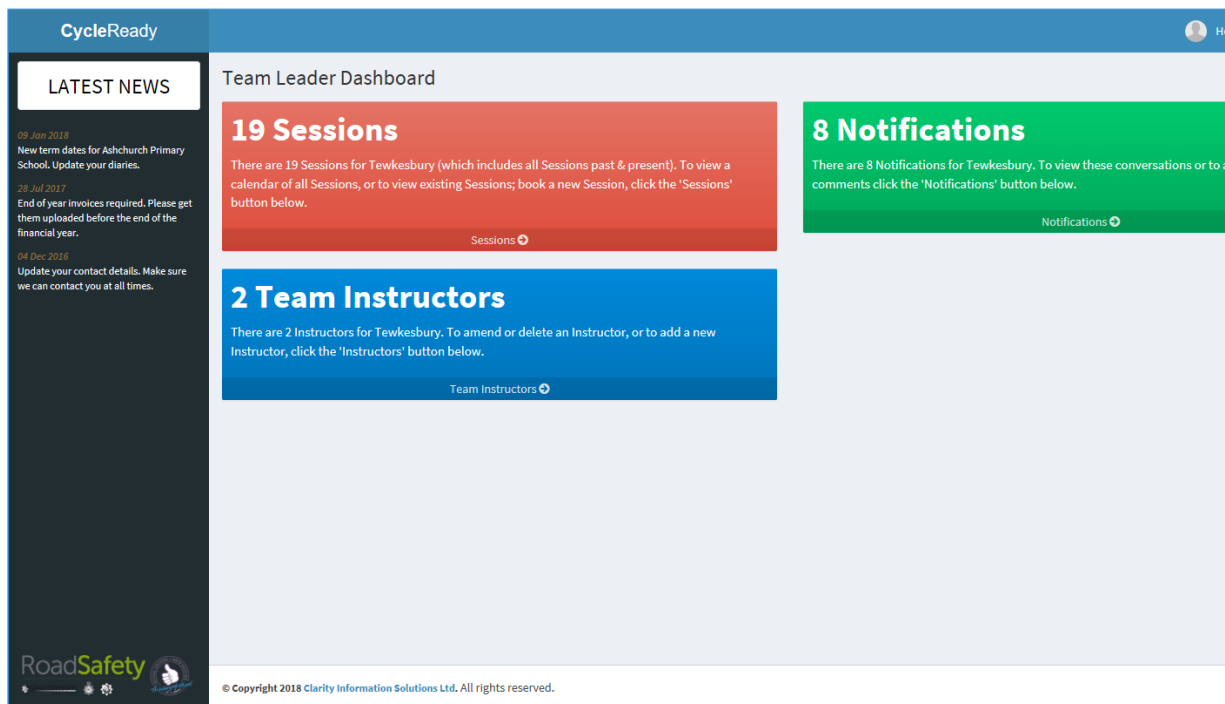
The screenshot shows the 'Pupil Assessment' screen. It includes a 'LATEST NEWS' sidebar on the left. The main content area has an 'Assessment' header with a link back to the dashboard. Below this is a 'Pupil' section showing details for a pupil assigned to booking: ID 4FB6122F, created on 14/08/2017, by david.wilkes@clarity-ltd.co.uk, at Ashchurch Primary School, for Level 2. A 'Pupil' dropdown menu shows 'Smith, Suzy (25/08/2010)'. The 'Pupil Assessment' section is titled 'Level 2 Assessment' and contains a table with columns: Number, Outcome, Status, and Comments.

Number	Outcome	Status	Comments
1	Level 1 bike control	<input type="text" value=""/>	<input type="text" value=""/>
2	Starting a journey on road	<input type="text" value=""/>	<input type="text" value=""/>

Instructor: Pupil Assessment Screen

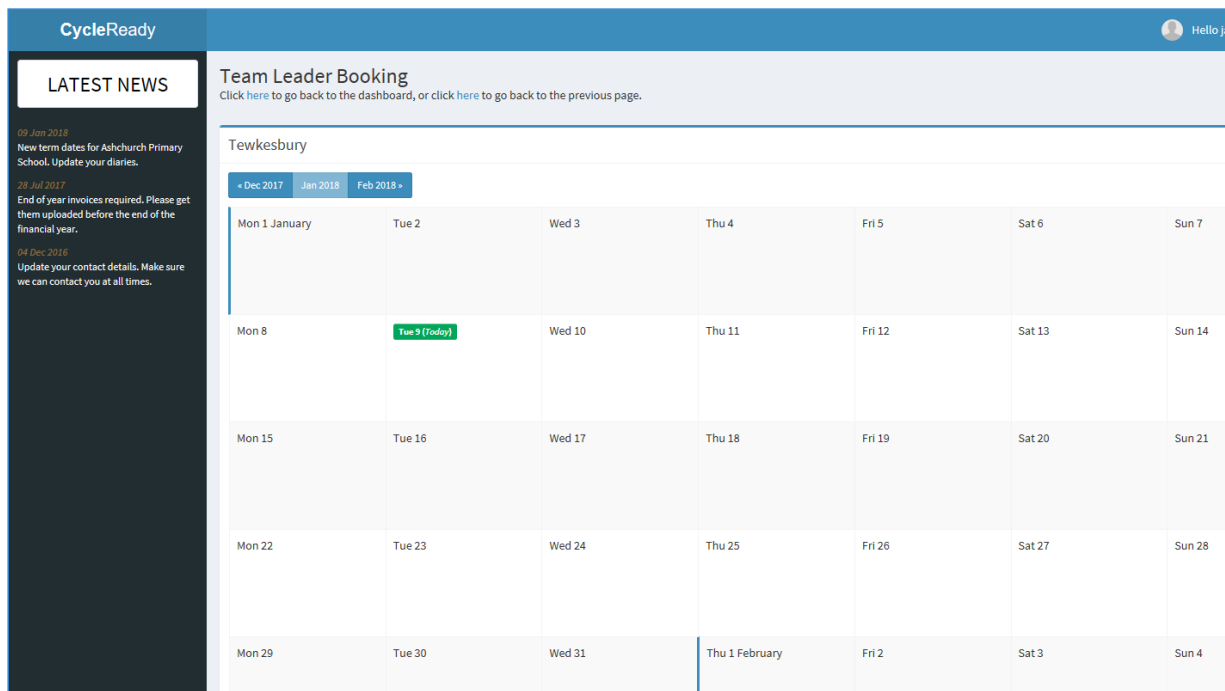
Team Leaders

Each geographical area has a Team Leader, who is an Instructor with additional responsibilities. Team Leaders manage the course lifecycle (e.g. scheduling courses, assigning Instructors to courses and monitoring completion). They also manage Instructors and liaise with schools to schedule sessions.



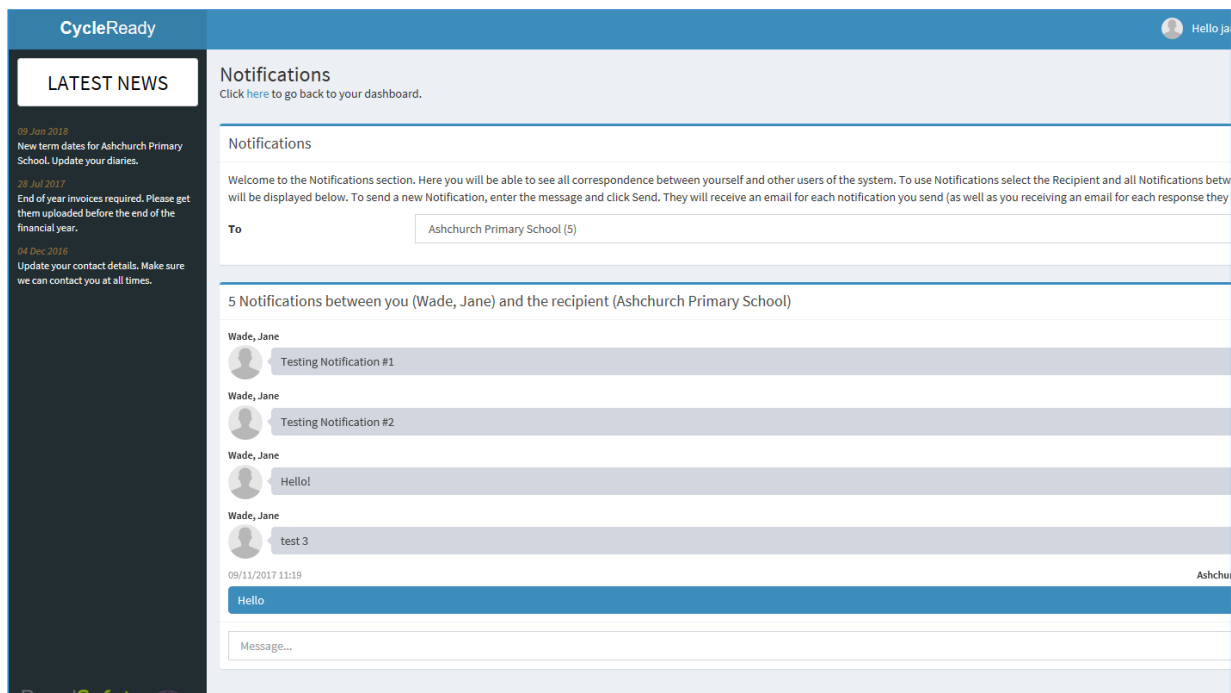
The screenshot shows the 'Team Leader Dashboard' in the CycleReady system. On the left is a 'LATEST NEWS' sidebar with three items dated 09 Jan 2018, 28 Jul 2017, and 04 Dec 2016. The main content area has three large colored boxes: a red box for '19 Sessions', a green box for '8 Notifications', and a blue box for '2 Team Instructors'. Each box contains a brief description and a link to manage that area. At the bottom, there is a copyright notice for 2018 Clarity Information Solutions Ltd.

Team Leader: Dashboard



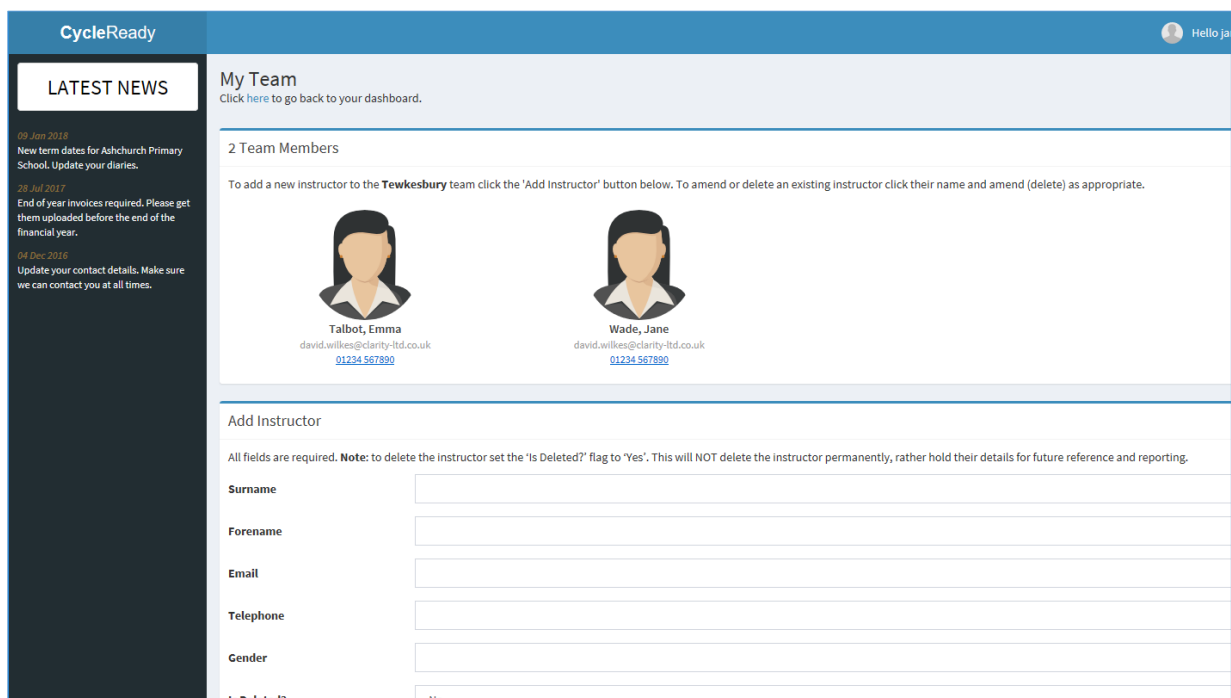
The screenshot shows the 'Team Leader Booking' calendar in the CycleReady system. It features a 'LATEST NEWS' sidebar on the left. The main area is titled 'Team Leader Booking' and includes a link to return to the dashboard. Below this is a calendar for 'Tewkesbury' showing a grid of dates from Mon 1 January to Sun 4 February. The date Tue 9 (today) is highlighted in green. Navigation tabs for Dec 2017, Jan 2018, and Feb 2018 are visible at the top of the calendar grid.

Team Leader: Calendar of Bookings



The screenshot shows the 'CycleReady' interface. On the left is a 'LATEST NEWS' sidebar with three items dated 09 Jan 2018, 28 Jul 2017, and 04 Dec 2016. The main content area is titled 'Notifications' with a link to the dashboard. Below this is a message box for 'Ashchurch Primary School (5)'. A list of 5 notifications is shown, all from 'Wade, Jane' with subjects like 'Testing Notification #1', 'Testing Notification #2', 'Hello!', and 'test 3'. The most recent notification is dated 09/11/2017 11:19 and says 'Hello'. At the bottom is a 'Message...' input field.

Team Leader: Notification (Dialogue) between Team Leader and School



The screenshot shows the 'CycleReady' interface. On the left is the same 'LATEST NEWS' sidebar. The main content area is titled 'My Team' with a link to the dashboard. It shows '2 Team Members' and a list of two team members: 'Talbot, Emma' and 'Wade, Jane', each with a placeholder profile picture, email address, and phone number. Below the list is an 'Add Instructor' form with fields for Surname, Forename, Email, Telephone, Gender, and a checkbox for 'Is Deleted?'. A note states that all fields are required and that the 'Is Deleted?' flag is for reporting purposes.

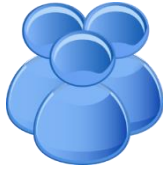
Team Leader: “My Team” page

Scheme Administrators

Scheme Administrators can:

- Add, amend or delete roles, features, users, schools, etc.
- Run statistical and financial reports.
- Manage standard digital resources.

ONE TO ONE COURSES



Clients

- Register interest online
- Select a geographical area
- Receive confirmations, reminders and surveys



Administrators

- Register interest via phone
- Match clients to Instructors
- Monitor allocations and completions
- Report on Trainer fees



Trainers

- Claim X clients/month
- Agree/record session dates
- Schedule additional sessions
- Update completion status
- Upload completion forms

GROUP COURSES



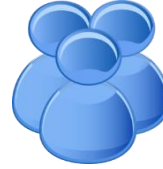
Clients

- Book online
- Receive confirmations and reminders
- Receive post-course survey



Administrators

- Create different course types
- Schedule and publish courses
- Allocate trainers to courses (based on declared availability)



Trainers

- View published courses
- Declare availability
- Receive notifications when allocated
- Identify clients and confirm attendance