

# Bringing Adult Learn-To-Ride Classes to Your Community



## CLASS COORDINATOR & COACH

The Class Coordinator organizes logistics and promotion in collaboration with Bike Walk Nebraska.

The best coordinators are passionate about biking and supporting community education.

Bike Walk Nebraska will train the coaches in the Learn-to-Ride Curriculum.

We'll co-host the first student class immediately after the coach's training to help them implement their skills.

Each class is approx. 2 hours long and coaches are paid per class.



## BUDGET & SUPPLIES

A MOU would be established and signed to ensure the coach's training, the bike transport, Bike Walk Nebraska's co-hosting of the first student class and coach's training, and the production of LTR classes themselves.

The cost to implement Learn-to-Ride programming in a community is \$1900 annually, which is covered by Bike Walk Nebraska.

The budget also includes bikes, helmets, pedals, storage, instructor stipends, bike maintenance, and class supplies.



## LOCATION

The Class Coordinator should find a flat, unobstructed parking lot that will be unused during the time of the class and be big enough for multiple bike drills (about 10,000 sq.ft).

The venue should be centrally located, and considered for its connection to participant access and safety.

We recommend the parking lot be adjacent to a storage area for the bicycles and helmets.



## REGISTER & PROMOTE

Registration is hosted through Bike Walk Nebraska's website and will be opened at least 30 days in advance. We recommend email, social media posts, and a Facebook event be used for promotion.

It's helpful to distribute a reminder 1.5-2 weeks before.

Bike Walk Nebraska provides the registration, and communication templates for a welcome email and participant feedback survey.

### PLANNING TIMELINE

**60**  
DAYS

Compile a list of potential coaches, and communicate event details alongside a signed MOU to Bike Walk Nebraska.

**30**  
DAYS

Open registration, and announce coach & participant classes on communication channels linking to Bike Walk Nebraska's registration page.

**15**  
DAYS

Distribute registration reminders, confirm the location and training schedule with Bike Walk Nebraska.

**3**  
DAYS

Receive participant information from Bike Walk Nebraska and send welcome email, and ensure supplies are at designated location.