

# Step-by-Step guide for Super Tuesday Counters

This pdf is also available via a weblink on the Super Tuesday Step-by-Step guide webpage, <http://www.bwa.org.au/pedal-power/162/>

If you have any further questions, please contact the Super Tuesday team (by email, through the Bicycling Western Australia website, at <http://www.bwa.org.au/sendmessage/> )

## Step 1: Registration

You will need to complete an online registration process so that we have the necessary details to contact you and so that you can reserve your count location.

You will be able to “book” the count site of your choice by using the web-based map provided. So it’s first in, best dressed. You will also be asked to chose your free T-shirt size (chart below) and which BUG you nominate the \$50 donation to go to.

As this is the first year WA is involved with Super Tuesday, you will have to [contact us](#) before you register to get your BUG or Club approved.

You will then receive a confirmation e-mail with your access code to enable you to enter data after the count

Important: please confirm that you are on board for the count by clicking on the link provided in the e-mail.



front

SIZING CHART	MENS T-SHIRT	S	M	L	XL	2XL	3XL	5XL
	HALF CHEST (CM)	52	54	57	60	63	65	68
WOMENS T-SHIRT	6	8	10	12	14	16	18	20
	HALF CHEST (CM)	40.5	43	45.5	48	50.5	53	57



**Once you have successfully registered in Step 1, there are 3 more steps to conduct a valid count:**

## Step 2: Before the Count

- Check the location of your chosen Count site on your street directory or on Google maps or [Google Earth](#).
- Study the intersection you will be counting – for example, some are four-way, some are three-way – and determine which type yours is.
- As an attachment to your confirmation email, you will receive the correct Excel or pdf count sheet that matches your intersection. These are the correct count sheets designed specifically for your intersection so please do not use any other template.
- Check the map location against the description in your confirmation email and enter the leg names, as supplied in that email, into the spreadsheet. Number the streets in your intersection from first to last, working clockwise from the first street as named in your confirmation email. You can verify that you have the legs correctly labelled by looking at the map.
- Some count site locations comprise new facilities/infrastructure that may not be mapped yet. Don't panic – such sites may just need a bit more working out.
- You might want to print a spare count sheet. You will need to enter your data into the Excel sheet after the count - the pdf version can be the one you print for use on Super Tuesday.
- Some counters recommend a lightweight fold up chair for those that can manage to transport it.
- Fill in each of the street or path names at your intersection (e.g. 'William Street', 'Hay Street') on the panels on the count sheet.
- Prepare your count sheet for Super Tuesday. It's a good idea to organise a clipboard, spare pen and plastic cover for example.
- The night before, get your Super Tuesday 2010 T-shirt out, ready to wear.
- Check the lights on your bike if you are riding to the site as you may be riding before sunrise.

## Step 3: On Super Tuesday

- Please wear the T-shirt so we can raise public awareness of what we are doing. We will be aiming to get media coverage about the 'Orange Army' on the day.
- Be in place and ready to count the first rider at 0700. We don't want to miss anyone!
- Mark the count sheet and marvel at how many riders there are these days. We suggest using the block of five 'gate method' of four uprights slashed diagonally when the fifth rider goes past.
- It is very important that any off road path that parallels a road in the same direction, is counted as one and the same thing unless specifically directed otherwise.
- Stop counting at 0900 – don't pump up the figures. We want councils to receive accurate data. Analysis of data from other count locations nearby will expose any inaccurate counting.
- Go and get yourself a coffee!



## **Step 4: After the Count**

- Transfer the data from your handwritten paper version into the electronic Excel version of the count sheet which you received with the confirmation email.
- Save the data filled Excel count sheet and use the site number of your count site in the file name.
- Email this spreadsheet back to the [coordinators](#). This is the back-up copy.
- Go to the Super Tuesday Count site markers web page. The link for this page will be on the 2010 Super Tuesday page - the same location as the registration link. The data entry section of this page will not go live until March 2.
- Find your Count site marker. You may need to scroll and zoom in or out to do this.
- Click on your Count site marker – enter your access code/rider ID, provided at registration.
- Follow the instructions on the right hand side of the screen to enter the data into the Count site data field. Counters should note that the filled out cells in the result spreadsheet headed "Movement type" and "Totals" can be cut and pasted directly into the data entry web page.
- Complete Step 4 by Monday 8 March and feel satisfied with a job well done!
- If you are not really a computer person and you can't get someone to help you, photocopy your count sheet and mail us one copy in the pre-paid return envelope.

Thank you again for joining us in the largest Super Tuesday Count yet and helping to secure a better future for bike riders.

Jeff McPhan and Mike Williamson

The Super Tuesday Team Bicycle