

Campus Bicycle Census Instructions

October 11, 2017 Start Time: 9:55 am End Time: 10:45 am

Thanks for helping us Count Bikes!



EVERY BIKE COUNTS

UNIVERSITY OF ILLINOIS BICYCLE CENSUS

General Tips

- **Look hard for bikes and count all parked, non-moving bikes**
- Circle buildings, check loading docks, places where people might leave their bikes
- **Bikes On Racks**
 - Once you start on a large bike rack, go from one end to the other; don't worry about anything that happens behind you where you have already counted
 - Racks with no bikes should be entered as '0' (zero) bikes
- **Off Rack Bikes**
 - Defined as any stationary bike not at a bike rack (i.e. on a fence, tree, hand rail, unlocked on sidewalk, etc.)
 - If you see a bike on a balcony, through a window, etc., or if a person is sitting near a parked bike, it should be recorded as an Off Rack Bike










Collector for ArcGIS Instructions



Pre-Census Smart Phone Checklist:

- Start with full battery!!!
- Close all background apps; Shut down your phone and turn it back on (if needed)
- Turn off Bluetooth and Wi-Fi (saves battery and Wi-Fi can actually disrupt data submissions around campus)
- Download the **Collector for ArcGIS** app (available for Android and iOS devices!)
- Start up the Collector for ArcGIS app
 - For iOS: **Tap ArcGIS Online** on the opening screen
 - For Android: ensure the URL is '<http://www.arcgis.com>' and **tap Continue**
- Sign In:
 - Username: **BikeCensus** Password: **bikecensus2017**

Using the App:

- Select the map named: **Bicycle Census – [date]**
- In the map, use **Bookmarks to navigate to your map area**
 - For iOS: At the top, **tap More**, **tap the**  **icon**, then **tap your Map Area**
 - For Android: At the bottom, **tap the**  **icon**, then **tap your Map Area**
- To find your location, **tap the**  **icon** for iOS or the  **icon** for Android
- **Add Bikes ON Racks** – for counting bikes only on racks
 - **To add Bike Rack Counts: Tap an orange dot** representing a bike rack; it is selected if there is a **bluish** ring around it
 - **Tap the**  (iOS) or  (Android) **icon** in the rack name tab (bottom of page)
 - **Tap Edit (feature)**, **tap** on the **count field**, **enter the count**, and **add a notes if needed**
 - Tap **Update** (iOS) or  (Android) to submit your entered data
 - **Ensure** the **orange** circle is now **blue** with a **green** outline; If not, repeat steps and recheck
- **Add Bikes OFF Rack**– for counting bikes only off racks
 - **To add Off Rack Bikes:** Walk up to a bike or cluster of bikes
 - **Tap the + icon; enter bike count, what it's locked to, and add a notes if needed**
 - **If needed**, adjust the location: **Tap the**  **icon**, **tap and hold** at the approximate location, when the **magnifying glass** appears, **move the crosshair to the exact location**
 - Tap **Submit** (iOS) or  (Android) to submit your entered data
 - **Ensure** that a **new red dot** has appeared
- **If a Bike Rack is Missing:** Add this **note** exactly: **'Rack Missing'**
- **If You Find a New/Unlisted Bike Rack:** See Paper Map Instructions; do nothing in the app
- **Don't Forget to Record Your Data on the Paper Map too!** (See other side for instructions)

Paper Map Instructions

Pre-Census Paper Map Checklist:

- Printed Map for Area
- Blue Ink** Pen (Please!!!)
- Clipboard or hard writing surface (optional...)
- Arrange with Lily Wilcock for how to submit your map when done (camera/scanner via email or drop off)

Bikes On Racks:

- Enter the number of bikes in the white square
- The **yellow +** is the location of the bike rack

Off Rack Bikes:

- Use the map to find the approximate location
- **Write the number of bikes** using your **blue ink** pen
- **Circle it**

If a Bike Rack is Missing:

- **Write an 'X' in the white box** on the paper map

If you find a New/Unlisted Bike Rack:

- At the approximate location, **draw a square**
- **Write the number of bikes**

When You Finish Counting

Immediately Email a Picture/Scan of Your Paper Map

- **Email** to Lily Wilcock, U of I Active Transportation Coordinator: lwilco2@illinois.edu
- Subject line: **Bike Census Map [Your Number]**
- **Please note any issues you encountered using the app** (e.g. 'My phone died, so only half the racks were counted with the app. The rest are counted on the paper map.')

OR

Drop Off Your Map

- Make arrangements with Lily Wilcock or James Whitacre for where and when you will drop off your paper map
- **Please note any issues you encountered using the app** (e.g. 'My phone died, so only half the racks were counted with the app. The rest are counted on the paper map.')

Questions? If you have any questions during the Bicycle Census, call/text:

Lily Wilcock @ (217) 419-6315

OR

James Whitacre @ (614) 560-5885

Thanks for counting bikes, because *every bike counts!*

Lily Wilcock
Active Transportation Coordinator
University of Illinois

James Whitacre
GIS Guru
University of Illinois

Jeff Yockey and Leo Covis
Exec. Director and Board Chair.
Champaign County Bikes
info@ChampaignCountyBikes.org