UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN

Facilities & Services
Physical Plant Service Building, MC-800
1501 S. Oak St.
Champaign, IL 61820-6905

Bike Census 2026 Volunteer Instruction Guide

General Tips

- Volunteers will cover the assigned map area(s) on campus.

- Look for and count all **parked, stationary bikes**

- Look for and count all **parked**, **stationary VeoRides**

- Check buildings, loading docks, and all other places where people might leave their bikes.

- Collect information on the number of bicycles at a bike rack, off-rack bicycles, off-rack VeoRides, and new bike rack, using the "**ArcGIS Field Maps**" app

- Location and WiFi/Data must be available during this process.

- **Off-rack bicycles** (including e-scooters and e-bikes)

  o Defined as any stationary bike not at a bike rack (i.e. on a fence, tree, handrail, etc.)

- **Off-rack VeoRide**

  o Defined as any stationary VeoRide not at a bike rack

- **On-rack bicycles** (including Veo bikes, e-scooters and e-bikes)

  o Use the bike rack locations on your map as a reference to walk around the block.
  o Don't worry about anything that happens behind you where you have already counted.
  o Racks with no bikes should be entered as '0' (zero) bikes

- <u>**Volunteers are advised to fully charge their phones for this event.**</u>

ArcGIS Collector App

- Download and install the "**ArcGIS Field Maps**" App on your smartphone, tablet, or iPad using the links
    - Android: https://play.google.com/store/apps/details?id=com.esri.fieldmaps
    - iOS: https://links.esri.com/arcgis-field-maps-app-store
- Use the "Sign in with **ArcGIS Online**" option
    - Login username: FandSDataCollector
    - Password: datacollector2025
- Once logged in,
    - go to the "UI Campus Bike Census" folder
    - select the "**2026 Bike Census Web Map**"
- You will see that the campus has been divided into **35 map areas**.
    - Each map area has been color-coded and the map area codes are in the middle of those blocks.
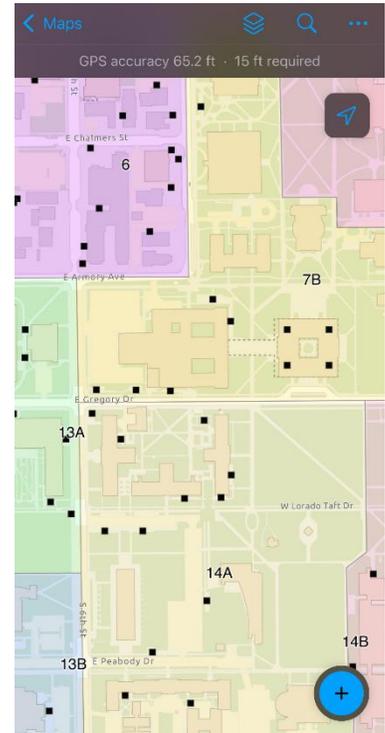   - The existing bike racks are denoted by **Black Squares**.

Figure 1: Example of map blocks and existing bike racks

Data Collection

To find your location, tap the ◇ icon for iOS or the ◇ for Android

Off-rack bicycles

<u>To add an Off-rack bike:</u>

1. Walk up to a bike

   Note: *Each off-rack bicycle should be counted separately*

2. Zoom in to your off-rack bike location
   a. Tap the "+" icon
   b. Select "Non-VeoRide" under the "OFF-RACK BIKE SURVEY (2025)" header
   c. This will drop a crosshair (**blue circle** with the "**+**" sign in the middle) at your current location
   d. Selecting this option will drop an **orange dot** at the specified location
      i. If you want to move this point or update the point location, simply move the crosshair to the exact location and click on "Update Point"
   e. Enter the following information:
      i. **Type of bicycle** -Choose the best description for the micromobility vehicle
      ii. **Bicycle is attached to** – Choose what the bicycle is attached to from the list. If "Other" please note in the "Comments".
      iii. **Comment**- If "Other", or for additional information, add a "Comment".
      iv. <u>**Do not upload a picture of Off-Rack bicycles**</u>
3. Tap "Submit" on iOS or ✓ on the upper-right corner on Android to submit your entered data
4. Ensure that a new **orange dot** has appeared
5. If you need to edit the entry, simply select your point, click the blue pencil icon on the bottom left make your changes, and tap "Submit" on iOS or ✓ on the upper-right corner.
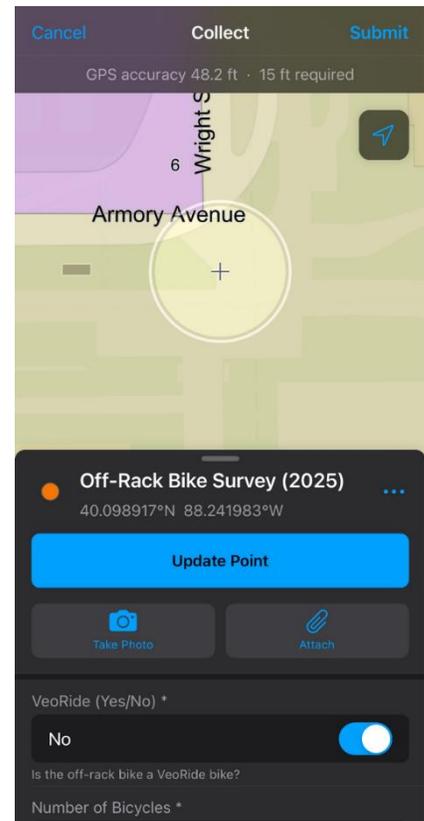
Figure 2: Adding an off-rack bicycle

Off-rack VeoRides

To add an Off-rack VeoRide:

1. Walk up to a VeoRide

   Note: Each off-rack VeoRide should be counted separately

2. Zoom in to your off-rack VeoRide location
   a. Tap the "+" icon
   b. Select "VeoRide" under the "OFF-RACK BIKE SURVEY (2025)" header
   c. This will drop a crosshair (**blue circle** with the "**+**" sign in the middle) at your current location
   d. Selecting this option will drop a **teal dot** at the specified location
      i. If you want to move this point or update the point location, simply move the crosshair to the exact location and click on "Update Point"
   e. Enter the following information:
      i. **Bicycle is attached to** – Choose what the VeoRide is attached to from the list. If "Other" please note in the "Comments".
      ii. **Comment**- If "Other", or for additional information, add a "Comment".
      iii. ***Do not upload a picture*** of Off-rack VeoRides

3. Tap "Submit" on iOS or ✓ on the upper-right corner on Android to submit your entered data
4. Ensure that a new **teal dot** has appeared
5. If you need to edit the entry, simply select your point, click the blue pencil icon on the bottom left ✏ make your changes, and tap "Submit" on iOS or ✓ on the upper-right corner.
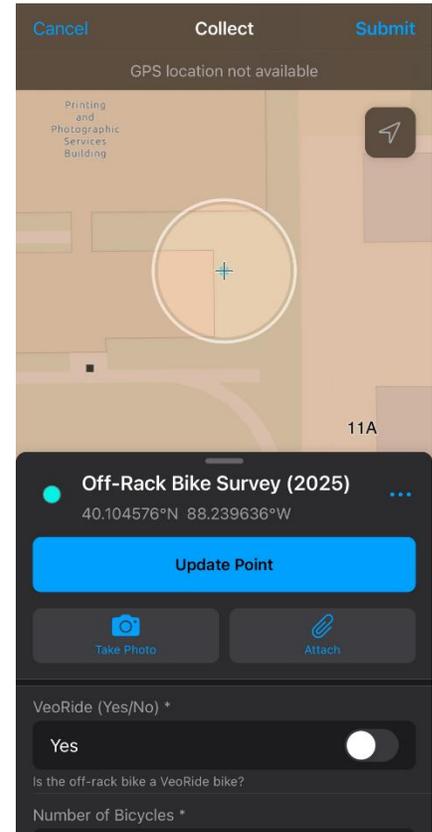
Figure 3: Adding an off-rack VeoRide

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On-rack bicycles – For existing bike racks

To add Bike Rack Counts:

1. Walk up to your closest bike rack, using **Black Boxes** on the map for reference.
2. Tap the **black box** representing a bike rack or the green dot representing the Veo Bike Share hub.
3. You will now see a blue outline around this bike rack or Veo Bike Share Hub (like example rack #250 in Figure 4)
4. Click on the "   ✏   " on your Android or iPhone to edit/enter the information for this bike rack.
5. You will see the properties of this bike rack that you can edit (as shown in Figure 5)
   a. **Take a picture** – Select the "Take Photo" or "Attach" option to add a photo
   b. **Number of bicycles** – Enter the total number of bicycles (including traditional bicycles, e-bikes, e-scooters, and Veo bikes) present at this bike parking area.
   c. **Number of e-bikes** – Enter the number of e-bikes only present at this bike parking area.
   d. **Number of e-scooters** – Enter the number of e-scooters only present at this bike parking area.
   e. **Number of Veo bikes** – Enter the number of Veo bikes present at this bike parking area.
   f. **Bike Rack Status** – Choose a bike rack status.
   g. **Bicycle Rack Update Notes** – Add comments, if necessary.
   h. **Survey Complete** – Change the answer to "Complete" once done
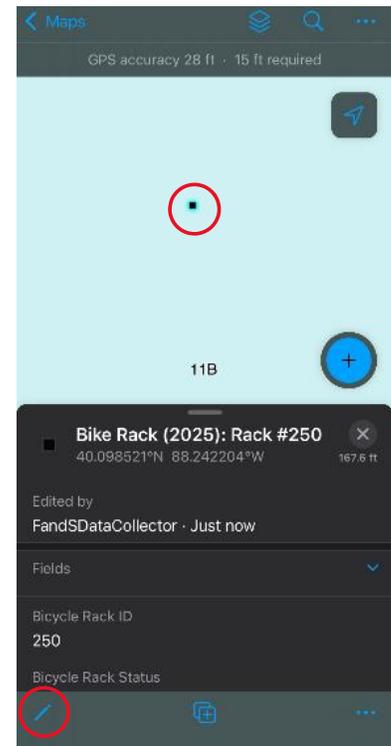

Figure 4: Selecting a bike rack and the edit button

     i.   Click on "Submit" for iPhone and "✓" on the upper-right corner on Android to collect the data

6.   Once submitted, the bike rack symbol will turn **Blue**

7.   If you need to edit the entry, simply select your point, click the blue pencil icon on the bottom left make your changes,   ✎   and tap "Submit" on iOS or ✓ on the upper-right corner.

Note: _If you do not find the bike rack at this location, please change the bike rack status to "Inactive" and add that information under comments._
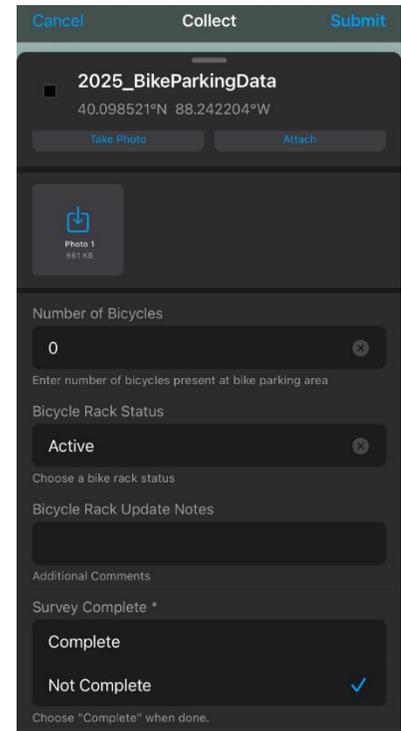

Figure 5: Updating the bike rack information

On-rack bicycles – For new bike racks

1. Walk up to the new bike rack location
2. Zoom in to your new bike rack location
   a. Tap the "+" icon
   b. Select "New Bike Rack/Survey Complete" (see Figure 6)
   c. This will drop a crosshair (blue circle with the + sign in the middle) at your current location
   d. Selecting this option will drop a **Blue Square** at the specified location
      i. If you want to move this point or update the point location, simply move the crosshair to the exact location and click on "Update Point"
3. Enter the following information (see Figure 7)
   a. **Take a picture** – Select the "Take Photo" or "Attach" option to add a photo
   b. **Number of bicycles** – Enter the total number of bicycles (including traditional bicycles, e-bikes, e-scooters, and Veo bikes) present at this bike parking area.
   c. **Number of e-bikes** – Enter the number of e-bikes only present at this bike parking area.
   d. **Number of e-scooters** – Enter the number of e-scooters only present at this bike parking area.
   e. **Number of Veo bikes** – Enter the number of Veo bikes present at this bike parking area.
   f. **Bike Rack Status** – Choose a bike rack status (Active).
   g. **Bicycle Rack Update Notes** – Add comments, if necessary.
   h. **Survey Complete** – Change the answer to "Complete" once done
   i. Click on "Submit" for iPhone and "✓" on the upper-right corner on Android to collect the data
4. This will prompt a **Blue Square** to appear at this location.
5. If you need to edit the entry, simply select your point, click the blue pencil icon on the bottom left make your changes, and tap "Submit" on iOS or ✓ on the upper-right corner.
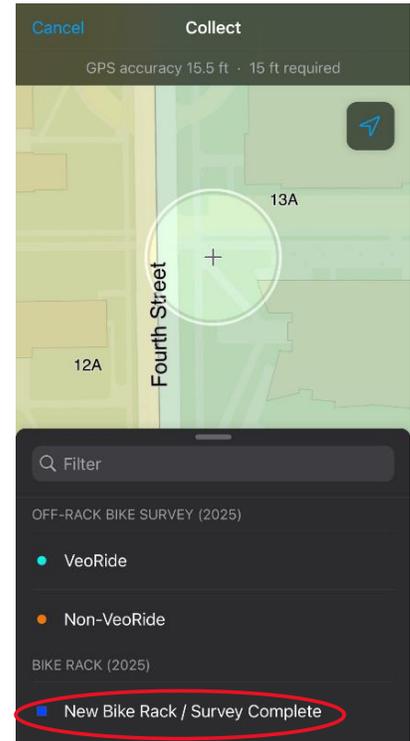

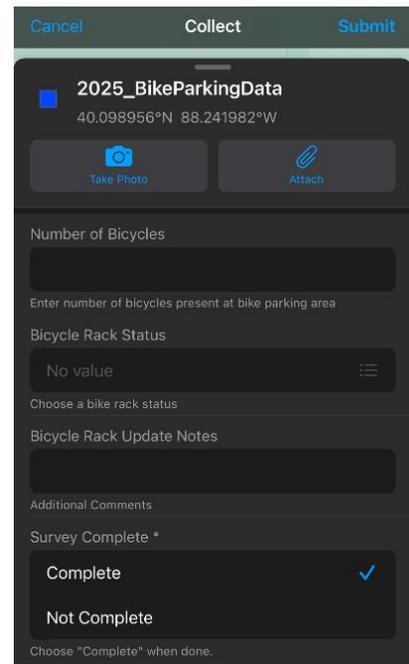*Figure 6*: Adding a new bike rack to the database

Figure 7: Entering information for new bike racks

Conclusion

Thank you for *counting bikes* because every *bike counts*!

If you have any questions during the Bicycle Census, email/call/text <u>Sarthak Prasad</u>.

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