Bike Census 2023 Volunteer Instruction Guide

General Tips

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

- **Look hard for bikes and count all parked, non-moving bikes**

- Circle buildings, check loading docks, and all places where people might leave their bikes

- Collect information on the number of bicycles at a bike rack, update picture if needed, and add comments, if necessary.

- Use the "**ArcGIS Field Maps**" App to collect the off-rack as well as on-rack bicycle count and infrastructure information.

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

- **Bikes On Racks**

  o Use the bike rack locations on your map as 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

- **Off Rack Bikes**

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

Volunteers are advised to fully charge their smartphones for this event.

ArcGIS Collector App

- Download and install the "**ArcGIS Field Maps**" App on your smartphone, tablet, or iPad using the QR code above or links below
  o Android: https://play.google.com/store/apps/details?id=com.esri.fieldmaps
  o iOS: https://links.esri.com/arcgis-field-maps-app-store
- Use the "Sign in with **ArcGIS Online**" option
  o Login username: FandSDataCollector
  o Password: datacollect2023
- Once logged in,
  o go to the "Bike Census" folder
  o select the "**Bike Census 2023**" map
- You will see that the campus has been divided into **42** map areas.
  o Each map area has been color-coded and the map area codes are in the middle of those blocks.
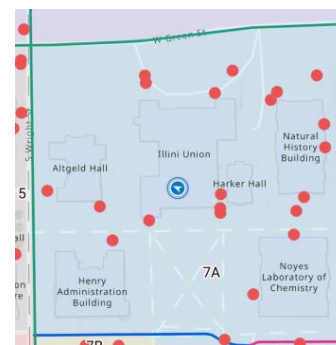 o The existing bike racks are denoted by "**Red**" dots.

Figure 1: 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 or cluster of bikes

   Note: Each off-rack bicycle should be counted separately

2. Zoom in to your off-rack bike location
   a. Tap the "+" icon
   b. Select "Off Rack Bicycles"
   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 "**Yellow circled 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. Off Rack Bicycle Locked/Attached To? – Select the appropriate option from the drop-down menu
      ii. If other or for additional information, add a "comment"
      iii. ***Do not upload a picture*** of Off-Rack bicycles
3. Tap "Submit" on iOS or ✓ on the upper-right corner on Android to submit your entered data
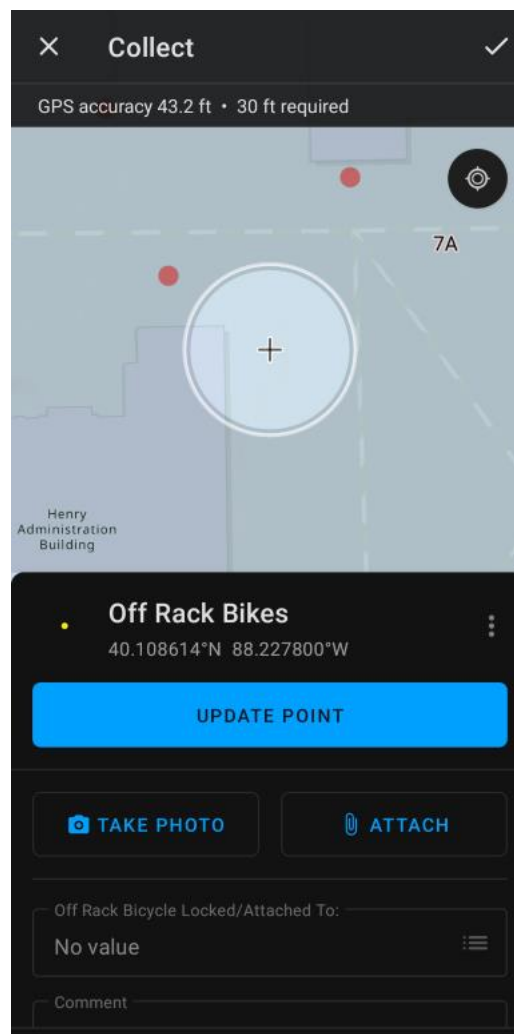4. Ensure that a new **Yellow circled dot** has appeared

Figure 2: Adding an off rack bicycle

On-rack bicycles – For existing bike racks

To add Bike Rack Counts:

1. Walk up to your closest bike rack, using the map and red dots as reference.
2. **Tap a red dot** representing a bike rack.
3. You will now see a blue outline around this bike rack (like example rack #1188 in Figure 3)

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 4)
   a. **Number of bicycles:** enter the number of bicycles present at this bike parking area
   b. **Take a picture**
   c. Add comments, if necessary
   d. "**Bike Rack Edited During 2023 Census**" – change the answer to "Yes" once done
   e. 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**

Note: _If you do not find the bike rack at this location, please add that information under comments._
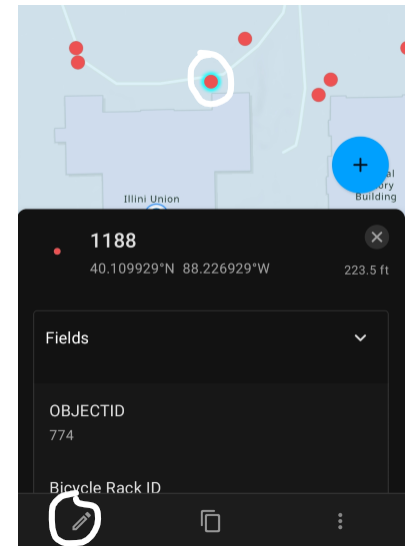

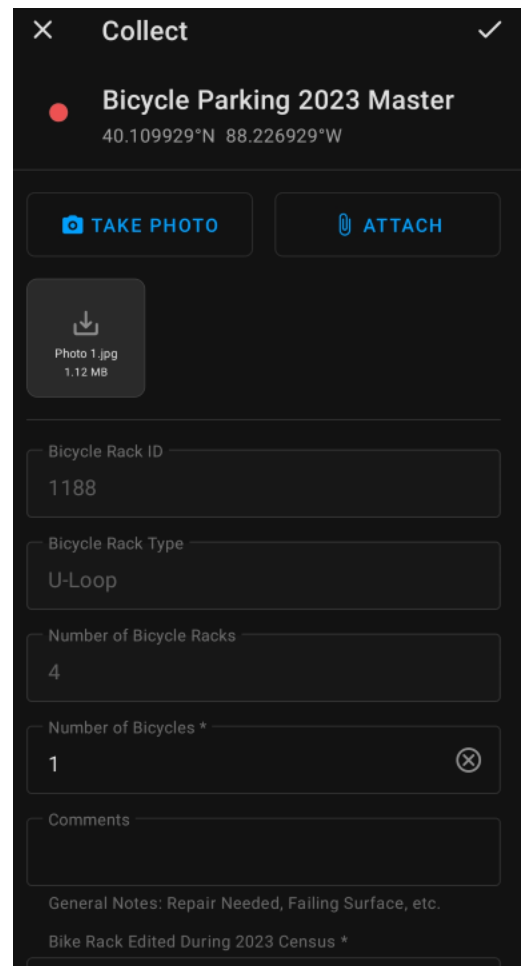*Figure 3*: Selecting a bike rack and the edit button

Figure 4: Updating the bike rack information

On-rack bicycles – For new bike racks

1. Walk up to the new bike rack
2. Zoom in to your new bike rack location
   a. Tap the "+" icon
   b. Select "Bike Rack Parking" (see Figure 5)
   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 circled 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"
3. Enter the following information (see Figure 6)
   a. "**Number of Bicycles**" present at this location
   b. Add "**Comments**", if necessary
   c. **Take a Picture** of the Bike Parking location and upload it
   d. "**Bike Rack Edited During 2023 Census**" – change the answer to "Yes" once done
   e. Click on "Submit" for iPhone and "✓" on the upper-right corner on Android to collect the data
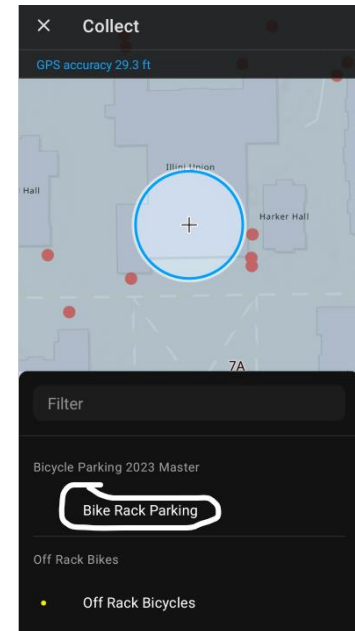4. This will prompt a **Blue** circle dot at this location.

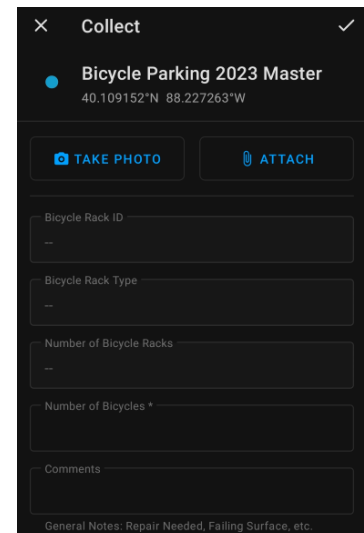*Figure 5*: Adding a new bike rack to the database

Figure 6: Entering information for new bike racks

Questions? If you have any questions during the Bicycle Census, email/call/text Sarthak Prasad at sprasad9@illinois.edu or 217-904-5954.

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

Sarthak Prasad
Sustainable Transportation Assistant, F&S
sprasad9@illinois.edu
Phone: (217) 9045954

Justin Pinnell
GIS Specialist, F&S
jwp10@illinois.edu