



Step-by-Step Guide for Super Tuesday Counters

Safety & Common Sense

Thank you for registering as a volunteer counter for Super Tuesday.

Your safety is of the utmost importance to us. Here are a few suggestions to ensure you have a safe and happy Super Tuesday.

When counting on Super Tuesday, we ask you to take care and remain safe. Do not put yourself in any situations you perceive to be risky or remain in environments/locations that make you feel unsafe.



When at your count site, stand or sit where you can view the entire location, at a safe distance from the traffic.

Counters from previous years have told us they really enjoy participating in Super Tuesday and we hope that you will too.

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Step 1: Registration

You will need to complete an online registration process to register as a Super Tuesday counter. This is to ensure that we have the necessary details to contact you and to enable you to reserve your count location.

The online registration is a two-step process. You will need to enter your contact details and then click a link in a confirmation email. This second step will finalise your registration.

The online registration form allows you to choose your count site. A link in the registration form will take you to a web-based map where you will be able to click on a marker and 'book' your count site.

The registration form also allows you to nominate a not-for-profit organisation to receive your \$50 donation.

Counters also receive a free Super Tuesday t-shirt so select your size by using the size chart on our website.

Once you have registered, you will receive a confirmation email showing your personal details, your count site, your access code / rider number (to enable you to enter data after the count) and the organisation you nominated to receive your donation.

When you receive your confirmation email, it is really important that you click on the link in that email and confirm with us that you are definitely on board for the count this year.

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Step 2: Before the Count

- Check the location of your count site on a street directory or on Google maps or Google Earth (see maps.google.com.au/). *Your confirmation email will have a link to an aerial photo of your chosen count site.*
- Study the intersection you will be counting – some are four-way, some are three-way – and determine which type your site is.
- You will receive a pdf count sheet that matches your intersection as an attachment to your confirmation email. This count sheet should match your intersection. If your count sheet does not match your count site, email us and we will send you a correct sheet. Please do not use any other template, including ones used in previous years.
- Check your count site against your map location and the description in your confirmation email, and enter the leg names on your count sheet (write them exactly as they appear in your confirmation email).
- You can check that you have the legs correctly labelled on your count sheet by looking at your map. Some count site locations will have new facilities/infrastructure that may not be mapped yet. Don't panic – these sites may just need a bit more working out.
- Fill in each of the street or path names at your location on your count sheet. You might want to print and label a spare count sheet, too.
- **The night before**, get your Super Tuesday t-shirt out ready to wear the next morning. Prepare your count sheet for Super Tuesday – it's a good idea to organise a clipboard and a spare pen. Check the lights on your bike if you are riding to the site as you may be riding before sunrise.



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Step 3: On Super Tuesday

- Please wear your orange Super Tuesday t-shirt on the count so we can raise public awareness of what we are doing.
- Be in place and ready to count the first rider at **7am** so we don't miss any anyone.
- Mark the count sheet and marvel at the growth in bike riders. 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 you are specifically directed to do otherwise.
- Stop counting at 9am – don't pump up the figures (this has been tried before, but it's very easy to see where the numbers have been inflated). We need to give councils accurate data. Analysis of data from other count locations nearby will expose any inaccurate counting.



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Step 4: After the Count

- Go to the Super Tuesday web page – the same location as the registration link: <http://www.bv.com.au/general/bike-futures/92039/>.
- The data entry section of this page will not go live until 9am on the day of the count.
- Enter your rider number and email. These were provided in the confirmation email. If you've lost that email, please use the "forgotten your rider number" link.
- Follow the instructions on the screen and enter your count data.
- If you are unable to complete this form online, please scan and email the count sheet back to us at [Bicycle Network](#).
- 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.

If you have any further questions, please contact the Super Tuesday team by email through the Bicycle Network Victoria website, at <http://www.bv.com.au/sendmessage/>.

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

The Super Tuesday Team
Bike Futures

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