



## How to get involved

### Introduction

**MountainBikeNI.com** provides the perfect platform for local mountain bike operators to promote to their target market.

Details can be uploaded via your **OutdoorNI.com** online trade account. Full Instructions are provided in this guide.

### Permits

Although there will be an official trailhead provider at each centre appointed by the local council - other providers will still be able to operate under a permit.

There will be the option to apply for an Annual Mountain Biking Permit for each National Trail Centre i.e. Davagh Forest, Castlewellan and Rostrevor. This process will be managed by the trail managing councils for a small annual fee. Applicants will be asked to declare their public liability insurance, risk assessment and mountain biking qualifications for each member of staff.

The permit holder must at all times comply with Forest Service NI bye-laws for Forest Parks and Forest Recreation Areas. Attention in particular should be paid to Prohibited Act 3 (xiii) *A person shall not sell, offer for sale, or hire or distribute anything.*

In layman's terms, only the official trailhead provider can place advertising and take payment within Castlewellan Forest Park or Rostrevor Forest or Davagh Forest for bike hire and coaching / guiding. However other providers may offer these services having taken payment in advance out with the lands e.g. online payment.

Further details on how to apply for a permit will follow from local councils shortly but in the interests of progress please feel free to upload information now. **Once permits are in place we will then remove details of those providers who do not hold a permit.**

## 1 Getting Started

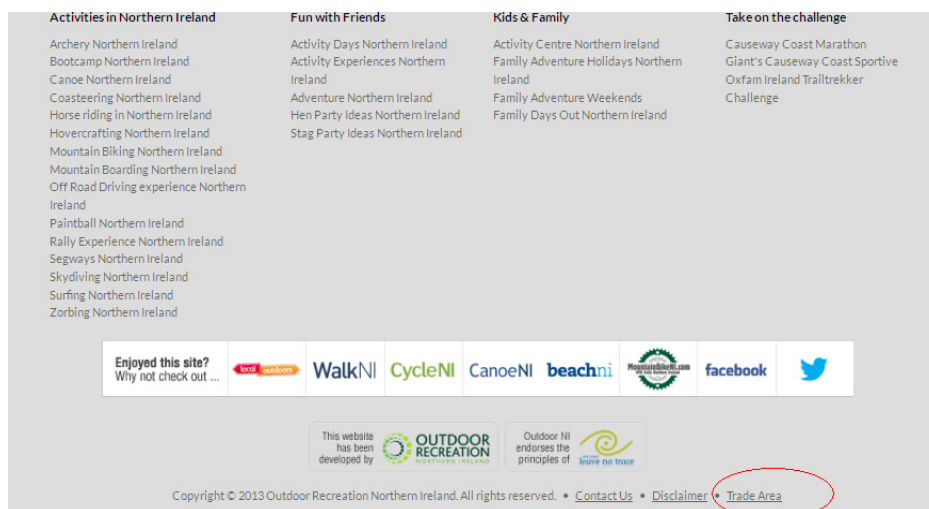
- It is more than likely that your organisation is already profiled on OutdoorNI.com - Please have a look on the website before you go any further.
- If you are included on OutdoorNI.com go directly to **1.1**
- If you are not on OutdoorNI.com go directly to **1.2**

### 1.1 Current User – Organisation is already profiled on OutdoorNI.com

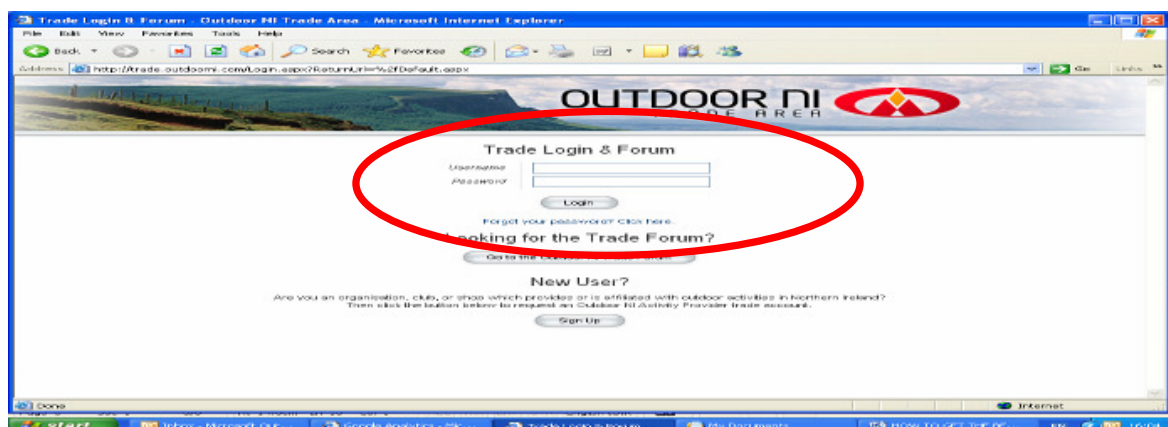
If your organisation is already profiled on OutdoorNI.com then you will have your own **Username & Password**. If you do not have a record of these please email [info@outdoorni.com](mailto:info@outdoorni.com) to request a reminder. You can then reset these to something more memorable.

#### To login:

- Log on to [www.outdoorni.com](http://www.outdoorni.com) and scroll down to the bottom of the homepage
- Click on **TRADE AREA** as circled below



- Enter username and password – N.B. these are both case sensitive
- **Click Login**



Proceed to Section 2

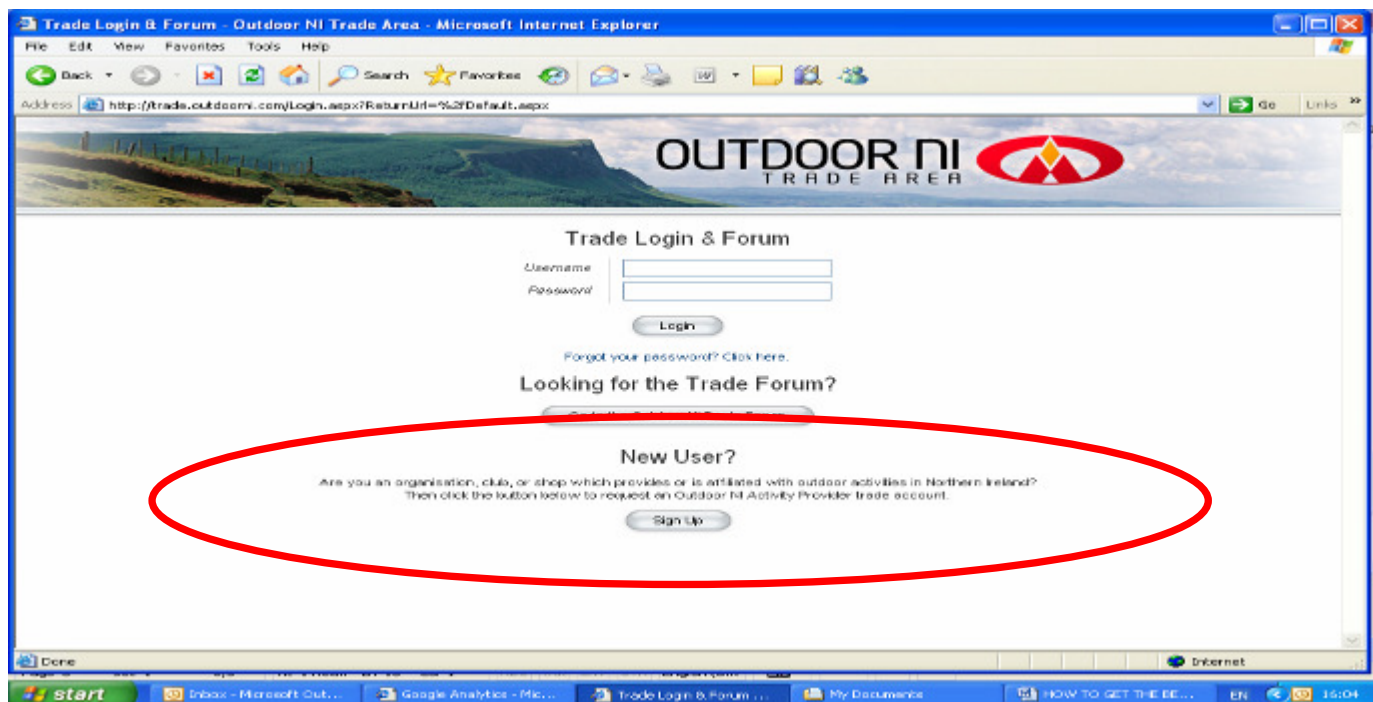
## 1.2 New User – Organisation is not profiled on OutdoorNI.com

- Log on to [www.outdoorni.com](http://www.outdoorni.com) and scroll down to the bottom right of the homepage
- Click on **TRADE AREA** as circled below



The following page will be displayed:

- Scroll down to **New User?** and click on **Sign Up** button



- Complete all fields within Outdoor NI Trade Account Sign-Up
- Click on '?' icon for guidance notes on each field
- Ensure to keep a record of your username and password for future use – these will be case sensitive!!
- Your account will be approved within 3 working days and you will receive email notification

## **2 Update your profile**

- Click 'Edit My Profile'
- Ensure 'Mountain Biking' is selected in 'Activities Provided'
- Enter text into 'Description of MTB Services'
  - This is an overview of what MTB services you provide and where

### **Good Practice Example**

MTB Ride provides expert mountain bike coaching and guiding throughout Northern Ireland. Our fully qualified mountain bike instructors run a range of individual and/or group lessons suitable for beginners right through to experienced mountain bikers looking to fine tune their techniques.

## **3 Upload an Event**

- Click 'My Events' then 'Add New Event'
- Click on '?' icon for guidance notes on each field
- Ensure 'Mountain Biking' is selected in 'Activities Provided'
- Select the 'Applicable MTB Trail Centre' (if relevant)

### **Good Practice Example**

Name	<i>Davagh Forest Dart</i>
Blurb - one liner promo	<i>Take part in one of the toughest challenges on the Irish MTB calendar.</i>
Location	<i>Davagh Forest</i>
County	<i>Co. Tyrone</i>
Start Date	<i>12/04/13</i>
Type	<i>Competitive X-Country MTB race</i>
Start Time	<i>10:00</i>
End Time	<i>15:00</i>
Image	<i>JPEG less than 8Mgb</i>
Description	<p><i>Take part in one of the toughest, most iconic X-Country MTB races in Ireland.</i></p> <p><i>The Davagh Forest Dart offers you the perfect opportunity to put your winter training to the test on 3 timed laps of Davagh Forest's 19km red trail in the Sperrin Mountains.</i></p> <p><i>Join 150 like minded riders on this unique lactic loving mountain bike event in Davagh.</i></p> <p><i>This race kicks off at 10am on Saturday 12<sup>th</sup> April and consists of three adrenaline pumping laps of Davagh Forest including lung busting climbs and fast singletrack descents. Each lap will be electronically timed by race officials and your time will be printed straight away by race officials at the finish line.</i></p>

	<p><i>Of course, the event does not end at the finish line with hot food and drinks available in a marquee at the trailhead and live local band 'The Mavrocks' will provide entertainment into the wee hours.</i></p> <p><i>This event is only suitable for participants over the age of 18.</i></p>
What to bring	<i>Mountain Bike in good working order; both hardtail and full suspension bikes permitted.</i>
Contact and Booking Details	+44(0)78 1234 5678 <a href="mailto:info@davaqhforestdart.com">info@davaqhforestdart.com</a>
Link for Further Info	<a href="http://www.davaqhforestdart.com">www.davaqhforestdart.com</a>
Pricing	<i>This event has an attendance charge</i>
Price per person / £	20
Additional Pricing Info	<i>Group Discount Available</i>
Applicable Segments - check '?' for definition	<i>Take on the Challenge</i>
Applicable Activities	<i>Mountain Biking</i>
Applicable Adventure Area	<i>Sperrins</i>
Applicable MTB Trails Centre	<i>Davagh Forest Trails</i>

**Top Tip** - Ensure to save your entry regularly as the website may time out.

#### **4 Upload Tuition & Guiding Info**

- Click 'My Activity Ideas' then 'Add New Activity Idea'
- Click on '?' icon for guidance notes on each field
- Ensure 'Mountain Biking' is selected in 'Activities Provided'
- Ensure to Select the 'Applicable MTB Trail Centre'

#### **Good Practice Example**

Name	<i>Improve your skills: Ride Blue and Red Grade Trails</i>
Type - N.B. Short Break must include accommodation	<i>Day Break</i>
Blurb - one liner promo	<i>This half day course in Castlewellan will teach you how to ride blue and red grade trails with confidence.</i>
Description	<p><i>This half day course is perfect for those who are still getting to grips with mountain biking and looking for some extra confidence to tackle those blue and red grade singletrack trails.</i></p> <p><i>Using the Castlewellan Mountain Bike Trails as our playground, our fully qualified MTB instructors will take you through the step by step techniques of slinging berms, riding rollers and keeping your nerve on narrow boardwalk; all features commonly found on blue and red grade mountain bike trails.</i></p> <p><i>Participants must be at least 16 years old.</i></p>

Image	<i>JPEG less than 8Mgb</i>
From Price per person / £	<i>25</i>
Additional Pricing Info	<i>Group Discount Available</i>
Applicable Segments	<i>Learn Something New</i>
Applicable Activities	<i>Mountain Biking</i>
Applicable Adventure Area	<i>Mournes</i>
Applicable MTB Trails Centre	<i>Castlewellan Mountain Bike Trails</i>
Date to be removed from website	<i>21/06/13</i>

### **5 Upload Bike Hire Info**

- Click 'My Activity Ideas' then 'Add/Edit My Mountain Bike Hire Entry'
- Ensure to Select the 'Applicable MTB Trail Centre'

### **Good Practice Example**

Name	<i>Two-for-One Bike Rental</i>
Blurb - one liner promo	<i>Take advantage of this exclusive Bike Hire offer in Rostrevor</i>
Description	<i>You have until 21/04/13 to take advantage of an exclusive offer which allows you to hire one full suspension mountain bike and get one free for a full day on the Rostrevor Mountain Bike Trails.</i>  <i>Our top of the range mountain bikes are available from the Rostrevor Trailhead, 8am to 4pm and include EN1078 European Standard helmets and gloves.</i>
Image	<i>JPEG less than 8Mgb</i>
From Price	<i>15</i>
Additional Pricing Info	<i>Two for One Offer</i>
Applicable MTB Trails Centre	<i>Rostrevor Mountain Bike Trails</i>

### **6 Contacts**

For further information and technical support please do not hesitate to contact the Outdoor Recreation NI Marketing Team

Phone           +44(0)28 9030 3930

Email           [info@mountainbikeni.com](mailto:info@mountainbikeni.com)