



## Facilities Information Resources ~ Procedures Manual Bike Census 2020 Volunteer Instruction Guide

### General Tips

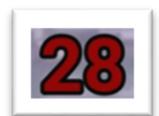
- Volunteers will cover the assigned map area(s) on campus.
- **Look hard for bikes and count all parked, non-moving bikes**
- Circle buildings, check loading docks, and all places where people might leave their bikes
- Collect information on the bicycle infrastructure, including bike rack type, number of bike racks/loops, status of the bike rack, etc.
- Use the “**ArcGIS Collector**” App to collect the off-rack as well as on-rack bicycle count and infrastructure information.
- **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



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

### ArcGIS Collector App

- Download and install the “**ArcGIS Collector**” App on your smartphone, tablet, surface, or iPad using the QR code above or links below
  - Android: <https://play.google.com/store/apps/details?id=com.esri.collector>
  - iOS: <https://apps.apple.com/us/app/collector-for-arcgis/id1294494658>
  - Microsoft/Windows: <https://www.microsoft.com/en-us/p/collector-for-arcgis/9wzdncrdg7lk?activetab=pivot:overviewtab>
- Use the “Sign in with **ArcGIS Online**” option
  - Login username: bikecensus
  - Password: bikecensus2020
- Once logged in, select the “**Bike Census 2020**” map
- You will see that the campus has been divided into **29** map areas.
  - Each map area has been color-coded and the map area codes are in **bold red ink**.
  - The existing bike racks are denoted by “**Orange**” circles and the number inside each circle is the “bike rack ID” for the corresponding bike rack.



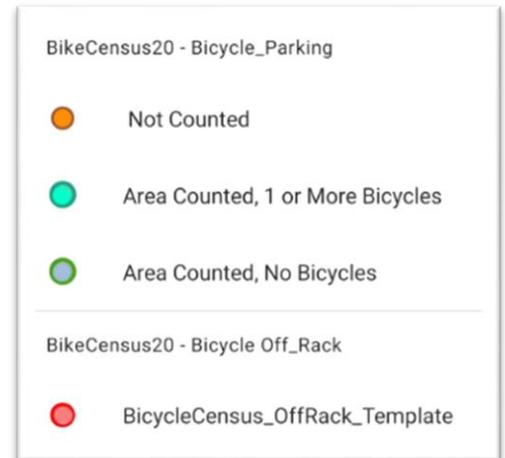
## Data Collection

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

### Off-rack bicycles

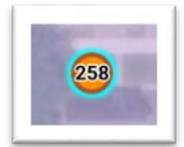
#### To add Off Rack Bikes:

- Walk up to a bike or cluster of bikes
- Zoom in to your off-rack bike location
- Tap the “+” icon
  - Move the “Blue circle with the + sign” to the desired location.
  - Select “BicycleCensus\_OffRack\_Template” option from the options list (see options list, below)
  - Selecting this option will drop a “**Red circled dot**” at the specified location
    - 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”
  - Enter the following information:
    - Off Rack Bicycle Count data (This is usually one, but sometimes you drop one dot to represent a group of bikes locked to a single location.)
    - Off Rack Bicycle Locked To? – Select the appropriate option from the drop-down menu
    - If necessary, add notes
    - Do not upload a picture of Off-Rack bicycles
- Tap “Submit” on iOS or ✓ on the upper-right corner on Android to submit your entered data
- Ensure that a new **Red circled dot** has appeared



## On-rack bicycles – For existing bike racks

To add Bike Rack Counts:



1. **Tap an orange dot** representing a bike rack; it is selected if there is a **Blue** ring around it.
2. You will now see the properties of this bike rack (like example rack #258)
3. Scroll all the way down and select “Edit” or click on the “” on your Android or iPhone

- a. **Do not click “” or “Collect Here”. Always use the “Edit” button.**
  - i. If you use “Collect Here” option, the **Orange dot** location will have “0” written inside, and not the Bike Rack ID
  - ii. In case this happens, please redo this collection point. Click on the “0” which will now show two locations – one is the original **Orange dot** location with bike rack ID and the other will be a” Greenish Blue” dot location with “0”. Select the **Orange dot** location, and then scroll all the way down and click on “Edit”.

4. When you click “Edit”, you will see the properties of this bike rack that you can edit (as shown)

- a. Enter the number of Bicycles present at this location
- b. Enter the number of Bike Racks
  - i. For U-loops on-rail or ground-mounted, count the number of loops
  - ii. For Ladders, count the number of Ladder racks
  - iii. For Wave, count the number of Wave racks
  - iv. For Donut Holes, only count the ones that can be used
- c. Select the “Bike Rack Status”
  - i. **Active** – If the bike rack is present and usable
  - ii. **Inactive** – If the bike rack is present, but it is not accessible (for example, if a bicycle is blocked because of construction)
  - iii. **Demolished** – If the bike rack is not present at the location shown in the map.

- d. Select the “Bike Rack Type”
- e. Select the “Bike Rack Surface” from drop-down list
- f. Add notes if necessary
- g. Select the “Census Count Status”
- h. Take a picture of the Bike Parking location and upload it
- i. Click on “Submit” for iPhone and “” on the upper-right corner on Android to collect the data

5. Once submitted, the bike rack symbol will turn Blue with Green outline if 1 or more bicycles present, and Gray with Green outline if 0 bicycles present

**Bicycle Rack ID: 258**  
40.110122°N 88.236378°W 146 ft

Created by  
BikeCensus · May 20, 2020

Bicycle Rack ID  
258

Number of Bicycles  
-

Collect

**Bicycle Rack ID: 258**  
40.110122°N 88.236378°W

TAKE PHOTO ATTACH

Number of Bicycles  
2

Number of Bicycle Racks  
2

Bicycle Rack Status  
Active

Bicycle Rack Type  
Wave

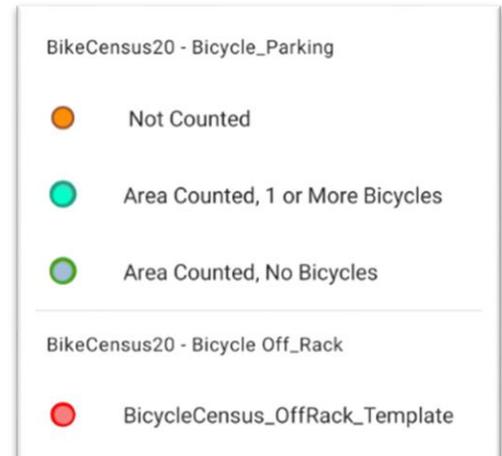
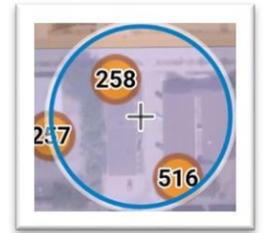
Bicycle Rack Surface  
Concrete

Bicycle Rack Update Notes

CensusCountStatus \*  
Not Counted

## On-rack bicycles – For new bike racks

1. Walk up to the new bike rack
2. Zoom in to your new bike rack location
3. Tap the “+” icon;
  - a. Move the “Blue circle with the + sign” to the desired location.
  - b. Select “Area Counted, 1 or More Bicycles” or “Area Counted, No Bicycles”
  - c. Selecting this option will drop the “**Blue circled dot**” or “**Gray 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 “Add Point”
4. Enter
  - a. Enter the number of Bicycles present at this location
  - b. Enter the number of Bike Racks
    - i. For U-loops on-rail or ground-mounted, count the number of loops
    - ii. For Ladders, count the number of Ladder racks
    - iii. For Wave, count the number of Wave racks
    - iv. For Donut Holes, only count the ones that can be used
  - c. Select “Bike Rack Status” – “**Active**” for all new bike racks
  - d. Select the “Bike Rack Type”
  - e. Select the “Bike Rack Surface” from drop-down list
  - f. Add notes, if necessary
  - g. Take a picture of the Bike Parking location and upload it
  - h. Click on “Submit” for iPhone and “✓” on the upper-right corner on Android to collect the data
5. This will prompt a **Blue** or **Gray** circle with **Green** outline, and since this is a new bike rack, there is no Bike Rack ID associated with it. Therefore, this circle will contain a “0”.



**Questions?** If you have any questions during the Bicycle Census, email/call/text Sarthak Prasad at [sprasad9@illinois.edu](mailto:sprasad9@illinois.edu) or [217-904-5954](tel:217-904-5954).

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

Sarthak Prasad  
Sustainable Transportation Assistant, F&S  
[sprasad9@illinois.edu](mailto:sprasad9@illinois.edu)  
Phone: [\(217\) 300-9575](tel:217-300-9575)

Roseline Batcha  
GIS Specialist, F&S  
[rbatcha@illinois.edu](mailto:rbatcha@illinois.edu)