

Account and Profile Management Guide – Kinetic Booking System

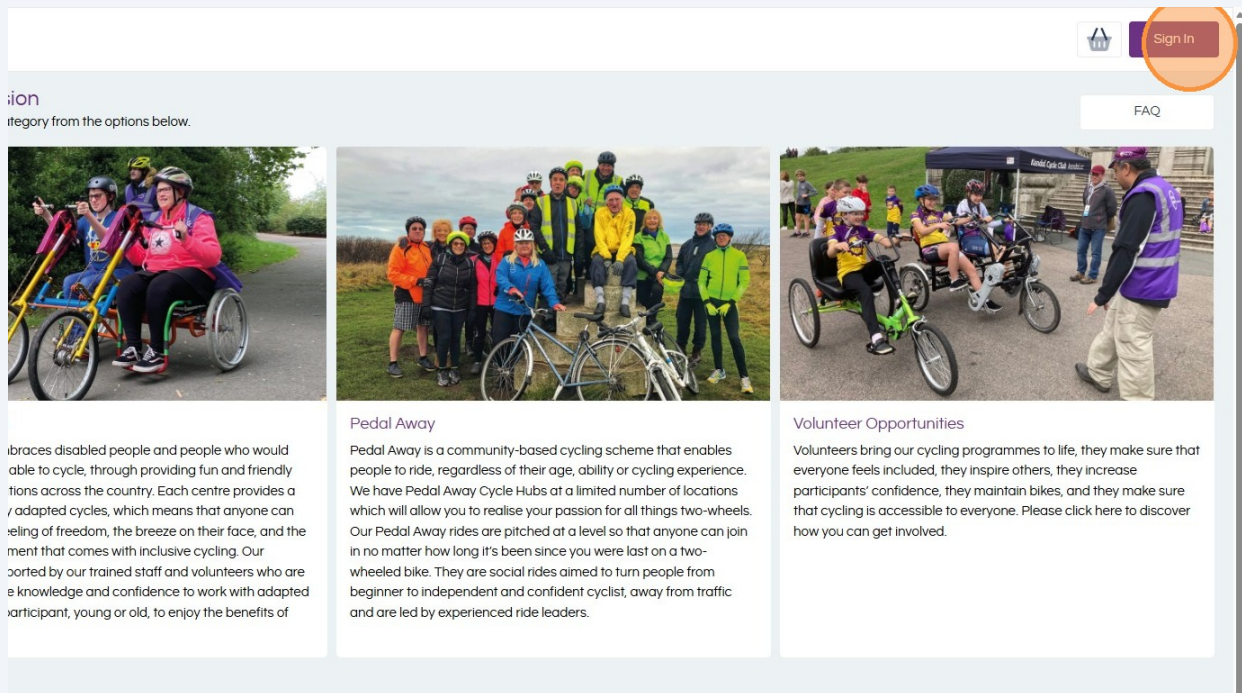
This guide covers the steps to update information and add both dependent and independent users, helping organisations and families register users efficiently on the Kinetic system.

1 Navigate to <https://wheelsforall-activity.kinetic.plus/>

The screenshot shows the 'Wheels for All' website interface. At the top left is the logo, and at the top right is a 'Sign In' button. Below the logo is the heading 'Book a Session' and a sub-heading 'Please choose a category from the options below.' To the right of this text is an 'FAQ' button. The main content area features three columns, each with a photograph and a text description:

- Wheels For All:** A photograph of three people on adapted bicycles. The text describes the organization's mission to provide inclusive cycling opportunities in 28 locations across the country, using specially adapted cycles to help people experience the freedom and achievement of cycling.
- Pedal Away:** A photograph of a group of people with bicycles. The text describes a community-based cycling scheme that enables people to ride regardless of age, ability, or experience. It mentions Pedal Away Cycle Hubs and social rides aimed at turning beginners into confident cyclists.
- Volunteer Opportunities:** A photograph of a person in a high-visibility vest. The text describes how volunteers bring cycling programs to life, ensuring everyone feels included and that cycling is accessible to all.

2 Click "Sign In"



ion
category from the options below.

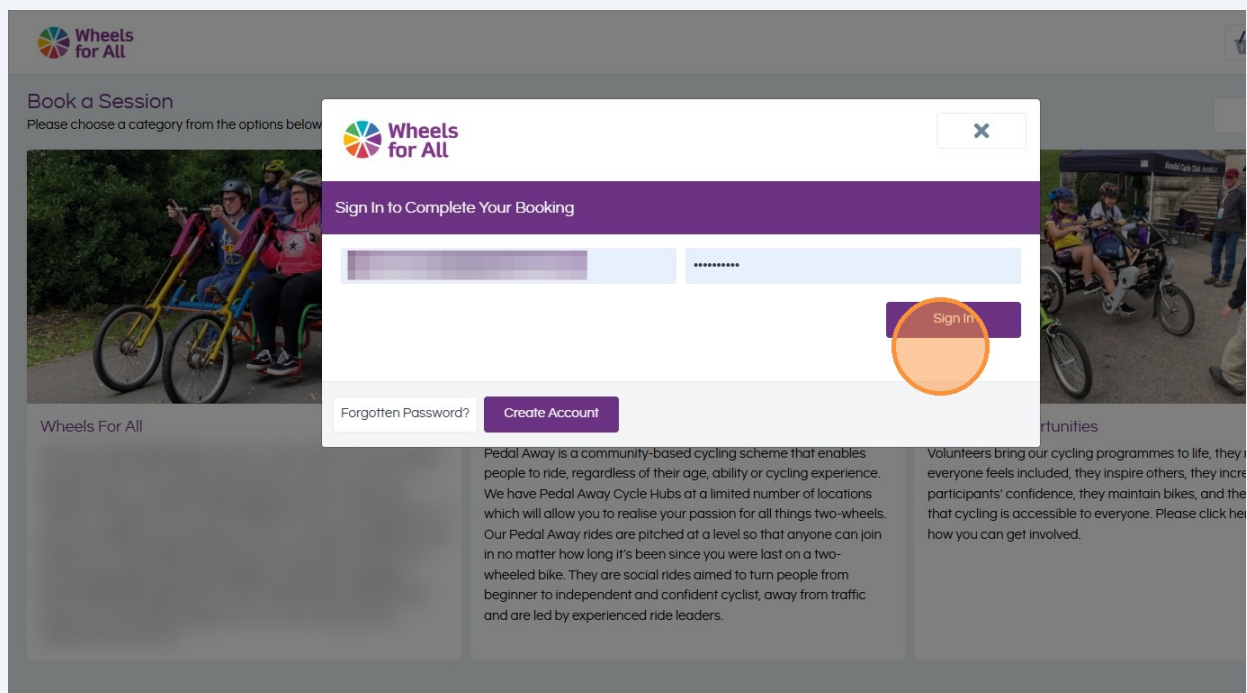
FAQ

Pedal Away
Pedal Away is a community-based cycling scheme that enables people to ride, regardless of their age, ability or cycling experience. We have Pedal Away Cycle Hubs at a limited number of locations which will allow you to realise your passion for all things two-wheels. Our Pedal Away rides are pitched at a level so that anyone can join in no matter how long it's been since you were last on a two-wheeled bike. They are social rides aimed to turn people from beginner to independent and confident cyclist, away from traffic and are led by experienced ride leaders.

Volunteer Opportunities
Volunteers bring our cycling programmes to life, they make sure that everyone feels included, they inspire others, they increase participants' confidence, they maintain bikes, and they make sure that cycling is accessible to everyone. Please click here to discover how you can get involved.

3 Enter your username (email address) and password. If you have forgotten your password, select "Forgot Password" to reset it.

Then click "Sign In."



Wheels for All

Book a Session
Please choose a category from the options below

Wheels for All

Wheels for All

Sign In to Complete Your Booking

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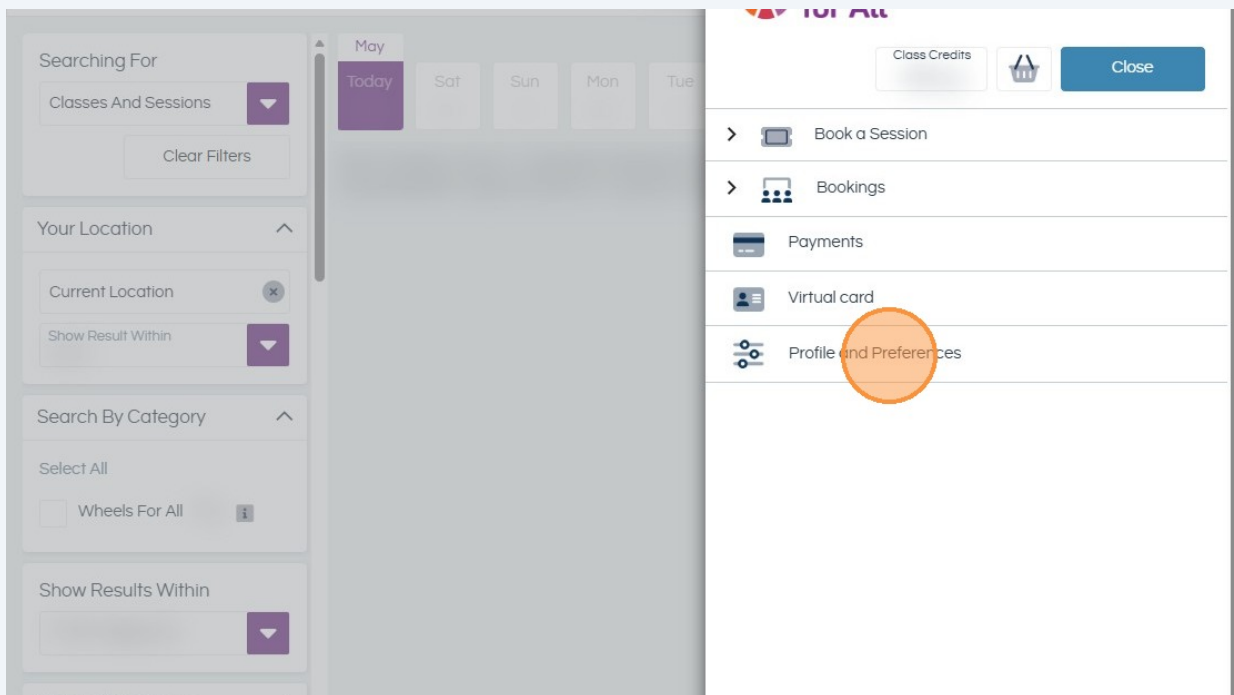
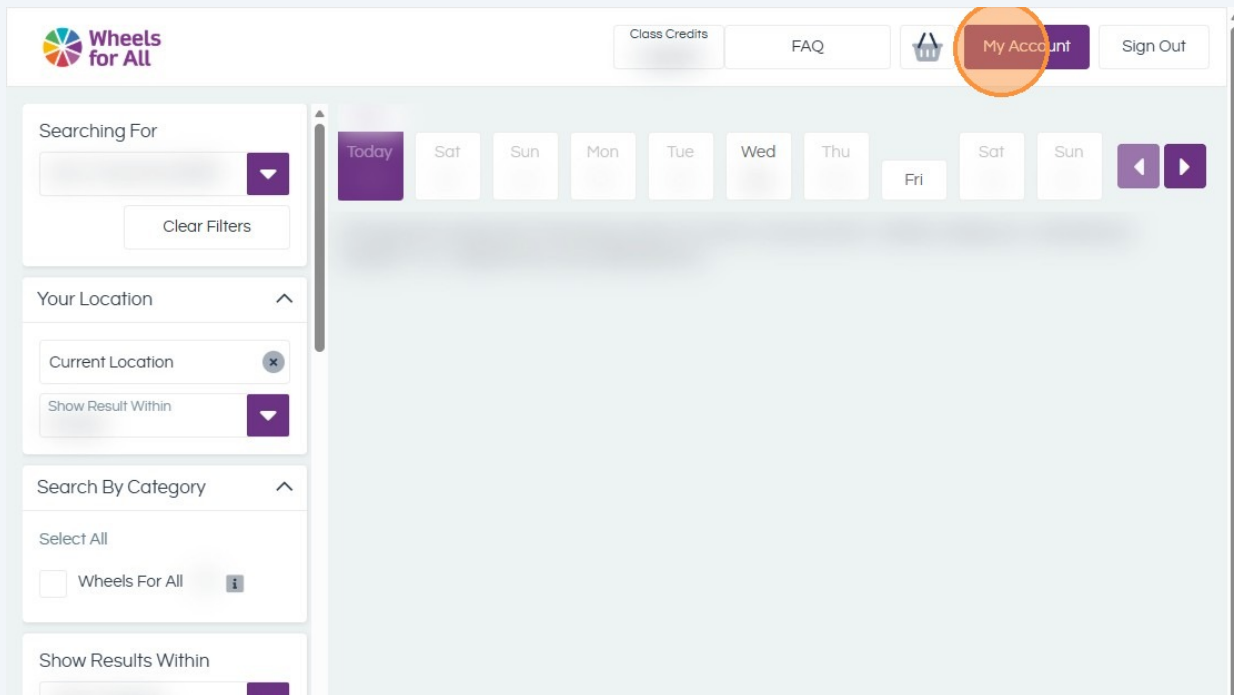
Sign In

Forgot Password? Create Account

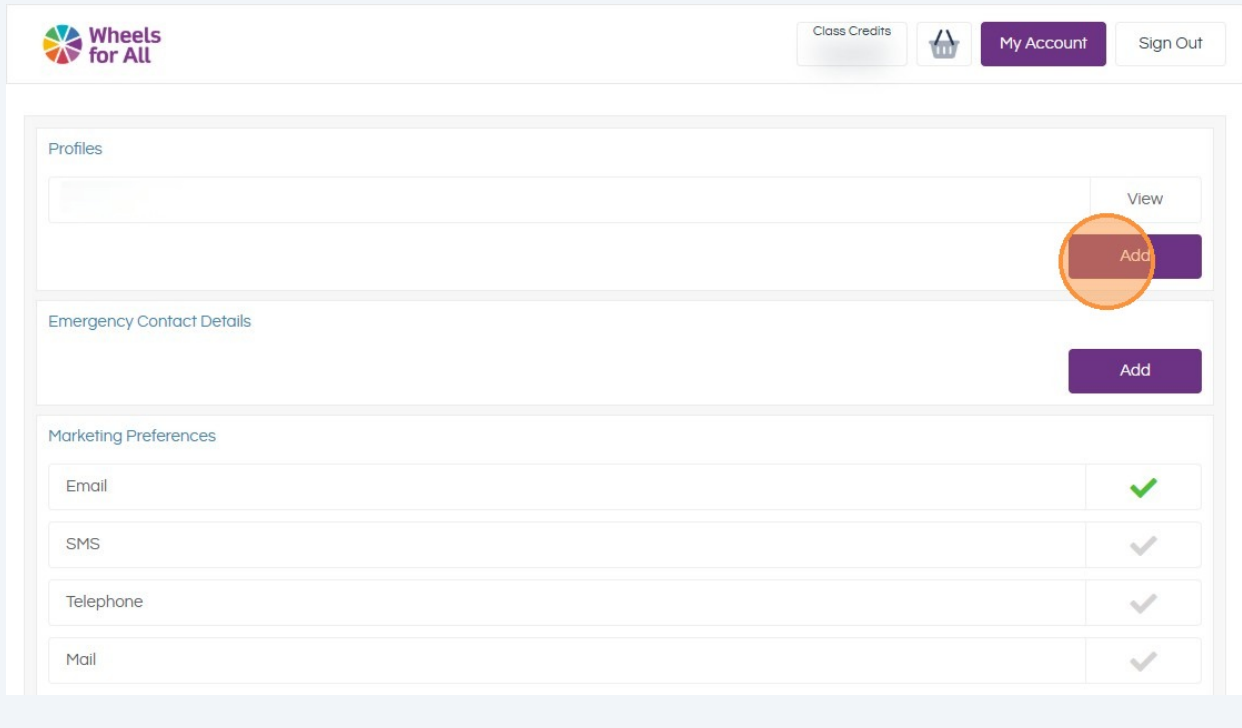
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Volunteers bring our cycling programmes to life, they make sure that everyone feels included, they inspire others, they increase participants' confidence, they maintain bikes, and they make sure that cycling is accessible to everyone. Please click here to discover how you can get involved.


4 Navigate to Profile and Preferences from the My Account menu



5 Click Add in the Profiles section



Wheels for All

Class Credits  My Account Sign Out

Profiles

		View
		Add

Emergency Contact Details

Add

Marketing Preferences

Email	<input checked="" type="checkbox"/>
SMS	<input type="checkbox"/>
Telephone	<input type="checkbox"/>
Mail	<input type="checkbox"/>

6 Select the appropriate New Profile Type: Carer, Adult Participant, or Child Profile.

For organisations registering additional carers, please select “Carer” and complete all required details.

In this example, a Child Profile is used for the adult to support organisations and families in completing registration more efficiently.

This approach is recommended for adults who are dependent on a carer, friend, or family member. If the adult is independent and able to book sessions online themselves, they should be registered as an Adult Participant.

All other dependent users should be registered under a Child Profile.

The screenshot shows the 'Add New Profile' form on the 'Wheels for All' website. The form is titled 'Add New Profile' and has a 'Back' button in the top right corner. The form is divided into several sections:

- Profile Type:** A dropdown menu with 'Carer' selected. A red circle highlights this dropdown.
- Personal Details:** Fields for Forename*, Surname*, Email Address*, Gender*, Mobile Number* (with a +44 country code dropdown), and Landline Number*.
- Emergency Contact:** Fields for Emergency Contact Name, Emergency Contact Number (with a +44 country code dropdown), and Photo Consent* (with a 'Select' dropdown).
- Other Information:** Fields for 'I would describe by ethnic origin as*' (with a 'Select' dropdown), 'How did you hear about us?' (with a 'Select' dropdown), 'Marketing*' (with icons for chat, email, and phone), 'Date of Birth*' (with a 'dd/mm/yyyy' placeholder), 'Do you consider yourself to have a disability?*' (with a 'Select' dropdown), 'Are you an existing participant?*' (with a 'select' dropdown), 'Preferred cycle to ride (subject to availability)?*' (with a 'select' dropdown), and 'Individual or Organisation?*' (with a 'select' dropdown).
- Organisation:** A field for 'Organisation Name'.

A purple 'Save Profile' button is located at the bottom right of the form.

7 Click "Child Profile" to create the profile for dependet Adult

The screenshot shows the 'Add New Profile' form with the 'Child Profile' option selected in the dropdown menu. The form includes fields for Carer, Surname, Email Address, Mobile Number, Landline Number, Emergency Contact Number, Photo Consent, Ethnicity, Date of Birth, Disability, Existing Participant, Preferred Cycle, and Organisation Name. A 'Save Profile' button is located at the bottom right.

8 Complete all mandatory fields, including forename, surname, gender, emergency contact name and contact number, photo consent, ethnicity, disability, and any other required information.

The screenshot shows the 'Add New Profile' form with all mandatory fields highlighted in green. The fields are: Forename (TestChild), Surname (Test), Gender (Female), Emergency Contact Name (Test Emergency Contact), Emergency Contact Number (+44 777777777), Photo Consent (Yes), Date of Birth (24/05/1968), and Do you consider yourself to have a disability? (Yes). The form also includes a list of disability types: Behavioural, Breathing or respiratory condition, Dexterity, Fatigue or energy-limiting condition, Hearing, Learning difficulty, Learning disability, and Long-term pain.

9

Select "Are you an existing participant?" and choose Yes or No as appropriate.

Then select your preferred cycle to ride (subject to availability) from the dropdown list, for example Two-wheeled Bike, Child Trike, or other available options.

The screenshot shows a user profile form with the following elements:

- A grid of 12 checkboxes for various conditions: Learning disability, Long-term pain, Mental health condition, Mobility, Cognitive/Neurodivergent conditions, Neurological condition, Other disability or long-term condition, Progressive or fluctuating condition, Speech, language or communication needs, Visual, None of these, and Prefer not to say. The 'Mental health condition' checkbox is checked with a green checkmark.
- A text input field with the placeholder text: "Please provide additional details here if required:".
- A dropdown menu for "Are you an existing participant?*" with the value "Yes" selected.
- A dropdown menu for "Preferred cycle to ride (subject to availability)?*" with the value "Quad Cycle" selected. This dropdown is highlighted with an orange circle.
- A dropdown menu for "Individual or Organisation?*" with the value "Other" selected.
- A text input field for "Organisation Name" with the value "Test Organisation Name".
- A purple "Save Profile" button.

10

If the user belongs to an organisation, ensure the same organisation name is entered consistently across all related users. This helps with clear identification and record management.

Then click the "Organisation Name" field and enter or select the appropriate organisation.

The screenshot shows a user profile form with several sections. At the top, there are two columns of checkboxes for various conditions: Learning disability, Mental health condition, Cognitive/Neurodivergent conditions, Other disability or long-term condition, Speech, language or communication needs, None of these, Long-term pain, Mobility, Neurological condition, Progressive or fluctuating condition, Visual, and Prefer not to say. Below these is a text area for additional details. Further down are three dropdown menus: 'Are you an existing participant?' (set to 'Yes'), 'Preferred cycle to ride (subject to availability)?' (set to 'Quad Cycle'), and 'Individual or Organisation?' (set to 'Other'). At the bottom left, there is a text input field for 'Organisation Name' containing 'Test Organisation Name', which is highlighted with an orange circle. At the bottom right, there is a purple 'Save Profile' button.

11

Click "Save Profile"

This screenshot is identical to the one above, showing the same user profile form. However, the orange circle now highlights the purple 'Save Profile' button at the bottom right of the form.

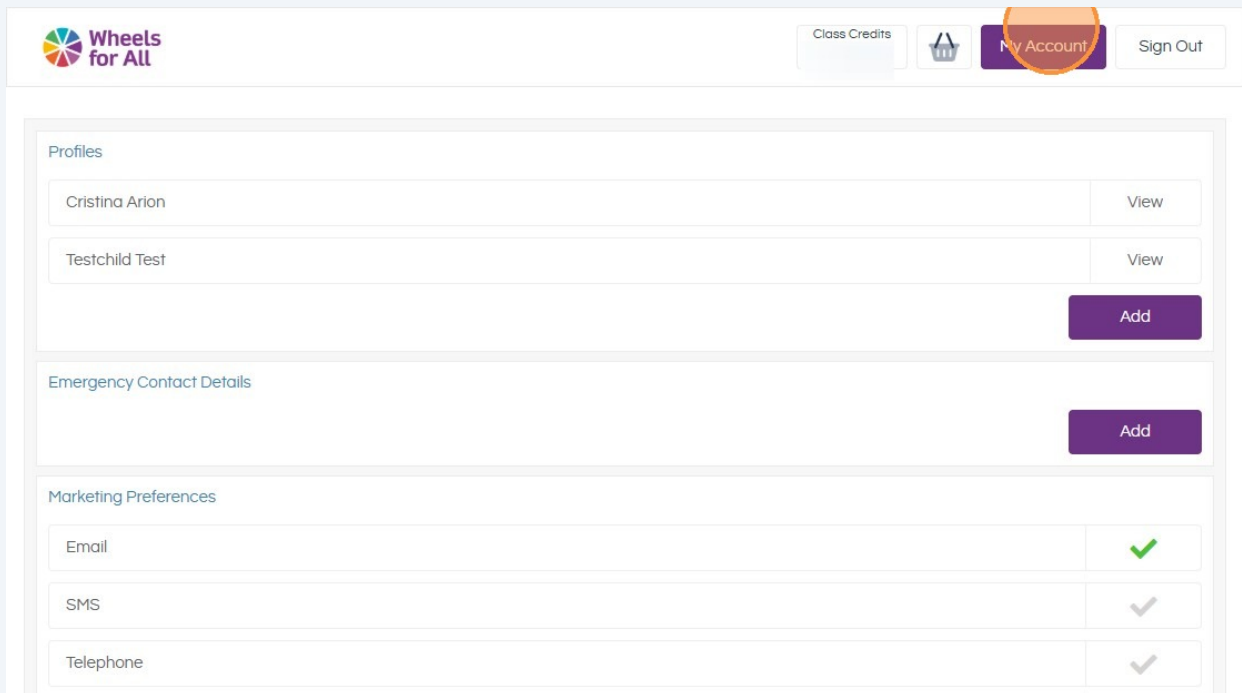
12 Click "OK" to save

Repeat these steps as required to add all necessary users to the system.

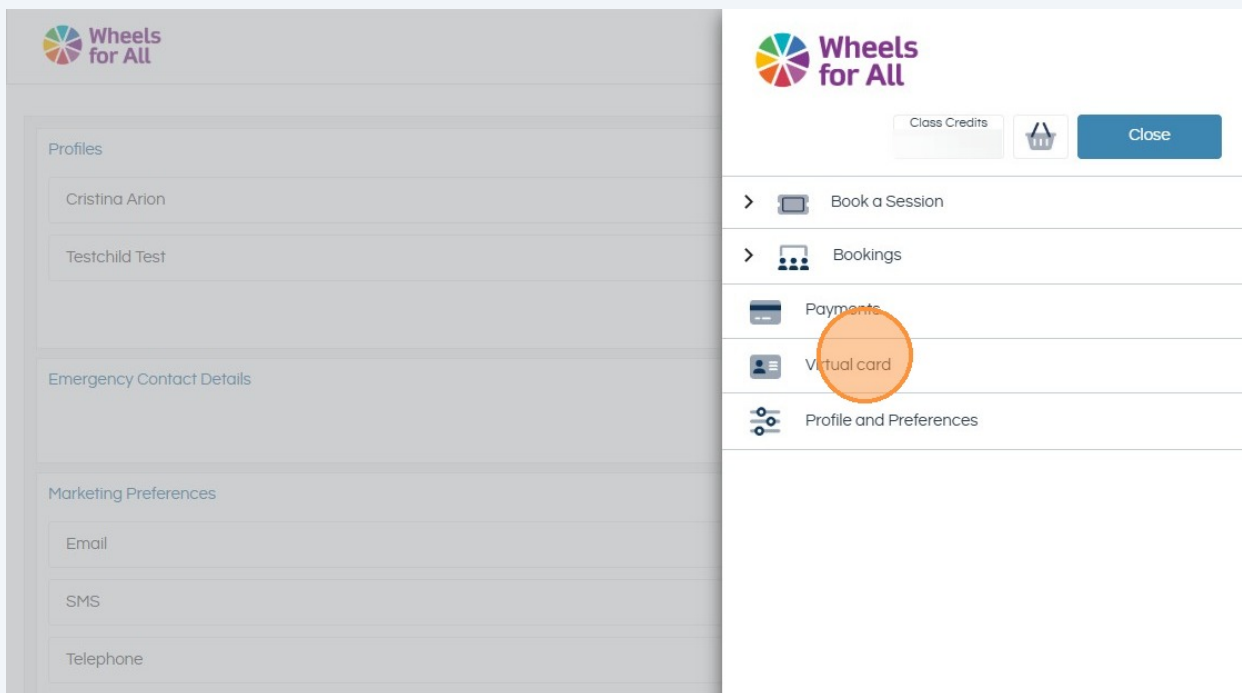
The screenshot shows a user profile form with a modal window. The modal window is white with a green checkmark icon at the top, the word "Success" in bold, and the text "Member details added successfully." Below this is a purple button labeled "OK" which is circled in orange. The background form is dimmed and includes several sections: a list of checkboxes for conditions (Learning disability, Long-term pain, Mental health condition, Cognitive/Neurodivergent conditions, Other disability or long-term condition, Speech, language or communication needs, None of these), a text area for additional details, and three dropdown menus for "Are you an existing participant?" (Yes), "Preferred cycle to ride (subject to availability)?" (Quad Cycle), and "Individual or Organisation?" (Other). There is also a text input field for "Organisation Name" containing "Test Organisation Name" and a purple "Save Profile" button at the bottom right.

Virtual Card

13 To access the virtual card, click "My Account."



14 Click "Virtual card"



15

Here you will be able to view all members' and users' virtual cards.



Testchild Test

