Insta-Cert Ride Application

- Available only to Premier Members through the IBA eStore
- Submit ride application at final Fuel/DBR stop
- Must adhere to "Insta-Cert" submission requirements
- Previous ride submission methods remain

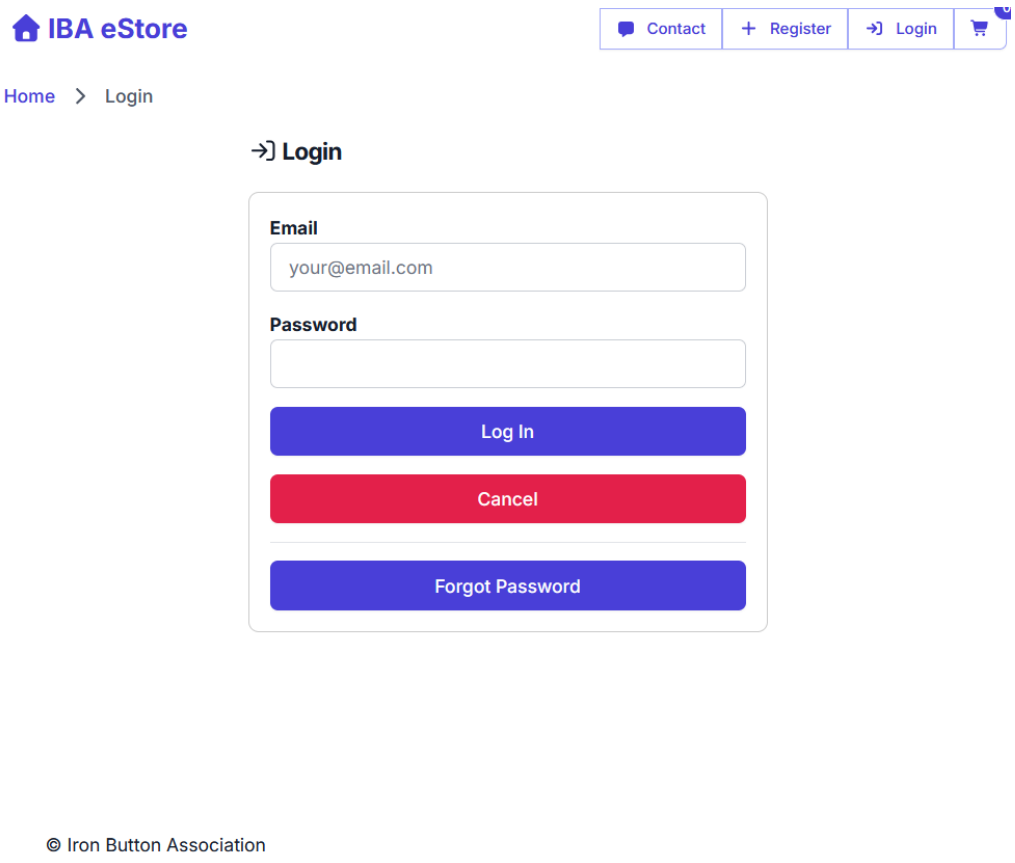
Here is a quick and easy way to submit your ride applications In fact, you can finish your submission before you leave your last gas station.

You must have a valid spotwalla track link. If you don't have a valid link, this system will not work!

A few items to keep in mind when using Inst-Cert:
 - **Most importantly**, to insert your DBRs into your Spotwalla track to avoid the cumbersome task of sending DBRs in separately,

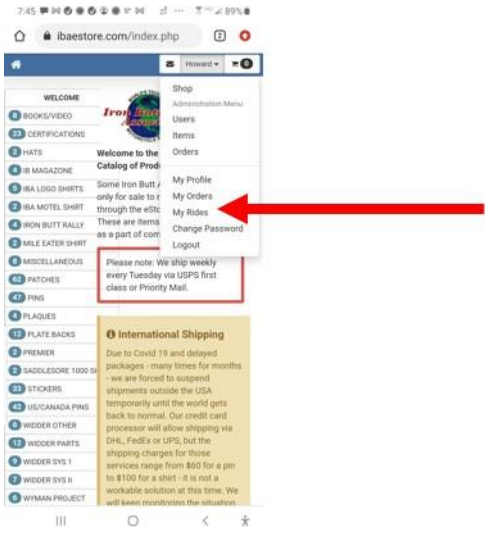
And, though not absolutely required, it is
HIGHLY, HIGHLY recommended you use as **one** of your GPS tracking devices, either Spotwalla app for Android phones or SWTracker for iPhones. These phone apps allow you to insert a photo of your DBRs with your odometer into your Spotwalla track.

Here's how you use Insta-cert

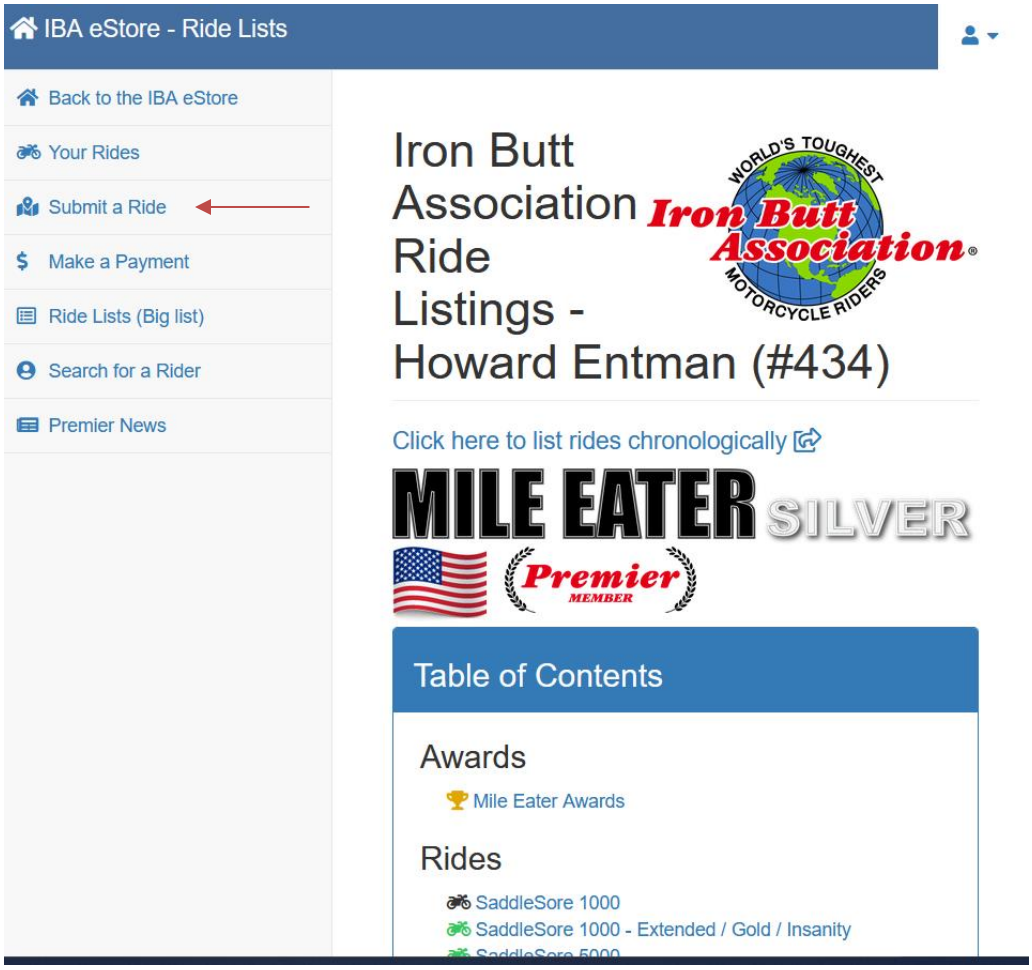


From the IBA Homepage, go to the IBA eStore or directly to www.ibaestore.com

Click on your name



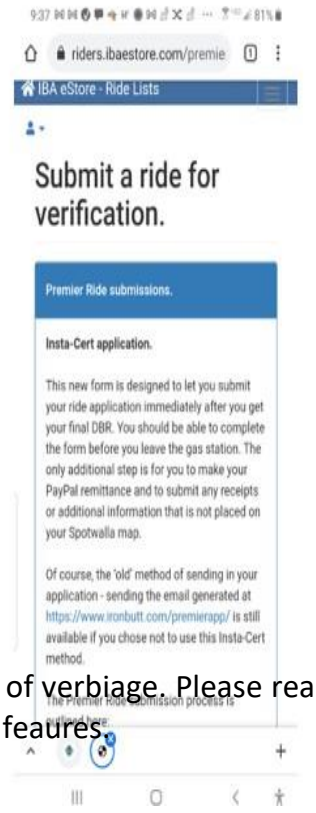
Click on My Rides



Click on Submit a Ride

Toughest part coming up …

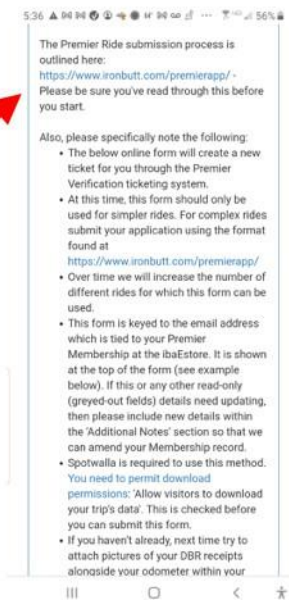
Please read all



There's two and a half pages of verbiage. Please read this. I'm just going to highlight some of the most important feaures.

Still available-

Regular Premier Ride Submission Format



The Premier Ride submission process is outlined here: https://www.ironbutt.com/premierapp/ - Please be sure you've read through this before you start.

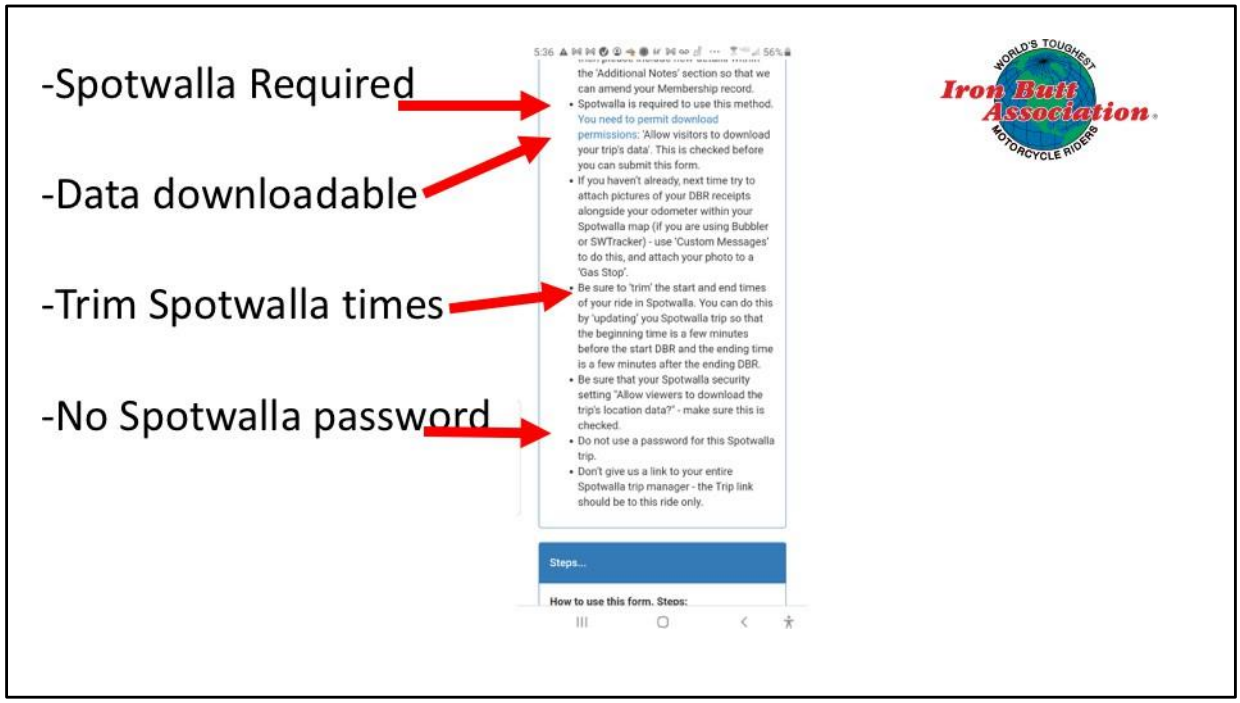
Also, please specifically note the following:

- The below online form will create a new ticket for you through the Premier Verification ticketing system.
- At this time, this form should only be used for simpler rides. For complex rides submit your application using the format found at https://www.ironbutt.com/premierapp/
- Over time we will increase the number of different rides for which this form can be used.
- This form is keyed to the email address which is tied to your Premier Membership at the ibaEstore. It is shown at the top of the form (see example below). If this or any other read-only (greyed-out fields) details need updating, then please include new details within the 'Additional Notes' section so that we can amend your Membership record.
- Spotwalla is required to use this method. You need to permit download permissions: 'Allow visitors to download your trip's data'. This is checked before you can submit this form.
- If you haven't already, next time try to attach pictures of your DBR receipts alongside your odometer within your

You can still use the form that you have been using for your applications which can be found at

www.ironbutt.com/premierapp

But **PLEASE** try the Insta-cert format first



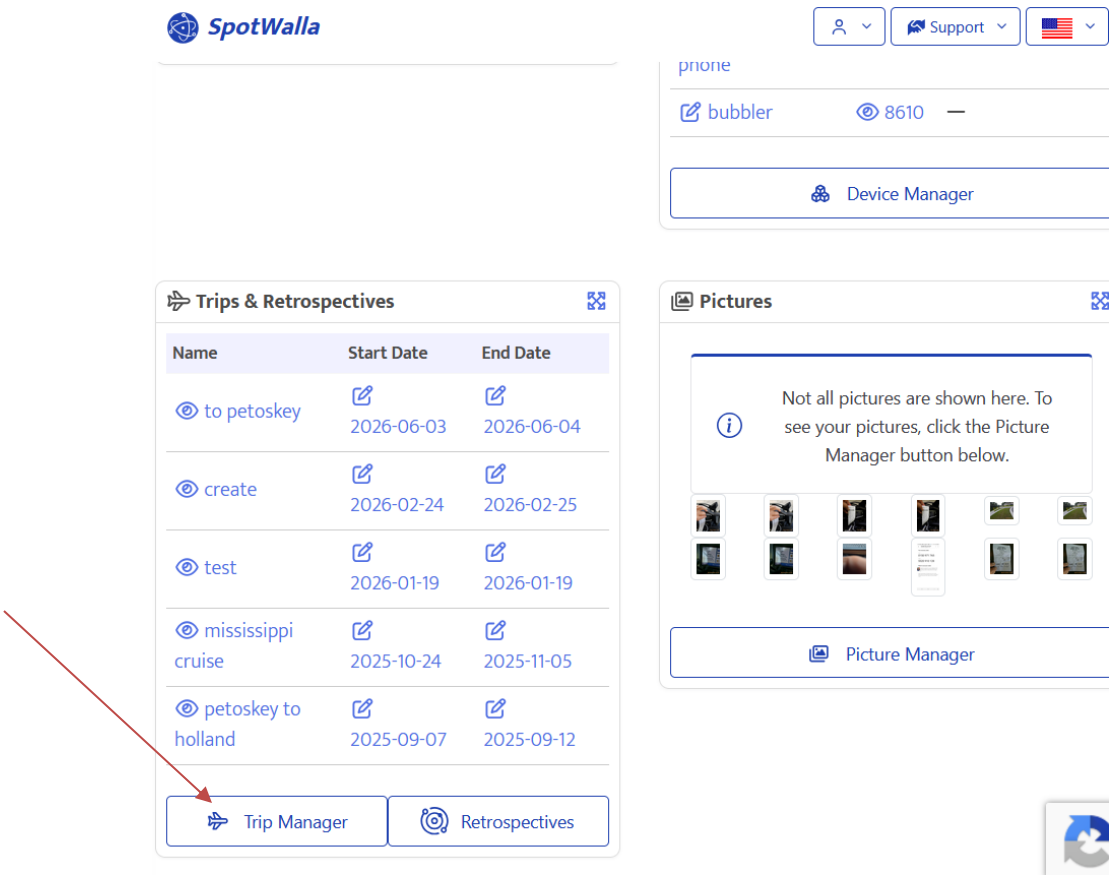
Spotwalla is required. You must permit download permissions. If you don't know how to do this, just click the link - it's easy!

Trim your Spotwalla data.

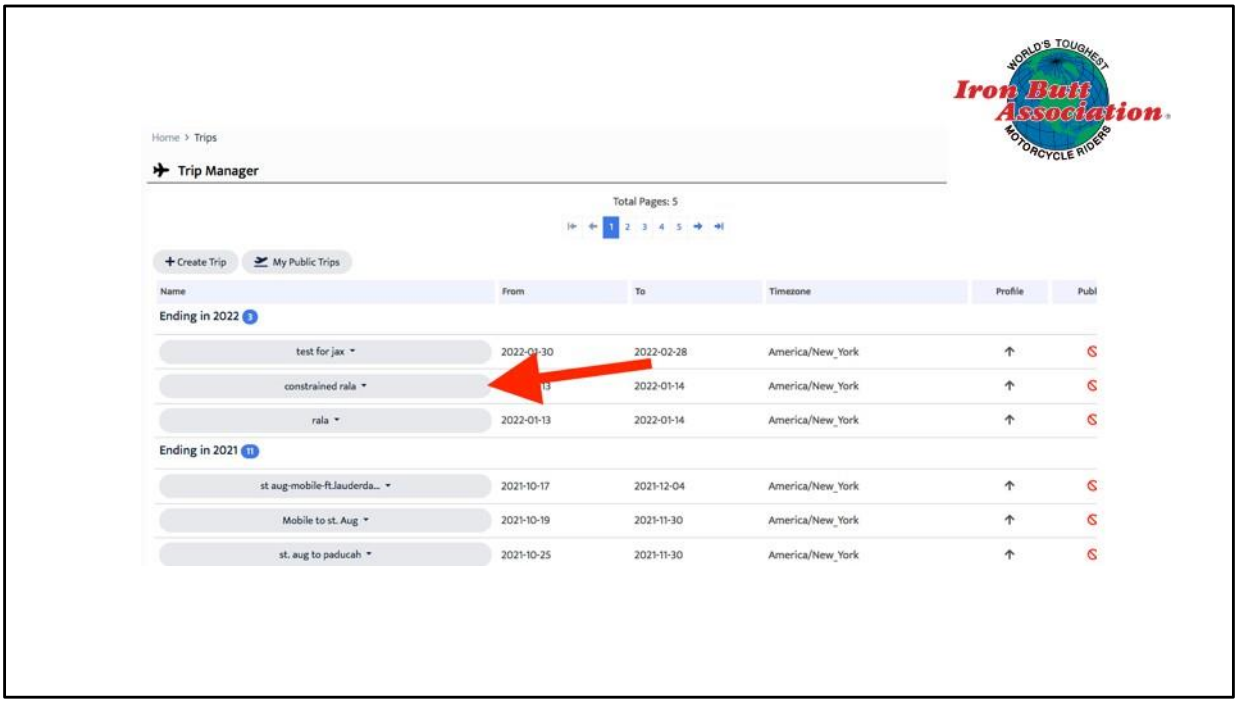
No passwords for your Spotwalla link

Just give us the link to this ride - not to your entire library of rides.

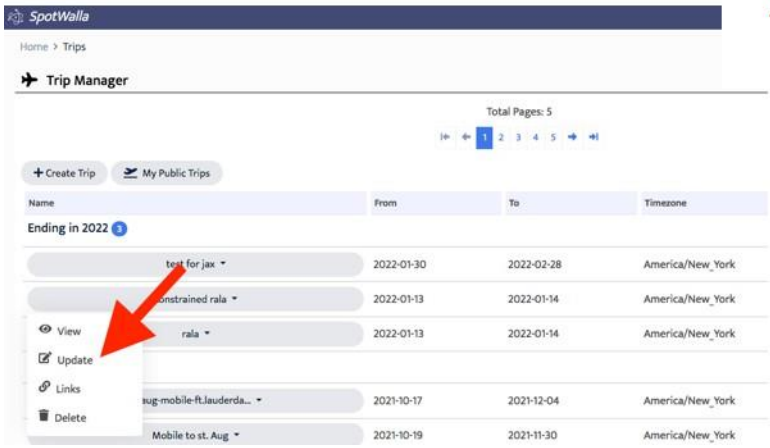
Here's how to permit others to download your trip data.



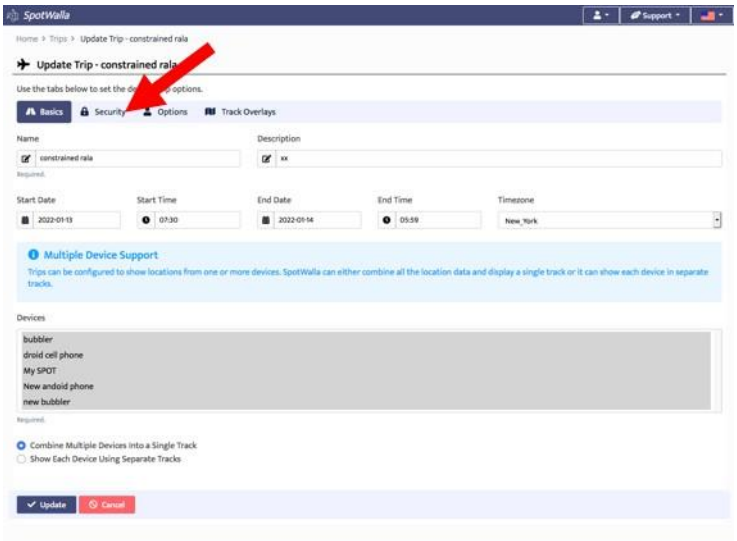
Go to your Spotwalla account and click on trip manager



Click on the trip



Update the trip



Click on security

Home → Trips → Update Trip - to petoskey

Update Trip - to petoskey

Use the tabs below to set the desired trip options.

Basics | Security | Options | Track Overlays

- [x] Apply Active Secure Zones?
- [ ] Hide the Time?
- [x] Display speed data?
- [ ] Is this trip public?
- [x] Allow viewers to download the trip's location data?

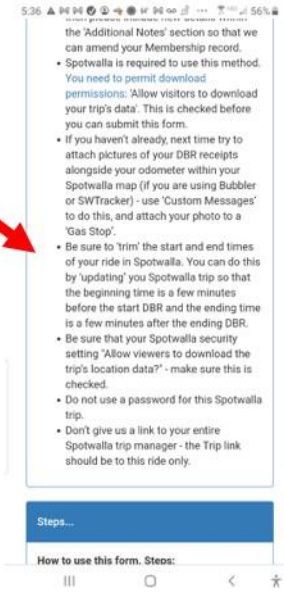
View Password

View Password

Hide These Message Types

Click here to available message types

-Trim ride times



We also want you to trim the start and end times of your ride. When I set up a ride in Spotwalla, I set my start time hours ahead of when I intend to start and leave my end time as 23:59 of the ending date. But often I put on miles before the official start of the 'real' ride and might even have some miles after the completion of the real ride.

Spotwalla received for a SS1000 ride

Here's a map we received for a SS1000.

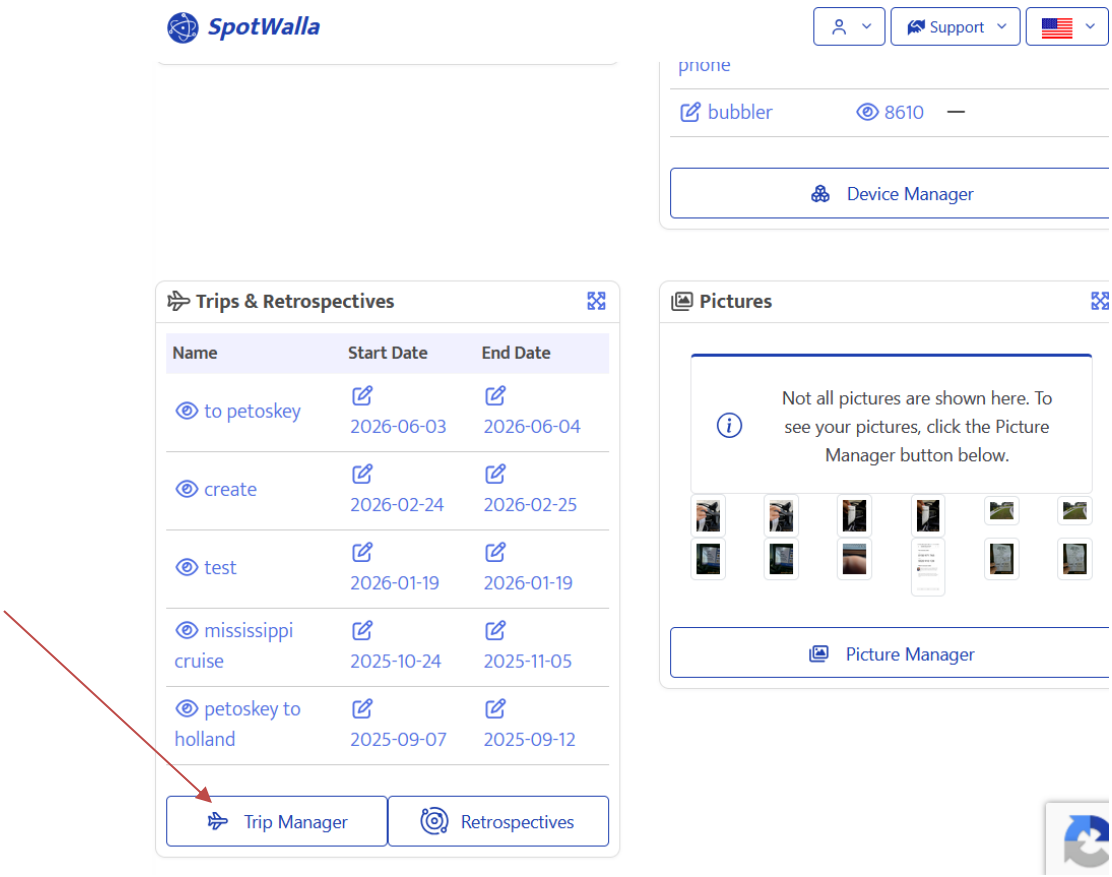
Don't give us a link to a map like this when applying for a SS1000.

Either create a new trip using the starting and ending times of your first and last gas receipts (give a ten-minute leeway at the beginning and end) or just update the times in your Spotwalla trip manager.

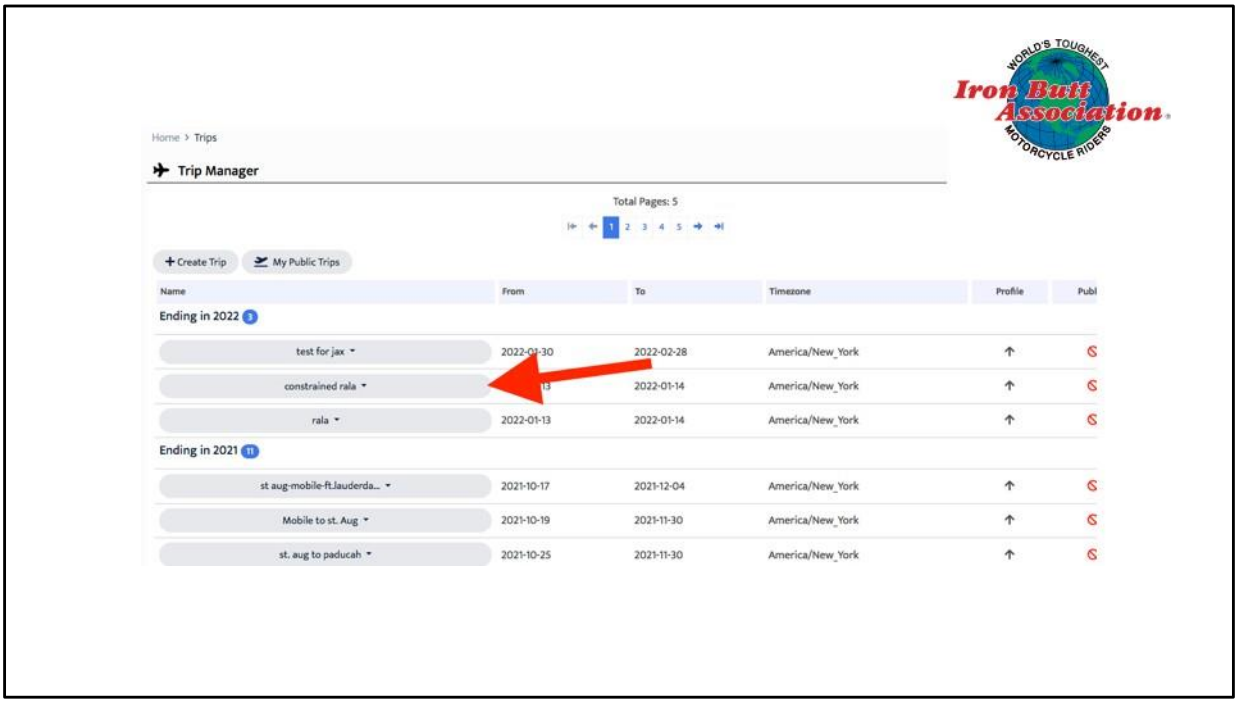
All your data is secure. Trips that you set up are simply windows looking at your data. Nothing you do to update trip times or to create new trips using the data will cause you to lose data. You can always go back and expand your start and stop times.

Don't panic--if you need help, just send an email to IBA Premier certifications and we'll have one of our mentors give you a call.

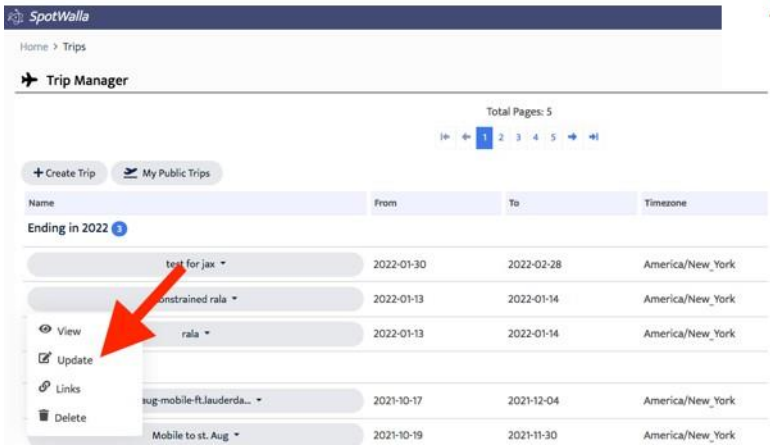
But here's how you trim your times



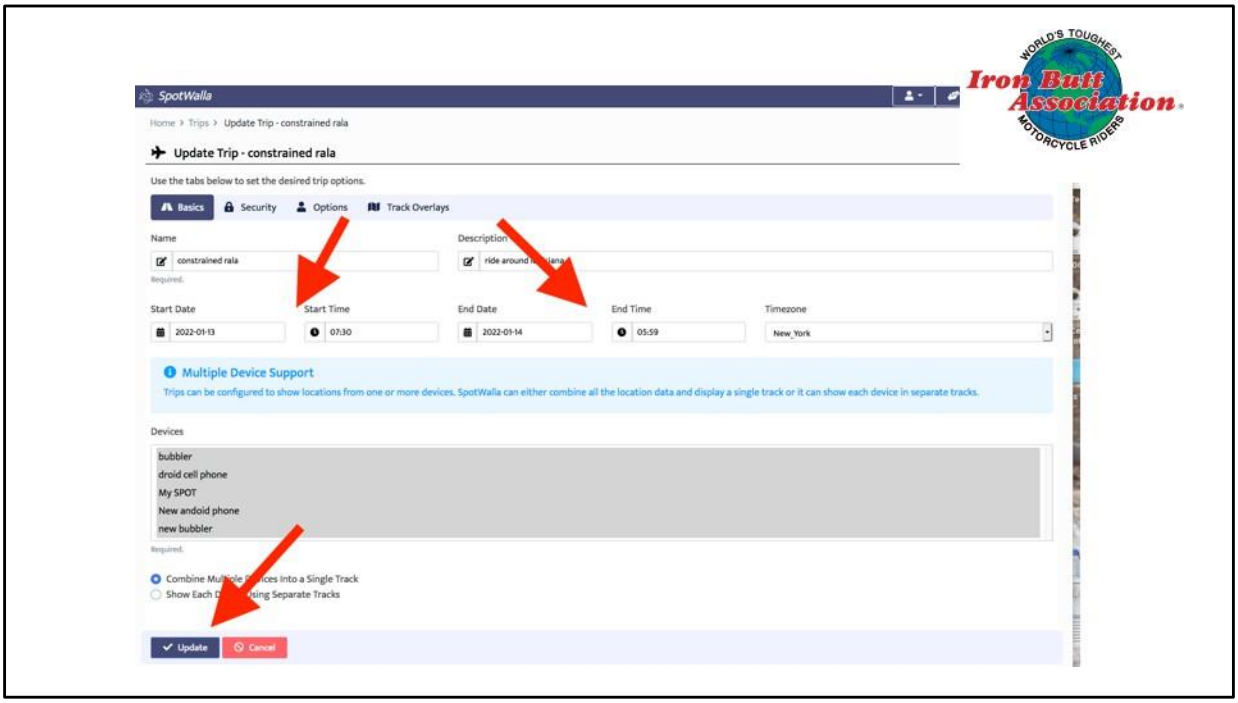
Go to your Spotwalla account and click on trip manager



Click on the trip



Click on Update to edit the trip



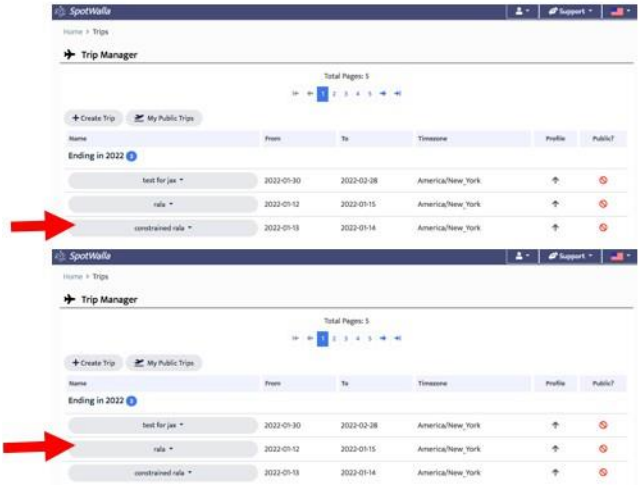
Set the start date and time to about 10 minutes before the time on your starting DBR/fuel receipt and set the ending time about ten minutes after your last DBR/fuel receipt and hit update.

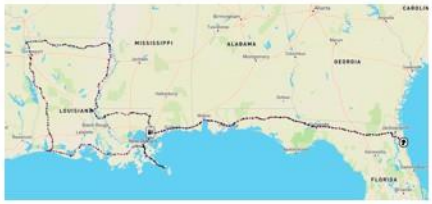
BUT be sure to then view your Spotwalla trip on the map and make **ABSOLUTELY** sure your start and end DBRs reflect in your trip, and if they do not, adjust your times accordingly for the trip until they do.

That's it. Your map will show just your trip. You do not lose any of your data - you can always widen the times and a more inclusive map is formed.

Or you can create a new trip using the narrow data for the times you're trying to get certified.

Two Trips – Same Data





So here's my trip manager. Notice the trip on the bottom, RALa, ride around Louisiana. The time for the trip is three days long, and the Spotwalla map shows my travels from St. Augustine to Slidell, then the 'real trip, the ride around Louisiana, and then my ride home.

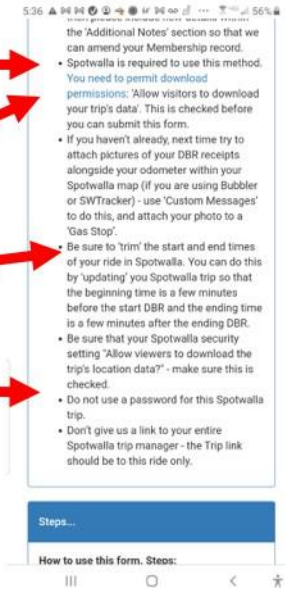
I created another trip with the narrow times and dates to reflect the beginning and ending gas receipts for the trip I was trying to get certified, called constrained rala. You can see that both trips use the same data and can be preserved in your trip file. No data was lost by creating that second trip.

-Spotwalla Required

-Data downloadable

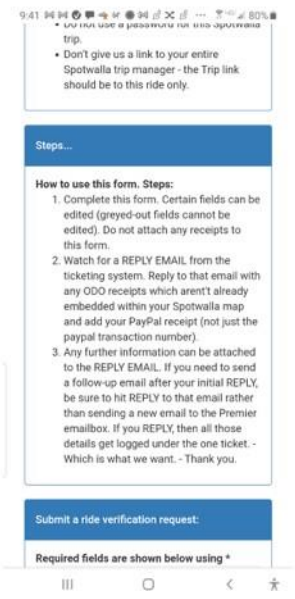
-Trim Spotwalla times

-No Spotwalla password



Okay, so now you know how to be sure your data is downloadable and how to trim your data points.

Main Instructions
-Fill out form
-"Received" email
-Always use "Reply"

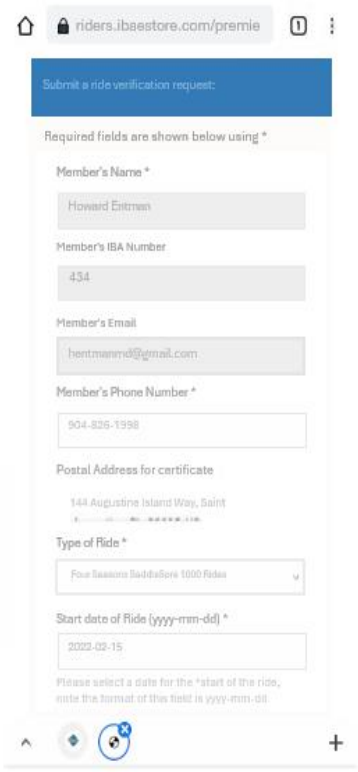


Most importantly, here are the main instructions:

Fill out the form
Watch for a return email acknowledging that the form was received
Always reply to that email. That will keep all the communication about a particular ride in the same thread. Don't be lazy and merely send another email to the premier mailbox, because a new email will generate a new ticket and that will make the job of verifying your ride more cumbersome.

·Cannot change grey areas

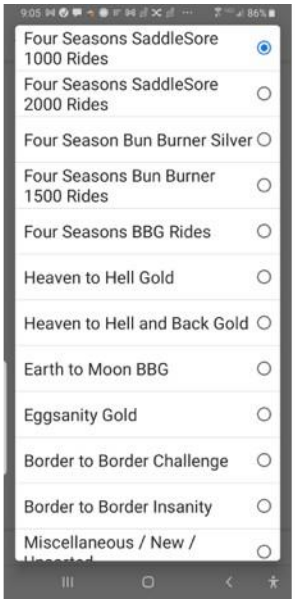
·Issues? We will contact you



Here's what you will get on your phone or your pad or pc if you wait till you get home. The grey areas cannot be changed. All the others can be changed. The address is what we have in the master database. If the address is wrong, put in the correct address and make a comment in the additional details box to tell us that you changed the address. This is the address to which we will mail your certificate, so be sure it is correct!

There is a dropdown box for the type of ride.

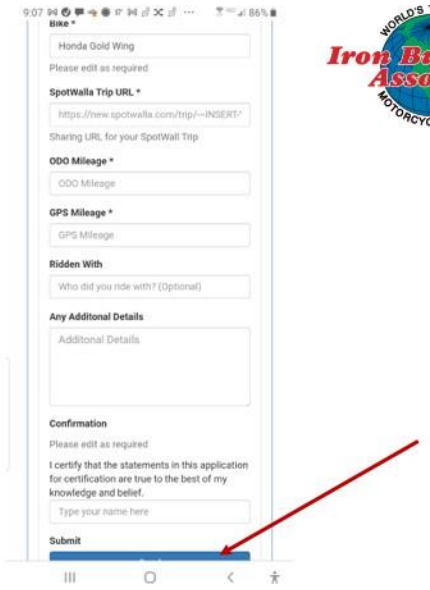
Type of ride “drop-down - Lists most rides



The drop-down box lists most of our rides.

If you don’t see your ride on this list, go to the ‘comments’ box near the bottom of the insta-cert and tell us what ride you’re applying for.

-Good Spotwalla link a MUST
-ODO and GPS miles a MUST
-Notate Database changes
-Sign and send
-Attach PayPal receipt via
"REPLY"



You absolutely must put in a good Spotwalla link to use this system. Don't give us the link to ALL of your Spotwalla maps. Just give us the link to this ride. We also need your ODO and GPS mileages.

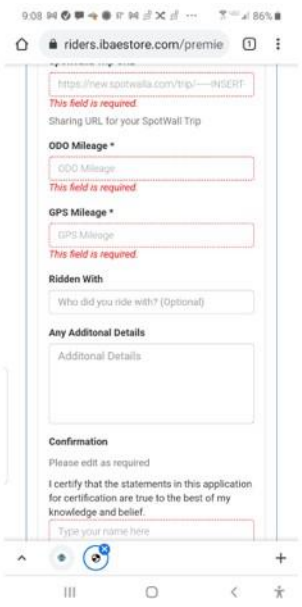
If you changed any of the master database information, give us a heads up in the additional details box

Sign your name and hit send.

When you get home, make your PayPal payment, and attach a copy of the PayPal confirmation to a reply to the email you have received acknowledging receipt of your submission If some of your receipts were not embedded in the Spotwalla map, also attach them to this email.

Even better, you can make your PayPal payment before you start your ride. Save a copy of your PayPal confirmation to your picture file, and, if your receipts are embedded in your Spotwalla map, just reply to the acknowledgement email and attach your PayPal receipt and you're finished!!

Can’t omit required info



If you leave out required information, you cannot send the form.

Insta-Cert Ride Application

- Available only to Premier Members through the IBA eStore
- Submit ride application at final Fuel/DBR stop
- Must follow "Insta-Cert" submission requirements
- Previous ride submission methods remain

So here's the Insta-Cert Program available to Premier Members only. If you don't like this method, or have many documents to attach, you can still use the same form that you have been using for the past few years.