



# ZELLO INSTRUCTIONS



FIFTH THIRD  
BANK



Thank you for volunteering for the Fifth Third Bike the Drive! We will be using an app called Zello to communicate with each other. Zello is a Push-to-Talk (PTT) app that enables your phone or smart device to work like a walkie-talkie.

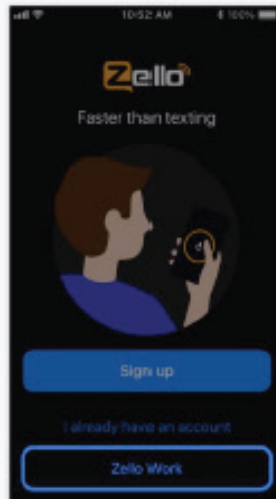
You can use it on an iPhone, iPad, Android phones or tablets, and on a PC. We will use it to communicate with live-voice, text messages (Call Alerts), and to send images.

## SET UP

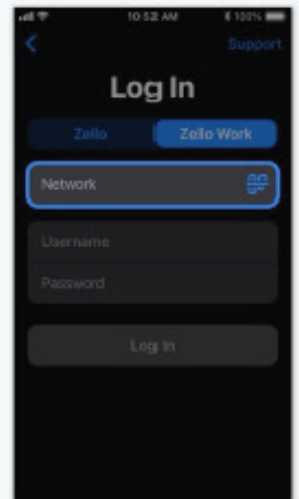
There are 2 options for signing in:

1. Download the app on your phone.  
You can download here:  
<https://activetrans.zellowork.com/app>
2. Tap the **Zello Work** option at the bottom of the screen
3. Enter your private Zello Work network, **activetrans**, your username, and password

2. Tap the Zello Work option at the bottom of the screen



3. Enter your private Zello Work network **activetrans**, your username, and password\*

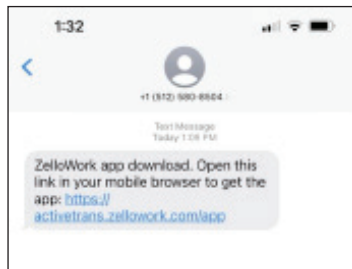


\* All three fields are required.

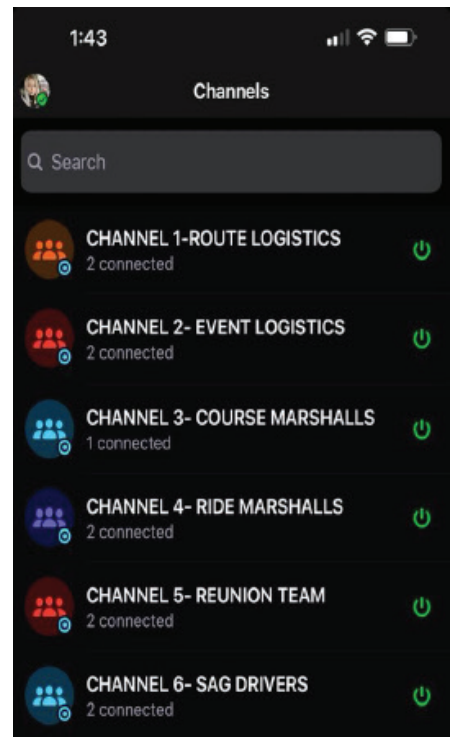
## The Second Option:



1. You will receive a text with a link to download the app
2. Repeat steps 2 & 3 from above



After you finished the sign in process, you will be assigned to a channel where you can communicate with your team members. It will look like this:

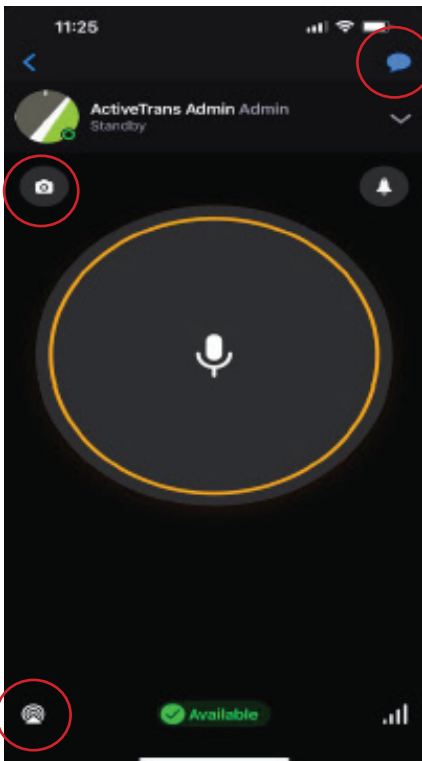


## USER TIPS

Once logged in the app, you can send photos, share your location, send a voicemail to everyone in your channel, and make one-on-one calls if needed. See visual guides below:

1. When on the talk screen press and hold the big PTT button (orange circle) until you hear the “chirp”, then talk and continue holding the button until you are finished talking.
  - Contacts: for private one-to-one talking
  - Channels: chose a Channel to broadcast one-to-many in the group.
2. Other features:
  - Camera icon: send a picture to other staff
  - Message icon: send a Call Alert (text message) to other staff
  - Available, receive all communications, even if phone is locked. Busy, receive audio communications as voicemails that are stored in the chat. **PLEASE REMAIN IN AVAILABLE FOR THE DURATION OF THE EVENT.**

MAKE A CALL

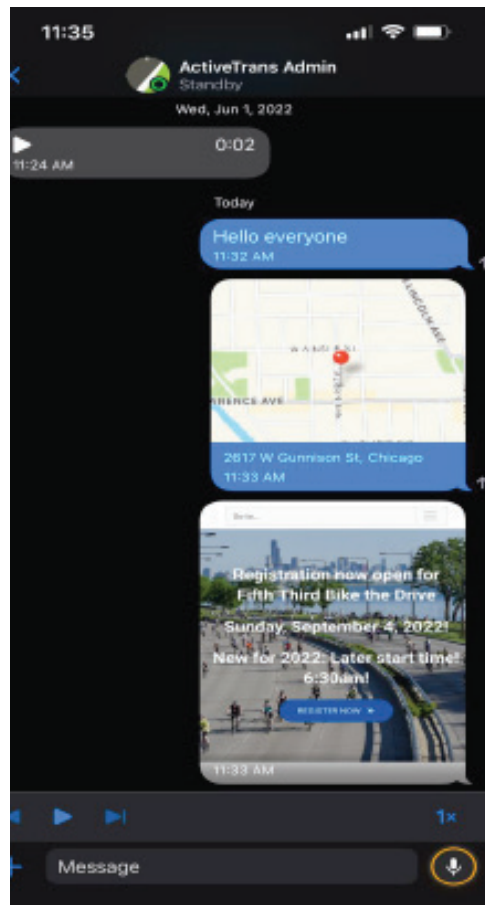


SEND TEXT

SEND PHOTO

SEND YOUR LOCATION

The chat box will look like this:



TEXT

LOCATION

PHOTO

## EQUIPMENT PREP

1. Test Zello to ensure it is working on your device.
2. Bring headphones to the event.
3. Ensure the battery is charged and the power is on.
4. Bring a backup power block for your device. We will also have some available.
5. Keep the volume high enough to be able to hear communications.
6. Periodically check to make sure everything is working.

## EQUIPMENT PREP

1. **Clarity:** Your voice should be clear. Speak a little slower than normal. Speak in a normal tone, do not shout.
2. **Simplicity:** Keep your message simple enough for intended listeners to understand. Think before you speak. Decide what you are going say and to whom it is meant for.
3. **Brevity:** Be concise and precise and to the point.
4. **Location:** Include location and incident details.

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**Volunteers to note the Light Pole marking system** in the event of an emergency. These are located up and down DLSD as well as around Grant Park. They can be used to help relay location in the event of an emergency.



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## ZELLO ISSUES

In case you run into any issues with Zello please refer to the attached Communication Flow Chart for Manager Cell Phone numbers.

If you cannot reach a manager by their cell phone number, you can call the **non-emergency event hotline at 312-216-0464.**

Your last option is to call Joe on his personal cell phone, **713-494-1490.** Please let Joe know if you are having trouble logging in or have any questions. She can be contacted by email, [joe@activetrans.org](mailto:joe@activetrans.org), or personal cell phone, **713-494-1490.**

**Ride On!**



**FIFTH THIRD  
BANK**



**Event Manager**  
Brittany Gillespie – 901.786.3150

**Communications Managers**  
Kevin Crowley - 773-251-2247  
Jason Jenkins - 773-505-2657

**Zello - CHANNEL 1  
ROUTE LOGISTICS**

**Event Manager**  
Brittany Gillespie- 901.786.3160

**S-Finish/Jackson/Monroe Mgr**  
Rubani Shaw - 773.710.3446  
Roland Hayes - 312-860-2229

**Fullerton Rider Checkpoint**  
Betty Vandenbosch 954.638.9324  
Darrel Wood –773-456-0279

**Oakwood Rider Checkpoint**  
Alex Perez - 773-844-6052  
Dan Evans - 847-722-5921

**Route Captain Leader**  
Ardarius Blakely – 678.517.3985

**Route Captains**  
1. Mark Penzien - 734-223-3490  
2. Sandra Davila - 917-386-5344  
3. Daniela Hernandez 312-774-0865  
4. Hamzat Azeez –773-263-0872  
5. Jay Kelsaw – 317-496-4763  
6. Joe Ignatius – 312-523-9980

**Security Liaison**  
Rhonda Anderson 773-919-1084

**ATA Executive Director**  
Amy Rynell - 312-859-0232

**DCASE & City Services**

**Zello - CHANNEL 2  
EVENT LOGISTICS**

**Event Manager**  
Brittany Gillespie – 901.786.3150

**Volunteer Manager/Tent**  
Christian Helem - 773-682-8951

**Festival Manager**  
Cynthia Bedolla - 312-607-8829

**Festival & Prod. Assistant**  
Rory Hayes – 847-431-0829

**Event Interns**  
Aissa Avilla – 312-487-0782  
Joe Barry – 713-494-1490

**South Rest Stop Managers**  
Melody Geraci – 773-398-7898  
Maggie Czerwinski 616-822-1389  
Diamond Allen – 314-800-3918

**Central Rest Stop Mgr**  
Bryce Sabin - 312-800-3175

**North Rest Stop Mgr**  
Travis Cronkite – 773-964-9071  
Suza Bar –530-307-0765

**M&C /Media**  
Clare McDermott - 773-391-7709

**T-shirt Manager**  
Tish Bailey – 773-865-2685

**VIP Tent**  
Julie Strand - 815-263-7577

**Pancake Tent**  
Luann Hamilton - 773-307-2396

**Beer Tent**  
Melissa Gutierrez –773-706-7115

**Zello - CHANNEL 3  
COURSE MARSHALS**

**CENTRAL Mgrs**  
Elizabeth Adamczyk- (773) 370-2038  
Lorenzo Grego – 773.322.7973  
Sean Robinson - 425-281-8132  
Dave Simmons - 847-254-0873

**NORTH Mgrs**  
Ted Villaire - 312-563-1118  
Frank Geilen - 773-294-8568

**SOUTH Mgrs**  
Jim Merrell - 773-456-1345  
Daphnay Sagaille – 847-997-5761

Use ZELLO to contact Managers,  
use CELL Phone as back up and  
non-emergency hotline as last  
resort

**312-216-0464**

**Volunteer Accommodations Mgr**

Stephen Sanders  
312-898-2526

Faraz Hussain  
312-285-0370

**Zello - CHANNEL 4  
RIDE MARSHALS**

**Ride Marshal Mgrs**  
Roland Hayes  
312-860-2229

Rubani Shaw  
773-710-3446

**Route Captain Leader**  
Ardarius Blakely  
678.517.3985

**Volunteer Accommodations  
Mgr**  
Stephen Sanders  
312-898-2526

Faraz Hussain  
312-285-0370

Use ZELLO to contact Managers  
use CELL Phone as back up  
and non-emergency hotline as  
last resort

**312-216-0464**

**Zello - CHANNEL 5  
REUNION TEAM**

**Reunion Managers**

**CENTRAL**  
Eva Rowe  
773-383-8129

**NORTH**  
Travis Cronkite  
773-964-9071

**SOUTH**  
Melody Geraci  
773-398-7898

**Zello - CHANNEL 6  
SAG**

**SAG Driver Manager**  
David Powe  
312-530-3248

**SAG Drivers**

Martin Frank – 630-240-4790  
Miranda Davis – 302-402-4845  
Luis Martinez – 704-258-9271  
Sofia Garcia – 773-915-3860  
Bob Rynell – 773-403-7795  
Brandon Sheppard 815-474-3815