APPALACHIAN MOUNTAIN CLUB

AMC Activity Listings: Chapter Trip Contributor User Instructions

© Appalachian Mountain Club 5 Joy Street Boston, MA 02108 Phone 617.523.0655

Table of Contents

TRIP LISTINGS OVERVIEW & WORKFLOW REVIEW	3
SYSTEM REQUIREMENTS	5
ACCOUNT INFORMATION: CHANGING YOUR CONTACT INFO & PASSWORD	9
ENTERING A NEW TRIP LISTING	15
ENTERING A NEW VOLUNTEER OPPORTUNITY	32
REUSING AN ARCHIVED TRIP LISTING	47
EDITING A TRIP LISTING PRIOR TO APPROVAL	49
EDITING A TRIP'S STATUS	51
FOR ADDITIONAL SUPPORT	52



The Appalachian Mountain Club has developed a searchable online activity listings database for use by staff and volunteers. The purpose of this application is to present a universal set of searchable upcoming AMC events and volunteer opportunities regardless if sponsored by volunteer committees or staff. The system also automates the process for volunteer committees submitting their trips to *AMC Outdoors* for inclusion in Backcountry, while at the same time making trips eligible for publication on the AMC website, <u>activities.outdoors.org</u>. Volunteer newsletter editors and webmasters may also extract data from the system to feed their websites and print publications.

The application offers a workflow that allows volunteer committees to create an electronically managed approval process based on the following structure:

- <u>Contributors</u> (trip leaders, trail event organizers) input their trips/volunteer opportunities into a web-based form.
- Trips/volunteer opportunities are then sent to an appropriate volunteer <u>Reviewer</u> within the contributer's committee.
- Once reviewed and approved by the committee Reviewer, the trip is passed to the appropriate volunteer committee <u>Approver</u>, who makes any final edits and approves the trip on behalf of the committee.
- Trips then get published on the web and are queued for inclusion in upcoming issues of *AMC Outdoors;* they are also available for inclusion in volunteer newsletters and websites.
- While trips and volunteer opportunities are not subject to approval by AMC staff, AMC staff may periodically review listings for quality and edit as needed.

Chapter and volunteer committee leaders determine the best workflow for their committees within this structure (illustrated on the next page). If you would like to learn more about how your committee's approval process works check in with your committee chair.

Online Chapter Activity Workflow



v 2.0

System Requirements

The application has been developed such that it is compliant with the following operating systems: XP, Vista, Windows 7 Mac OS X 10.4.11 or better The system is compliant with the following browsers (all latest versions; older versions may also work, but have not been tested extensively): Firefox 2.0+ Internet Explorer 7.0+ Safari 3.0+ Google Chrome Opera 9.5+

Users should also note that in order to use the system, Javascript and cookies must be enabled. To do this, reference directions for your browser below.

Internet Explorer

To enable Javascript in Internet Explorer:

- 1. Click the **Tools** menu.
- 2. Select Internet Options.
- 3. Click the **Security** tab.
- 4. Click the **Custom Level** button.

5. Scroll down until you see the 'Scripting' section. Select the 'Enable' radio button for 'Active Scripting.'

6. Click the **OK** button.

7. If you see a confirmation window, click the Yes button.

To enable cookies in Internet Explorer 7 or 8:

To enable cookies in Internet Explorer 6:

1. Click **Start > Control Panel**. (Note: with Windows XP Classic View, click the Windows Start button > Settings > Control Panel).

2. Double-click the Internet Options icon.

3. Click the **Privacy** tab.

4. Click the **Advanced** button.

5. Select the option 'Override automatic cookie handling' under the Cookies section in the Advanced Privacy Settings window.

6. Select the 'Accept' or 'Prompt' option under 'First-party Cookies.'

7. Select the 'Accept' or 'Prompt' option under 'Third-party Cookies.' (Note: if you select the 'Prompt' option, you'll be prompted to click OK every time a website 1. Click **Start > Control Panel**. (Note: with Windows XP Classic View, click the Windows Start button > Settings > Control Panel).

2. Ćlick the **Advanced** button.

3. Select the option 'Override Automatic Cookie Handling.'

4. Select the 'Accept' or 'Prompt' option under 'First-party Cookies.'

5. Select the 'Accept' or 'Prompt' option under 'Third-party Cookies.' (Note: if you select the 'Prompt' option, you'll be prompted to click OK every time a website attempts to send you a cookie.)

6. In the Internet Options window, click **OK** to exit.

attempts to send you a cookie.)8. In the Internet Options window, click**OK** to exit.

Firefox

To enable Javascript in Firefox:

- 1. Click the **Tools** menu.
- 2. Select Options.
- 3. Click the **Content** tab.
- 4. Select the 'Enable JavaScript' checkbox.
- 5. Click the OK button.

To enable cookies in Firefox 3.x (PC):

1. Click Tools > **Options**.

2. Click **Privacy** in the top panel.

3. Set 'Firefox will': to Use custom settings for history.

4. Check the box next to Accept cookies from sites to enable cookies, or uncheck it to disable them.

5. Click **OK**.

To enable cookies in Firefox 2.x (PC):

1. Click Tools > Options.

- 2. Click Privacy in the top panel.
- 3. Select the checkbox labeled 'Accept

cookies from sites.'

4. Click OK.

Chrome

Note: JavaScript is enabled by default in Chrome.

To enable cookies in Chrome (PC):

1. Click the **Tools** menu.

- 2. Select **Options**.
- 3. Click the **Under the Hood** tab.

4. Click **Content** settings in the 'Privacy' section.

5. Make sure Allow local data to be set is selected to allow both first-party and thirdparty cookies. For any given webpage, firstparty cookies are cookies that are set by the To enable cookies in Firefox (Mac):

1. Go to the Firefox drop-down menu.

2. Select Preferences.

3. Click **Privacy**.

4. Set 'Firefox will': to Use custom settings for history.

5. Check the box next to Accept cookies from sites to enable cookies, or uncheck it to disable them.

6. Click **OK**.

To enable cookies in Chrome (Mac):

1. Select Chrome > **Preferences** on the menu bar.

2. Click the **Under the Hood** tab.

3. Click **Content** settings in the 'Privacy' section.

4. Make sure Allow local data to be set is selected to allow both first-party and thirdparty cookies. For any given webpage, firstparty cookies are cookies that are set by the

site domain listed in the address bar. Thirdparty cookies come from other domain sources that have items, such as ads or images, embedded on the page. If you only want to accept first-party cookies, check the box next to Block all third-party cookies without exception. site domain listed in the address bar. Thirdparty cookies come from other domain sources that have items, such as ads or images, embedded on the page. If you only want to accept first-party cookies, check the box next to Block all third-party cookies without exception.

Safari

To enable Javascript in Safari:

- 1. Click the Safari menu.
- 2. Select Preferences.
- 3. Click the Security tab.
- 4. Select the 'Enable JavaScript' checkbox.

To enable cookies in Safari:

- Select **Preferences** from the **Safari** menu.
- Click Security.
- Under Accept Cookies, click Always.
- Close the window.
- Click Reload.

Opera

To enable Javascript in Opera (all versions):

- Select **Quick Preferences** from the **File** menu.
- Make sure **Enable Javascript** is checked.
- Click Reload.

To enable cookies in Opera:

- Select **Preferences** from the **Tools** menu.
- Click **Privacy**.
- Ensure both **Enable cookies** and **Accept cookies normally** are checked.
- Click **OK**.
- Close the window.
- Click **Reload**.

Logging In

To log into the system, go to: <u>http://activities.outdoors.org/login</u> using your current login information (current email address and password supplied to you by your chapter administrator).



Upon logging in, you'll find several options available, including the ability to add a new trip/volunteer opportunity, update/change your user information, and ability to access trips based on several different search parameters. A description of each of these functions will be included in subsequent sections of this guide.

Forgot your password? Use the 'Forgot your password?'' link to the right of the password box to request an email with your login information be sent to your email address.

Account Administration: Changing Your Contact Information, Password, and User Defaults

The application allows users, at any time, to edit their contact information (email address), change their password, and set default values for personal information that is often requested in the trip entry form. To do so, log in to the system at http://activities.outdoors.org/login using your current login information (email address and password).



Once logged in, you'll find a central contributor administration area, that will give you several options, including the ability to update your account information, add trips and/or volunteer opportunities, change the status of existing trips (to indicate a trip is full, cancel a trip, etc.), and search current and archived trips.

🚽 - C 🗙 🏠 🗋	http://192.168.	100.86/admin/ir	ndex.cfm/actic	on/main	습 🚽 🚼	Google
nost Visited 📄 Getting Started 🔜 I	Latest Headlines	Appalachia	n Mountain	AMC Webmail		
Appalachian Mountain Club — Eve	ent 🔶					
Hello Kelly Powers, you are a Com	ALACHI OUNTAI LUB		ley <i>(Pa.)</i> grou	ир. Yc	ou will be automatical	ly logged out in: 0:29:52
Activities	Event Adm	ninistration	1			ANAGHI NAT
USERS	Welcome	Kelly Power	sl			
· My Account	Current Delaware Valley (Pa.) Events					
 My Approval Queue 						
• My Approval Queue • Log Out	Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
		Date 5/31/11	Status (o)	Event Type Event Title Chapter Trip: Fairmount Park Loop hike (3AB10)	Edit Stage Contributor sent to: Reviewer	Edit Options
 Log Out EVENTS Add Chapter Trip Add Guided Program Add Special Event Add Volunteer Opportunity 				Event Title Chapter Trip:	Contributor sent to:	view mag view web
Log Out EVENTS Add Chapter Trip Add Guided Program Add Special Event				Event Title Chapter Trip:	Contributor sent to:	view mag view web
Log Out EVENTS Add Chapter Trip Add Guided Program Add Special Event Add Volunteer Opportunity My Events Search Delaware Yalley (Pa.)				Event Title Chapter Trip:	Contributor sent to:	view mag view web

Select "My Account" in the left navigation bar to be directed to the account information administration page.

실 Appalachian Mountain Club — Event Listi		lla Firefox		
<u>File Edit Yiew History Bookmarks Too</u>	ls <u>H</u> elp			
🔇 💽 - C 🗙 🏠 🗋 http	://192.168.100.86/admin/use	er/index.cfm/action/edit/id/10265	☆ - 🛃 -	Google 🔎
🔎 Most Visited 📄 Getting Started 🔜 Latest	Headlines 🔘 Appalachian I	Mountain 📙 AMC Webmail		
Appalachian Mountain Club — Event	÷			-
APPAL MOU CLU Hello Kelly Powers, you are a Contribu	ACHIAN NTAIN B tor for the Delaware Valle	<i>ү (Рз.)</i> group.	You will be automatically I	logged out in: 0:29:14
Activities	Event Administration	T VC DX		WILNOWE NAME
USERS · My Account · My Approval Queue · Log Out	Vser Information *First Name: *Last Name: *Email: *Password:	Kelly Powers powers@outdoors.org		
EVENTS · Add Chapter Trip · Add Guided Program	*Confirm Password:			
Add Soluce Program Add Special Event Add Volunteer Opportunity	User Defaults			
· My Events	Call Time:			
· Search Delaware Valley (Pa.) Events	Phone on Web:			
LEGEND · N - New! (profile) · U - Updated (profile) · P - Pending (profile)	Registration: Listing Type: Location: Audience:	Required C Not Required Magazine & Web C Web Site Only	C Magazine Only	
· A - Archived (profile) · O - Open (status)	Activity: Nearby AMC Dest.:			
· F - Full (status)	Region:		T	

In this form, you are able to easily edit your first & last names, phone number, email address and password. To change your password, enter your new desired password in the "*Password" field and then re-type it in the "*Confirm Password" field. Please note: current guidelines for passwords are fairly basic – a recommended password would be at least 6 characters long & alphanumeric, however the system won't disqualify most passwords – its only current restriction is that passwords be less than 50 characters in length.

In the "User Defaults" box on this page, you may also set default values for each of the values available; doing so will pre-populate these fields on the trip entry form in the future and help reduce the amount of time required to enter a trip. *Note: You may always override your default values for a specific event on the trip entry form when entering the event.*

User Defaults Defined	What is this?	What do I enter?
Phone	Trip contributor/leader phone number	Enter the phone number with which you'd most often like prospective trip participants to

User Defaults Defined	What is this?	What do I enter?
		contact you.
Call Time	Best time to call trip contributor/leader	Enter the time(s) of day you most often prefer to receive phone calls from prospective trip participants.
Phone on Web	Flag to indicate if trip leader/trip contributor phone number is to be visible on the web.	Check this if you'd like your phone number to be visible on many or all of your trip listings.
Email on Web	Flag to indicate if trip leader/trip contributor email address is to be visible on web.	Check this if you'd like your phone number to be visible on many or all of your trip listings. Note: entering your email address and leaving this box unchecked will give users the options to email you anonymously via an online contact form.
Registration	Radio button to indicate if registration is required or not required for trip leader/contributors' trips.	Select the registration option that most often applies to your trips.
Listing Type	Radio button to indicate where trip will be posted. Web only means the trip will not be listed in <i>AMC Outdoors</i> . Magazine only means the trip will not be made available to AMC websites, including volunteer- managed sites (e.g. chapter website.)	Select the publication option that most often applies to your trips.
Location	Freeform text box to indicate, specifically, where your trip takes place. Entering a value in this field is helpful only if you frequently lead/enter trips that take place in the same location	Enter the location where you most frequently lead your trips. E.g. Blue Hills Reservation, Valley Forge National Park, Central Park.

User Defaults Defined	What is this?	What do I enter?
	(e.g. a specific state park, town, etc.)	
Audience	Dropdown box to indicate for what audience your trips are typically geared. Entering a value in this field is helpful only if you frequently lead/enter trips that are restricted to a particular demographic (families, ages 50+, etc.) This value helps end users search on programs/trips specifically geared to their demographic.	Select the appropriate option from the dropdown box.
Activity	Dropdown box to indicate what activity is best and most frequently associated with the trip leader/contributor's trips.	Select the activity that is most relevant to the majority of your trips. E.g., if you are a hiking leader, you might select hiking. A biking committee leader might select biking.
Nearby AMC Destination	Dropdown box to indicate that a trip leader regularly leads trips near an AMC Destination. This value helps end users search on programs/trips taking place near an AMC Destination, where they may be planning a trip. A good use of this default field would be for trip leaders who regularly lead trips at or near Mohican Outdoor Center, for example.	Select the AMC Destination near which you most frequently lead trips, if any.
Region	Dropdown box to indicate that a trip leader regularly leads trips in a particular geographic region. This value helps end users search on programs/trips taking place in a particular	Select the region in which you most frequently lead trips, if any.

User Defaults Defined	What is this?	What do I enter?
	region. A good use of this default field would be for trip leaders who regularly lead hikes in the White Mountains, for example.	
State	Dropdown box to indicate that a trip leader regularly leads trips in a particular state. This value helps end users search on programs/trips taking place in a particular state	Select the state in which you most frequently lead trips, if any.

In the lowest section of this page, your user access settings are visible for review. This section will indicate to which volunteer committees you have access and at what level. For trip contributors, this section is for your reference only and may not be edited. If you notice an error in this area, contact your volunteer committee administrator to assist with changes to your account access.

Other notes:

- The contact information (email address, phone number) listed in your user account information is for administrative use only and will not be made public through this system unless you indicate phone and/or email address should be published on the web for a particular trip.
- The "Cancel" button will abandon any and all changes you make to the page and bring you back to the central contributor administration area.
- The "Clear Changes" button can be used to clear the entire form and revert to the form's original state when you opened it (retaining values that may have existed prior to your most recent edits).

Make your desired changes on this form and click the "Review" button to submit your changes. **Note – the "Review" button does not save your changes**; it brings you to a confirmation screen, where you must review your edits and **click "Save"** to complete the submission process. If you note errors or omissions on the confirmation screen, use the "Edit" button to return to the account update form.

v 2.0

Entering a New Trip Listing

To begin entering trips, you must first log in (if you're not logged in already), using your email address and assigned password:

🐸 Appalachian Mountain Club — Event L	sting Administration - Mozilla Firefox	
<u>File Edit View His</u> tory <u>B</u> ookmarks	Iools <u>H</u> elp	
C × 🏠 🗋	ttp://192.168.100.86/admin/login/	ि र Google 🔎
🔊 Most Visited 📄 Getting Started 🛼 Lai	est Headlines 🔘 Appalachian Mountain 🔚 AMC Webmail	
Appalachian Mountain Club — Even	···· 🔶	-
APPA CL	LACHIAN UNTAIN UB	
Activities	Event Administration	
If you have trouble logging in or have forgotten your password, please contact your group or chapter approver.	Sign in to Event Administration: User Name: <u>bowers@outdoors.org</u> Password: <u></u>	
Newsletter Signup		
action on key conservation issues: Enter email address Submit		
4 Done	Join AMC E-News Signue Activity Search Gurrent Conditions Chapter Newsroom Employment Online Store Donate Contact U	z S You 🗰

Once logged in, you'll find a central contributor administration area, that will give you several options, including the ability to update your account information, add trips and/or volunteer opportunities, change the status of existing trips (to indicate a trip is full, cancel a trip, etc.), and search current and archived trips.

ppalachian Mountain Club — Event Li: Edit View History Bookmarks I	-					
💽 - C 🗙 🏠 🗋 🖩	tp://192.168.1	00.86/admin/in	dex.cfm/actior	n/main	습 - 🚼	Google
ost Visited 📄 Getting Started 🔜 Late	st Headlines 🕻	Appalachian	Mountain	AMC Webmail		
Appalachian Mountain Club — Event	[+]					
APPA APPA MCL iello Kelly Powers, you are a <i>Contril</i>	LACHI UNTAI UB		ley (Pa.) grou	ıp. Y	ou will be automaticall	y logged out in: 0:29:26
Activities	Event Adm	inistration		C. C. Karden		CARACHE MOTO
USERS · My Account · My Approval Queue	S Welcome Kelly Powersi Account Current Delaware Valley (Pa.) Events			vents		
• Log Out	Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
EVENTS · Add Chapter Trip · Add Guided Program · Add Special Event		5/31/11	(0)	Chapter Trip: Fairmount Park Loop hike (3AB10)	Contributor sent to: Reviewer	<u>view maq</u> <u>view web</u> <u>edit</u>
 Add Volunteer Opportunity My Events 						
· · Search Delaware Valley (Pa.) Events						
LEGEND						
· * - Required field						
RELATED LINKS						
- Microsoft Outlook	1			. Appalachian Mountai 🗐 activitiesdb-cc		a 😼 🛃 🏱 🛱 🕼

To enter a trip, select "Add Chapter Trip" in the left navigation bar.

You will be taken to the trip entry screen, illustrated here:

Edit View History Bookmarks T	ools <u>H</u> elp
💽 C 🗙 🏠 🗋 ht	tp://192.168.100.86/admin/event/index.cfm/action/add/type/1 🔗 👻 🚼 👻 Google
Aost Visited 📄 Getting Started 🔜 Late	st Headlines 🜔 Appalachian Mountain 🔚 AMC Webmail
Appalachian Mountain Club — Event	··· *
Mo CL	LACHIAN UNTAIN UB <i>vutor</i> for the <i>Delaware Valley (Pa.)</i> group. You will be automatically logged out in: 0:29:53
Activities	Event Administration
USERS	-EVENT INFORMATION-
· My Account	* Event Type: Chapter Trip
· My Approval Queue	Program Fees: Adult Adult
· Log Out	Member Non-Member
EVENTS	\$0.00 \$0.00
· Add Chapter Trip	* Group: Delaware Valley (Pa.)
· Add Guided Program	* Managed By: Hiking 💌
· Add Special Event	* Status: Open (O) C Wait List (W) C Full (F) C Canceled (C)
· Add Volunteer Opportunity	* Listing Type: Magazine & Web C Web Site Only C Magazine Only
• My Events	* Title:
Search Delaware Valley (Pa.) Events	* Dates:
	Mondays Only Magazine Issue(s): Not Applicable
LEGEND	Duration:
· * - Required field	* Registration:
ABBREVIATIONS	Archive on Archiving means your event will retrievable for two years.
· Approx Approximately	Expiration? Otherwise, your event will be deleted from the system permanently after the event's end
· CL - Co-Leader	date.
chi c l	Backcountry Clubwide Events Cross Reference in Clubwide Events
· CPL - Carpool	

The trip entry process is done completely through this web-based form, which is similar to an online email form or online shopping. Please note that only those fields marked with an asterisk are required. All other fields are optional.

A complete breakdown of all fields on the form with descriptions and rules for each are as listed in the following table. Please use this table to populate the form.

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
Event Type	Indicates what type of trip is being entered. Options include "Chapter Trip" or "Volunteer Opportunity."	Nothing. This field is pre-defined based on what type of trip/program you opted to enter in the left navigation.	Yes
Program Fees	Optional, separate form fields to use for any fees associated with the trip. You may enter one rate for adult members and one rate for adult non- members. Any additional rate information may be detailed in the Trip Description fields.	Adult member rate and adult non-member rate, if applicable.	No
Group	Indicates who is sponsoring this trip. Options include each AMC Chapter, AMC Staff, and other volunteer committees.	Nothing. This field is pre-defined based on your account access and volunteer affiliation.	Yes
Managed by	Indicates which "sub- group" (or committee) is sponsoring this trip. Options are available in the dropdown box, based on your account access and volunteer	Select the committee or group from the dropdown menu on whose behalf you are leading/entering the trip.	Yes

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
	affiliations.		
Status	Indicates current status of the trip; options include "Open," "Full," "Wait List," or "Cancelled"	Select the current status of the trip; note the system defaults this value to "Open" so you may not need to take action. You may update this status field at any time.	Yes
Listing Type	Radio button to indicate where trip will be posted. "Web only" means the trip will not be listed in <i>AMC Outdoors</i> . "Magazine only" means the trip will not be made available to AMC websites, including volunteer-managed sites (e.g. chapter website).	Select the publication option that applies to your trip.	Yes
Title	Trip title. This title will appear in the web search results (as a clickable link to the full description of the trip) and bolded in the Backcountry section of <i>AMC Outdoors</i> . Title character limit is 250 characters.	Enter a short, descriptive title for your trip. If your chapter typically does so, you might also indicate the trip's difficulty rating in parentheses at the end of this field. E.g. "Fairmount Park Loop Hike (3AB10)"	Yes
Dates	Trip dates. You may also use this area to indicate that a trip is recurring. Note: Indicating that a trip is "recurring" means that, upon submission, the trip will break out	Single-day trips: Enter trip date in first date box. Second date box ("end date") will auto- populate with the same date. Multi-day trips: Enter	Yes

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
	into multiple listings – one for each date on which the trip recurs.	trip start date in first date box. Enter trip end date in second date box. Recurring trips (e.g. every Wednesday for a given month): Enter start date of recurring date range in first date box. Enter end date of recurrent date range in second date box. In middle select box, select on which day of the week the recurring trip takes place. E.g. a recurring trip on Mondays in March would use start date of 3/1/XX and end date of 3/31/XX and the middle select box would be highlighted with "Mondays only"	
Magazine Issue(s)	This display field indicates when your trip will appear in <i>AMC</i> <i>Outdoors,</i> based on the trip dates and any special designations (e.g. Advance Notice) placed on the trip.	No action required. Use this display field to confirm when your trip will appear in the magazine.	N/A
Registration	Radio button to indicate if registration is required or not required for trip leader/contributors' trips. Note that your selection will impact how many words are available to	Select the registration option that applies to this trip.	Yes

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
	you in the magazine description field (longer entries are allowed when registration is not required.)		
Archive on Expiration?	This checkbox allows you to submit your trip to the archives for two years once it occurs. This means that you can retrieve and reactivate it in the future (re-activate it and update the dates). This is helpful if you run the same or a similar trip every year.	The system default- checks this box. If you do not wish this trip to be archived, uncheck the box.	
Backcountry Designations	These checkboxes allow yo for special treatment in Bac cases, online. Clubwide Events allows yo listing in the "Clubwide Events Backcountry. Choosing this under your chapter/commis will appear and a note will Clubwide Events for the fu "Cross-reference in Clubw keep your trip's full listing chapter/committee listings trip title under "Clubwide direct readers to your chap full details. "Advance Notice" allows yo inclusion in the magazine of guidelines would typically only if your trip requires a "Special Notice" allows yo beginning of your chapter Backcountry under a "Special	ckcountry and, in some bu to place your trip's full vents" section of s option also means that ittee listings, the trip title direct readers to all description. ide Events" allows you to under your ; it will also include the Events" and a note will oter/committee listings for you to submit a trip for one issue earlier than allow. Use this option a \$\$ deposit. ur trip to display at the s trip listings in	

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
Short Web Description	You may opt to skip this field if you like. Use of this description field is currently limited to the search results page for end web users. Hovering over a trip title will display this field.	You may opt to skip this field. If you choose to populate it, enter a short summary of the trip. Word limit is 100 words.	No
Long Web Description	This description of the trip is displayed on the web – both on chapter websites and on the main AMC website.	Enter up to 450 words describing the trip.	Yes, if trip is set to be published on web.
Magazine Description	This description of the trip is displayed in <i>AMC</i> <i>Outdoors</i> and is available for use by volunteer newsletter editors for their publications.	Enter up to 20 words describing the trip. If registration is not required, you may enter 40 words. If trip is marked "Advance Notice," you may enter 60 words. If you exceed the prescribed limit you will be informed when you click away from the field.	Yes, if trip is set to be published on web.
Location	Freeform text box to indicate, specifically, where your trip takes place. Entering a value in this field is usually helpful only if the trip takes place in a specific location or town that is distinct from the "Region"	Enter the location where the trip takes place. E.g. Blue Hills Reservation, Valley Forge National Park, Central Park.	No
Difficulty	Freeform text box to	Enter the trip's level of	No

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
	advertise the trip's difficulty level (alphanumeric code for some chapters; "Easy," "Intermediate," "Advanced," for others, for example)	difficulty based on your chapter's standards.	
Region	This dropdown value helps end users search on programs/trips taking place in a particular region.	Select the region in which the trip takes place.	Yes
State	This dropdown box sets a value that helps end users search on programs/trips taking place in a particular state	This field auto- populates based on your selection of a Region. If necessary, select the state in which the trip takes place.	Yes
Country	This box displays the country in which the trip occurs.	This field auto- populates based on your selection of a Region. If necessary, enter the country in which the trip takes place.	Yes
Nearby AMC Destination	This dropdown box sets a value that helps end users search on programs/trips taking place near an AMC Destination, where the end user may be planning a trip.	Select the AMC Destination near which the trip occurs, if any. You may select multiple entries from this list by holding the "Ctrl" button down while selecting multiples.	No
Activity	Dropdown box to indicate what activity is best associated with the trip. End web users will use these activities when	Select the activity that is most relevant to your trip. You may select multiple entries from this list by holding the	Yes

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
	searching to find trips that fit their activity interests.	"Ctrl" button down while selecting multiples.	
Contact Information - Name	This field displays the name of the trip leader on the web and in the magazine.	Enter trip leader name (the field auto-populates) with trip contributor's name – no action may be necessary). Note that Contact Information Row #1 is required so at least one leader's name must be entered.	Yes – Row 1 only
Contact Information – Phone Number	This field accepts a single phone number. If populated, the phone number will be printed in the magazine. The phone number will not be displayed on the web unless "Show Phone on Web" checkbox is checked (see below.)	Enter trip leader's phone number.	Not if email address is entered instead – Row 1 only
Contact Information – Time to Call	Best time to call trip contributor/leader. If populated, the time to call will be printed in the magazine. Times to call will not be displayed on the web unless "Show Phone on Web" checkbox is checked (see below.)	Enter the time(s) of day trip leader prefers to receive phone calls from prospective trip participants.	No
Contact Information – Show Phone on Web	Flag to indicate if trip leader phone number/times to call is to be visible on the web.	Check this if you'd like the phone number/times to call fields to be visible on the web.	Not if email address is entered instead – Row 1 only

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
Contact Information – Email Address	This field accepts a single email address. If populated, the email address will be printed in the magazine. The email address will not be displayed on the web unless "Show Email on Web" checkbox is checked (see below.) If email address is entered and "Show Email on Web" is NOT checked, end web users may still contact trip leader via an anonymous web contact form.	Enter trip leader's email address (the field auto- populates with trip contributor's email address – no action may be necessary).	Not if phone number is entered AND "Show Phone on Web" is checked – Row 1 only
Contact Information – Show Email on Web	Flag to indicate if trip leader email address is to be visible on web.	Check this if you'd like your email address to be visible to web users. Note: If email address is entered and "Show Phone on Web" is NOT checked, end web users may still contact trip leader via an anonymous web contact form.	Not if phone number is entered AND "Show Phone on Web" is checked – Row 1 only
Co-Contact Information Registrar	Please refer to "Contact Inf details on populating these Please refer to "Contact Inf details on populating these this information is populat first on the web to indicate contact for the trip. Enter A encouraging trip participan U.S. Mail. This information on the web.	e fields with co-leader infor formation" information abo e fields with Registrar infor ed, then "Registrar" will be that they are the primary p Address, City, State and ZII nts to send a check to the R	mation. ove for mation. If e displayed point of P if you are egistrar via

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
Website Posting Information – Web Release Date	This field controls when your trip will be published live on the web once it passes approval. E.g. You may submit an August trip during May, in which case it will be approved almost immediately. If you do not wish your trip to be available on the web until June, you'd enter 6/1/XX in this field.	Enter the date you'd like the trip to appear on the web if not immediately. This field auto- populates with today's date, so no action may be necessary.	No
Web End Date	This field controls when your trip will be removed from the web. Note trips are removed from the web the day after they take place by default. E.g. For a trip taking place on 6/15/XX, you may wish to have the trip removed from the web on 6/10/XX to discourage last-minute signups.	Enter the date you'd like the trip to be removed from the web, if at all. By default, the trip will be removed the day after it takes place.	No
Web Search Terms	This field allows you to enter some key words or terms relevant to the trip that might help search engines "find" it and feature it in search result listings.	Enter a handful of relevant keywords or phrases. Anything already included in your description need not be repeated here.	No
Link Text	This field, in combination v you to add related links to link text field with a descri E.g. "More Information on You may add up to 6 related	your listing. Populate the ptive title for the link. Blue Hills Reservation"	No

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?		
Link URL	you to add related links to link URL field with the UR direct web users for more i " <u>http://"). E.g.</u>	'www.mass.gov/dcr/parks/metroboston/blue.htm			
Notes	This field allows you to ser administrative notes to oth users in your approval que opens the trip for review, to your notes.	er volunteer committee we. When your reviewer	No		



v 2.0



🔊 - C 🗙 🏠 🗋 http://	devact.outdoors.org/admin/eve	nt/index.cfm/action/add/type/1			🟠 🔹 🚼 • Google	
palachian Mountain Club - Event _	÷					
· Back to Event Admin	CONTACT INFORMATI	(ON				
	Please note that at lease	st one form of contact is requir	ed, phone OR email.			
		Phone Number		Show Phone		Show Email
	Name:	(Ex. 617-555-5555):	Time to Call:	on Web:	Email Address:	on Web:
	(1)* Kelly Powers	(617) 391-6627			powers@outdoors.org	V
	(2)					
	(3)					
	(4)					
	CO-CONTACT INFORM					
	Please do NOT put title	or CL in front of name.		Show		Show
		Phone Number		Phone		Email
	Name: (1)	(Ex. 617-555-5555):	Time to Call:	on web:	Email Address:	on ₩eb:
	(2)					
	(L)					-
	-REGISTRAR INFORM	ATION				
	Please do NOT put title					
	Please do NOT put due	for Kin inone of name.		Show		Show
	Name:	Phone Number (Ex. 617-555-5555):	Time to Call:	Phone on Web:	Email Address:	Email on Web:
	Address:		City:	State:		Zipcode:
					T	
	CONTRIBUTOR INFOR	MATION				
		Phone Number				
	Name:	(Ex. 617-555-5555): Em	ail Address:			

🕹 Appalachian Mountain Club – Event Listin				
File Edit View History Bookmarks Tools				
🔇 🖂 🕶 🤁 🗶 🏠 🚹 http://d	devact.outdoors.org/admin/event/index.cfm/act	ion/add/type/1	😭 🔹 🔧 Google	\sim
Appalachian Mountain Club - Event _	*			-
	Even if your event is only for the Web Web Release Date: Web Enc 03/16/2011 04/22/20 Web Search Terms: (words used fi Include link to another webpage in th (Do not include http://in the link U	111 or search only - not displayed)	əlv.	-
	Link Text	Link URL		
	1	http://		
	2	http://		
	3	http://		
	4	http://		
	5	http://		
	6	http://		
	For Internal communication only; this Characters Remaining: 200 No previous notes Cancel Clear Changes	s not displayed on the public website.		
Done	Join AMC E-News Signup Activity Sea <u>Newsroom</u> Employment	rch Current Conditions Chapters Online Store Donate Contact Us	ou Tube	-

When you have completed data entry, click "Review" to move on to a confirmation screen.



Review the confirmation screen for accuracy. Use the "Edit" button to return to the trip entry screen to make changes.

Contributors are also given the option to "Save/Edit Later" or "Submit & Forward to Reviewer". If you submit your trip, the reviewer will be automatically notified by email that your trip is waiting for review. Contributors have the ability to edit their trips up until the point a reviewer edits and approves the trip (see "Editing a Trip Listing Prior to Approval" on page 49 for additional detail on this). Once a reviewer has opened a trip to edit, that trip is no longer accessible to contributors for editing.

After submitting one trip, you will return to the previous screen and see your new listing under "Current Events" with a status of "Contributor sent to Reviewer". You can also see the status of your other submissions. Once your trip has gone through the complete review process by committee reviewer and chapter approver, the trip will be posted to the website and/or published in the magazine, based on your specifications.

Note also that next to each trip under "Current Trips," several options, including "View Mag," "View Web" and "Edit" exist.

🔊 - C 🗙 🏠 🗋	http://devact.ou	:doors.org/admin/i	ndex.cfm/action/	main	☆ • 😫	• Google
Appalachian Mountain Club – Eve	nt _ 🔄					
APPA Mo CL	UNTAI UB	AN N				A USE nanotiviti
allo Kelly Powers, you are a <i>Contr</i>	<i>ibutor</i> for the <i>l</i>	Delaware Valley	<i>(Pa.)</i> group.		You will be automat	ically logged out in: 0:29:
Activities	Event Admi	nistration	19 36	- Part	Eng any	WINNERSON THE
USERS • My Account	Welcome Kelly Powers! Current Delaware Valley (Pa.) Events					
· My Approval Queue · Log Out	Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
EVENTS • Add Chapter Trip • Add Volunteer Opportunity • My Events • Search Delaware Valley (Pa.) Events	Home	4/22/11	(0)	Chapter Trip: Wissahickon Gorge Hike	Contributor sent to: Reviewer	<u>view mag</u> <u>view web</u> <u>edit</u>
LEGEND • * - Required field						
RELATED LINKS						

The "view mag" button allows you to preview the trip the way it will be submitted to the *AMC Outdoors* editors.



The "view web" button allows you to preview the trip the way it will appear online once approved.

E.g.

<u>E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks	<u>T</u> ools <u>H</u> elp				
🔊 • C 🗙 🏠 🗋	http://devact.out	:doors.org/admin/eve	nt/index.cfm/action/webview/id/51110	1/	☆ • Google
Appalachian Mountain Club – Event Listi	📧 📄 Appa	alachian Mountain	Club – Ev_ 🔀 🔄		
AM APPA Mo CL	LACHI UNTAI UB	AN N			Contraction of the second
iello Kelly Powérs, you are a Contril	<i>butor</i> for the <i>L</i>	Delaware Valley (Pa	;)group.	119	You will be automatically logged out in: 0:29:
Activities	Event Admir	nistration			
USERS	Wissahio	kon Gorge Hike			
· My Account	Activity:		Hiking		
· My Approval Queue	Status:		OPEN		
• Log Out					
EVENTS • Add Chapter Trip			e dependent on conditions & ater and snacks.	speed of	group. Meet at 6:30 p.m., Valley Green
· Add Volunteer Opportunity					
· My Events	Date(s):		April 22, 2011 (Fri)		
· Search Delaware Valley (Pa.)	Location		Pennsylvania, Southeast	ern, PA	
Events	Offered I		Delaware Valley (Pa.)		
LEGEND	Contact:		Kelly Powers (617) 391-6627		
• * - Required field			kpowers@outdoors.org		
ABBREVIATIONS	Registra	tion is not requi	ed for this trip. However, you	may wish	to contact us if you have any questions.
· Approx Approximately					
· CL - Co-Leader	Abbrevia	tions			
and the second se	Approx.	Approximately		Pka.	Parking
· CPL - Carpool				Prerea.	Prerequisite
· Comm Committee	a	Co.Leader			
and the second	CL CPL	Co-Leader Carpool		R	Registrar

The "edit" button will allow you to re-open the trip entry form to make any changes prior to the trip being reviewed. Please note that if your trip is "recurring" you'll need to edit each instance of the trip.

Entering a New Volunteer Opportunity

To begin entering trips, you must first log in (if you're not logged in already), using your email address and assigned password:



Once logged in, you'll find a central contributor administration area, that will give you several options, including the ability to update your account information, add trips and/or volunteer opportunities, change the status of existing trips (to indicate a trip is full, cancel a trip, etc.), and search current and archived trips.

Appalachian Mountain Club — Event Li		stration - Moz	illa Firefox			_ [
ile Edit View History Bookmarks	<u>T</u> ools <u>H</u> elp					
C X 🏠 http://192.168.100.86/admin/index.cfm/action/main				습 - 🚼	Google	
🛿 Most Visited 📋 Getting Started 📓 Latest Headlines 🔘 Appalachian Mountain 🚽 AMC Webmail						
🗋 Appalachian Mountain Club — Event	🔶					
Hello Kelly Powers, you are a Control	UNTAI UNTAI UB		sy (Pa.) grou	р. Ү	ou will be automatically	/ logged out in: 0:29:26
Activities	Event Adm	inistration			10	ANAGHE MATIC
USERS • My Account • My Approval Queue • Log Out	Welcome Kelly Powers! Current Delaware Valley (Pa.) Events Listing Date Status Event Type Listing Date Status Event Type				Edit Options	
EVENTS - Add Chapter Trip - Add Guided Program - Add Special Event - Add Volunteer Opportunity - My Events - Search Delaware Valley (Pa.) Events	Profile	5/31/11	(0)	Event Title Chapter Trip: Fairmount Park Loop hike (3AB10)	Contributor sent to: Reviewer	view web view web edit
LEGEND ·*- Required field RELATED LINKS						
sox - Microsoft Outlook 🛛 🖂 RE: OLTL acco				💊 Appalachian Mountai 🐖 activitiesdb-cc	ontributor	a 🖂 💙 🏲 🟗 🕼 2

To enter a trip, select "Add Volunteer Opportunity" in the left navigation bar.

You will be taken to the volunteer opportunity entry screen, illustrated here:

🥹 Appalachian Mountain Club – Event Listi	ng Administration - Mozilla Firefox			- 🗆 ×	
Eile Edit View Higtory Bookmarks Iools Help					
🔇 🔊 - C 🗙 🏠 🗋 http:/	/devact.outdoors.org/admin/event/index.cfm/action/add/type	/3	🟠 🔹 🔀 Google	P	
Appalachian Mountain Club - Event _	*			-	
Hello Kelly Powers, you are a Contribu	ACHIAN NTAIN B Hor for the Delaware Valley (Pa.) group.	Y	You will be automatically logged out in: 0:29:46		
Activities	Event Administration				
USERS · My Account · My Approval Queue · Log Out	EVENT INFORMATION Event Type: Volunteer Opportunity Group: Delaware Valley (Pa.) Managed By: -				
EVENTS · Add Chapter Trip · Add Volunteer Opportunity · My Events · Search Delaware Valley (Pa.) Events	* Status: © Open (O) C Walt List (W * Listing Type: © Magazine & Web C Web * Title: * Dates: Magazine Not Applicable) ^C Full (F) ^C Canceled (C) Site Only through Mondays Only	n 🗖 Run until filled		
LEGEND • * - Required field	Issue(s): NUC Applicable Duration:				
ABBREVIATIONS · Approx Approximately · CL - Co-Leader	Archive on Expiration? Archiving means yo Otherwise, your ev date.	ur event will retrievable for two	stem permanently after the event's end		
· CPL - Carpool · Comm Committee · FW - Flatwater · Incl Included/ Includes/Including/	Short Web Description:		100-word limit <u>Check Spelling</u> 450-word limit Check Spelling		
Inclusive · Info - Information Done				•	

The volunteer opportunity entry process is done completely through this webbased form, which is similar to an online email form or online shopping. Please note that only those fields marked with an asterisk are required. All other fields are optional.

A complete breakdown of all fields on the form with descriptions and rules for each are as listed in the following table. Please use this table to populate the form.

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
Event Type	Indicates what type of trip is being entered. Options include "Chapter Trip" or "Volunteer Opportunity."	Nothing. This field is pre-defined based on what type of trip/program you opted to enter in the left navigation.	Yes
Group	Indicates who is sponsoring this trip. Options include each AMC Chapter, AMC Staff, or other volunteer committees.	Nothing. This field is pre-defined based on your account access and chapter affiliation.	Yes
Managed by	Indicates which "sub-group" (or committee) is sponsoring this opportunity. Options are available in the dropdown box, based on your account access and volunteer committee affiliations.	Select the committee or group from the dropdown menu on whose behalf you are leading/entering the opportunity.	Yes
Status	Indicates current status of the opportunity; options include "Open," "Full," "Wait List," or "Cancelled"	Select the current status of the opportunity; note the system defaults this value to "Open" so you may not need to take action. You may update this status field at any time.	Yes

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
Listing Type	Radio button to indicate where trip will be posted. "Web only" means the opportunity will not be listed in <i>AMC Outdoors</i> . "Magazine only" means the opportunity will not be made available to chapter/AMC websites.	Select the publication option that applies to your opportunity.	Yes
Title	Volunteer opportunity title. This title will appear in the web search results (as a clickable link to the full description of the trip) and bolded in the Backcountry section of <i>AMC Outdoors</i> . Title character limit is 250 characters.	Enter a short, descriptive title for your opportunity.	Yes
Dates	Dates during which this opportunity will be available. You may also use this area to indicate that an opportunity is recurring or will be "run into filled".	Single-day opportunities/events: Enter date in first date box. Second date box. ("end date") will auto- populate with the same date. Multi-day opportunities/events: Enter start date in first date box. Enter end date in second date box. Recurring trips (e.g. every Wednesday for a given month): Enter start date of recurring date range in first date box.	Yes

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
		Enter end date of recurrent date range in second date box. In middle select box, select on which day of the week the recurring trip takes place. E.g. a recurring opportunity on Mondays in March would use start date of 3/1/XX and end date of 3/31/XX and the middle select box would be highlighted with "Mondays only" To submit an opportunity as "Run until filled" (meaning it's open until you mark it "filled") enter a start date and click the "run until filled"	
Magazine Issue(s)	This display field indicates when your trip will appear in <i>AMC Outdoors,</i> based on the trip dates and any special designations (e.g. Advance Notice) placed on the trip.	No action required. Use this display field to confirm when your trip will appear in the magazine.	N/A
Duration	This dropdown field sets a value that end web users will use to search for volunteer opportunities. For	Select the appropriate choice from the dropdown box.	No

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
	instance, a user may indicate they have a day to spend volunteering and would like to search on all day-long opportunities at AMC.		
Registration	Radio button to indicate if registration is required or not required for opportunity. Note that your selection will impact how many words are available to you in the magazine description field (longer entries are allowed when registration is not required.)	Select the registration option that applies to this opportunity.	Yes
Archive on Expiration?	This checkbox allows you to submit your opportunity to the archives for two years once it occurs. This means that you can retrieve and reactivate it in the future (re- activate it and update the dates). This is helpful if you offer the same or a similar opportunity every year.	The system default- checks this box. If you do not wish this opportunity to be archived, uncheck the box.	
Short Web Description	You may opt to skip this field if you like. Use of this description field is currently limited to the search results page for end web users. Hovering over a title will display this field.	You may opt to skip this field. If you choose to populate it, enter a short summary of the opportunity. Word limit is 100 words.	No
Long Web Description	This description of the opportunity is displayed on the web – both on chapter websites and on the main	Enter up to 450 words describing the opportunity.	Yes, if opportunity is set to be published
Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
---	---	---	--
	AMC website.		on web.
Magazine Description	This description of the opportunity is displayed in <i>AMC Outdoors</i> and is available for use by volunteer newsletter editors for their publications.	Enter up to 20 words describing the opportunity. If registration is not required, you may enter 40 words. If you exceed the prescribed limit you will be informed when you click away from the field.	Yes, if trip is set to be published on web.
Location	Freeform text box to indicate, specifically, where your opportunity takes place. Entering a value in this field is usually helpful only if the opportunity takes place in a specific location or town that is distinct from the "Region"	Enter the location where the opportunity takes place. E.g. Blue Hills Reservation, Valley Forge National Park, Central Park.	No
Region	This dropdown value helps end users search on programs/trips/opportunities taking place in a particular region.	Select the region in which the opportunity takes place.	Yes
State	This dropdown box sets a value that helps end users search on programs/trips/opportunities taking place in a particular state	This field auto- populates based on your selection of a Region. If necessary, select the state in which the opportunity takes place.	Yes
Country	This box displays the country in which the opportunity occurs.	This field auto- populates based on your selection of a	Yes

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
		Region. If necessary, enter the country in which the opportunity takes place.	
Nearby AMC Destination	This dropdown box sets a value that helps end users search on programs/trips/opportunities taking place near an AMC Destination, where the end user may be planning a trip.	Select the AMC Destination near which the opportunity occurs, if any. You may select multiple entries from this list by holding the "Ctrl" button down while selecting multiples.	No
Audience	Multi-select box to indicate for what audience your opportunity is geared.	Select the appropriate option(s) from the select box. You may select multiple entries from this list by holding the "Ctrl" button down while selecting multiples.	No
Activity	Dropdown box to indicate what activity is best associated with the opportunity. End web users will use these activities when searching to find trips that fit their activity interests.	Select the activity that is most relevant to your opportunity. You may select multiple entries from this list by holding the "Ctrl" button down while selecting multiples.	Yes
Contact Information - Name	This field displays the name of the leader on the web and in the magazine.	Enter leader name (the field auto- populates with trip	Yes – Row 1 only

v 2.0

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
		contributor's name – no action may be necessary). Note that Contact Information Row #1 is required so at least one leader's name must be entered.	
Contact Information – Phone Number	This field accepts a single phone number. If populated, the phone number will be printed in the magazine. The phone number will not be displayed on the web unless "Show Phone on Web" checkbox is checked (see below.)	Enter leader's phone number.	Not if email address is entered instead – Row 1 only
Contact Information – Time to Call	Best time to call contributor/leader. If populated, the time to call will be printed in the magazine. Times to call will not be displayed on the web unless "Show Phone on Web" checkbox is checked (see below.)	Enter the time(s) of day leader prefers to receive phone calls from prospective participants.	No
Contact Information – Show Phone on Web	Flag to indicate if leader phone number/times to call is to be visible on the web.	Check this if you'd like the phone number/times to call fields to be visible on the web.	Not if email address is entered instead – Row 1 only
Contact Information – Email Address	This field accepts a single email address. If populated, the email address will be printed in the magazine. The email address will not be	Enter trip leader's email address (the field auto-populates with contributor's email address – no	Not if phone number is entered AND

v 2.0

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
	displayed on the web unless "Show Email on Web" checkbox is checked (see below.) If email address is entered and "Show Email on Web" is NOT checked, end web users may still contact leader via an anonymous web contact form.	action may be necessary).	"Show Phone on Web" is checked – Row 1 only
Contact Information – Show Email on Web	Flag to indicate if leader email address is to be visible on web.	Check this if you'd like your email address to be visible to web users. Note: If email address is entered and "Show Phone on Web" is NOT checked, end web users may still contact leader via an anonymous web contact form.	Not if phone number is entered AND "Show Phone on Web" is checked – Row 1 only
Co-Contact Information	Please refer to "Contact Inform on populating these fields with		
Registrar	Please refer to "Contact Inform	nation" information abo	ve for details
	on populating these fields with information is populated, then on the web to indicate that the for the trip. Enter Address, Cit encouraging trip participants to U.S. Mail. This information with on the web.	" "Registrar" will be disp y are the primary point y, State and ZIP if you a to send a check to the Re	played first of contact are egistrar via
Website Posting Information – Web Release	This field controls when your opportunity will be published live on the web once it passes approval. E.g. You may submit an August	Enter the date you'd like the opportunity to appear on the web if not immediately. This field auto-	No

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
Date	opportunity during May, in which case it will be approved almost immediately. If you do not wish your opportunity to be available on the web until June, you'd enter 6/1/XX in this field.	populates with today's date, so no action may be necessary.	
Web End Date	This field controls when your opportunity will be removed from the web. Note opportunities are removed from the web the day after they take place by default. E.g. For an opportunity taking place on 6/15/XX, you may wish to have the trip removed from the web on 6/10/XX to discourage last- minute signups.	Enter the date you'd like the opportunity to be removed from the web, if at all. By default, the opportunity will be removed the day after it takes place.	No
Web Search Terms	This field allows you to enter some key words or terms relevant to the opportunity that might help search engines "find" it and feature it in search result listings.	Enter a handful of relevant keywords or phrases.	No
Link Text	This field, in combination with you to add related links to you link text field with a descriptiv "More Information on Blue Hi You may add up to 6 related li	ar listing. Populate the ve title for the link. E.g. Ils Reservation″	No
Link URL	This field, in combination with you to add related links to you link URL field with the URL to direct web users for more info " <u>http://"). E.g.</u>	ar listing. Populate the which you'd like to	No

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
	<u>"www.mass.gov/dcr/parks/me</u> You may add up to 6 related li		
Notes	This field allows you to send in notes to other volunteer comm approval queue. When your re- for review, they will be able to	iittee users in your eviewer opens the trip	No



-	Appalachian Mountain Club – Event Listir	-	nistration - Mozilla F	Firefox						<u>- 0 ×</u>
Eile										_
		devact.or	utdoors.org/admin/eve	nt/index.cfm/action	/add/type/3			🗘 • 🚷 Google		<u></u>
	Appalachian Mountain Club - Event _	4								-
	· Pkg Parking · Prerea Prereauisite	Lo	cation:							
	· R - Registrar									
	· Rec Recommended		e gion: <u>(map)</u> nnsylvania, Southea	storp			*State: Pennsvlvania	*Country:		
	· Reg Register				Audience:	*Activit		- USA		
	Reg Required/		rby AMC Destinat	ion:	50+	Snowsh	ioeing			
	Requirement • RT - Round Trip	Bea	al Island Campgroun ston Visitor Center	d 🗌	Adults Beginners	Social E Softbal				
	· Rte Route	Can	np Dodge		Experts	Special Specialt	Events			
	· SASE - Self-addressed	Car	digan Lodge ter Notch Hut		Families Professionals	Trai Wo	ork			
	Stamped Envelope		d River Camp 10 Lake Camp		Teens	Training Trip Lea	ading			
	· SF - State Forest · SP - State Park	Fire	e Island Cabin ehead Hut	-			.eading - Camps .eading - Chapter			
	· SP - State Park	Cal	erieau riac							
	· WW - Whitewater		TACT INFORMATI	01						
	RELATED LINKS	-cur	TACT INFORMATI							
	· Trip difficulty ratings for	Pleas	se note that at leas	t one form of cor	ntact is require	d, phone OR e	mail. Show		Show	
	chapter trips.			Phone Nu			Phone		Email	
	· Regional map	(1)*	Name: Kelly Powers	(Ex. 617-5	55-5555):	Time to Call:	: on Wet	: Email Address:	on Web:	
	· User Guide for chapter trips.	(1)	Kelly Powers					kely.powers@gmail.co		
	• Chapter map • Back to Event Admin	(2)								
	· Back to Event Admin	(3)								
		(4)								
										-
			CONTACT INFORM	ATIUN						1
		Pleas	se do NOT put title	or CL in front of	name.					
				Phone Nur	nber		Show		Show Email	
			Name:	(Ex. 617-5	55-5555):	Time to Call:		: Email Address:	on Web:	
		(1)								
Do	ne	(2)		[L				
										//.

			Listing Administration - M Iools Help	ozilla Firefox		
• •	C ×	☆ 🔲	http://devact.outdoors.org/ad	min/event/index.cfm/action/add/type/3	्रि • 🔀 • Google	
Appalach	ian Mountair	n Club – Eve	ent _ 🐣			
			Kelly Powers	kelly.powers@gmail.co		
			WEBSITE POST	ING INFORMATION		
			Even if your ever	nt is only for the Web, it must still be approved and will post	: immediately.	
			Web Release D	ate: Web End Date:		
			03/16/2011	06/10/2011		
			Web Search Ter	rms: (words used for search only - not displayed)		
			Include link to an	nother webpage in trip description: <i>http://</i> in the link URL.)		
			Link Text	Link URL		
			1	http://		
			2	http://		
			3	http://		
			4	http://		
			5	http://		
			6	http://		
			NOTES			
			For internal com	munication only; this is not displayed on the public website.		
			Characters Rema	ining: 200		
			No previous note	15		
			Cancel Cl	lear Changes Review		

When you have completed data entry, click "Review" to move on to a confirmation screen.



Review the confirmation screen for accuracy. Use the "Edit" button to return to the volunteer opportunity entry screen to make changes.

Contributors are also given the option to "Save/Edit Later" or "Submit & Forward to Reviewer". If you submit your opportunity, the reviewer will be automatically notified by email that your opportunity is waiting for review. Contributors have the ability to edit their opportunities up until the point a reviewer edits and approves it (see "Editing a Trip Listing Prior to Approval" on page 49 for additional detail on this – volunteer opportunities work similarly to trips in this instance). Once a reviewer has opened an opportunity to edit, that opportunity is no longer accessible to contributors for editing.

After submitting one opportunity, you will return to the previous screen and see your new listing under "Current Events" with a status of "Contributor sent to Reviewer". You can also see the status of your other submissions. Once your opportunity has gone through the complete review process by committee reviewer and chapter approver, the opportunity will be posted to the website and/or published in the magazine, based on your specifications.

Note also that next to each opportunity under "Current Events," several options, including "View Mag," "View Web" and "Edit" exist.

Appalachian Mountain Club – Event Eile Edit View History Bookmarks	Listing Admini Tools Help	stration - Mozil	la Firefox			X
	http://devact.out	:doors.org/admin/	index.cfm/action	/main	습 · 🛛	• Google 🔎
Appalachian Mountain Club - Eve	ent _ 🔶					-
Hello Kelly Powers, you are a Contr	ALACHI UNTAI UB		<i>(Pa.)</i> group.		You will be automati	ally logged out in: 0:29:55
Activities	Event Admin	nistration	16 90	A PARTY	Carlo Annu II.	MARINI MORE MALLIC
USERS • My Account • My Approval Queue		Kelly Powers! Delaware Valle	ey (Pa.) Event	\$		
• Log Out	Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
EVENTS · Add Chapter Trip · Add Volunteer Opportunity · My Events · Search Delaware Valley (Pa.) Events		4/22/11	(0)	Chapter Trip: Wissahickon Gorge Hike	Contributor sent to: Reviewer	view mag view web edit
LEGEND						_
• * - Required field						
RELATED LINKS						×

The "view mag" button allows you to preview the opportunity the way it will be submitted to the *AMC Outdoors* editors.

<u>E</u> dit ⊻iew Higtory <u>B</u> ookmarks	∐ools <u>H</u> elp	
💽 - C 🗙 🏠 🗋	http://devact.outdoors.org/admin/event/index.cfm/action/magview/id/51110/	😭 🔹 🔀 🖬 Google
Appalachian Mountain Club – Event Listi.	. 🖂 📄 Appalachian Mountain Club – Ev_ 🛛 👘	
APPA Mo CL	LACHIAN UNTAIN UB	and the second se
ello Kelly Powers, you are a Contr.	<i>ibutar</i> for the <i>Delaware Valley (Pa.)</i> group.	You will be automatically logged out in: 0:29:
Activities	Event Administration	
USERS · My Account · My Approval Queue · Log Out EVENTS · Add Chapter Trip · Add Valunteer Opportunity · My Events · Search Delaware Valley (Pa.) Events	Below is the text to be submitted to AMC Outdoors. (Please note: a Chapter: Delaware Valley (Pa.) Committee: Hiking Event Information: Frit, Apr. 22. Wissiahckon Gorge Hike, PA. Brisk-paced hike; D Meet at 6:30 p.m., Valley Green Inn. Ran cancels. L Kelly Pow	istance dependent on conditions & speed of aroup.
LEGEND · * - Required field ABBREVIATIONS		
· Approx Approximately · CL - Co-Leader · CPL - Carpool · Comm Committee		
· FW - Flatwater · Incl Included/		

The "view web" button allows you to preview the opportunity the way it will appear online once approved.

E.g.

ppalachian Mountain Club – Event Edit View History Bookmarks		original procing i			
🕞 C 🗙 🏠 📑	http://devact.ou	tdoors.org/admin/eve	nt/index.cfm/action/webview/id/5	51110/	🗘 • 🔀• Google
Appalachian Mountain Club – Event Listi.	. 🖂 📄 Арр	alachian Mountair	Club – Ev_ 🔯 🐟		
APPA APPA	LACHI	AN			
	LACHI UNTAI UB	N			
	- Contraction		and the second second		and the second
Hello Kelly Powers, you are a Contri	<i>butor</i> for the ,	Delaware Valley (Pa	,) group.	200.07	You will be automatically logged out in: 0:2
Activities	Event Admi	nistration			
USERS	Wissahi	ckon Gorge Hik			
• My Account	Activity:		Hiking		
• My Approval Queue • Log Out	Status:		OPEN		
EVENTS				ns & speed of (group. Meet at 6:30 p.m., Valley Green
• Add Chapter Trip	Inn. Rar	n cancels. Bring v	vater and snacks.		
 Add Volunteer Opportunity 	Data (a)		Acril 00, 0011 (E-i)		
• My Events	Date(s): Locatior		April 22, 2011 (Fri) Pennsylvania, Southe	actors DA	
 Search Delaware Valley (Pa.) Events 	Offered		Delaware Valley (Pa.		
LEGEND	Contact		Kelly Powers	,	
· * - Required field			(617) 391-6627 kpowers@outdoors.c	ora	
ABBREVIATIONS	Registra	tion is not requi	red for this trip. However,	you may wish	to contact us if you have any questions.
· Approx Approximately					
· CL - Co-Leader					
· CPL - Carpool	Abbrevia	ations			
· Comm Committee	Approx.	Approximately		Pkg.	Parking
· FW - Flatwater	CL	Co-Leader		Prereq.	Prerequisite
in native					

The "edit" button will allow you to re-open the trip entry form to make any changes prior to the opportunity being reviewed.

Reusing an Archived Trip Listing

To reuse a trip previously entered and archived, you must first log in, using your email address and assigned password.

Once logged in, on the left navigation bar, you'll find a central contributor administration area that will give you several options, including the ability to update your account information, add trips, add volunteer opportunities, and search current and archived trips.

To reactivate an archived trip, use the "Search <Chapter> Events" option in the left navigation bar.

In the "Show me" search box, select "Archived" in the first dropdown box. Then click on the "More options" link and select your current committee from the "Committee" dropdown box. Click the "Search" button.



You will see a list of all archived trips run by your committee in the last two years. Use the top search box to narrow your criteria (e.g. by keyword or by activity) or page through the search results to locate the trip you'd like to reactivate. Note, if you have many past trips in the system archives, you may narrow your results by using the "Only mine" checkbox – the system will retrieve only your archived trips.

In the "Edit Options" column of the trip list, select "reactivate." The screen will open to the "Edit Trip" page, with the trip's date fields now empty. These date fields are able to changed so if the trip will occur in the future, you may make those changes accordingly.



Note: When selecting "reactivate," you are not actually reactivating the existing trip, but rather making a copy of the trip and publishing the new copy.

You may refer to "Entering a New Trip Listing" for additional detail on the fields available for trip information entry. Once you are satisfied with the changes, you can click "Save & Forward to Reviewer" to process the trip. The information will then be processed in the same manner as a newly-entered trip.

Editing a Trip Listing Prior to Approval

To edit a trip previously entered but saved for later editing (not yet approved), you must first log in, using your email address and assigned password.

Once logged in, on the left navigation bar, you'll find a central contributor administration area that will give you several options, including the ability to update your account information, add trips, add volunteer opportunities, and search current and archived trips.



Under Current Events, find the trip you'd like to edit and select "edit" under Edit Options. (*Note: the "edit" option will only be available if the Reviewer has not yet approved the trip.*) The trip-editing page will open.

🕑 🚽 C 🗶 🏠 🗋 🔤	http://devact.outdoors.org/admin/event/index.cfm/action/edit/id/5111	0/nodel/edit/pg/1 🏠	• Google
Appalachian Mountain Club – Event	t_ 🔶		
· Info - Information	Short Web Description:	100	word limit <u>Check Spelling</u>
· L - Leader	Brisk-paced hike. Distance dependent on conditions & cancels.	speed of group. Meet at 7:00 p.m.,	Valley Green Inn. Ran
· Ltd Limited	Cariceis.		
· M - Member			
· Mi - Miles	Long Web Description:	450	-word limit <u>Check Spelling</u>
· NCA - No Calls After	Brisk-paced hike. Distance dependent on conditions &	speed of group. Meet at 7:00 p.m.,	Valley Green Inn. Ran
· NM - Nonmember	cancels. Bring water and snacks.		
• Pkg Parking			
· Prereq Prerequisite	Magazine Description:	rooranzino -	word limits Check Spelling
· R - Registrar	Brisk-paced hike. Distance dependent on conditions &		
' Rec Recommended	cancels.	spood of group fridde de vide piliti	
· Reg Register			
 Req Required/ Requirement 			
· RT - Round Trip	Location:	Difficulty:	
	*Region: (map)	*State:	*Country:
· Rte Route		otate.	
· Rte Route · SASE - Self-addressed		Pennsylvania	LISA
• SASE - Self-addressed Stamped Envelope	Pennsylvania, Southeastern	▼ Pennsylvania	USA
 SASE - Self-addressed Stamped Envelope SF - State Forest 	Pennsylvania, Southeastern Nearby AMC Destination: *Activity:		▼ USA
 SASE - Self-addressed Stamped Envelope SF - State Forest SP - State Park 	Pennsylvania, Southeastern Nearby AMC Destination: August Camp Beal Island Campground -Road		USA USA
 SASE - Self-addressed Stamped Envelope SF - State Forest SP - State Park Tr Trail 	Pennsylvania, Southeastern Nearby AMC Destination: August Camp Beal Island Campground Boston Visitor Center -Touring		USA USA
 SASE - Self-addressed Stamped Envelope SF - State Forest SP - State Park 	Pennsylvania, Southeastern Nearby AMC Destination: August Camp Beal Island Campground Boston Visitor Center Camp Dodge Carridgan Lodge Cimbing/Mo		USA
 SASE - Self-addressed Stamped Envelope SF - State Forest SP - State Park Tr Trail 	Pennsylvania, Southeastern Nearby AMC Destination: August Camp Beal Island Campground Boston Visitor Center Camp Dodge Camp Dodge	puntaineering	USA
SASE - Self-addressed Stamped Envelope SF - State Forest SP - State Park Tr Trail WW - Whitewater RELATED LINKS Trip difficulty ratings for	Pernsylvania, Southeastern Nearby AMC Destination: August Camp Beal Island Campground Boston Visitor Center Camp Dodge Cardign Lodge Carter Notch Hut Cold River Camp Echo Lake Camp Family	puntaineering	USA
 SASE - Self-addressed Stamped Envelope SF - State Forest SP - State Park Tr Trail WW - Whitewater RELATED LINKS Trip difficulty ratings for chapter trips. 	Pennsylvania, Southeastern Nearby AMC Destination: August Camp Beal Island Campground Boston Visitor Center Cardigan Lodge Cardigan Lodge Carter Notch Hut Cold River Camp	puntaineering	USA
SASE - Self-addressed Stamped Envelope SF - State Forest SP - State Park Tr Trail WW - Whitewater RELATED LINKS Trip difficulty ratings for	Pennsylvania, Southeastern Nearby AMC Destination: August Camp Beal Island Campground Boston Visitor Center Cardigan Lodge Cardigan Lodge Cardigan Lodge Cardigan Lodge Echo Lake Camp Fire Island Cabin	puntaineering	USA

Make any additional changes (refer to "Entering a New Trip" for additional instruction on the available information fields) and either save to edit later or submit to reviewer, as usual.

Editing a Trip's Status

To edit a trip previously entered but saved for later editing (not yet approved), you must first log in, using your email address and assigned password.

Once logged in, on the left navigation bar, you'll find a central contributor administration area that will give you several options, including the ability to update your account information, add trips, add volunteer opportunities, and search current and archived trips.

Edit View Higtory Bookmarks Iools Help C X A (http://devact.outdoors.org/admin/index.cfm/action/main						Google
you want Firefox to remember this p	<u>R</u> emember N <u>e</u> ver for This Site <u>N</u> ot No					
elo Kelly Powers, you are a <i>Contra</i>	LACHI UNTAI UB		<i>(Pa.)</i> group.		You will be autom	atically logged out in: 0:29:4 4
Activities	Event Admi	inistration				
USERS · My Account · My Approval Queue	Welcome Kelly Powers! Current Delaware Valley (Pa.) Events					
· Log Out	Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
• Add Chapter Trip • Add Volunteer Opportunity	р	3/24/11	(o)	Chapter Trip: test hiking dupe trip	Contributor	<u>view maq</u> <u>view web</u> <u>edit</u>
My Events Search Delaware Valley (Pa.) Events	Р	3/30/11	(0)	Chapter Trip: Test BIking Trip	Contributor	<u>view maq</u> <u>view web</u> <u>edit</u>
LEGEND	U	4/22/11	(W)	Chapter Trip: Wissahickon Gorge Hike	Approver /On Web /In Mag.	<u>view mag</u> <u>view web</u> <u>change status</u>
RELATED LINKS						

Under Current Trips, find the trip whose status you'd like to change and select "change status" under Edit Options. The "Current Trip's Status" page will open.



Select the appropriate new status for the trip and click on "Change Status" to save the change. You'll note this change is reflected immediately throughout the application and the new status will be immediately visible to other users.

The "Cancel" button on this page will take you back to the central contributor administration area.

For Additional Support

There are a number of ways to receive additional assistance in support of this system.

A Yahoo Group has been set up and is being maintained in order that users may communicate with other users and AMC staff for the purpose of information exchange. Specific login information for joining and accessing this group will be distributed to each chapter individually.

For additional questions, contact the AMC Web Production Associate at <u>webeditor@outdoors.org</u> or via phone, 617-391-6632.