

APPALACHIAN MOUNTAIN CLUB

AMC Activity Listings: Chapter Trip Contributor User Instructions

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AMC Activity Listings

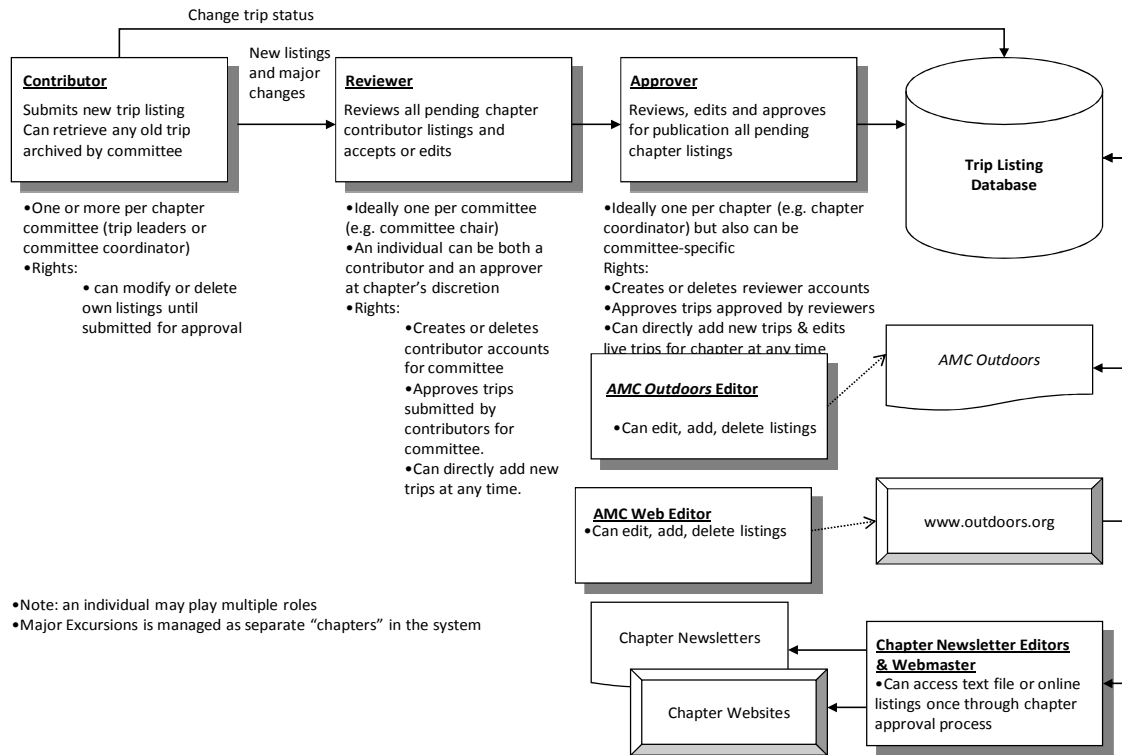
Application: An Overview

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, activities.outdoors.org. 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:

- Contributors (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 Reviewer within the contributor's committee.
- Once reviewed and approved by the committee Reviewer, the trip is passed to the appropriate volunteer committee Approver, 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.



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:

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

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. Click 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 third-party cookies. For any given webpage, first-party 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 third-party cookies. For any given webpage, first-party cookies are cookies that are set by the

site domain listed in the address bar. Third-party 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. Third-party 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):

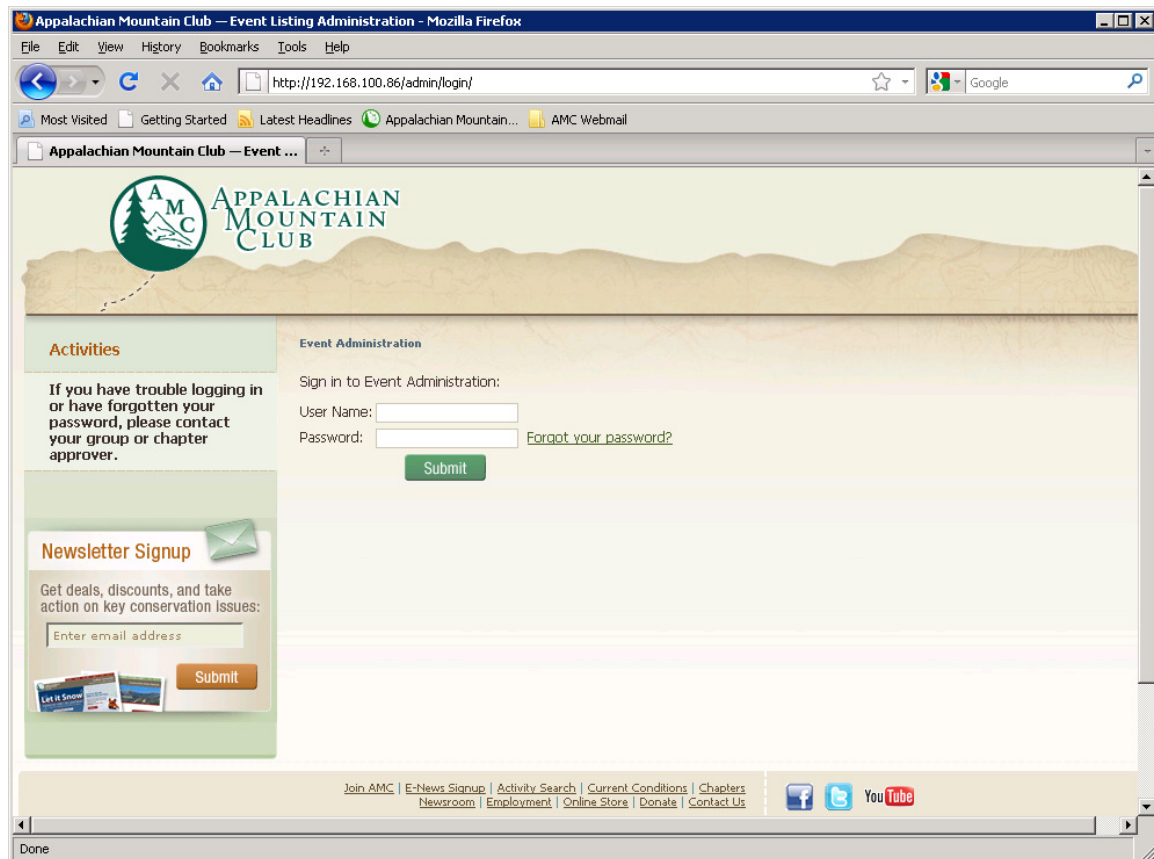
- Select **Quick Preferences** from the **File** menu.
- Make sure **Enable Javascript** is checked.
- Click **Reload**.

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: <http://activities.outdoors.org/login> using your current login information (current email address and password supplied to you by your chapter administrator).

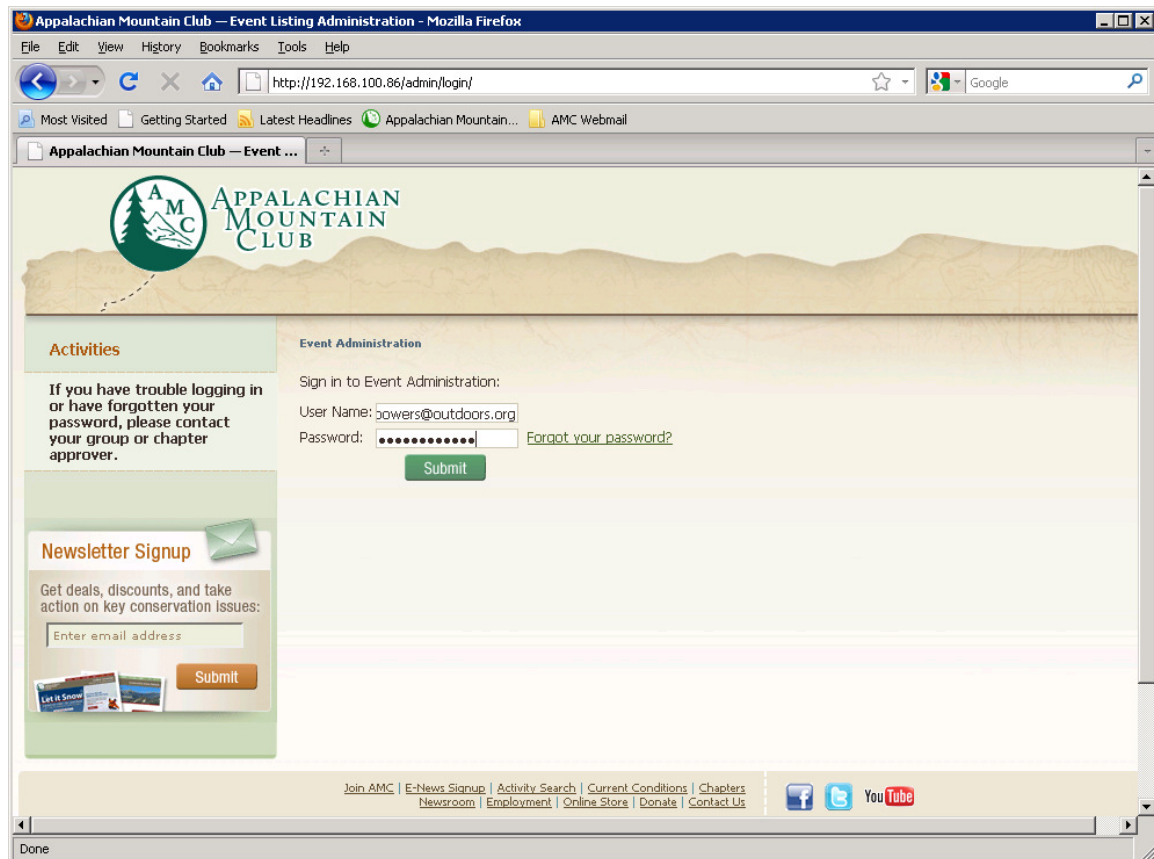


Upon logging in, you'll find several options available, including the ability to add a new trip/volunteer opportunity, update/change your user information, and ability to access trips based on several different search parameters. A description of each of these functions will be included in subsequent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

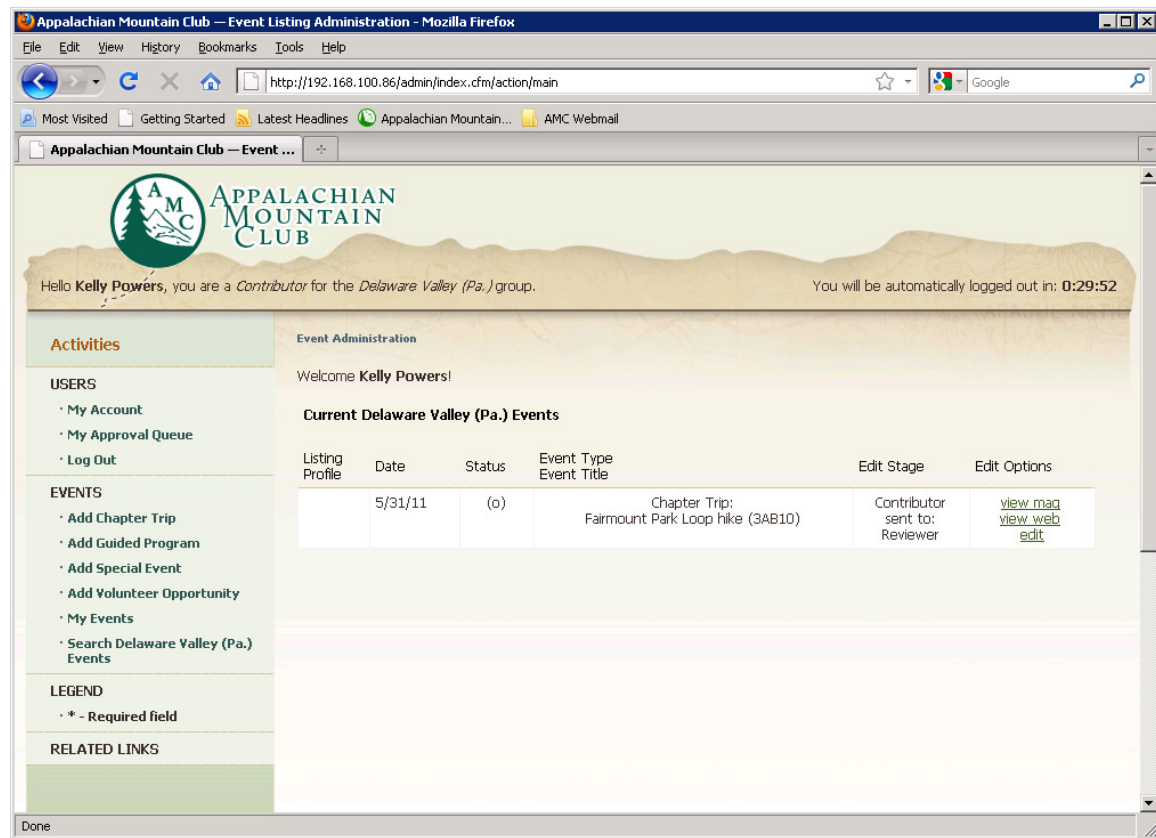
Forgot your password? Use the "Forgot your password?" link to the right of the password box to request an email with your login information be sent to your email address.

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.



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

Appalachian Mountain Club — Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://192.168.100.86/admin/user/index.cfm/action/edit/id/10265

Most Visited Getting Started Latest Headlines Appalachian Mountain... AMC Webmail

Appalachian Mountain Club — Event ...

AMC APPALACHIAN MOUNTAIN CLUB

Hello Kelly Powers, you are a Contributor for the Delaware Valley (Pa.) group. You will be automatically logged out in: 0:29:14

Activities

USERS

- My Account
- My Approval Queue
- Log Out

EVENTS

- Add Chapter Trip
- Add Guided Program
- Add Special Event
- Add Volunteer Opportunity
- My Events
- Search Delaware Valley (Pa.) Events

LEGEND

- N - New! (profile)
- U - Updated (profile)
- P - Pending (profile)
- A - Archived (profile)
- O - Open (status)
- F - Full (status)

Event Administration

User Information

*First Name: Kelly

*Last Name: Powers

*Email: powers@outdoors.org

*Password:

*Confirm Password:

User Defaults

Phone:

Call Time:

Phone on Web: ☐

Email on Web: ☐

Registration: ☒ Required ☐ Not Required

Listing Type: ☒ Magazine & Web ☐ Web Site Only ☐ Magazine Only

Location:

Audience: --

Activity: --

Nearby AMC Dest.: --

Region: --

Done

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.

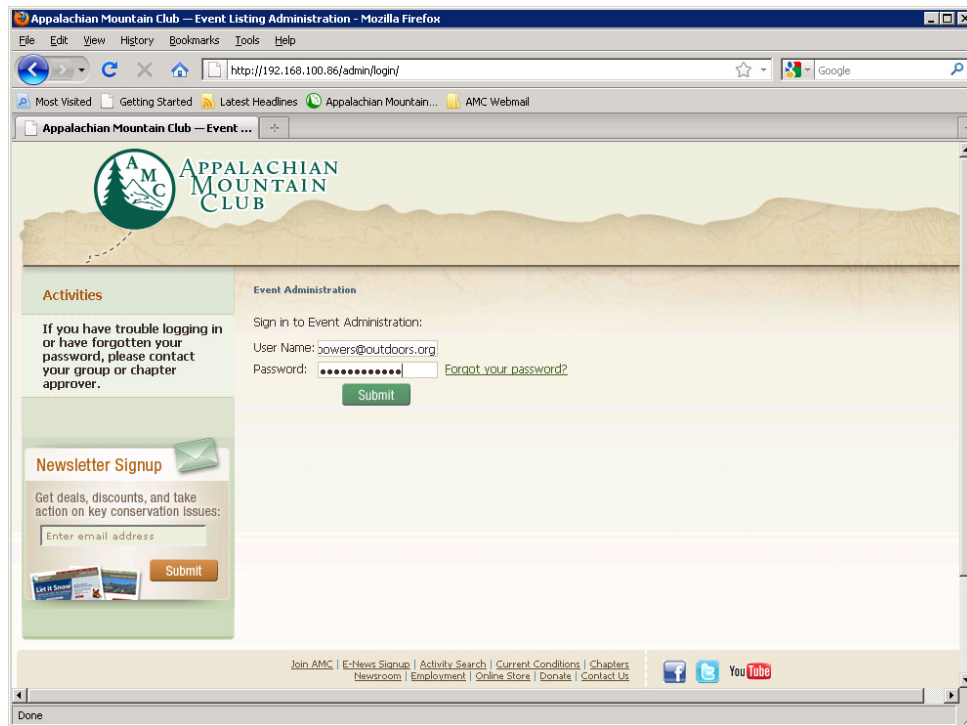
Other notes:

- 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).

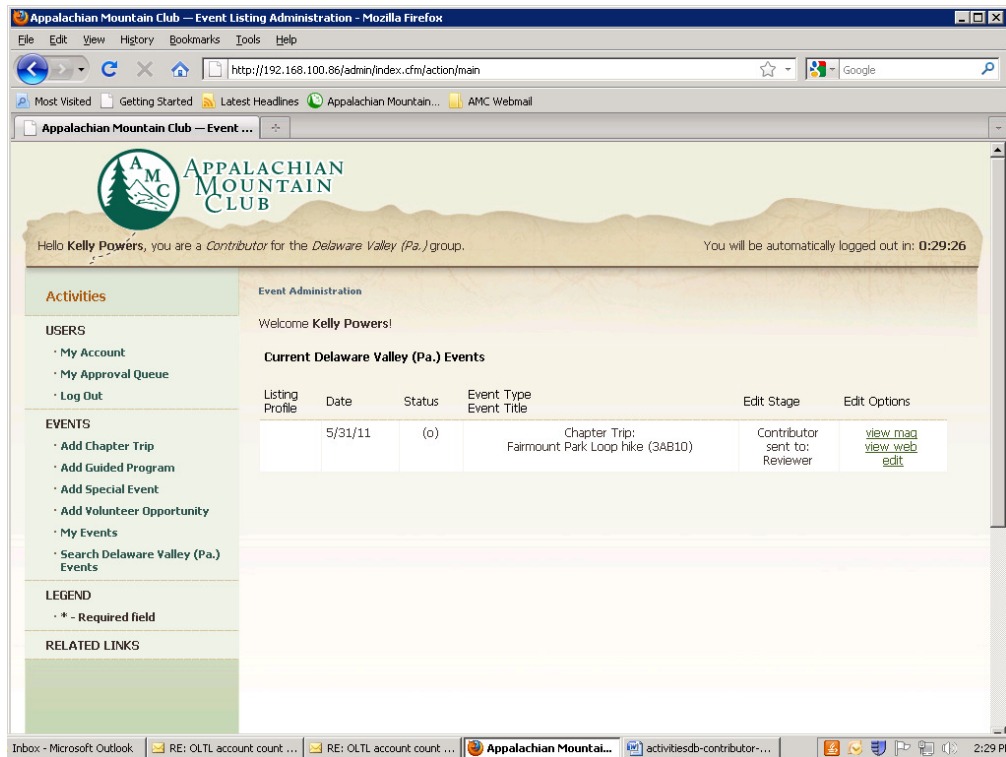
Make your desired changes on this form and click the “Review” button to submit your changes. **Note – the “Review” button does not save your changes;** it brings you to a confirmation screen, where you must review your edits and **click “Save”** to complete the submission process. If you note errors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

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:



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.



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

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

Appalachian Mountain Club — Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://192.168.100.86/admin/event/index.cfm/action/add/type/1

Most Visited Getting Started Latest Headlines Appalachian Mountain... AMC Webmail

Appalachian Mountain Club — Event ...

APPALACHIAN MOUNTAIN CLUB

Hello Kelly Powers, you are a Contributor for the Delaware Valley (Pa.) group. You will be automatically logged out in: 0:29:53

Activities

Event Administration

EVENT INFORMATION

* Event Type: Chapter Trip

Program Fees: Adult Member \$0.00 Adult Non-Member \$0.00

* Group: Delaware Valley (Pa.)

* Managed By: Hiking

* Status: ☒ Open (O) ☐ Wait List (W) ☐ Full (F) ☐ Canceled (C)

* Listing Type: ☒ Magazine & Web ☐ Web Site Only ☐ Magazine Only

* Title:

* Dates: --through-- Mondays Only ☐ Run until filled

Magazine Issue(s): Not Applicable

Duration: --

* Registration: ☒ Required ☐ Not Required

Archive on Expiration? ☒ Archiving means your event will be retrievable for two years. Otherwise, your event will be deleted from the system permanently after the event's end date.

Backcountry designations: ☐ Clubwide Events ☐ Cross Reference in Clubwide Events ☐ Advance Notice ☐ Special Notice

USERS

- My Account
- My Approval Queue
- Log Out

EVENTS

- Add Chapter Trip
- Add Guided Program
- Add Special Event
- Add Volunteer Opportunity
- My Events
- Search Delaware Valley (Pa.) Events

LEGEND

- * - Required field

ABBREVIATIONS

- Approx. - Approximately
- CL - Co-Leader
- CPL - Carpool
- Comm. - Committee

Inbox - Microsoft Outlook RE: OLT account count ... RE: OLT account count ... Appalachian Mountal... activitiesdb-contributor...

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 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	<p>These checkboxes allow you to designate your trip for special treatment in Backcountry and, in some cases, online.</p> <p>Clubwide Events allows you to place your trip's full listing in the "Clubwide Events" section of Backcountry. Choosing this option also means that under your chapter/committee listings, the trip title will appear and a note will direct readers to Clubwide Events for the full description.</p> <p>"Cross-reference in Clubwide Events" allows you to keep your trip's full listing under your chapter/committee listings; it will also include the trip title under "Clubwide Events" and a note will direct readers to your chapter/committee listings for full details.</p> <p>"Advance Notice" allows you to submit a trip for inclusion in the magazine one issue earlier than guidelines would typically allow. Use this option only if your trip requires a \$\$ deposit.</p> <p>"Special Notice" allows your trip to display at the beginning of your chapter's trip listings in Backcountry under a "Special Notice" heading.</p>		

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 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	Please refer to “Contact Information” information above for details on populating these fields with co-leader information.		
Registrar	Please refer to “Contact Information” information above for details on populating these fields with Registrar information. If this information is populated, then “Registrar” will be displayed first on the web to indicate that they are the primary point of contact for the trip. Enter Address, City, State and ZIP if you are encouraging trip participants to send a check to the Registrar via U.S. Mail. This information will be published in the magazine and on the web.		

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 with "Link URL" allows you to add related links to your listing. Populate the link text field with a descriptive title for the link. E.g. "More Information on Blue Hills Reservation" You may add up to 6 related links.		No

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
Link URL	This field, in combination with “Link Text” allows you to add related links to your listing. Populate the link URL field with the URL to which you’d like to direct web users for more information (minus the “http://”). E.g. www.mass.gov/dcr/parks/metroboston/blue.htm You may add up to 6 related links.		No
Notes	This field allows you to send internal, administrative notes to other volunteer committee users in your approval queue. When your reviewer opens the trip for review, they will be able to see your notes.		No

Appalachian Mountain Club - Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://devsct.outdoors.org/admin/event/index.cfm/action/add/type/1

Appalachian Mountain Club - Event

APPALACHIAN MOUNTAIN CLUB

Hello Kelly Powers, you are a Contributor for the Delaware Valley (Pa.) group. You will be automatically logged out in: 0:27:57

Activities

Event Administration

EVENT INFORMATION

* Event Type: Chapter Trip

Program Fees: Adult Member \$0.00 Adult Non-Member \$0.00

* Group: Delaware Valley (Pa.)

* Managed By: Hiking

* Status: ☒ Open (O) ☐ Wait List (W) ☐ Full (F) ☐ Canceled (C)

* Listing Type: ☒ Magazine & Web ☐ Web Site Only ☐ Magazine Only

* Title: Wissahickon Gorge Hike

* Dates: 04/22/2011 through 04/22/2011 ☐ Run until filled Mondays Only

Magazine Issue(s): Mar/Apr 2011

Duration: --

* Registration: ☐ Required ☒ Not Required

Archiving on Expiration? ☒ Archiving means your event will be retrievable for two years. Otherwise, your event will be deleted from the system permanently after the event's end date.

Backcountry designations: ☐ Clubwide Events ☐ Cross Reference in Clubwide Events ☐ Advance Notice ☐ Special Notice ☐ First Timers ☐ New Members ☐ Conservation

Short Web Description: 100-word limit | [Check Spelling](#)

Done

Appalachian Mountain Club - Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://devact.outdoors.org/admin/event/index.cfm/action/add/type/1

Appalachian Mountain Club - Event

- Comm. - Committee
- FW - Flatwater
- Incl. - Included/Includes/Including/Inclusive
- Info - Information
- L - Leader
- Ltd. - Limited
- M - Member
- Mi - Miles
- NCA - No Calls After
- NM - Nonmember
- Pkg. - Parking
- Prereq. - Prerequisite
- R - Registrar
- Rec. - Recommended
- Reg. - Register
- Req. - Required/Requirement
- RT - Round Trip
- Rte. - Route
- SASE - Self-addressed Stamped Envelope
- SF - State Forest
- SP - State Park
- Tr. - Trail
- WW - Whitewater

RELATED LINKS

- Trip difficulty ratings for chapter trips.
- Regional map
- User Guide for chapter trips.
- Chapter map

Backcountry designations:

date.

☐ Clubwide Events ☐ Cross Reference in Clubwide Events

☐ Advance Notice ☐ Special Notice

☐ First Timers ☐ New Members

☐ Conservation

Short Web Description: 100-word limit | [Check Spelling](#)

Brisk-paced hike. Distance dependent on conditions & speed of group. Meet at 6:30 p.m., Valley Green Inn. Ran cancels.

Long Web Description: 450-word limit | [Check Spelling](#)

Brisk-paced hike. Distance dependent on conditions & speed of group. Meet at 6:30 p.m., Valley Green Inn. Ran cancels. Bring water and snacks.

Magazine Description: [magazine word limits](#) | [Check Spelling](#)

Brisk-paced hike. Distance dependent on conditions & speed of group. Meet at 6:30 p.m., Valley Green Inn. Ran cancels.

Location: Difficulty:

*Region: [\(map\)](#) *State: *Country:

Pennsylvania, Southeastern Pennsylvania USA

Nearby AMC Destination:

Cold River Camp
Echo Lake Camp
Fire Island Cabin
Galehead Hut
Gorman Chatback
Greenleaf Hut
Harvard Cabin
Highland Center at Crawford Notch
Joe Dodge Lodge
Kribbble Bay Camp

Audience:

50+
Adults
Beginners
Experts
Families
Professionals
Teens

*Activity:

Family
First Aid
Hiking
Ice Skating
Instruction (Skills)
Leadership Training
Meetings
Music
Padding
--Canceling--

CONTACT INFORMATION

Appalachian Mountain Club - Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://devact.outdoors.org/admin/event/index.cfm/action/add/type/1

Appalachian Mountain Club - Event

Back to Event Admin

CONTACT INFORMATION

Please note that at least one form of contact is required, phone OR email.

Name:	Phone Number (Ex. 617-555-5555):	Time to Call:	Show Phone on Web:	Email Address:	Show Email on Web:
(1)* Kelly Powers	(617) 391-6627		<input checked="" type="checkbox"/>	jowers@outdoors.org	<input checked="" type="checkbox"/>
(2)			<input type="checkbox"/>		<input type="checkbox"/>
(3)			<input type="checkbox"/>		<input type="checkbox"/>
(4)			<input type="checkbox"/>		<input type="checkbox"/>

CO-CONTACT INFORMATION

Please do NOT put title or CL in front of name.

Name:	Phone Number (Ex. 617-555-5555):	Time to Call:	Show Phone on Web:	Email Address:	Show Email on Web:
(1)			<input type="checkbox"/>		<input type="checkbox"/>
(2)			<input type="checkbox"/>		<input type="checkbox"/>

REGISTRAR INFORMATION

Please do NOT put title or R in front of name.

Name:	Phone Number (Ex. 617-555-5555):	Time to Call:	Show Phone on Web:	Email Address:	Show Email on Web:
			<input type="checkbox"/>		<input type="checkbox"/>
Address:		City:	State:	Zipcode:	
			--		

CONTRIBUTOR INFORMATION

Name:	Phone Number (Ex. 617-555-5555):	Email Address:
Kelly Powers		kelly.powers@gmail.co

Done

Appalachian Mountain Club – Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://devact.outdoors.org/admin/event/index.cfm/action/add/type/1

Appalachian Mountain Club – Event

Even if your event is only for the Web, it must still be approved and will post immediately.

Web Release Date: 03/16/2011 Web End Date: 04/22/2011

Web Search Terms: (words used for search only - not displayed)

Include link to another webpage in trip description:
(Do not include **http://** in the link URL.)

Link Text	Link URL
1	http://
2	http://
3	http://
4	http://
5	http://
6	http://

NOTES

For internal communication only; this is not displayed on the public website.

Characters Remaining: 200

No previous notes

Cancel Clear Changes Review

Join AMC | E-News Signup | Activity Search | Current Conditions | Chapters
Newsroom | Employment | Online Store | Donate | Contact Us

Facebook Twitter YouTube

Done


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

Appalachian Mountain Club – Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://devact.outdoors.org/admin/event/index.cfm/action/add

Appalachian Mountain Club – Event


APPALACHIAN MOUNTAIN CLUB

Hello Kelly Powers, you are a Contributor for the Delaware Valley (Pa.) group. You will be automatically logged out in: 0:29:58

Activities

Event Administration

EVENT INFORMATION

- * Event Type: Chapter Trip
- Program Fees: Adult Adult
Member Non-Member
\$0.00 \$0.00
- * Group: Delaware Valley (Pa.)
- * Managed By: Hiking
- * Status: Open (O)
- * Listing Type: Magazine & Web
- * Title: Wissahickon Gorge Hike
- * Dates: 04/22/2011 --through-- 04/22/2011
- Magazine Issue(s): Mar/Apr 2011
- Duration:
- * Registration: Not Required
- Archive on Expiration? Yes Archiving means your event will be retrievable for two years. Otherwise, your event will be deleted from the system permanently after the event's end date.
- Backcountry designations: No Clubwide Events No Cross Reference in Clubwide Events
No Advance Notice No Special Notice
No First Timers No New Members
No Conservation

Short Web Description:
Brisk-paced hike. Distance dependent on conditions & speed of group. Meet at 6:30 p.m., Valley Green Inn. Ran cancels.

Long Web Description:
Brisk-paced hike. Distance dependent on conditions & speed of group. Meet at 6:30 p.m., Valley Green Inn. Ran cancels. Bring water and snacks.

Magazine Description:

USERS

- My Account
- My Approval Queue
- Log Out

EVENTS

- Add Chapter Trip
- Add Volunteer Opportunity
- My Events
- Search Delaware Valley (Pa.) Events

LEGEND

- * - Required field

ABBREVIATIONS

- Approx. - Approximately
- CL - Co-Leader
- CPL - Carpool
- Comm. - Committee
- FW - Flatwater
- Incl. - Included/Includes/Including/Inclusive
- Info - Information
- L - Leader
- Ltd. - Limited

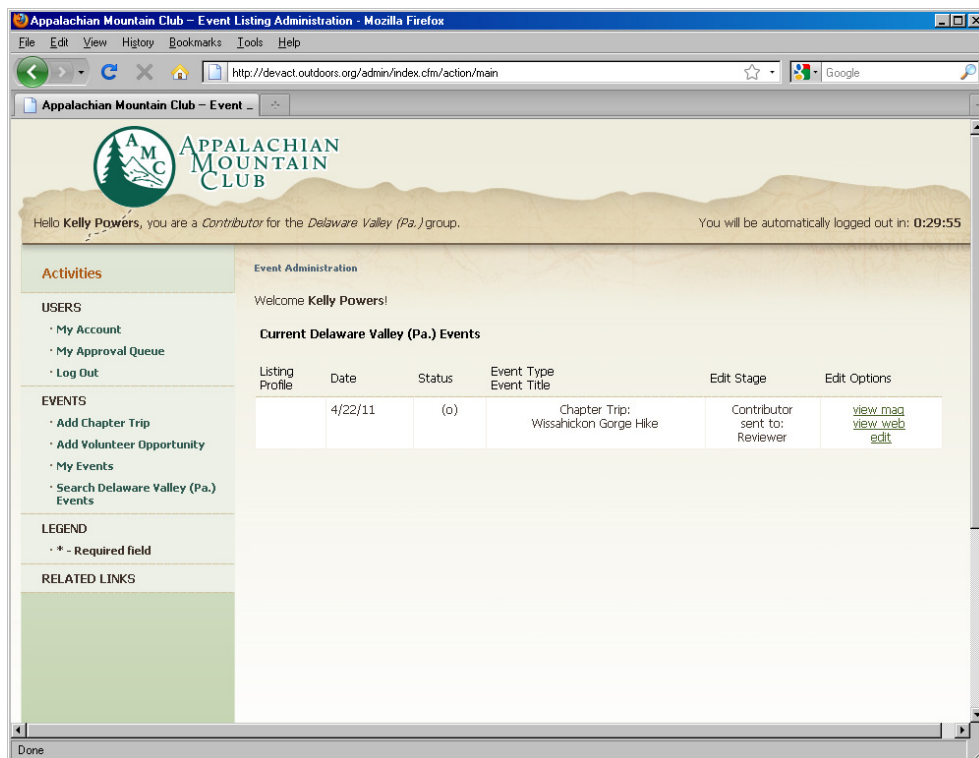
Done

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.

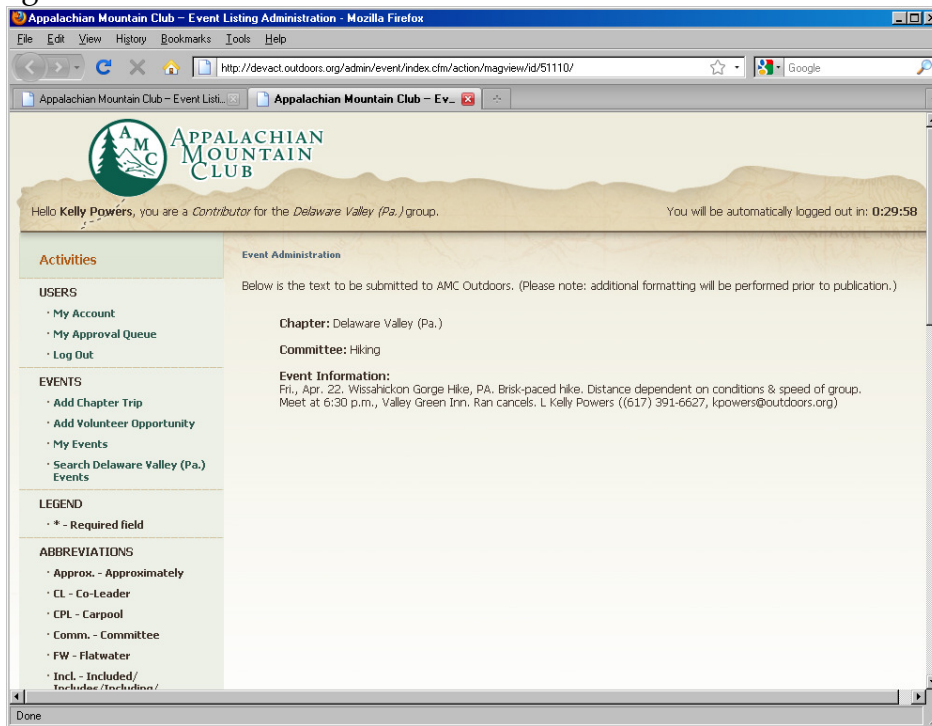
After submitting one trip, you will return to the previous screen and see your new listing under “Current Events” with a status of “Contributor sent to Reviewer”. You can also see the status of your other submissions. Once your trip has gone through the complete review process by committee reviewer and 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.



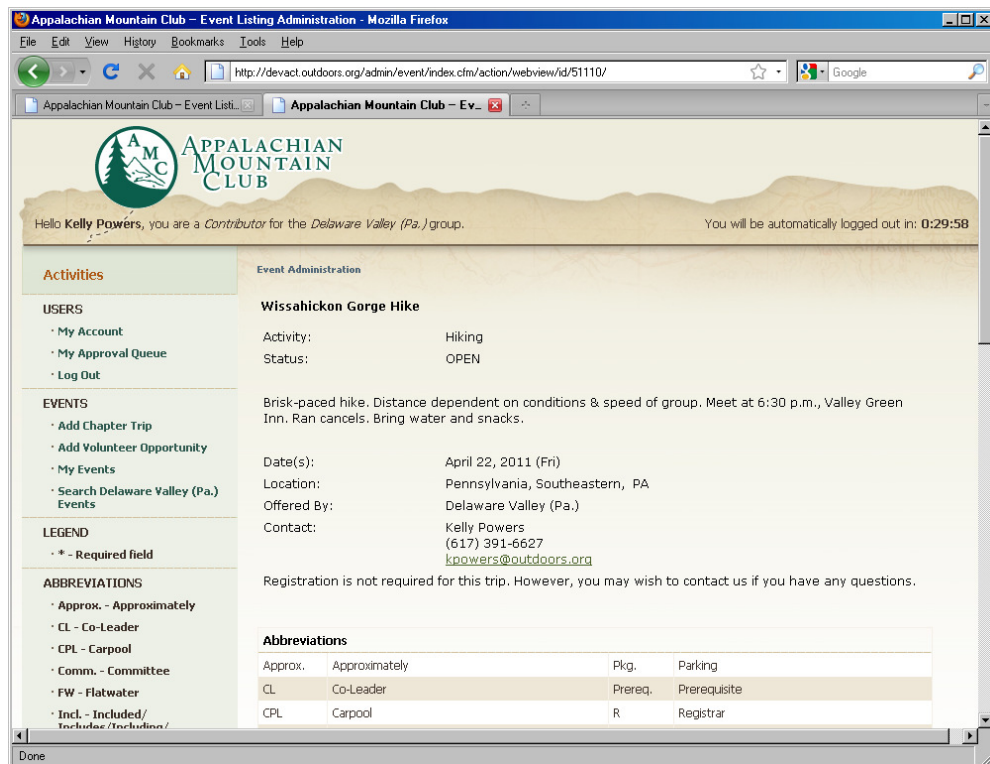
The “view mag” button allows you to preview the trip the way it will be submitted to the *AMC Outdoors* editors.

E.g.



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

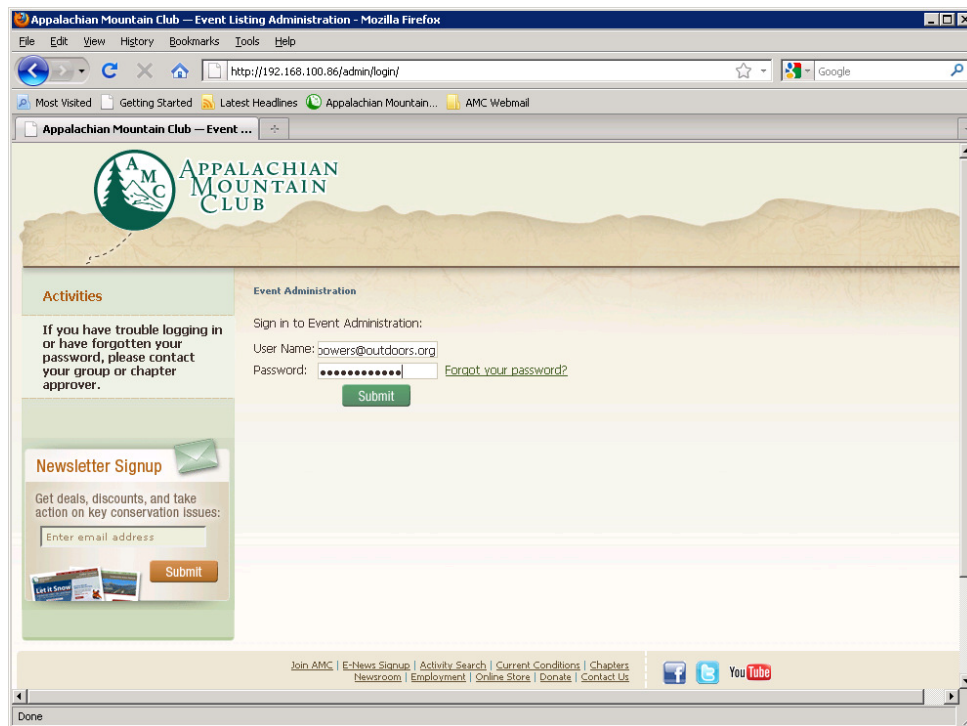
E.g.



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.

The volunteer opportunity 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
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?
		<p>Enter end date of recurrent date range in second date box.</p> <p>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”</p> <p>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” checkbox.</p>	
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 (reactivate 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

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

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 Information” information above for details on populating these fields with co-leader information.		
Registrar	Please refer to “Contact Information” information above for details on populating these fields with Registrar information. If this information is populated, then “Registrar” will be displayed first on the web to indicate that they are the primary point of contact for the trip. Enter Address, City, State and ZIP if you are encouraging trip participants to send a check to the Registrar via U.S. Mail. This information will be published in the magazine and on the web.		
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 "Link URL" allows you to add related links to your listing. Populate the link text field with a descriptive title for the link. E.g. "More Information on Blue Hills Reservation" You may add up to 6 related links.		No
Link URL	This field, in combination with "Link Text" allows you to add related links to your listing. Populate the link URL field with the URL to which you'd like to direct web users for more information (minus the " http:// "). E.g.		No

Trip Entry Form Fields Defined	What is this?	What do I enter?	Is this Required?
	"www.mass.gov/dcr/parks/metroboston/blue.htm" You may add up to 6 related links.		
Notes	This field allows you to send internal, administrative notes to other volunteer committee users in your approval queue. When your reviewer opens the trip for review, they will be able to see your notes.		No

Appalachian Mountain Club - Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://devact.outdoors.org/admin/event/index.cfm/action/add/type/3

Appalachian Mountain Club - Event

Hello Kelly Powers, you are a Contributor for the Delaware Valley (Pa.) group. You will be automatically logged out in: 0:16:25

Activities

USERS

- My Account
- My Approval Queue
- Log Out

EVENTS

- Add Chapter Trip
- Add Volunteer Opportunity
- My Events
- Search Delaware Valley (Pa.) Events

LEGEND

- * - Required field

ABBREVIATIONS

- Approx. - Approximately
- CL - Co-Leader
- CPL - Carpool
- Comm. - Committee
- FW - Flatwater
- Incl. - Included/Includes/Including/Inclusive
- Info - Information
- L - Leader
- Ltd. - Limited

Event Administration

EVENT INFORMATION

- * Event Type: Volunteer Opportunity
- * Group: Delaware Valley (Pa.)
- * Managed By: Hiking
- * Status: ☒ Open (O) ☐ Wait List (W) ☐ Full (F) ☐ Canceled (C)
- * Listing Type: ☐ Magazine & Web ☒ Web Site Only
- * Title: Nockamixon State Park Maintenance Day
- * Dates: 06/10/2011 through 06/10/2011 ☐ Run until filled
- Magazine Issue(s): Not Applicable
- Duration: 1/2 Day
- * Registration: ☐ Required ☒ Not Required
- Archive on Expiration? ☒ Archiving means your event will retrievable for two years. Otherwise, your event will be deleted from the system permanently after the event's end date.

Short Web Description: 100-word limit | [Check Spelling](#)

Help us clean Nockamixon State Park! Includes trail maintenance projects and spring cleanup.

Long Web Description: 450-word limit | [Check Spelling](#)

Help us clean Nockamixon State Park! Includes trail maintenance projects and spring cleanup.

Done

Appalachian Mountain Club - Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://devact.outdoors.org/admin/event/index.cfm/action/add/type/3

Appalachian Mountain Club - Event

- Pkg. - Parking
- Prereq. - Prerequisite
- R - Registrar
- Rec. - Recommended
- Reg. - Register
- Req. - Required/Requirement
- RT - Round Trip
- Rte. - Route
- SASE - Self-addressed Stamped Envelope
- SF - State Forest
- SP - State Park
- Tr. - Trail
- WW - Whitewater

RELATED LINKS

- Trip difficulty ratings for chapter trips.
- Regional map
- User Guide for chapter trips.
- Chapter map
- Back to Event Admin

Location:

*Region: (map) Pennsylvania, Southeastern *State: Pennsylvania *Country: USA

Nearby AMC Destination:

- August Camp
- Beal Island Campground
- Boston Visitor Center
- Camp Dodge
- Cardigan Lodge
- Carter Notch Hut
- Cold River Camp
- Echo Lake Camp
- Fire Island Cabin
- Galehead Hut

Audience:

- 15+
- Adults
- Beginners
- Experts
- Families
- Professionals
- Teens

*Activity:

- Snowshoeing
- Social Events
- Softball
- Special Events
- Specialty Skills
- Trail Work
- Training
- Trip Leading
- Trip Leading - Camps
- Trip Leading - Chapter

CONTACT INFORMATION

Please note that at least one form of contact is required, phone OR email.

Name:	Phone Number (Ex. 617-555-5555):	Time to Call:	Show Phone on Web:	Email Address:	Show Email on Web:
(1)* Kelly Powers			<input type="checkbox"/>	kelly.powers@gmail.cc	<input type="checkbox"/>
(2)			<input type="checkbox"/>		<input type="checkbox"/>
(3)			<input type="checkbox"/>		<input type="checkbox"/>
(4)			<input type="checkbox"/>		<input type="checkbox"/>

CO-CONTACT INFORMATION

Please do NOT put title or CL in front of name.

Name:	Phone Number (Ex. 617-555-5555):	Time to Call:	Show Phone on Web:	Email Address:	Show Email on Web:
(1)			<input type="checkbox"/>		<input type="checkbox"/>
(2)			<input type="checkbox"/>		<input type="checkbox"/>

Appalachian Mountain Club - Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://devact.outdoors.org/admin/event/index.cfm/action/add/type/3

Appalachian Mountain Club - Event

Kelly Powers

Website Posting Information

Even if your event is only for the Web, it must still be approved and will post immediately.

Web Release Date: 03/16/2011 Web End Date: 06/10/2011

Web Search Terms: (words used for search only - not displayed)

Include link to another webpage in trip description: (Do not include http:// in the link URL.)

Link Text	Link URL
1	http://
2	http://
3	http://
4	http://
5	http://
6	http://

NOTES

For internal communication only; this is not displayed on the public website.

Characters Remaining: 200

No previous notes

Cancel Clear Changes Review

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

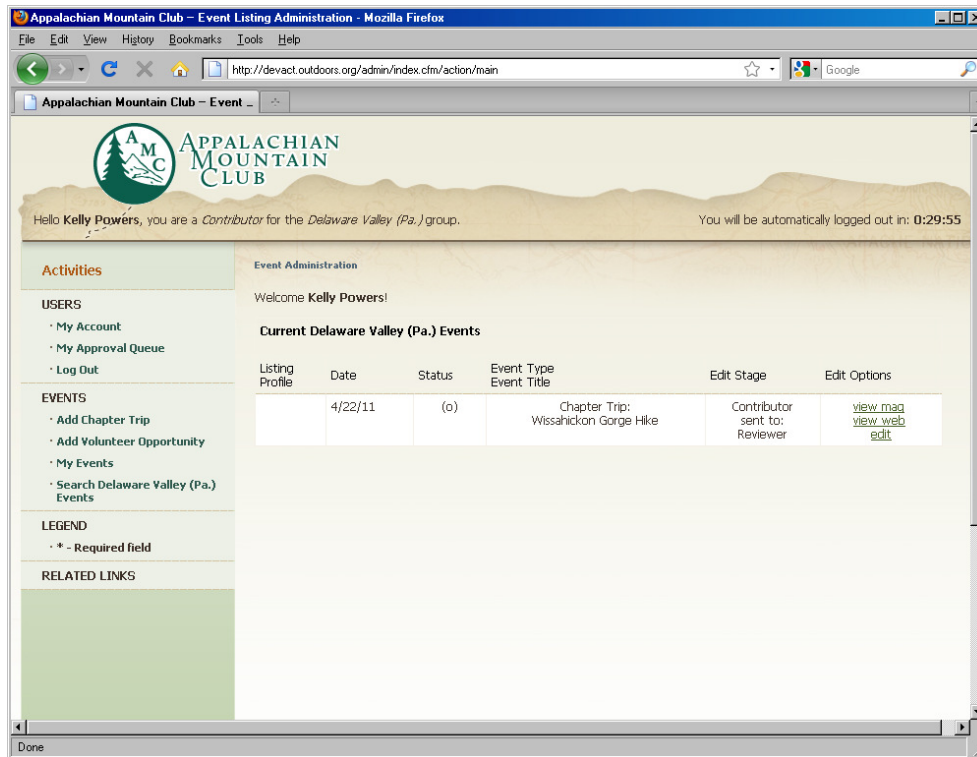


Review the confirmation screen for accuracy. Use the “Edit” button to return to the volunteer opportunity entry screen to make changes.

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.

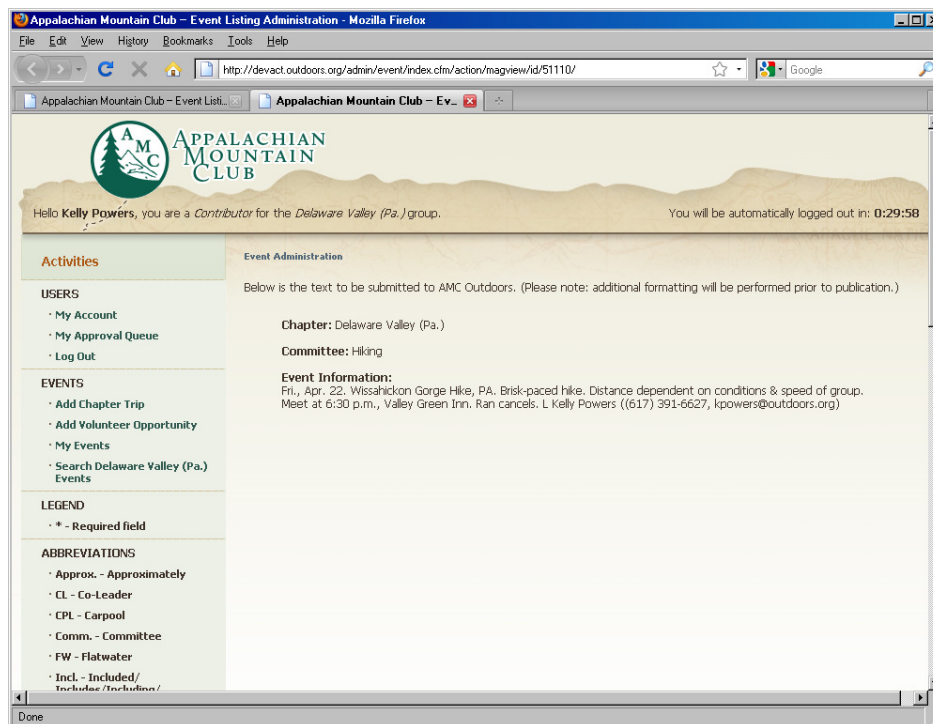
After submitting one opportunity, you will return to the previous screen and see your new listing under “Current Events” with a status of “Contributor sent to Reviewer”. You can also see the status of your other submissions. Once your opportunity has gone through the complete review process by committee 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.



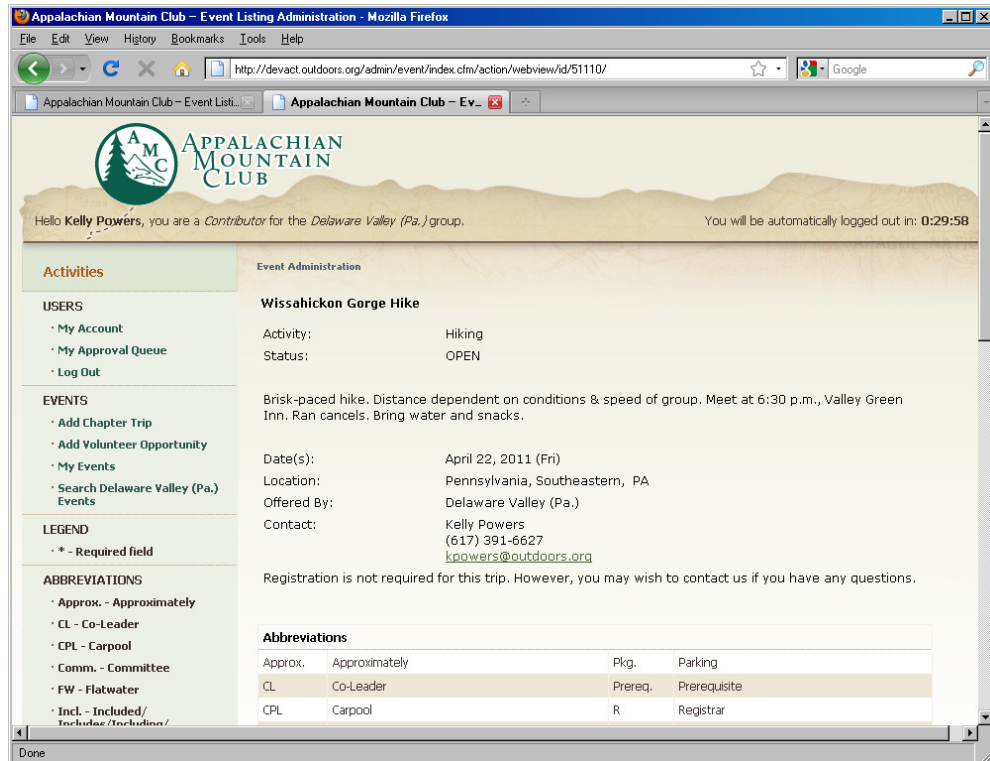
The “view mag” button allows you to preview the opportunity the way it will be submitted to the *AMC Outdoors* editors.

E.g.



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

E.g.



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.

Appalachian Mountain Club – Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://devact.outdoors.org/admin/search/index.cfm?action/main/

Appalachian Mountain Club – Event ...

USERS

- My Account
- My Approval Queue
- Log Out

EVENTS

- Add Chapter Trip
- Add Volunteer Opportunity
- My Events
- Search Delaware Valley (Pa.) Events

LEGEND

- * - Required field

RELATED LINKS

Show me: Archived Only mine ☐

Keyword: Activity: All State: All AMC Destination: All

Fewer options Search

Dates: to Extended and Ongoing Opportunities Only

Type: ☐ Chapter Trips ☐ Clubwide Events ☐ Guided Programs ☐ Major Excursions ☐ Special Events ☐ Volunteer Opportunities

Time Available: All Audience: All Committee: Hiking

Region (map): -all regions-

1 - 25 of 2050 opportunities

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ... Next ▶

Current Delaware Valley (Pa.) Events

Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
A	1/09/05	(O)	Chapter Trip: Broad Mountain Loop - SGL 141	Archived	view map view web reactivate delete
A	3/19/05	(O)	Chapter Trip: Peace Valley Park	Archived	view map view web reactivate delete
A	4/02/05	(O)	Chapter Trip: Raccoon Ridge and Sunfish Pond	Archived	view map view web reactivate delete
A	4/05/05 - 5/31/05	(O)	Chapter Trip: Wissahickon Gorge Wandering	Archived	view map view web reactivate delete
A	4/11/05	(O)	Chapter Trip: Catoctin River Loop	Archived	view map view web reactivate delete

Done

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 be changed so if the trip will occur in the future, you may make those changes accordingly.

Appalachian Mountain Club – Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://devact.outdoors.org/admin/event/index.cfm?action=reactivate&id=51106&pg=1&url=L2FkbWVudL3NHdUJaC5

Appalachian Mountain Club – Event

APPALACHIAN MOUNTAIN CLUB

Hello Kelly Powers, you are a Contributor for the Delaware Valley (Pa.) group. You will be automatically logged out in: 0:29:56

Activities

Event Administration

EVENT INFORMATION

* **Event Type:** Chapter Trip

Program Fees: Adult Member \$0.00 Adult Non-Member \$0.00

* **Group:** Delaware Valley (Pa.)

* **Managed By:** Hiking

* **Status:** ☒ Open (O) ☐ Wait List (W) ☐ Full (F) ☐ Canceled (C)

* **Listing Type:** ☒ Magazine & Web ☐ Web Site Only ☐ Magazine Only

* **Title:** Broad Mountain Loop - SGL 141

* **Dates:** [] -through- [] Mondays Only ☐ Run until filled

Magazine Issue(s): Not Applicable

* **Registration:** ☒ Required ☐ Not Required

Archive on Expiration? ☒ Archiving means your event will be retrievable for two years. Otherwise, your event will be deleted from the system permanently after the event's end date.

Backcountry designations: ☐ Clubwide Events ☐ Cross Reference in Clubwide Events ☐ Advance Notice ☐ Special Notice ☐ First Timers ☐ New Members ☐ Conservation

Short Web Description: 100-word limit | [Check Spelling](#)

USERS

- My Account
- My Approval Queue
- Log Out

EVENTS

- Add Chapter Trip
- Add Volunteer Opportunity
- My Events
- Search Delaware Valley (Pa.) Events

LEGEND

- * - Required field

ABBREVIATIONS

- Approx. - Approximately
- CL - Co-Leader
- CPL - Carpool
- Comm. - Committee
- FW - Flatwater
- Incl. - Included/Includes/Including/Inclusive
- Info - Information

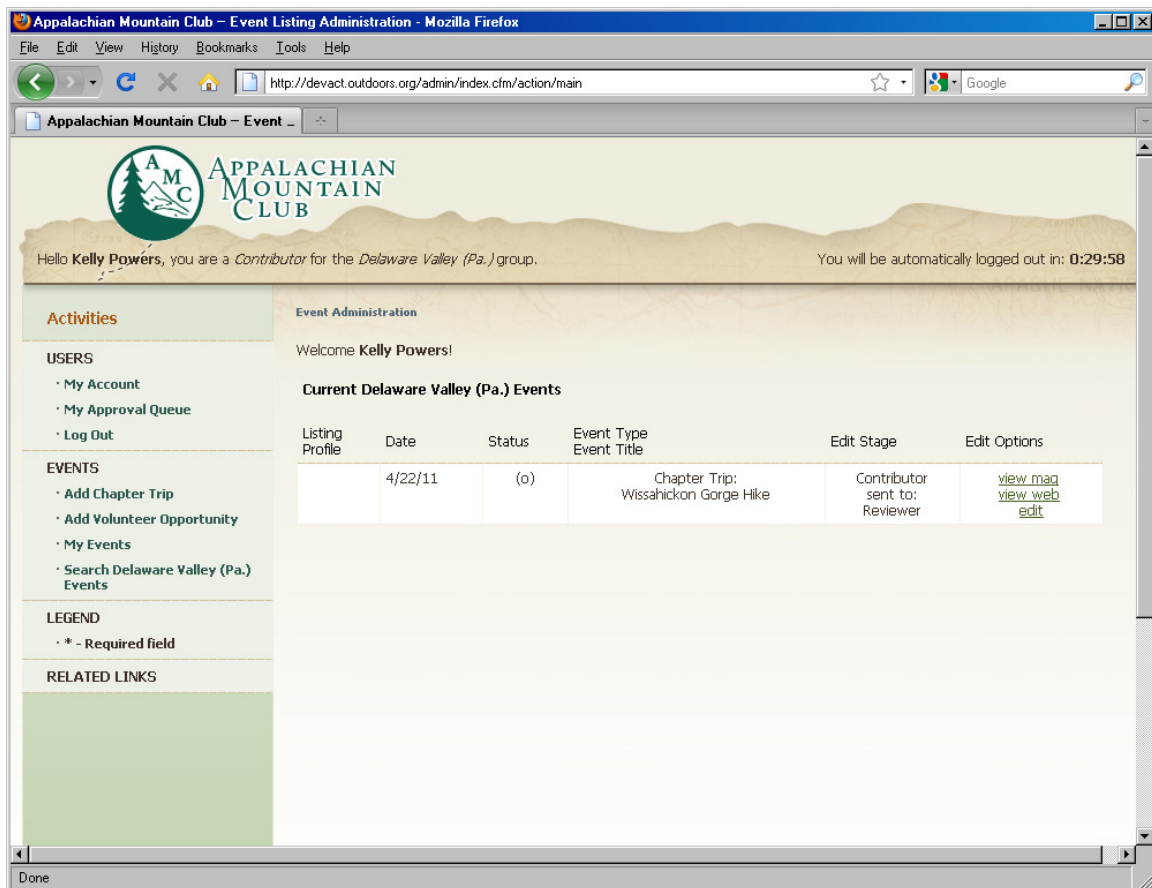
Note: When selecting "reactivate," you are not actually reactivating the existing trip, but rather making a copy of the trip and publishing the new copy.

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.

Appalachian Mountain Club – Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://devact.outdoors.org/admin/event/index.cfm/action/edit/id/51110/model/edit/pg/1

Appalachian Mountain Club – Event

- Info - Information
- L - Leader
- Ltd. - Limited
- M - Member
- Mi - Miles
- NCA - No Calls After
- NM - Nonmember
- Pkg. - Parking
- Prereq. - Prerequisite
- R - Registrar
- Rec. - Recommended
- Reg. - Register
- Req. - Required/Requirement
- RT - Round Trip
- Rte. - Route
- SASE - Self-addressed Stamped Envelope
- SF - State Forest
- SP - State Park
- Tr. - Trail
- WW - Whitewater

RELATED LINKS

- Trip difficulty ratings for chapter trips.
- Regional map
- User Guide for chapter trips.
- Chapter map

Short Web Description: 100-word limit | [Check Spelling](#)
Brisk-paced hike. Distance dependent on conditions & speed of group. Meet at 7:00 p.m., Valley Green Inn. Ran cancels.

Long Web Description: 450-word limit | [Check Spelling](#)
Brisk-paced hike. Distance dependent on conditions & speed of group. Meet at 7:00 p.m., Valley Green Inn. Ran cancels. Bring water and snacks.

Magazine Description: [magazine word limits](#) | [Check Spelling](#)
Brisk-paced hike. Distance dependent on conditions & speed of group. Meet at 7:00 p.m., Valley Green Inn. Ran cancels.

Location:
***Region:** [\(map\)](#) Pennsylvania, Southeastern
***State:** Pennsylvania
***Country:** USA

Nearby AMC Destination:
August Camp
Beal Island Campground
Boston Visitor Center
Camp Dodge
Cardigan Lodge
Carter Notch Hut
Cold River Camp
Echo Lake Camp
Fire Island Cabin
Galehead Hut

***Activity:**
-Mountain
-Road
-Touring
Camping
Climbing/Mountaineering
Conservation
Critical Treasure
Family
First Aid
Hiking

CONTACT INFORMATION

Done

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.

Appalachian Mountain Club — Event Listing Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://devact.outdoors.org/admin/index.cfm/action/main

Do you want Firefox to remember this password? Remember Never for This Site Not Now

APPALACHIAN MOUNTAIN CLUB

Hello **Kelly Powers**, you are a *Contributor* for the *Delaware Valley (Pa.)* group. You will be automatically logged out in: **0:29:44**

Activities

USERS

- My Account
- My Approval Queue
- Log Out

EVENTS

- Add Chapter Trip
- Add Volunteer Opportunity
- My Events
- Search Delaware Valley (Pa.) Events

LEGEND

- * - Required field

RELATED LINKS

Event Administration

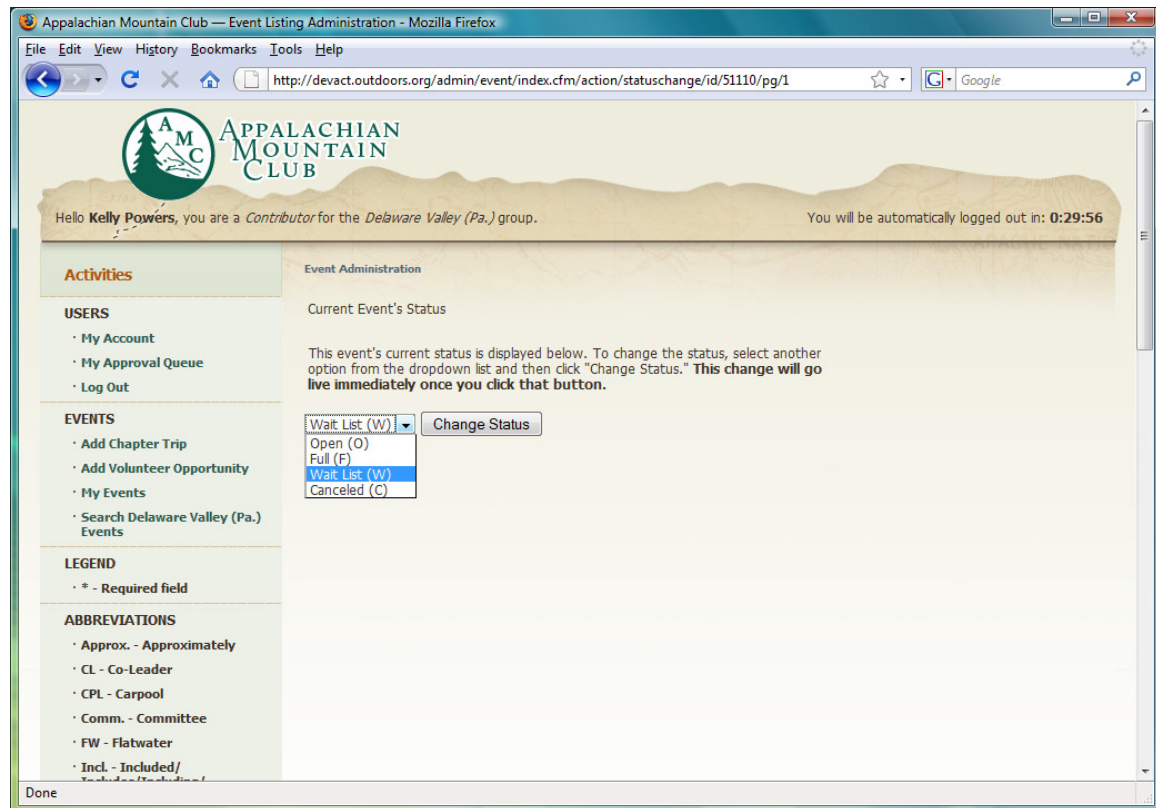
Welcome **Kelly Powers**!

Current Delaware Valley (Pa.) Events

Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
P	3/24/11	(o)	Chapter Trip: test hiking dupe trip	Contributor	view mag view web edit
P	3/30/11	(o)	Chapter Trip: Test Biking Trip	Contributor	view mag view web edit
U	4/22/11	(W)	Chapter Trip: Wissahickon Gorge Hike	Approver /On Web /In Mag.	view mag view web change status

Done

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 webeditor@outdoors.org or via phone, 617-391-6632.