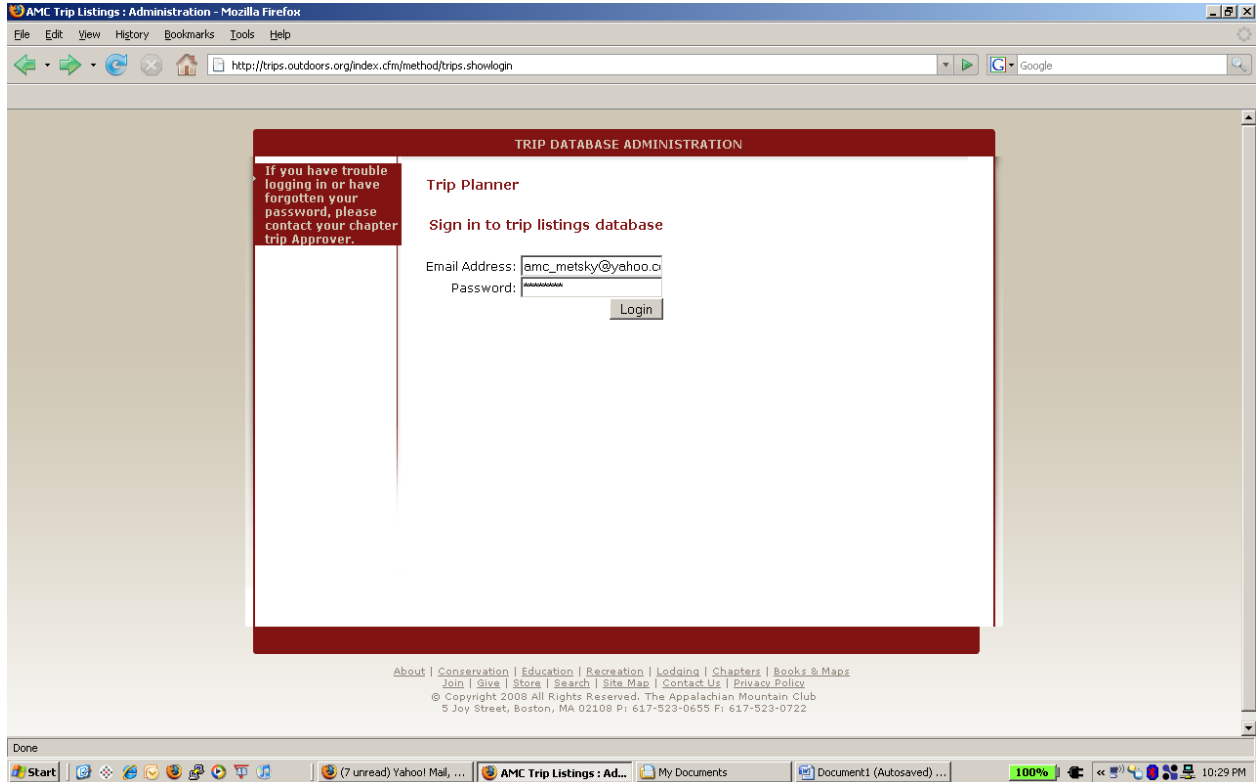


Steps for Trip Leader

1. Point your browser at <http://activities.outdoors.org/admin/login/>



2. Log in using the email address you have on record for the HB Leader list. If you have any questions about your account contact the HB trip coordinator at trips@hbbostonamc.org

- Logging in will take you to the following page. To enter a trip, click on “GO” after Add 1 New Chapter Trips.

TRIP DATABASE ADMINISTRATION

LEGEND

- N - New! (profile)
- U - Updated (profile)
- P - Pending (profile)
- A - Archived (profile)
- O - Open (status)
- F - Full (status)
- W - Wait List (status)
- C - Canceled (status)
- * - Required field

RELATED LINKS

[Switch users](#), which will also end your current session.

Trip Planner

Reviewer Administration Area

Welcome! What would you like to do today?

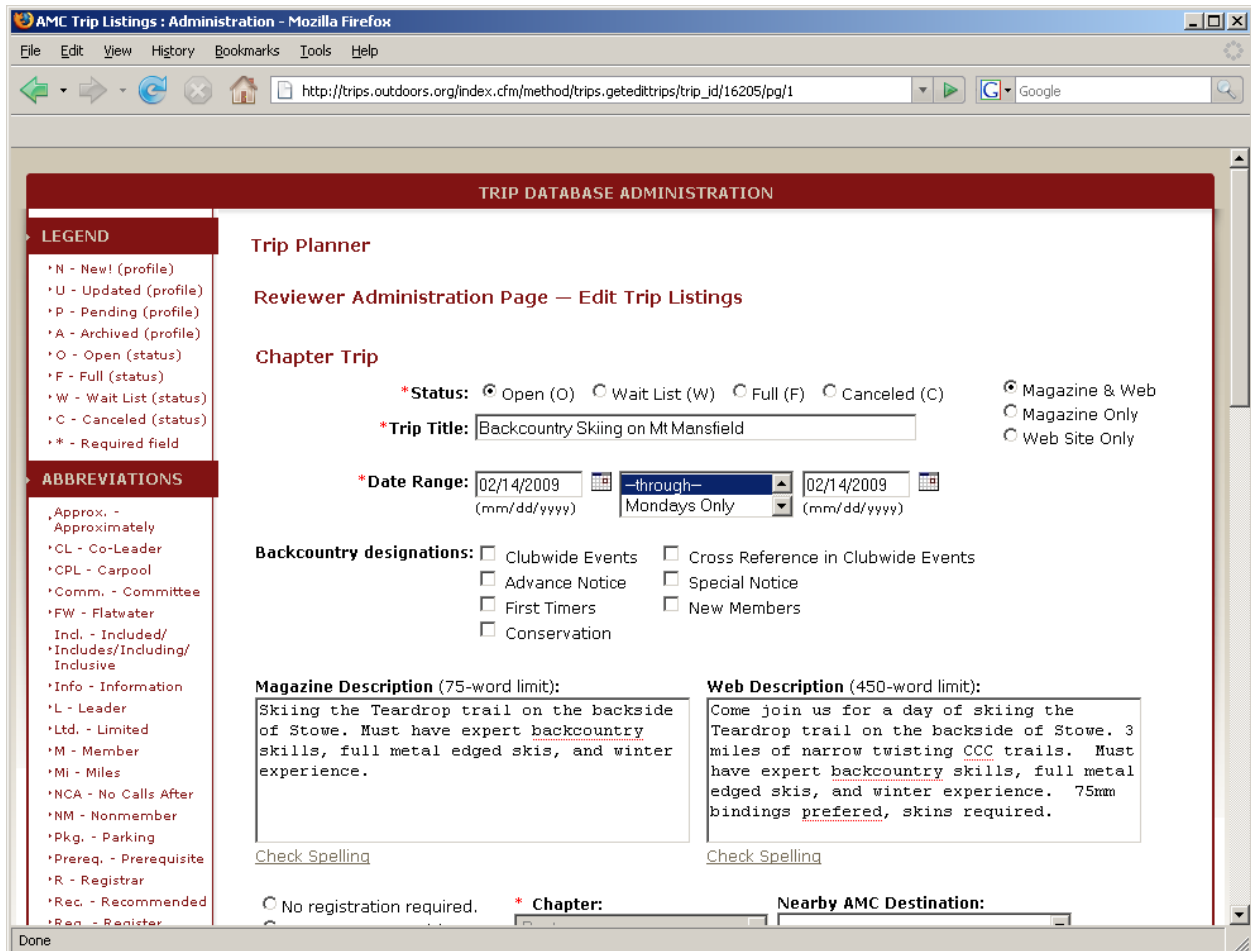
- Add new
- [Update/Change My User Information](#)
- [Add New/Edit Users](#)
- Approve trips in bulk. Show me per page.
- View All Your Trips in:
- View archived trips:
- Search Trips by Keywords:
 - all of the words
 - any of the words
 - exact phrase

Current Trips

Listing Profile	Date	Status	Trip Type Trip Title	Edit Stage	Edit Options
	12/24/08	(O)	Chapter Trip: Testing Trip	Reviewer sent to: Approver	view map view web edit

4. Fill out the following fields

- a. **Status** – start the trip as Open. Once the trip is listed you'll be able to change it to Wait List, Full, or Cancelled for the online listings.
- b. **Trip Title** – Short descriptive title of your trip with rating - i.e: "Isolation Backpack - (A3C)"
- c. **Date Range** – For single day trips use the same date for start and end
- d. **Backcountry designations** – Check any boxes that apply to this trip. For HB trips you usually won't check any of them.
- e. **Magazine Description** – This is limited to 75 words, so use the abbreviations listed to the left.
- f. **Web Description** – 450 word limit so write whatever you want.



- g. **No Registration Required/Contact us** – Click “No Registration” if it is a show and go. Otherwise click on “Contact Us”.
- h. **Chapter** – This is filled out for you
- i. **Nearby AMC Destination** – Not required, but helpful for online search.
- j. **Location** – Where the trip is taking place
- k. **Region/State/Country** – Select from the dropdown
- l. **Activity/Second Priority** – Hiking will be pre-filled. For some trips you might select a second activity of Backpacking or Camping.
- m. **Committee** – Hiking/Backpacking (**NOT “Hiking” or “Backpacking”)
- n. **Trip Difficulty** – Beginner, Intermediate, or Advanced
- o. **Leader Information** – Fill out your name, phone number, when to call, and email address, and choose if you want your email or phone number to appear on the web. If you don’t show your email, trip participants will still be able to contact you through the website with your email address remaining hidden. You must have one valid HB Committee Leader
- p. **Coleader Information** – Same as above

AMC Trip Listings : Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://trips.outdoors.org/index.cfm/method/trips.getedittrips/trip_id/16205/pg/1

No registration required. * Chapter: Boston Nearby AMC Destination: -
 Contact us to participate.

Location: Mt Mansfield * Region: (map) Vermont, Green Mountains * State: Vermont * Country: USA

* Activity: Skiing Activity (2nd priority): Skiing * Committee: Skiing Trip Difficulty: Expert

Leader Information (Do NOT put title or L in front of name.)
 Please note that at least one form of contact is required for trip leader (1), phone OR email.

	Name:	Phone Number (Ex. 617-555-5555):	Time to Call:	Show Phone on Web:	Email Address:	Show Email on Web:
(1)	* Dave Metsky	617-555-1212	Before 9:00	<input checked="" type="checkbox"/>	amc_metsky@yahoo.c	<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-Leader Information (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)	Co Leader	781-555-1212		<input type="checkbox"/>	coleader@test.com	<input checked="" type="checkbox"/>
(2)				<input type="checkbox"/>		<input type="checkbox"/>

Registrar Information (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:

Done

- q. **Registrar Information** – If you have a separate registrar, add the information here. Most trips besides the workshops will not have a registrar in addition to the leaders.
- r. **Contributor information** – only fill this out if you are entering a trip for another leader
- s. **Web Release Date** – Trips aren't posted on the online trip listing service right away unless you want them to. Use a date when you are ready to accept sign-ups.
- t. **Include link to another webpage** – If you have a webpage for your trip or for the destination/lodging, include it here. This will not show up in the Magazine listing.
- u. **Web Search Terms** – search terms to help users find trips in the online listings.
- v. **Magazine Publication Starting Issue** – Identify the issue you'd like the listing to appear in (if you're early enough)
- w. **Cancel/Clear Changes/Save Edit Later/Save & Forward to Approver** – You can save and continue to work on your trip as long as you want. Once you have finished all the details click on the last button to send the trip on to the Approver.

AMC Trip Listings : Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://trips.outdoors.org/index.cfm/method/trips.getedittrips/trip_id/16205/pg/1

Google

Name: (Ex. 617-555-5555) **Time to Call:** **on Web:** **Email Address:** **on Web:**

Address: **City:** **State:** **Zipcode:**

Contributor Information (If different from one of the above)

Phone Number

Name: **(Ex. 617-555-5555):** **Email Address:** [E-mail the trip contributor](#)

Website Posting Information (Even if your trip is only for the Web, it must still be approved and cannot post immediately.)

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

(mm/dd/yyyy)

Include link to another webpage in trip description:

Web links format example:
This website provides some information about this trip:
<http://www.outdoors.org>, as well as:
<http://appalachia.outdoors.org>.

(Links **must** start with **http://**)

Magazine Publication Starting Issue:

Dec (deadline Oct. 15)

Archive Trip on Expiration? Checking this box means your trip will be archived & retrievable for two years. Not checking the box means your trip will be deleted from the system permanently when the trip is over.

Done

5. Once your trip is in the system you can look at how the listing will appear online and in the magazine. On your home page there is a list of all your trips and two links for [view mag](#) and [view web](#).

AMC Activities : Trip Listings, Chapter Trips Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://trips.outdoors.org/index.cfm/method/Chapter_Trips.fullview/tripi

AMC Trip Listings : Administration AMC Activities : Trip Listings, Cha...

CLUB

Join AMC
Chapter Groups
Difficulty Ratings
Release Form

TRIP PLANNER > chapter trips

Chapter Trips

Backcountry Skiing on Mt Mansfield - TESTING

Activity: Skiing
Status: OPEN

Come join us for a day of skiing the Teardrop trail on the backside of Stowe. 3 miles of narrow twisting CCC trails. Must have expert backcountry skills, full metal edged skis, and winter experience. 75mm bindings preferred, skins required.

Date(s): February 14, 2009 (Sat)
Location: Mt Mansfield, Vermont, Green Mountains, VT
Trip Difficulty: Expert
Sponsoring Chapter: Boston
Leader: Dave Metsky
617-555-1212 (best time to call: Before 9:00)
amc_metsky@yahoo.com
Co-Leader: Co Leader
coleader@test.com

Registration is required for this trip. See contact above.

Done

