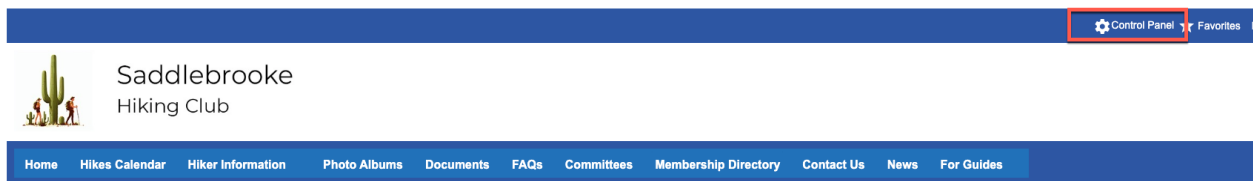


The general overview of the process:

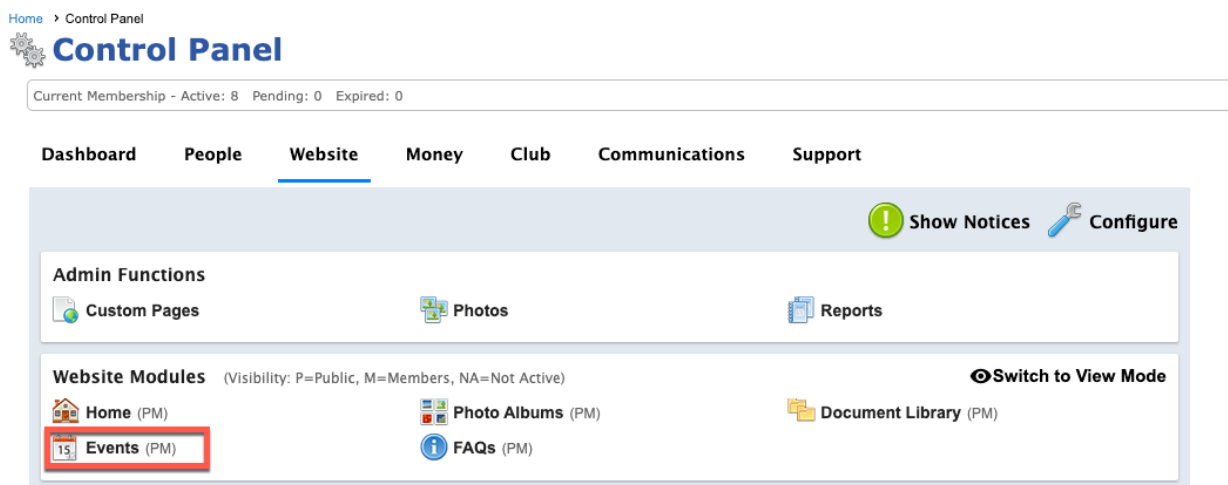
1. Go to Control Panel
2. Copy template event to a new event
3. Refer to the Hikes Database to copy/paste the hike information
4. Go through a series of tabs to modify the copied event so the data reflects the hike that you want to add

## Details

Go to control panel after logging into website.



## Select Events under Website Tab



Search the Events for the Template hike.

Note: You can either use the template we've created (search for "template" in Title) or use one of your old hikes as a template.

Example - using template provided.

Enter "Template" in Title then click on Search button.

## Events Manager

From this screen, you can coordinate every aspect of the scheduled events. The search panel allows you to find existing events to event, the links allow you to manage the event description and options, to view registrations or event reports, or to copy, archive, Use the buttons to the right of the search panel to configure event categories, standard registrant types and default information parameters and options. Click the Add Notification button to create a calendar entry which does not have a detailed description or

Hide Search Add Event Export Event Reports Configure

Search For Events

Start Date   Finish Date   [Future Dates Only](#)

Event Type  All items checked  Event Status  3 items checked

State  < All States >

Title  Template

Category  < All Categories >

Sort by  Most Recent  Earliest  Title  Category  Registrants

Copy the template to a new hike by clicking on the copy icon

**Search For Events**

Start Date   Finish Date   [Future Dates Only](#)

Event Type  Event Status

State

Title




Category

Sort by

Most Recent  Earliest  Title  Category  Registrants

---

**Search Results (1 events found)** ◀ Page 1 of 1 ▶

Start Date	Title	Status	Category	Registrations/ Registrants	Waitlist Cap/ Waitlisted	Type	Maintain
12/19/2023	[B] Hike TEMPLATE	Active	B Hike	1 / 1	4 / 0	Single Activity	  

Fill in the Event Title and Hike Date from the Hike Database.

Format is: [RATING] Title

For example, [B] Arizona Trail: Black Hills - Bloodsucker Wash to Freeman Road

Fill in Hike Date under “New Start Date”

Click Copy Event Button.

**Event Copy**

First decide if you're going to make one copy or multiple. If it's just one, specify the new date. If it's multiple copies, specify the sequence (Daily, Weekly, Monthly or Yearly) then specify the copy options and range. Click Copy Event to make the copy/copies, or Cancel to close the dialog without making copies.

Event Title [B] Arizona Trail: Black Hills - Bloodsucker Wash to Freeman Road

**Type**


Make One Copy  Make Multiple Copies

**Options**


New Start Date 12/22/2023

**Copy Event** ✓ **Cancel** ✕


Click on Reset then Search buttons to display a list of all hikes on the system. Note: This takes a few seconds. Then click on the Pencil Icon to edit the new hike.




Hide Search




Add



Event Export



Event Reports



Configure

Search For Events

Start Date   Finish Date   [Future Dates Only](#)

Event Type  Event Status

State

Title

Category

Sort by

Most Recent


Earliest

Title





























Category

Registrants

Reset

Search 

**Search Results (7 events found)** ◀ Page 1 of 1 ▶

Start Date	Title	Status	Category	Registrations/ Registrants	Waitlist Cap/ Waitlisted	Type	Maintain
12/27/2023	[C] Pima Canyon to 2nd Dam	Active	C Hike	4 / 4	2 / 0	Single Activity	   
12/25/2023	[D] Christmas Hike	Active	D Hike	0 / 0	4 / 0	Single Activity	   
12/22/2023	[B] Arizona Trail: Black Hills - Bloodsu...	Active	B Hike	0 / 0	4 / 0	Single Activity	   
12/19/2023	[B] Hike TEMPLATE	Active	B Hike	1 / 1	4 / 0	Single Activity	   
12/4/2023	(C) Sweetwater Trail to the Saddle	Active	C Hike	0 / 0	4 / 0	Single Activity	   
12/4/2023	[D] Tucson Downtown Mural Walk	Active	D Hike	0 / 0	4 / 0	Single Activity	   
12/1/2023	[C***] History Hike: Charouleau Ranch/Do...	Active	C Hike	0 / 0	4 / 0	Single Activity	   

## Updating the copied hike

Generally, you need to navigate through the “tabs” then save changes to put in all the appropriate information. To change content, click on the pencil icon.

These are the “tabs”.

**Basic Information**

Title	[B] Hike TEMPLATE
Short Description	Blacketts Ridge. Rating: B. Pace: Moderate
Category	B Hike
Visibility	Visible to everyone
Event Web Page/Site	
Start	12/19/2023 8:00 AM
Finish	12/19/2023 12:00 PM

**Remember to save each tab before clicking on the next tab.**

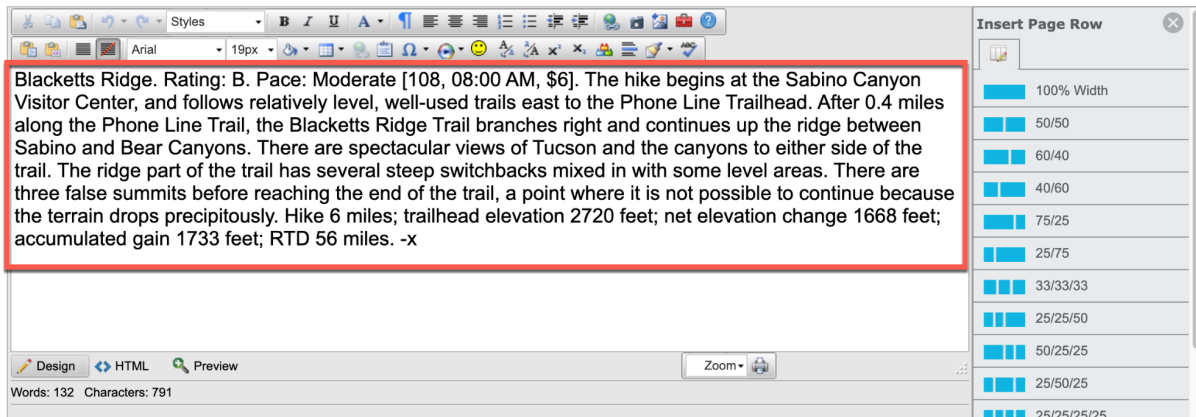
## Basic Info Tab

Basic Info		
	Title	From Hikes Database
	Short Description	Copy the description from the hikes database. Modify as needed.
	Category	Hike Rating - select
	Date Visible	Review - standard is middle of month before hike cycle
	Start	Date/Time of Hike
	End	Date/Time of Hike

Activities	<input checked="" type="radio"/> Single <input type="radio"/> Multiple	
Title	<input type="text" value="[B] Hike TEMPLATE"/>	
	<i>You may enter a detailed description for the event once it has been created by viewing the event details and clicking 'Description' on the Admin Ribbon Bar</i>	
Short Description	<input type="text" value="Blacketts Ridge. Rating: B. Pace: Moderate [108, 08:00 AM, \$6]. The hike begins at the Sabino Canyon Visitor Center, and follows relatively level, well-used trails east to the Phone Line Trailhead."/>	
	<small>841 of 2000 characters used</small>	
	<i>Used for the vCalendar description and as a tooltip in the Calendar</i>	
Category	<input type="text" value="B Hike"/>	
Visibility	<input type="text" value="Visible to everyone"/>	Date Visible <input type="text" value="12/1/2023"/>
List View 'View' Button Text	<input type="text" value="View"/>	
Event Contact Prompt	<input type="text" value="Guide"/>	
Event Web Page/Site	Not Selected <a href="#">Select</a>	
Start	<input type="text" value="12/19/2023"/> <input type="text" value="8:00 AM"/> <input checked="" type="checkbox"/> Display <input type="text" value="8:00 AM"/>	
Finish	<input type="text" value="12/19/2023"/> <input type="text" value="12:00 PM"/> <input checked="" type="checkbox"/> Display <input type="text" value="12:00 PM"/>	
	<input type="checkbox"/> This event repeats on multiple and/or non-consecutive dates	
	<input type="checkbox"/> Do not show on next day of calendar if event runs past midnight	
	<input type="checkbox"/> Show only start and end date on calendar if event spans multiple days	
<b>Specify what additional information is needed for this event:</b>		
	<input checked="" type="checkbox"/> Basic Information <input type="checkbox"/> Repeating Dates <input checked="" type="checkbox"/> Formatted description and/or rules <input checked="" type="checkbox"/> Guide(s) <input checked="" type="checkbox"/> Location <input checked="" type="checkbox"/> Registration, fees, and attendance tracking <input checked="" type="checkbox"/> Who can register and what they will pay <input checked="" type="checkbox"/> Questions <input type="checkbox"/> More than one activity that people attend or items that people purchase <input checked="" type="checkbox"/> Email confirmations / reminders <input checked="" type="checkbox"/> Cancellation and/or release agreement <input checked="" type="checkbox"/> After the event	
	<input checked="" type="checkbox"/> This panel is complete	

# Formatted Description Tab

Formatted Description		
	Main Description	Copy the description from the hikes database. Modify as needed.
	Event rules	Review - change if needed



Display event description	<input checked="" type="radio"/> at the top of event details <input type="radio"/> at the bottom of event details
Event Rules	<div style="border: 1px solid #ccc; padding: 5px;">         Arrive at Mountainview parking lot 15 minutes before departure.       </div> <small>63 of 2000 characters used</small>
Share Image	No Image Uploaded Yet <input type="button" value="Select Image"/>

This panel is complete



## Guide(s) Tab

Guides		
	Guides	See section below on modifying guides assigned to hikes
	Admin Rights	Check
	Primary Contact	Check
	Show Email Member Only	Review
	Show Phone Member Only	Review
	Show Mobile Member Only	Review
	Notify on Registration	Check
	Notify on Cancel	Check

## To Remove Guide

Select and add one or more members to be Guides for this event

Guide Name Not Selected **Select**

Responsibilities

Admin Rights  Primary Contact

Show Email  No  Everyone  Members Only

Show Phone  No  Everyone  Members Only

Show Mobile Phone  No  Everyone  Members Only

Notify on Registration  Notify on Cancellation

**Add**

**Copy**

**Display Sequence**

### Guides

**Bill MacSween** 

**Responsibilities**

<b>Admin Rights</b> Yes	<b>Primary Contact</b> Yes
<b>Email Visibility</b> Members Only	<b>Phone Visibility</b> Members Only
<b>Mobile Phone Visibility</b> Members Only	<b>Notify on Registration</b> Yes
<b>Notify on Cancellation</b> Yes	

This panel is complete

## To Add Guide

Guide Name Not Selected **Select**

Key in Last Name then Click Search

## Select Member



Enter a full or partial last name in the text box above and press the "Search" button to select all members whose last names match your entry. To further restrict the list, you may add a comma after the last name and enter all or part of a first name. You may also search by first name alone by entering a comma as the first character in the field, and then entering a full or partial first name.

Search For

**Search** ⚡

Search Results

**Cancel** ✕

Click on Guide name then Select button

## Select Member



Enter a full or partial last name in the text box above and press the "Search" button to select all members whose last names match your entry. To further restrict the list, you may add a comma after the last name and enter all or part of a first name. You may also search by first name alone by entering a comma as the first character in the field, and then entering a full or partial first name.

Search For

**Search** ⚡

Search Result **Schafer, Dave (3)**

**Schafer, Dave (3)**

**Select**

**Cancel** ✕

Select and add one or more members to be Guides for this event

Guide Name Schafer, Dave (3) Select

Responsibilities

Admin Rights  Primary Contact

Show Email  No  Everyone  Members Only

Show Phone  No  Everyone  Members Only

Show Mobile Phone  No  Everyone  Members Only

Notify on Registration  Notify on Cancellation

**Add**

**Copy**

**Display Sequence**

**Guides**

**This panel is complete**

# Location Tab

Location		
	Location	Add location of hike from database

Location Type  Physical  Virtual Only (Zoom, WebEx, etc)

Location  13 of 100 characters used

Country  [Show All Countries](#)

Address

City

State/Province

Zip/Postal Code

Timezone  [Show All](#)

Show Map Link

Location Phone

Location Website Not Selected [Select](#)

## Videoconferencing

Video Link

**Test**

Meeting ID

Passcode

Show Video Link on Event  Send an Email After Registration/Payment

This panel is complete

## Registration and Fees Tab

Registration & Fees		
	Registration	Review - Required by Close Date is usually fine
	Registration Close Date	Review - usually noon 2 days before hike
	Registrant List Visibility	Review - recommend members only
	Is the capacity of this event limited?	Review
	Capacity	review
	Waitlist	Review entries

## Registration

Registration **Required By Close Date** ▼

Registration Open Date/Time

Registration Close Date/Time **12/18/2023**  **6:00 PM**

Registrant List Visibility

None  Public  Members Only  Registered Members Only

Show Registrants\*

Full Name  Mailing Name

'Register' Button Text

Avoid Duplicate Registrations  Yes  No

## Sequence Numbers

Track for each registration

## Capacity

Is the capacity of this event limited?  Yes  No

Capacity

Show capacity?  Yes  No

Show available slots?  Yes  No

## Waitlist

Create Waitlist  Yes  No

Waitlist max count

Waitlist hours  (# of hours a Waitlisted person is limited to register for an event; 0 if no time limit)

Process Waitlist  Manually  Automatically

## Fees / Payments

Fee  ▼

## Attendance

Track Attendance  Yes  No

## Registrant Options

Maximum guests  (If guests are allowed)

Mailing List Category  ▼

Select the mailing list category for people who register for this event

## Non-Member Settings

	Non-Members	Guests
Company Name & Title	<input type="text" value="Do Not Show"/> ▼	<input type="text" value="Do Not Show"/> ▼
Address Fields	<input type="text" value="Do Not Show"/> ▼	<input type="text" value="Do Not Show"/> ▼
Email Address	<input type="text" value="Do Not Show"/> ▼	<input type="text" value="Do Not Show"/> ▼
Phone	<input type="text" value="Do Not Show"/> ▼	<input type="text" value="Do Not Show"/> ▼
Mobile Phone	<input type="text" value="Do Not Show"/> ▼	<input type="text" value="Do Not Show"/> ▼

This panel is complete



# Questions Tab

Questions		
	Questions	<p>The standard question is “How many people can you drive?”</p> <p>Edit and delete (trashcan icon) if you want to delete this question.</p> <p>If your template does not have the question, click on Add Question and select the “How many people can you drive?” question</p>

To Remove Question

## Registration Questions

These questions are answered only once per registration, no matter how many registrants and activities are included.

**Add Question**

Question	Visibility	Required	Maintain
No questions found.			

## Registrant Questions

These questions are answered only once per registrant, no matter how many activities are included.

**Add Question**

Question	Visibility	Required	Maintain
How many people can you drive	All Registrants	No	

To Add Question

Step 1 - Click Add Question button

Step 2 - Click on the Question Dropdown and pick the “How many people can you drive?” question then Save button.

## Registration Question Add/Edit



Select from the list of predefined event questions, then click "Save" or "Cancel".

Question  < Select >

Visibility  How many people can you drive

Required

Save ✓

Cancel ✕

# Emails Tab

Emails		
	Additional info	Review
	Automated reminders	Select when you want reminders to go out. Suggest a single reminder 2 days before the hike.

### Email Confirmation

Additional Info	<p>Make sure to arrive at Mountainview Parking Lot 15 minutes before departure time. Bring lots of water.</p> <p><small>400 of 4000 characters used</small></p>
<p><i>Text entered here will appear on the event registrant's confirmation email.</i></p>	

### Automated Email Reminders

<input checked="" type="checkbox"/>	Automatically send a reminder email to all registrants
<input checked="" type="checkbox"/>	Sent on <input type="text" value="12/12/2023"/>
<input checked="" type="checkbox"/>	Sent on <input type="text" value="12/18/2023"/>
<input type="checkbox"/>	Automatically send a reminder email to all members
<input type="checkbox"/>	Send on <input type="text"/>
<input type="checkbox"/>	Send on <input type="text"/>

This panel is complete

Summary -

Here is a list of what needs to be updated/reviewed for each hike.

Tab	Field to be modified	Notes
Basic Info		
	Title	From Hikes Database
	Short Description	Copy the description from the hikes database. Modify as needed.
	Category	Hike Rating - select
	Date Visible	Review - standard is middle of month before hike cycle
	Start	Date/Time of Hike
	End	Date/Time of Hike
Formatted Description		
	Main Description	Copy the description from the hikes database. Modify as needed.
	Event rules	Review - change if needed
Guides		
	Guides	See section below on modifying guides assigned to hikes
	Admin Rights	Check
	Primary Contact	Check
	Show Email Member Only	Review
	Show Phone Member Only	Review
	Show Mobile Member Only	Review
	Notify on Registration	Check

	Notify on Cancel	Check
Location		
	Location	Add location of hike from database
Registration & Fees		
	Registration	Review - Required by Close Date is usually fine
	Registration Close Date	Review - usually noon 2 days before hike
	Registrant List Visibility	Review - recommend members only
	Is the capacity of this event limited?	Review
	Capacity	review
	Waitlist	Review entries
Who Can Register	Defaults should be fine	
Questions		
	Questions	<p>The standard question is "How many people can you drive?"</p> <p>Edit and delete (trashcan icon) if you want to delete this question.</p> <p>If your template does not have the question, click on Add Question and select the "How many people can you drive?" question</p>
Emails		
	Additional info	Review
	Automated reminders	Select when you want reminders to go out. Suggest a single reminder 2 days before the hike.

Policy	Default is fine	
After Event	Default is fine	