

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 Advance Notice 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:

- General users have records in the system but not rights. They log in once to verify their account, and then they do not take action within the system unless they later take on one of the following roles..
- **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.
- 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 or click on "My Approval Workflow" under "Events" on the left side of the screen.

Logging In

As of summer 2014 all AMC trip leaders, contributors, reviewers, and approvers must merge their Online Trip Listing System (OLTL) accounts with their AMC Member Center accounts.

Creating a Member Center Account

For those who have not previously signed up for an AMC Member Center account, you will need to create an account. You will need your member number handy to create an account. If you do not know your member number, please contact amcmembership@outdoors.org.

If you already have a member center account, please skip to the next section – Logging In and Merging Accounts at activities.outdoors.org/login.

Open any internet browser and navigate to <http://activities.outdoors.org/login>. You will see the following screen:

The screenshot shows the AMC website's login page. At the top, there is a search bar and navigation links for 'Classifieds', 'Online Store', and 'AMC Outdoors Online'. Below this is a main navigation bar with buttons for 'About AMC', 'Get Outdoors', 'Lodging', 'Conservation', 'Volunteer', 'Membership', and 'Donate'. The 'Membership' and 'Donate' buttons are highlighted in orange. The main content area is titled 'AMC Account Login' and is divided into two sections: 'NEW USERS' and 'REGISTERED USERS'. The 'NEW USERS' section has a 'Create an Account' button. The 'REGISTERED USERS' section has a 'Login' button and a 'Forgot Your Password?' button. A note in the 'REGISTERED USERS' section explains that users with AMC's Member Center, Kids Outdoors, or Online Store accounts should use those logins, and others should create a new account. A 'Newsletter Signup' box is visible on the left side of the page.

Under “New Users” click the Create an Account button. You will see the following form:

Create an Account

AMC Account Lookup

To get started, please provide some basic information below so we can see if you already have an AMC account.

First Name:*

Last Name:*

Email Address:*

Zip Code (US/numbers only):*

Member ID (numbers only):

If you are not an AMC member and have never created an account with AMC, please [create a new account](#).

* Required Fields

Submit

Enter your First Name, Last Name, Email Address associated with your AMC membership, Zip Code and Member ID (if you know it). Then click submit. You will see the following message:



Looking up account... This may take up to a minute. Thank you for your patience.

Once the account lookup has completed, you will see a list of names associated with the information your provided:

Create an Account

Lookup Results

Please select your name from the list below:

[ashley chasse](#)

Don't see your name in this list? [Try again](#) or create a [new account](#).

« Back to Login

Click your name. You will see the following message:

Create an Account

Lookup Results

Please select your name from the list below:

[ashley_chasse](#)



Configuring account... This may take up to a minute. Thank you for your patience.

Don't see your name in this list? [Try again](#) or create a [new account](#).

[« Back to Login](#)

Once your account has been configured, you will receive **two emails** to the email address provided:

- The first will provide you with a Member Center user name.
- The second email will provide you with a Member Center password.

These emails will come from webeditor@outdoors.org.

Once you have configured your account, you will be redirected to the login screen at activities.outdoors.org/login. You will then see the following message above the login fields:

REGISTERED USERS

Your AMC store account has been created and your new username is: **achasse354**. We have sent your password to the email address you provided.

User Name:*

Password:*

* Required Fields

[Login](#)

[Forgot Your Password?](#)

From here, you will be able to login to merge your Online Trip Listing System account(s) with your new username and password.

Logging in and Merging Accounts at activities.outdoors.org/login

The following steps will show you how to merge your Online Trip Listing System account(s) with your Member Center account.

For those with multiple OLTL accounts, merging will bring all user levels under one login.

If you have any questions, please contact the Web Production Associate at amcactivities@outdoors.org.

To log into the system, go to: <http://activities.outdoors.org/login> using your AMC Member Center login information (this is also the same username and password used to access the AMC Online Store and Kids Outdoors).

From the login screen enter your AMC Member Center, Online Store, or Kids Outdoors account information and click the login button. You will see the following screen:

Account Merge

Use this form to merge your AMC Online Trip Listing (OLTL) account(s) under your AMC Member Center account. The purpose of this account merge is part of an organization-wide effort to provide single sign-on access to AMC web applications.

As part of the account merge, users may now have multiple approval levels for committees within the same chapter. For example, your account could have Contributor rights for a Biking committee and Reviewer rights for a Paddling committee. This was not possible under the old user account system, which limited users to one approval level per account.

To merge your account(s):

1. Enter the email and password associated with your OLTL account
2. Click submit.

You will see a message confirming or declining the merge.

Note: If you are not successful, please make sure your email and password are correct. If you cannot remember your email or password, please email amcactivities@outdoors.org.

If the merge is successful, your account will be updated with the appropriate user rights.

If you have multiple accounts, repeat the process for each. The highest approval level for any given committee will be maintained in your new account.

Thank you for your patience and please contact amcactivities@outdoors.org with questions.

User Name:

Password: [Forgot your password?](#)

Enter the email address and password associated with your Online Trip Listing account and click the submit button. When your submission is successful you will see the following message:

Merge complete! You may use the form below to merge another account or [return to main screen](#) if done merging accounts.

Repeat this last step for as many accounts you have. When you are finished, click the return to main screen link:

Merge complete! You may use the form below to merge another account or [return to main screen](#) if done merging accounts.

You will see the following page:

Hello **Ashley Chasse**, you are working in the **Berkshire (Mass.)** chapter. You will be automatically logged out in: **0:44:37**

Activities

SPHERE LOGIN
Merge Old ActDB Account

NEWS
Latest Announcements

USERS
My Profile
Manage User Rights
Log Out

LEADERS
Search, Add or Edit Leaders
Add Social Event Leader
Manage Field Labels:

Event Administration

Show me: **Waiting for Approval/Drafts (Not Live)** Only entered by me Yes No Submitted to / at: **AMC Editor level**

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

[More options](#)

Current Berkshire (Mass.) Events

Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
Sorry, no events met your search criteria. Please try again.					

Conservation program Great for first timers in activity area New members especially welcome

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.

Note: there is a 45-minute timeout on the OLTL system. A countdown in the upper right-hand corner of the screen will help keep track of how much time you have left before you are automatically logged out. The timer resets every time you change screens.

Changing Contact Information 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.

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 Profile" in the left navigation bar to be directed to the account information administration page.

Hello **Ashley Chassé**, you are working in the **Berkshire (Mass.)** chapter. You will be automatically logged out in: **0:41:28**

Activities

SPHERE LOGIN
Merge Old Login Account
Account Merge Documentation

NEWS
Latest Announcements

USERS
My Profile
Manage User Rights
Log Out

LEADERS
Manage Leader Rights
Add Social Event Leader
Manage Field Labels:
Chase Committee

Event Administration

Manage User Profile
Click a header below to expand/collapse the section.

Contact Info

[Edit](#) First Name: Ashley

Last Name: Chassé

Email: achasse@outdoors.org

Phone:

Trip Entry Defaults

In this form, you are able to easily edit your first & last names, phone number, email address.

Change your Online Trip Listing Username and Password

Change your Online Trip Listing System password, you must log in to the AMC Member Center. Visit <http://outdoors.org/membercenter>. Click on the **Log in to member center** button.

AMC Member Center Login

If this is your first time accessing the Member Center, [validate your member information here](#).

Access to this section of the site requires login.

Login Name:

Password:

From there, enter your current username and password. You will see the following screen:

Member Center

Welcome, Ashley! [Log Out](#)

what's new at AMC

Great Kids, Great Outdoors: [The Berkshires with Kids - 4 great outdoor adventures](#)

AMC Outdoors: [Untamed Maine - Grueling adventure race traverses AMC's land](#)

White Mountain Guide Online: [AMC's interactive map of New Hampshire's White Mountains](#)

New Member Deals: Members can receive discounts at [Backcountry.com](#) on select items. Visit the [Member Deals](#) for more information.

Featured Products for Members in AMC's Online Store: AMC members receive 30% off featured products each month in the online store. [View this month's featured products >>](#)

most popular actions

Your Membership at a Glance
Ashley Chasse
5 Joy Street
Boston, MA 02108-1403
([edit profile](#))

AMC Member ID: 729493
Chapter: boston ([change](#))
Member Since: 05/23/2012
Membership Expires: 05/31/2015

[Local Activities with AMC Boston Chapter](#)
[Boston Chapter Website](#)

Need Assistance?
[Contact us by e-mail](#) or call 800-372-1758, M-F, 9-5 Eastern

 Find us on Facebook

On the left-hand navigation, click the Edit Login Information link. You will see the following:

Login Information [Edit](#)

Login Name ashleychasse

Password *****

Security Question What is your mother's maiden name

Security Answer *****

Click the edit button to make changes to your username, password, and security question.

* required information

Login Name:*

Current Password:*

New Password: *

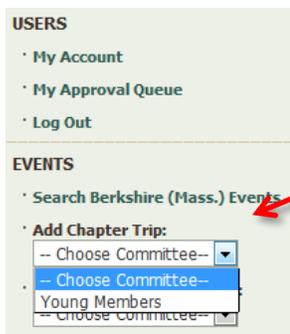
Verify New Password:*

Security Question:

Security Answer:*

Note: You must update all your information, including your password and security question, to change your username.

Entering a New Trip or Volunteer Opportunity



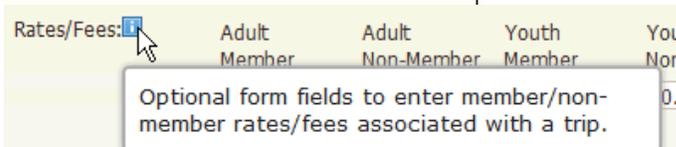
To add an event/trip listing, navigate to the left-hand of the screen. There you will find **EVENTS**. You can add two types of events, **Chapter Trips** or **Volunteer Opportunities**.

Note: The process for entering a Chapter Trip or Volunteer Opportunity is the same.

Before you begin adding a trip listing, make sure to have all necessary information prepared. This will help speed up the process.

Click the drop-down next to the type of listing you would like to add (Chapter Trip or Volunteer Opportunity), and select the committee associated with this listing. Once you've selected a committee you will see the event listing page:

Note: Next to each field title is a blue box with an *i*; hovering over these boxes will produce a pop-up explanation of each field.



The following images and tables describe each form field, its purpose, and whether or not it is required:

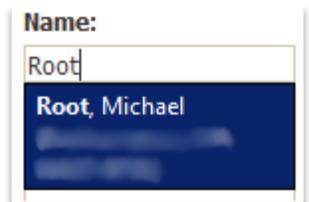
Event Type	The type of event/trip being listed (Chapter Event/Volunteer Opportunity).
Rates/Fees	Optional fields for fees associated with the event/trip.
Rates Include	Optional free-form text field explaining the event/trip fee.
Group	The Chapter or Group running the event/trip.
Committee	The committee running the event/trip.
Status	Indicates whether a listing is Open (O), Wait List (W), Full (F), or Canceled (C).
Listing Type	Indicates if a listing will appear on the Web, in the Magazine, or both.
Title	Free form text header for the event/trip listing.
Dates	Single-day Trips - Enter event/trip date in first date box. Second date box ("end date") will auto-populate with the same date. Multi-day Trips - Enter event/trip start date in first date box. Enter event/trip end date in second date box. Recurring Trips - Enter start date in first box and the end date in second box. In middle box, select the day of the week for the recurring event.
Magazine Issue(s)	The issue of AMC Outdoors a listing will be printed in (if applicable).
Registration	Required selection for whether a trip requires registration.
Archive on Expiration	Optional checkbox to archive an event/trip listing for two years after it expires.

Backcountry Designations	Optional checkboxes that allow you to designate a trip for special treatment in <i>AMC Outdoors</i> Backcountry. Advance Notice submits a trip for inclusion in the magazine one issue earlier than typically allowed and is only for multi day trips
Trip Photo	Optional upload for adding a single image to an event/trip listing (must include a caption).
Magazine Description	Free-form text description to be included in <i>print publications</i> .
Long Web Description	Free-form text description (450-word max) of a listing on the web.
Short Web Description	Free-form text summary (150-word max) of a listing on the web.
Testimonials	Free-form text area for adding testimonial of past participants of an event on the web.
Driving Directions	Free-form text area for step-by-step driving directions on the web.
Location	Free-form text area for indicating an event/trip location.
Latitude/Longitude	Optional fields. These fields are populated by using Google Map's pinning functionality. Click on the map icon to open the Google map dialog. If the Location field is populated and the Latitude/Longitude fields are not, the map will try to use the Location field to pin a location on the map. When Latitude/Longitude are specified, the public search details page will display a Google map and pin along with a button link to Google Maps for driving directions. Google Maps driving directions will use the latitude/longitude as the end point and a location lookup of the user's IP address to make a best-guess for the start point of the driving directions.
Difficulty	Optional form field indicating the difficulty of an event/trip
Region	Required drop-down of the region an event/trip will take place.
State	Required drop-down of the state an event/trip will take place.
Country	Required drop-down of the country where an event/trip will take place.
Nearby AMC Destination	Option selection of an AMC Destination close to an event/trip.
Activity	Required selection box indicating the activity best associated with an event/trip.

Leader Information

In August 2012, the trip listing process was updated with the launch of the Leader Member Validation Project, which requires users to select from a list of approved trip leaders when entering a new trip. These changes are meant to ensure that the leaders on every AMC trip are current members, as well as to simplify the entry of leader information when posting a trip.

In the **Name** field of the Leader Information section, begin typing the name of a Valid Leader set to lead the trip/volunteer opportunity. A blue pop-up with the leader's information should appear. Clicking on the pop-up will fill out the leader information fields, which can be edited.



Note: If a leader's information is added without clicking the blue pop-up, a trip will not post. If the wrong leader is selected, a red X next to the leader's name can be clicked to remove the leader.

LEADER INFORMATION

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

Note: Only approved leaders can be added to new trips. To search for an approved Young Members leader, begin typing the last name of the leader in the name field.

Name: (1)*
 Phone Number: (Ex. 617-555-5555)
 Time to Call:
 Show Phone on Web:
 Email Address:
 Show Email on Web:
 Leader Bio: Characters Remaining: 500
 Leader Image:

Name	Begin typing in the name field to search your Chapter/Committee Approved Leaders List. Select the appropriate leader to populate the rest of the fields. You can then edit the fields as needed.
Phone Number	Optional phone number for the leader (if a phone number is not provided, an email address is required for the listing).
Time to Call	Optional time to call the leader if a phone number is provided.
Show Phone on Web	Optional checkbox to allow a leader's phone number to be visible on the web.
Email Address	Options email address for the leader (if an email is not provided, a phone number is required for the listing).
Show Email on Web	Optional checkbox to allow a leader's email to be visible on the web.
Leader Bio	Optional free-form text box for adding information about the trip leader.
Leader Image	Optional image upload for adding a photo of the leader to the listing.

Co-Leader Information

Note: Co-leader information is not required and does not follow the same process as a Leader Information.

CO-LEADER INFORMATION

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

Name: (1)
 Phone Number: (Ex. 617-555-5555)
 Time to Call:
 Show Phone on Web:
 Email Address:
 Show Email on Web:
 Co-Leader Bio: Characters Remaining: 500
 Co-Leader Image:

Name	Optional first and last name of the co-leader.
Phone Number	Optional phone number for the co-leader.
Time to Call	Optional time to call the co-leader if a phone number is provided.
Show Phone on Web	Optional checkbox to allow the co-leader's phone number to be visible on the web.
Email Address	Options email address for the co-leader.
Show Email on Web	Optional checkbox to allow a co-leader's email to be visible on the web.
Leader Bio	Optional free-form text box for adding information about the trip co-leader.
Leader Image	Optional image upload for adding a photo of the co-leader to the listing.

Registrar Information

The registrar is an individual set to collect any money or registration information for an event/trip.

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="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Address:	City:	State:	Zipcode:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Name	Optional first and last name of the trip registrar.
Phone Number	Optional phone number for the registrar.
Time to Call	Optional time to call the registrar if a phone number is provided.
Show Phone on Web	Optional checkbox to allow a registrar's phone number to be visible on the web.
Email Address	Optional email address for the registrar.
Show Email on Web	Optional checkbox to allow a registrar's email to be visible on the web.
Address	Optional street address or PO box for mailing payments to the registrar.
City	Optional City of the address or PO box for mailing payments to the registrar.
State	Optional State of the address or PO box for mailing payments to the registrar.
Zip Code	Optional Zip code of the street address or PO box for mailing payments to the registrar.

Contributor Information

CONTRIBUTOR INFORMATION

Name:	Phone Number (Ex. 617-555-5555):	Email Address:	
<input type="text" value="Web Editor"/>	<input type="text" value="617-523-0655"/>	<input type="text" value="webeditor@outdoors."/>	E-mail the event contributor and leader 1

Name	Pre-populated text area with the name the event/trip listing contributor.
Phone Number	Pre-populated text area with the phone number (if available) of the event/trip contributor.
Email Address	Pre-populated text area with the email address of the event/trip listing contributor.
Email contributor and leader 1	Clickable link to send a message regarding an event/trip listing to the contributor Leader 1.

Website Posting Information

WEBSITE POSTING INFORMATION

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

Web Release Date:	Web Search Terms: (words used for search only - not displayed)
<input type="text" value="06/24/2013"/>	<input type="text"/>

Include link to another webpage in trip description:
(Please include [http://](#) or [https://](#) in the link URL.)

Link Text:	Link URL:
1 <input type="text"/>	<input type="text"/>

Web Release Date	Required date field for setting the date a listing will appear live on the web once approved.
Web Search Term	Optional free-form text box for adding keywords to help users find listings in a search.
Link Text	Optional free-form text box for adding clickable links to a listing. Maximum 6 links per listing.
Link URL	Optional free-form text box for adding clickable links to a listing. Maximum 6 related links may be added. Must include http:// to make links active.

Notes

NOTES

For internal communication only; this is not displayed on the public website. Characters Remaining: 500

No previous notes

Post to Web?

Show In Magazine?

*Note: If you are listing a trip at the Contributor level you will not see the **Post to Web?** and **Show in Magazine?** checkboxes. These are only available to Reviewers and Approvers as an indication that a listing is ready to go live on the web, or be printed in AMC Outdoors.*

Notes	Optional free-form text box to send internal notes to other users in the approval queue.
Post to Web?	Check-box for final approval of Web text.
Post to Magazine?	Check-box for final approval of Magazine text.

Once you have finished adding all necessary event/trip information to the form, click the Review button at the bottom of the page. You will then see the following message:

Warning! You must click the **Save Edits** button at the bottom of the screen to submit your trip.

EVENT INFORMATION

Once you have reviewed the data entered, scroll to the bottom of the page to Edit, Save, Submit, or Approve the trip listing.

Editing a Trip Listing/Volunteer Opportunity

After submitting, you will return to the Events Administration screen. If you are a contributor, your listing will be sent on to a Reviewer or Approver for final review. If you are a Reviewer, your listing will move on to an Approver. If you are an Approver, your new listing will go live on the web or made available to appear *AMC Outdoors* if applicable.

After a listing has been submitted it will appear under your chapter's Current Events:

Current Berkshire (Mass.) Events					
Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
A	11/16/12	(O)	Chapter Trip: Hike or Snowshoe Granville State Forest, Granville.	Contributor sent to: Reviewer	view web edit change status

From the Current Events screen you can view the trip listing as it would appear on the web, edit the listing, or change the status of the trip. To edit a listing, search for your event/trip and click the [edit](#) link for the trip you want to update.

Note: If your listing has been approved you will no longer be able to access the form to edit. Please contact your committee Approver to make any post-approval edits to your listing.

Current Berkshire (Mass.) Events					
Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
A	11/16/12	(O)	Chapter Trip: Hike or Snowshoe Granville State Forest, Granville.	Contributor sent to: Reviewer	view web edit change status

If you click the [edit](#) link, you will return to the listings page where you can update your information, including the listing's status, any typos, add links, etc.

EVENT INFORMATION

* Event Type:

Rates/Fees:

Characters Remaining: 500

Fee Includes:

* Group:

* Committee:

After making edits to your listing, scroll to the bottom of the page and click review.

You will then see the following message:

Warning! You must click the **Save Edits** button at the bottom of the screen to submit your trip.

EVENT INFORMATION

* Event Type:

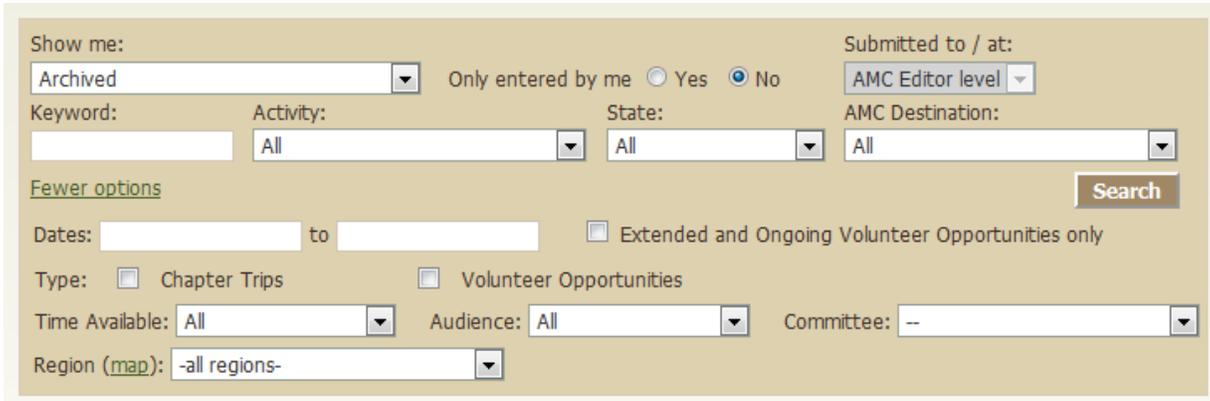
Rates/Fees:

Once you have reviewed the data entered, scroll to the bottom of the page to Edit, Save, Submit, or Approve the edits.

Reusing or ‘Reactivating’ an Archived Trip Listing

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.



The screenshot shows a search interface with the following elements:

- Show me:** A dropdown menu set to "Archived".
- Submitted to / at:** A dropdown menu set to "AMC Editor level".
- Only entered by me:** Radio buttons for "Yes" and "No", with "No" selected.
- Keyword:** An empty text input field.
- Activity:** A dropdown menu set to "All".
- State:** A dropdown menu set to "All".
- AMC Destination:** A dropdown menu set to "All".
- Search:** A button labeled "Search".
- More options:** A link labeled "Fewer options".
- Dates:** Two empty text input fields for "to" and "from".
- Extended and Ongoing Volunteer Opportunities only:** A checkbox that is unchecked.
- Type:** Two checkboxes for "Chapter Trips" and "Volunteer Opportunities", both unchecked.
- Time Available:** A dropdown menu set to "All".
- Audience:** A dropdown menu set to "All".
- Committee:** A dropdown menu set to "--".
- Region (map):** A dropdown menu set to "-all regions-".

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. Edit the date fields accordingly. Check the remaining fields for accuracy as conditions may have changed since the trip was last posted.

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 the Status of a Trip/Volunteer Opportunity

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 search for trips/volunteer opportunities. Under the EVENTS title, click on the Search Events links. You will see the following:

The screenshot shows the 'Event Administration' page. On the left is a navigation menu with sections: Activities, SPHERE LOGIN, NEWS, USERS, LEADERS, and EVENTS. The 'Search Berkshire (Mass.) Events' link is highlighted with a red box. The main content area has search filters for 'Show me:', 'Submitted to / at:', 'Keyword:', 'Activity:', 'State:', 'AMC Destination:', 'Dates:', 'Type:', 'Time Available:', 'Audience:', and 'Region:'. Below the filters is a table titled 'Current Berkshire (Mass.) Events' with columns: Listing Profile, Date, Status, Event Type, Event Title, Edit Stage, and Edit Options. A message states 'Sorry, no events met your search criteria. Please try again.' Below the message are icons for 'Conservation program', 'Great for first timers in activity area', and 'New members especially welcome'.

Using the available fields, search for the trip/volunteer opportunity you want to edit. Once you have found it, click on the Change Status link located under the Edit Options row:

The close-up shows the 'Current Berkshire (Mass.) Events' table. The first row has the following data: Listing Profile (empty), Date (9/05/14 (9/02/14 - 9/05/14)), Status ((O)), Event Type (Chapter Trip: Housatonic River Paddle & info session), Edit Stage (Approver /On Web), and Edit Options (view web, edit, change status, delete). A red arrow points to the 'change status' link.

You will see the following:

The 'Current Event's Status' dialog box contains the text: 'This event's current status is displayed below. To change the status, select another option from the dropdown list and then click "Change Status." **This change will go live immediately once you click that button.**' Below the text is a dropdown menu showing 'Open (0)' and a 'Change Status' button.

Select the appropriate new status for the trip and click on "Change Status" to save the change. This change is reflected immediately. The "Cancel" button on this page will take you back to the central contributor administration area.

Editing & Approving Trips/Volunteer Opportunities

Per the workflow of the system, once trips/volunteer opportunities are added by contributors, they are passed first to committee reviewers for editing and approval, and then to chapter approvers for additional editing and approval. Once this process has been completed within your chapter, the trip listing is published to the web and/or queued for inclusion in the magazine, as designated on the data entry form.

The process of editing and approving trips is the same for both reviewers and approvers. Once logged into the system, trips awaiting your approval will be listed in the table at the bottom of the screen, under Events > Search Events.

Hello **Ashley Chassé**, you are working in the **Berkshire (Mass.)** chapter. You will be automatically logged out in: **0:44:53**

Activities

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Show me: **Waiting for Approval/Drafts (Not Live)** Only entered by me Yes No Submitted to / at: **Reviewer level**

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

[More options](#) **Search**

1 - 25 of 30 opportunities
1 | 2 | [Next](#) >

Current Berkshire (Mass.) Events

Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
	11/01/14 (9/07/14 - 11/01/14)	(O)	Chapter Trip: Rock Climbing and Bouldering	Reviewer sent to: Approver	view mag view web edit change status delete
	11/11/14 (9/07/14 - 2/24/15)	(O)	Chapter Trip: Indoor Rock Climbing	Reviewer sent to: Approver	view mag view web edit change status delete
	11/18/14 (9/07/14 - 2/24/15)	(O)	Chapter Trip: Indoor Rock Climbing	Reviewer sent to: Approver	view mag view web edit change status delete

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Manage Field Labels:

-- Choose Committee--

Manage Leader Levels:

-- Choose Committee--

[Manage Chairs](#)

EVENTS

[My Approval Workflow](#)

Search Berkshire (Mass.) Events

[Add Chapter Trip:](#)

-- Choose Committee--

Click on the edit link next to the trip to open it for review. You will see the following:

EVENT INFORMATION

* **Event Type:** Chapter Trip

* **Rates/Fees:**

Adult Member	Adult Non-Member	Youth Member	Youth Non-Member	Child Member	Child Non-Member
\$ 0.00	\$ 5.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Characters Remaining: 500

* **Fee Includes:**

* **Group:** Berkshire (Mass.) Chapter

* **Committee:** Mountaineering

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

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

* **Title:** Rock Climbing and Bouldering

* **Dates:** 11/01/2014 --through-- 11/01/2014

Browse the trip information and make any edits you see fit.

Note: next to the Contributor Information area, a link exists to contact the contributor in case you need to relay any information or ask for additional information. Note that this link will open up a new message from your email application and automatically populate the "To" and "CC" fields respectively. If you wish to edit any of this information, you must do so in your email application.

CONTRIBUTOR INFORMATION			
Name:	Phone Number (Ex. 617-555-5555):	Email Address:	
<input type="text" value="Kelly Powers"/>	<input type="text"/>	<input type="text" value="kelly.powers@gmail.com"/>	E-mail the event contributor

Once you have made edits and are satisfied with the listing, click on the "Review" button; confirm changes on the confirmation screen and click on the "Submit to..." button to commit changes and pass the trip/opportunity to the next level.

You will see the following screen:

Warning! You must click the **Save Edits** or **Save & reject back to Approver** button at the bottom of the screen to submit your trip.

EVENT INFORMATION						
* Event Type:	Chapter Trip					
Rates/Fees:	Adult	Adult	Youth	Youth	Child	Child
	Member	Non-Member	Member	Non-Member	Member	Non-Member
	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00
Fee Includes:	i					
* Group:	Berkshire (Mass.) Chapter					
* Committee:	Mountaineering					
* Status:	Open (O)					
* Listing Type:	Magazine & Web					
* Title:	Rock Climbing and Bouldering					
* Dates:	11/01/2014 --through-- 11/01/2014					
Magazine Issue(s):	Nov/Dec 2014					
* Registration:	Required					
Archive on	Yes Archiving means your event will be retrievable for two years.					
Expiration:	Otherwise, your event will be deleted from the system permanently after the event's end date.					
Backcountry designations:	No Advance Notice	No Special Notice				
	No First Timers	No New Members				
	No Conservation					
Trip Photo:	None					
Magazine Description:	i					
	Top Rope climbing and bouldering at Reservoir Rocks.					
Long Web Description:	i					
	Top Rope climbing and bouldering at Reservoir Rocks.					
Short Web Description:	i					

Click save when you are ready to Review or Approve the listing to send it on to the next level of approval or to post it live to the web.

Reviewers & Approvers: Approving Trips/Volunteer Opportunities in Bulk

Following on from the previous section, trips/volunteer opportunities submitted to reviewers and approvers may also be reviewed & approved in bulk.

The process of doing so is the same for both reviewers and approvers. To do this, log into the system and select the Bulk Approval link. The approval page will open to list of trips/volunteer opportunities pending approval. For each, you'll be able to preview the web listing as it would appear on Outdoors.org and the text to be submitted to the magazine.

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-- Choose Committee--
Manage Chairs

EVENTS
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-- Choose Committee--
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Event 1
Bike Around the Lake
Activity: Bicycling
Status: OPEN
Bike around the big lake in town.
Bike around the big lake in town.
Date(s): March 31, 2011 (Thu)
Location: Pennsylvania, Central, PA
Offered By: Delaware Valley (Pa.)
Contact: Kelly Powers
(Email this contact person.)
Registration is not required for this trip. However, you may wish to contact us if you have any questions.
Below is the text to be submitted to AMC Outdoors. (Please note: additional formatting will be performed prior to publication.)
Committee: Chapter Trips
Activity: Bicycling
Approve this event:

For each listing, you'll note a checkbox that allows you to approve it. After reviewing each listing, check the checkbox if you'd like to approve it. If you do not wish to approve, do not check the checkbox.



When you reach the bottom of the page, you may hit the "Cancel" button to return to your main administration area. Or, you may click "Review Approvals" which will take you to a confirmation screen as shown here:

Bulk Approval Confirmation	
Event	Approval Action
Bike Around the Lake	Approve
Hike Valley Forge National Park	Do not Approve

Confirm Approvals Cancel

This screen will summarize your approvals and allow you to either Confirm Approvals, which will process the approvals all at once, or "Cancel" the process, returning you to the beginning bulk approval screen. After processing the approvals, the system will bring you back to the beginning of the bulk approval dialogue, where you'll see those trips/volunteer opportunities that you did not approve still listed.

Downloading Data for Trips/Volunteer Opportunities

Chapter-level approvers are able to download listing information stored in the system for reporting purposes or otherwise.

To do this, log into the system and click on the CSV Data Download link. The field selection screen will open, providing a list of all fields available to be included in the download as well as a number of search/sort options to better customize the data.

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DOWNLOADS
Magazine Download
CSV Data Download

Event Administration

Available Fields
(check boxes to include field in download)

Event Information
[Check All](#) [Un-check All](#)

- Title
- Start Date
- End Date
- Run Until Filled
- Event ID
- Frequency
- Submitted for Mag and/or Web Only
- Magazine Description
- Web Description
- Nearby AMC Destinations
- Location
- Region
- State
- Country
- Activities
- Audiences
- Search Text
- Other Links
- Web Release Date
- Magazine Start Issue
- Magazine End Issue
- Archive When Done
- Committee
- Difficulty
- Advance Notice
- Clubwide Events
- Cross Reference in Clubwide Events
- Special Notice

To begin creating your report, review the list of fields and select those you'd like included in the report by checking the checkbox next to the applicable fields.

Once you've selected the fields you'd like included in the report, use the "Search Criteria" box to filter your report by keyword, region, state, AMC Destination, Committee, Activity, or trip dates.



Click the Submit button to create the report. The Download Trip Data screen will load, with a CSV file link populated in the main area of the screen.

Event Administration

PC users: Right click on the link and select "Save target as..."

Macintosh users: Click on link and hold. Select "Download link to disk".

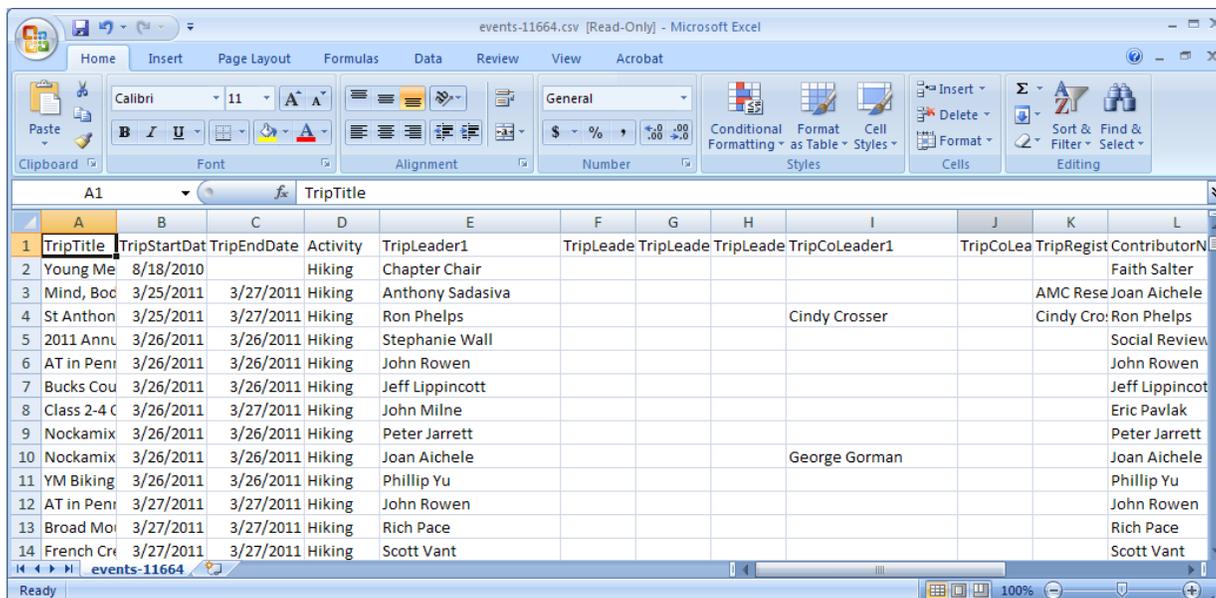
[events-11664.csv](#)

To download the report:

PC users: Right click on the link and select "Save target as..."

Macintosh users: Click on link and hold. Select "Download link to disk".

Save the CSV file to a convenient location on your hard drive. To utilize the file, open it in an application that supports comma-delimited files (e.g. Excel, Access) and manipulate the data as you see fit for your purposes.



	A1											
	TripTitle	TripStartDate	TripEndDate	Activity	TripLeader1	TripLeader2	TripLeader3	TripLeader4	TripCoLeader1	TripCoLeader2	TripRegister	ContributorName
2	Young Me	8/18/2010		Hiking	Chapter Chair							Faith Salter
3	Mind, Bod	3/25/2011	3/27/2011	Hiking	Anthony Sadasiva						AMC Rese	Joan Aichele
4	St Anthon	3/25/2011	3/27/2011	Hiking	Ron Phelps				Cindy Crosser		Cindy Cro:	Ron Phelps
5	2011 Annu	3/26/2011	3/26/2011	Hiking	Stephanie Wall							Social Review
6	AT in Penr	3/26/2011	3/26/2011	Hiking	John Rowen							John Rowen
7	Bucks Cou	3/26/2011	3/26/2011	Hiking	Jeff Lippincott							Jeff Lippincot
8	Class 2-4 C	3/26/2011	3/27/2011	Hiking	John Milne							Eric Pavlak
9	Nockamix	3/26/2011	3/26/2011	Hiking	Peter Jarrett							Peter Jarrett
10	Nockamix	3/26/2011	3/26/2011	Hiking	Joan Aichele				George Gorman			Joan Aichele
11	YM Biking	3/26/2011	3/26/2011	Hiking	Phillip Yu							Phillip Yu
12	AT in Penr	3/27/2011	3/27/2011	Hiking	John Rowen							John Rowen
13	Broad Moi	3/27/2011	3/27/2011	Hiking	Rich Pace							Rich Pace
14	French Cr	3/27/2011	3/27/2011	Hiking	Scott Vant							Scott Vant

Download for Printing

This feature of the system, launched in spring 2011, is the ability for Approvers to download trip listings and volunteer opportunities for their chapter exactly as submitted for a given issue of *AMC Outdoors*. For example, 1-2 days prior to a magazine deadline, an approver may wish to view the magazine data as it's queued up for the staff of *AMC Outdoors* to confirm that all trips are appearing as they should.

To do this, log into the system as an approver and click on the "Magazine Download" link.

The screenshot shows the 'Event Administration' interface. On the left is a navigation menu with sections: Activities, SPHERE LOGIN, NEWS, USERS, LEADERS, EVENTS, and DOWNLOADS. The 'Magazine Download' link under 'DOWNLOADS' is highlighted with a red box. The main content area is titled 'MAGAZINE DOWNLOAD' and contains a 'Select Magazine Issue:' dropdown menu with 'Nov/Dec 2014' selected and a 'Submit' button. Below this is a 'PREVIOUS DOWNLOADS' section with a note: '(Note: only the latest download from any given date is saved.)'. A list of download links follows, each with a timestamp, such as 'magazine_2014_Iss5-Sep-Oct_07-16-2014.txt (07/16/2014 06:32:11 PM)'. The 'Magazine Download' link in the left menu is highlighted with a red box.

From the "Select Magazine Issue" dropdown menu, select the issue of the magazine that you'd like to preview and click Submit. The system will produce a text file and make it available to open/download on the subsequent screen.

The screenshot shows the 'Event Administration' interface. It contains the text: 'Click the link below to view your magazine download, or right click (pc)/command+click (Mac) to save the file locally.' Below this is a green text link: 'magazine_2011_Iss4-Jul-Aug_03-24-2011.txt'. At the bottom, there is a link: 'Back to download admin.'

To download the report:

PC users: Right click on the link and select "Save target as..."

Macintosh users: Click on link and hold. Select "Download link to disk".

You may also choose to open the text link directly and your computer will use a text editor to open the file.

User Rights Management

As of summer 2014 the process for managing user rights in the Online Trip Listing System has changed. Leaders will now log in to the activities database using their AMC Member Center information (see Logging In for more information).

Please be aware that in order to add rights to an individual in the Online Trip Listing System, they must be an Active AMC Member with a Member Center account. The member must first log in to the system, establishing an account for themselves, before rights can be added. This means that new leaders, registrars, etc. must both create their member center account and log into activities.outdoors.org/login before you can add them to your leader list.

For users already associated with a Chapter and Committee within the system, adding and/or removing rights will now be handled using the Manage User Rights section.

Adding Contributors and Reviewers

The activity listings application allows approvers and reviewers to add new reviewers and contributors respectively. The process for adding contributor and reviewer rights is the same as adding leaders. For Leader Managers, additional leader level options will show. All new users must have a Member Center account and log into activities.outdoors.org/login before you can apply user rights to their account. Once they have taken these steps, you can search for them using the screen shown below.

To begin, click on the Manage User Rights link in the left navigation. You will see a list of current users in the system:

Hello Ashley Chassé, you are working in the Boston chapter. You will be automatically logged out in: 0:44:13

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-- Choose Committee--

Manage Leader Levels:

-- Choose Committee--

Manage Chairs

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Search Boston Events

Add Chapter Trip:

-- Choose Committee--

Search/Manage Users

Type: -- Any type -- Committee: -- Any --

Keyword: Include members/users without rights in this chapter: [Search Users](#)

Note: We found 23 lapsed member accounts and 79 non-member accounts matching your criteria. To maintain the privacy of our non-members, these users are not displayed. If you can't find a user, please confirm they have an active AMC membership. If you continue to have problems, please contact webeditor@outdoors.org.

1 - 25 of 505 results

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ... [Next](#)

Actions	Last Name	First Name	Email	Phone	Committee(s)
edit	Abel	Erik			Leader: Hiking/Backpacking
edit	Adams	Sarah			Leader: Intro, Skiing
edit	Agner	Pamela			Leader: Skiing
edit	Ajalat	Casey			Event Manager: Hiking/Backpacking (Contributor) Leader: Hiking/Backpacking

Using the search form, enter the name of the individual you want to add as a contributor or reviewer to your committee. Then, click Search Users. When you find the user you are looking for, click the edit link under the Actions row next to their name:

edit	Ajalat	Casey			Event Manager: Hiking/Backpacking (Contributor) Leader: Hiking/Backpacking
----------------------	--------	-------	--	--	---

Once you click edit, you will see the following screen:

Committee	Grant Rights/Approval Level					Leader Email Warnings
Andover	None	Contributor	Reviewer	Approver	AMC Editor	
Backpacking	None	Contributor	Reviewer	Approver	AMC Editor	
Bicycling	None	Contributor	Reviewer	Approver	AMC Editor	
Canoeing	None	Contributor	Reviewer	Approver	AMC Editor	
Conservation	None	Contributor	Reviewer	Approver	AMC Editor	
Education	None	Contributor	Reviewer	Approver	AMC Editor	
Executive Committee	None	Contributor	Reviewer	Approver	AMC Editor	
Family	None	Contributor	Reviewer	Approver	AMC Editor	
Forty Plus	None	Contributor	Reviewer	Approver	AMC Editor	
Hiking	None	Contributor	Reviewer	Approver	AMC Editor	
Hiking/Backpacking	None	Contributor	Reviewer	Approver	AMC Editor	
Intro	None	Contributor	Reviewer	Approver	AMC Editor	
Local Walks/Hikes	None	Contributor	Reviewer	Approver	AMC Editor	
Membership	None	Contributor	Reviewer	Approver	AMC Editor	
Mountaineering	None	Contributor	Reviewer	Approver	AMC Editor	
Music	None	Contributor	Reviewer	Approver	AMC Editor	
Paddling	None	Contributor	Reviewer	Approver	AMC Editor	
Skiing	None	Contributor	Reviewer	Approver	AMC Editor	

Note: Only the committees you are associated with will show up on an individual's user right's page.

To add a new Reviewer or Contributor, click on the appropriate option next to the committee name. Clicking on the appropriate rights will automatically update the user's account privileges.



Membership None Contributor Reviewer Approver AMC Editor

Once you have finished updating the user's rights, you are all set. No additional steps are needed.

Additionally, if you wish to remove privileges from a user, you can do so by following the same steps as above and selecting the 'None' options next to the committee.

Again, please be aware that in order to add rights to an individual in the Online Trip Listing System, they must be an Active AMC Member with a Member Center account. The member must first log in to the system, establishing a record themselves, before rights can be added including the rights to be identified as a leader.

Adding Leaders

The activity listings application allows Leader Managers the right to add new leaders to their respective committees. The process for adding leader rights is the same as adding contributors and reviewers. All new users must have a Member

Center account and log into activities.outdoors.org/login before you can apply user rights to their account. Once they have taken these steps, you can search for them using the screen shown below.

To begin, click on the Manage User Rights link in the left navigation. You will see a list of current users in the system:

The screenshot shows the 'Manage User Rights' page. At the top, it says 'Hello Ashley Chassé, you are working in the Boston chapter.' and 'You will be automatically logged out in: 0:44:13'. The left sidebar has a 'Manage User Rights' link highlighted with a red box. The main content area has a search form with 'Type: -- Any type --' and 'Committee: -- Any --' dropdowns, a 'Keyword:' input field, and a 'Search Users' button. Below the search form is a note: 'Note: We found 23 lapsed member accounts and 79 non-member accounts matching your criteria. To maintain the privacy of our non-members, these users are not displayed. If you can't find a user, please confirm they have an active AMC membership. If you continue to have problems, please contact webeditor@outdoors.org.' Below the note is a table with 4 columns: Actions, Last Name, First Name, and Committee(s). The table contains 4 rows of user data. The first row is Erik Abel, a leader for Hiking/Backpacking. The second row is Sarah Adams, a leader for Intro, Skiing. The third row is Pamela Agner, a leader for Skiing. The fourth row is Casey Ajalat, an event manager for Hiking/Backpacking (Contributor) and a leader for Hiking/Backpacking. The 'edit' link for Casey Ajalat is highlighted with a red arrow.

Actions	Last Name	First Name	Email	Phone	Committee(s)
edit	Abel	Erik			Leader: Hiking/Backpacking
edit	Adams	Sarah			Leader: Intro, Skiing
edit	Agner	Pamela			Leader: Skiing
edit	Ajalat	Casey			Event Manager: Hiking/Backpacking (Contributor) Leader: Hiking/Backpacking

Using the search form, enter the name of the individual you want to add as a leader to your committee. Then, click Search Users. When you find the user you are looking for, click the edit link under the Actions row next to their name:

A close-up view of the table row for Casey Ajalat. A red arrow points to the 'edit' link in the 'Actions' column.

Once you click edit, you will see the following screen:

Leader	
Committee	Grant Rights
Appalachian Trail Committee	None CL L
Canoe/Kayak	None CL L
Conservation	None L
Education	None L
Executive Committee	None XC
Family	None L
Membership	None L
Mountaineering	None CL L
Noble View	None L

Note: Only the committees you are associated with will show up on an individual's user right's page.

To add a new Leader, click on the appropriate option next to the committee name. Clicking on the appropriate rights will automatically update the user's account privileges.

Leader	
Committee	Grant Rights
 Appalachian Trail Committee	None CL L
	AT Projects: <input type="text"/> <input type="button" value="Update"/> (Shown on trip/event entry screen) AT Day Hikes: <input type="text"/> <input type="button" value="Update"/> (Shown on trip/event entry screen) Lead Minors: <input type="text"/> <input type="button" value="Update"/> (Shown on trip/event entry screen)

Additional fields required for leaders in the committee will show when applicable.

Once you have finished update the user's rights, you are all set. No additional steps are needed.

Additionally, if you wish to remove privileges from a user, you can do so by following the same steps as above and selecting the 'None' options next to the committee.