

APPALACHIAN MOUNTAIN CLUB

AMC Activity Listings: Account Administration and Participant/Registration Guide

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Contents

AMC ACTIVITY LISTINGS APPLICATION: AN OVERVIEW	3
LOGGING IN	4
CREATING AN AMC ACCOUNT	4
AMC ACCOUNT USERNAME AND PASSWORD MANAGEMENT	6
OLD OLTL ACCOUNT RIGHTS.....	7
CHANGING CONTACT INFORMATION.....	8
REGISTERING FOR AN EVENT	9

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 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 no rights to list or edit activities. Users 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 the 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

In the summer of 2014, the Online Trip Listing System's (OLTL) login process was changed. The old login process used an email and password and was only valid the OLTL. OLTL now uses a common AMC Account. With an AMC Account, you can use the same username and password to access AMC's Member Center, AMC's Kids Outdoors (kids.outdoors.org) online community, and AMC's Online Store (amcstore.outdoors.org), as well as the Activities Database. If you've logged into any of those systems previously, you can use that login to access the OLTL and skip the next section called "Creating an AMC Account." If you have not logged into any of those systems, you'll need to set up a new AMC Account. See the next section.

Creating an AMC Account

For those who have not previously signed up for an AMC Account for AMC's Member Center, AMC's Kids Outdoors (kids.outdoors.org) online community, or AMC's Online Store (amcstore.outdoors.org), you will need to create an account.

Open your browser and navigate to <https://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 horizontal menu with buttons for 'About AMC', 'Get Outdoors', 'Lodging', 'Conservation', 'Volunteer', 'Membership', and 'Donate'. The main content area is titled 'Login or Create an Account' and is split into two columns. The left column, 'I AM NEW TO AMC', has a form with the following fields: First Name, Last Name, Email Address, Address 1, Address 2, City, State (a dropdown menu), Country (a dropdown menu), Zip Code (US/numbers only), and Phone (000-000-0000 x000). A 'Create My Account' button is at the bottom. The right column, 'I ALREADY HAVE AN AMC ACCOUNT', includes a note: 'Note: If you have an account with AMC's Member Center, AMC's Kids Outdoors (kids.outdoors.org) online community, or AMC's Online Store (amcstore.outdoors.org), please use that login. Otherwise, please create a new account.' Below the note are fields for 'User Name' and 'Password', and a 'Login' button. A '* Required Fields' label is present at the bottom of both columns. On the left side of the page, there is a 'Newsletter Signup' box with a 'Submit' button.

In the left panel titled "I AM NEW TO AMC", enter your contact information. If you are an AMC member, this would be the information associated with your membership and can be found on the mailing label of your AMC

Outdoors magazine. When you click submit, you will see a busy message indicating we're setting up your account.



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

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

- The first email will contain your AMC Account user name.
- The second email will contain your new password.

These emails will come from webeditor@outdoors.org. Please be sure to check your junk mail/spam folder if you do not receive these in your inbox.

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](#)

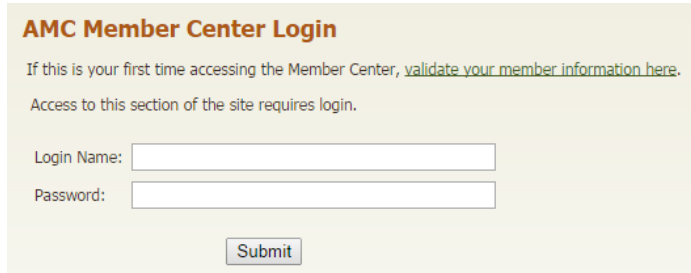
[Forgot Your Password?](#)

Enter the emailed username and password and click the Login button.

AMC Account Username and Password Management

To change your password, you must log into the AMC Member Center. Visit <http://outdoors.org/membercenter>.

Click on the **Log in to member center** button and enter you AMC Account login information.



AMC Member Center Login

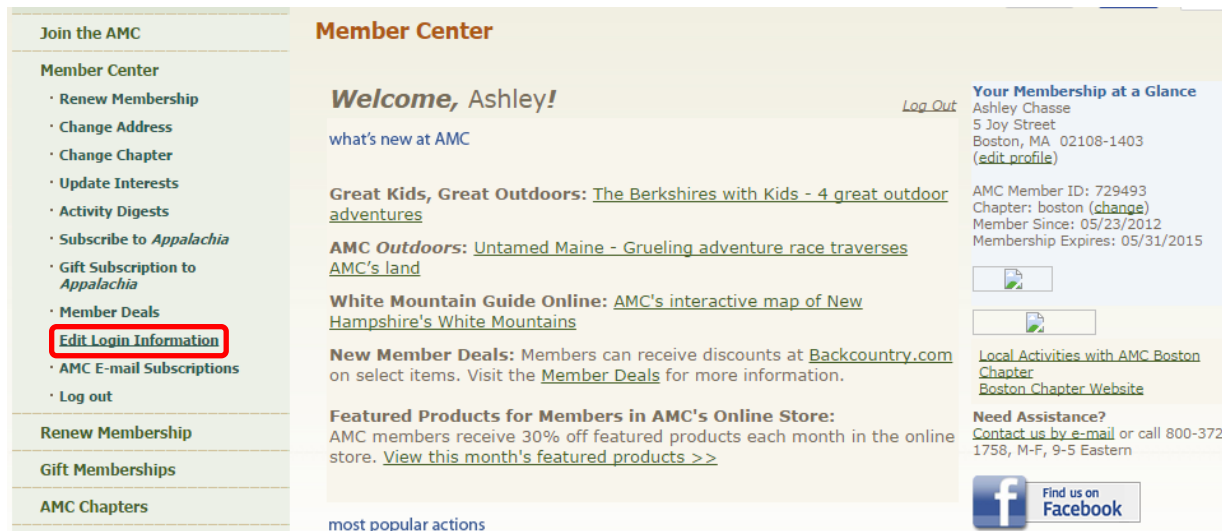
If this is your first time accessing the Member Center, [validate your member information here](#).

Access to this section of the site requires login.

Login Name:

Password:

Once you're logged in, 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 >>](#)

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](#)

most popular actions

Join the AMC

Member Center

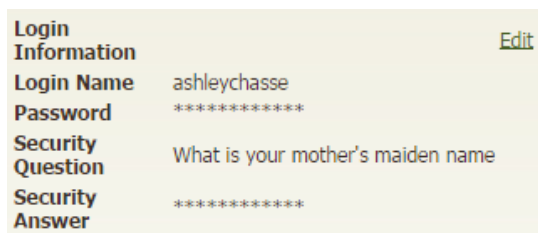
- Renew Membership
- Change Address
- Change Chapter
- Update Interests
- Activity Digests
- Subscribe to *Appalachia*
- Gift Subscription to *Appalachia*
- Member Deals
- Edit Login Information**
- AMC E-mail Subscriptions
- Log out

Renew Membership

Gift Memberships

AMC Chapters

In the left sidebar, click the **Edit Login Information** link. You will see a screen similar to below. Click the "Edit" link.



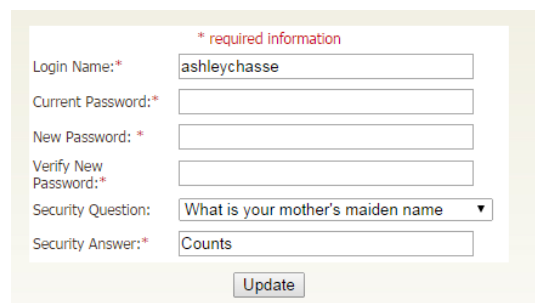
Login Information [Edit](#)

Login Name ashleychasse

Password *****

Security Question What is your mother's maiden name

Security Answer *****



* required information

Login Name:*

Current Password:*

New Password:*

Verify New Password:*

Security Question:

Security Answer:*

You will be presented with the form below to make changes to your username, password, and security question.

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

Old OLTL Account Rights

If you have never used the OLTL (or if you have logged in and successfully listed activities since the summer of 2014), you can skip this section as it does not apply to you.

For those who used the OLTL prior to changeover to AMC Logins in the summer of 2014, you may find upon logging in with your AMC Account that you do not have the user rights you once had.

If we could confidently match your old OLTL login with an existing AMC Account, we programmatically copied the user rights for you so you can continue using the system as you always have.

However, if we could not match your old OLTL login to an AMC Account you will need to need to “merge” the accounts. The merge process simply copies your old rights to you AMC Account. To do this, you’ll need to the email address and password you previously used to access OLTL.

Hello [Jeff Langevin](#)

You will be automatically logged out in: 44:54 [Log Out](#)

Activities	Events My Dashboard
My Dashboard Registration Stats Manage Digest Emails Message Center Merge Old Login Account Account Merge Documentation Log Out	Account Merge Use this form to link your AMC Online Trip Listing (OLTL) account rights to your AMC Login. To merge your account(s): 1. Enter the email and password associated with your old OLTL account. 2. Click submit. You will see a message confirming or declining the merge. If the merge is successful, your account will be updated with the appropriate user rights.
Activities Admin	
Activities Search	
	<div style="border: 1px solid #ccc; padding: 10px;"><p>User Name: <input type="text"/></p><p>Password: <input type="password"/> Forgot your password?</p><p style="text-align: center;"><input type="submit" value="Submit"/></p></div> <p>Frequently asked questions:</p> <ul style="list-style-type: none">• Who should I contact for help? Please contact amcactivities@outdoors.org with questions.• What should I do if I have multiple OLTL accounts? 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.• What is the purpose of this account merge? The 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.

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.

If you had only one OLTL login, you are done. A few people had multiple accounts in the system. Repeat this last step for each account. 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.

Changing Contact Information

Your main contact information – name, email address, phone number – is used in several ways listed below.

Note: Contact information in OLTL is separate from your AMC Account contact information.

- **Leader Rights** - If you are given leader rights, this info is used to pre-populate the leader contact info. Leaders can have different contact info for each committee for which they lead trips.
- **AMC Digests** – Only available to members, AMC Digests are sent to whatever email is configured under your contact information.

To access your contact information, click your name at the top of the screen:

Hello **Jeff Langevin** you are working in the chapter. You will be automatically logged out in: 41:23 [Log Out](#)

You will see the form below which can be used to update your information:

Hello [Jeff Langevin](#) You will be automatically logged out in: 44:57 [Log Out](#)

Activities

My Dashboard
Registration Stats
Manage Digest Emails
Message Center
Merge Old Login Account
Log Out

Activities Admin

Activities Search

Events | My Dashboard

Contact Information

*First Name:

*Last Name:

*Email:

Phone:

Registering For an Event

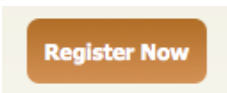
Using the search at activities.outdoors.org/search, find the trip for which you're interested in registering and click the event's Title in the search results:

Keyword: harbor Activity: All State: All AMC Destination: All
[More options](#)

Search Results for Date-Specific Opportunities

Status	Date	Title	Category (Type)	Chapter/Posted By	AMC Destination(s)
Open	5/29/15 - 5/31/15	Volunteer Weekend - Harbor Islands	Volunteer Opportunity	Worcester (Mass.)	

On the details page, click the "Register Now" button.



The event's Registration Form will be displayed. Some fields may be pre-filled based upon your previous registration responses. A red asterisk * next to the question indicates that a response is required.

Volunteer Weekend - Harbor Islands - May 29, 2015 (Fri)
Worcester (Mass.) - Family
Open (O)
Participants: 1 of 15 spaces taken
Waitlist: 0 of 6 spaces taken

Name: Test Cont 1
Email: support@outdoors.org
Phone: (617) 523-0655

Registration Questions

*This is an example True/False question:

*Example question w/optional display on registration forms:

When you have answered all the questions, click the "Submit Registration" at the bottom of the form.

If there were any issues with your question responses, the form will reload with error information highlighted in red below each field that needs attention:

Oops! We found some errors. - Fields are highlighted in red below.

Registration Questions

***This is an example True/False question:** True False

***Example question w/optional display on registration forms:** *This field is required.*

Once any errors are fixed, and you submit the form, you will see the following:

Thank you for submitting your registration request. The organizers of this event have been emailed. Someone will review your request and be in touch soon.

You will be emailed when the status of your request is updated. You can also check the status in your [dashboard](#).

At any time, you can view the status of your registration from your Dashboard:

My Registrations

Current

<< Prev 1 Next >>

04/29/2015	Test	Registration Status: Waitlisted
<u>Hike the Pemi</u>		
2 registered / 0 spots left / 2 comments		
05/29/2015 05/31/2015	Worcester (Mass.)	Registration Status: Awaiting Review
<u>Volunteer Weekend - Harbor Islands</u>		
1 registered / 14 spots left / 0 comments		

<< Prev 1 Next >>