APPALACHIAN MOUNTAIN CLUB

AMC Activity Listings: Chapter Trip Contributor User Instructions

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Contents

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:

o   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:

o   **Contributors** (trip leaders, trail event organizers) input their trips/volunteer opportunities into a web-based form.

o   Trips/volunteer opportunities are then sent to the appropriate volunteer **Reviewer** within the contributor's committee.

o   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.

o   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

Creating an AMC Account

For those who have not previously signed up for an AMC Account for AMC's MY OUTDOORS Account (formerly the 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:

SIGN IN OR CREATE AN ACCOUNT

I Am New To AMC

Fields marked with a red asterisk * are required.

*First Name:

*Last Name:

*Email:

*Address 1:

Address 2:

*City:

*State: - Select -

*Country: - Select -

*Zip Code (US/
numbers only):

*Phone (000-
000-0000
x000):

*Security   What is your mother's maiden name
Question:

*Security
Answer:

I Already Have an AMC Account

Note: If you have an account with AMC's My Outdoors, 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.

Fields marked with a red asterisk * are required.

*User Name:

*Password: | ↑∨

SIGN IN

I forgot my username or password

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:

I Already Have an AMC Account

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

Fields marked with a red asterisk * are required.

*User Name: `AbigailSayeg`

*Password: `••••••••••••••`

SIGN IN

I forgot my username or password

*Enter the emailed username and password and click the Sign In button.*

AMC Account Username and Password Management

To change your password, you must log into your AMC MY OUTDOORS account. Visit www.outdoors.org and in the white menu at the top of the screen you will see an option to sign in.
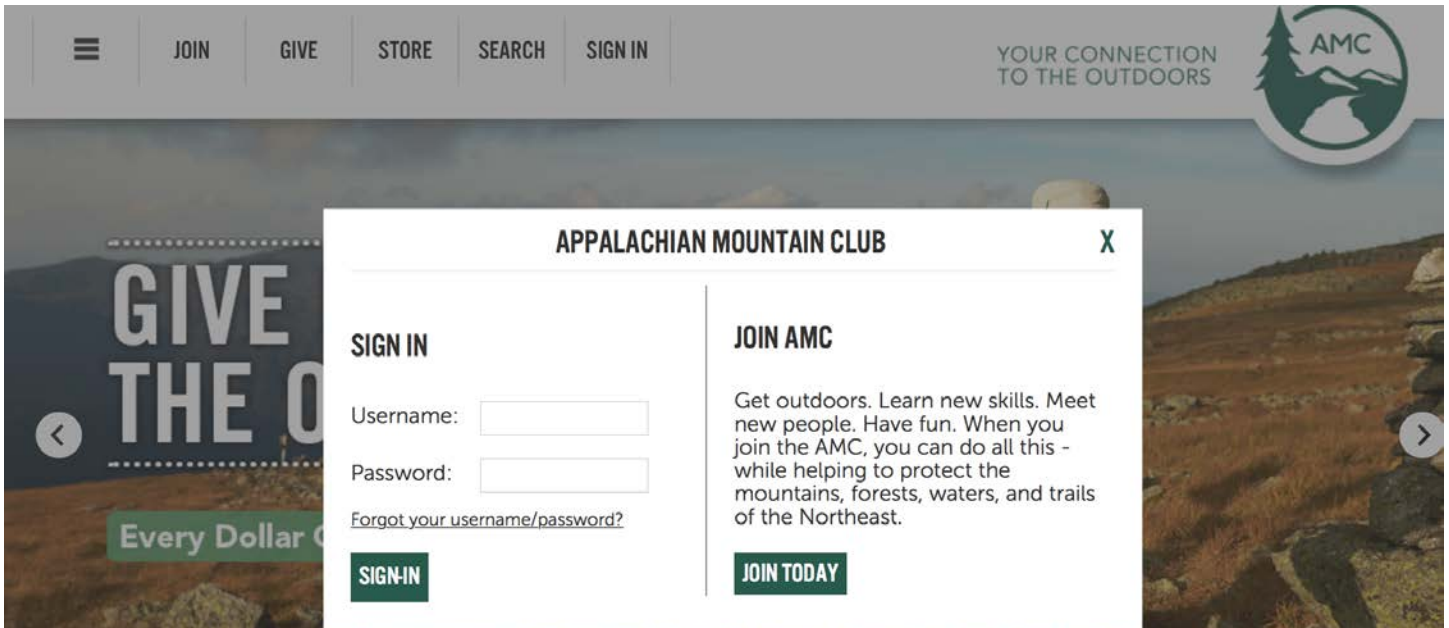
When you click on Sign In, a light box will open up. Enter in your username and password.

Once you're logged in, you will see the following screen:
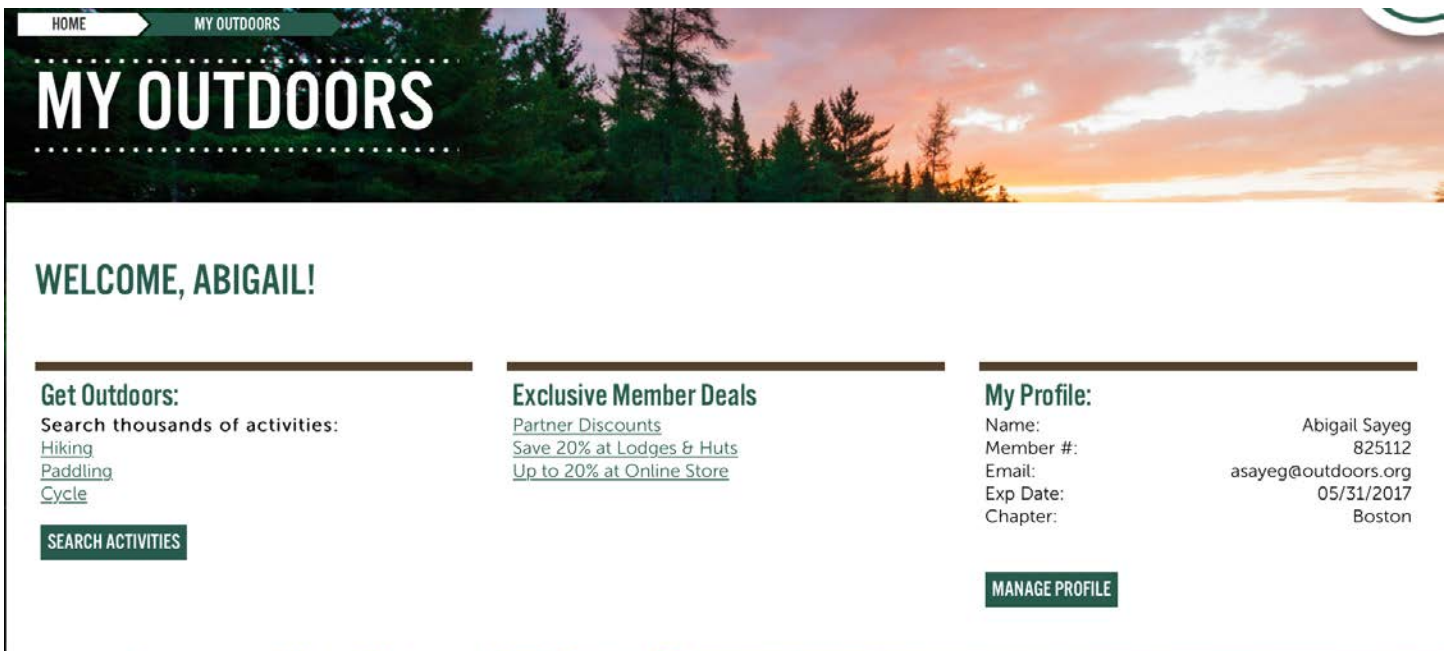
In the container all the way to the right, click the Manage Profile button.

You will be taken to a screen that looks like this:

Select the Login information/Change Password or Login Information accordian, you will have to enter your username and password (again) to change this information.

Once you enter your username and password, click the submit button and you will see the following screen:

Click on the blue edit link for the forms to become active/editable. Click Update once you've edited your information to save the changes.

Note: If you click the Edit link, you must edit all your information, including your password and security question, to change your username.

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

Trip Entry Defaults

If your account has been granted trip entry rights - contributor, reviewer or approver – you can set defaults for many of the fields on the trip entry form to help streamline the trip entry process. Click on the "Activities Admin" link in the sidebar (if you're not already in the admin) and under Users, click "My Defaults."

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

Activities Admin

Activities Search

USERS

My Defaults

Manage User Rights

The Trip Entry Defaults will list any current defaults. Click the "Edit" link to the left to edit your defaults.

Manage Defaults

Click a header below to expand/collapse the section.

Trip Entry Defaults	
Edit	Pre-populate Leader 1: No
	Registration:
	Location:
	Audience:
	Activity:
	Nearby AMC Dest.:
	Region:
	State:
	Country:
▶ Leader Defaults - Appalachian Trail Committee	
▶ Leader Defaults - Canoe/Kayak	

These fields correspond to fields on the trip entry form. If you set a default here, the value will be pre-selected whenever you enter a new activity in the OLTL. Select the defaults you would like and click the Save button.

Note: When "Pre-fill Leader 1" is set to Yes, the Leader 1 fields on the trip entry form will be prepopulated with your corresponding leader record for the chapter and committee. If you don't have leader rights the fields will be left blank. This is a very useful feature if you generally enter your own trips. If you enter a lot of trips for others, you may want to set this field to "No".

You will see your changes reflected when the defaults screen reloads (below). The next time you enter a new event/trip, these defaults will be used to pre-populate the form.

Leader Defaults

This option is only available for users who have Leader rights. Leader defaults are used to pre-populate the leader information fields when an event is entered and you are selected as a leader. Keeping this information up to date will make entering trips much smoother.

Note: Leader contact information used to be managed by Leader Managers. Now that "Leader" is a right in OLTL and Leaders can log in to the system, they are responsible for managing their contact information. Leader Managers simply manage the Leader rights.

To manage your Leader defaults, click the "My Defaults" link in the left sidebar. Scroll down to the Leader Defaults section for the Committee you would like to manage and click the name to expand the section.

The expanded section will collapse and the section clicked will expand. Click the "Edit" link to edit.

The Leader Level at the top is assigned by the leader manager and cannot be edited by the Leader from this form. Update the contact information you would like to use for this committee and click the "Save" button at the bottom of the form. You will be returned to the My Defaults screen with this committee section expanded and you will see your changes.

Adding a New Volunteer Opportunity

When entering an event into the activities database you can select one of two event types: Chapter Trip or Volunteer Opportunity.

Chapter trips will only show up under the Activities tab, and volunteer opportunities will only show up under the Volunteer Opportunities tab on the Activities Database search page.

FIND ACTIVITIES

| ACTIVITIES | VOLUNTEER OPPORTUNITIES |

To enter a Volunteer Opportunity, select "Volunteer Opportunity" in the Event Type field and then select a Volunteer Type from the drop down menu. Options for Volunteer Type are: Alpine Steward, Communication, Conservation, Event Volunteer, Huts Lodges and Camps, Naturalist, Trail Work, Trip Leader, and Volunteer Committee.

BASIC INFO

*Event Type: Volunteer Opportunity

*Volunteer Type:
-- ✓
Alpine Steward
Communications
Conservation
Event Volunteer
Huts, Lodges, and Camps
Naturalist
Trail Work
Trip Leader
Volunteer Committee

*Title:

*Start Date/Time:

Volunteer Opportunity listings may be designated as "ongoing"—this means that the Volunteer Opportunity is not date-specific. Ongoing Volunteer Opportunity listings will remain active for 30 days with the option to renew the listing 7 days before the trip expiration dates. This is to ensure that volunteer opportunity listings are up to date.

*Title: ℹ️   Example Trip - Ongoing

*Start Date/Time: ℹ️   12/19/20▯ 📅   No Start Time ⬍   🕐

*Recurrence: ℹ️   --through-- ⬍

*End Date/Time: ℹ️   01/18/20▯ 📅   No End Time ⬍   🕐

Ongoing ℹ️   Yes   No

Note: only Volunteer Opportunities can be designated as "ongoing."

To list an ongoing volunteer opportunity, select "yes" next to Ongoing - found under the trip end date. If you select a date for your trip to start and then select "Yes" for Ongoing, an end date for your listing will automatically add an end date that is 30 days after the start date.

Seven days before this "end date," you will receive an email asking if you would like to renew your Volunteer Opportunity listing for another 30 days. If you click the link in the email and then log in to the Activities Database, your trip will be extended for an additional 30 days. If you do not click on the renew link before your trip expires, your listing will be archived on its end date. Archived ongoing volunteer opportunity listings will be able to be renewed as needed.

To re-list an archived ongoing volunteer opportunity, use the "renew" link next to the expired opportunity. Renewing extends the event for 30 days from today and puts it back in the live feed. Alternatively, you can use the "reactivate" link. Reactivating events has not changed. Reactivation makes a copy of the event which you can then edit and submit for approval via your chapter's/committee's regular approval workflow.

To renew or reactivate an archived ongoing volunteer opportunity, search for archived listings in the admin search, click on the yellow "more" button to see an option to find "Ongoing Volunteer Opportunities only." You will see the archived listings presented below the search fields:

A   Ongoing   (F)   Volunteer Opportunity: Archived   view web
(Expired 1/05/17)   Berkshire Chapter   reactivate
           Communications Volunteers   change status
                                               delete

To "reactivate" the listing, click the "reactivate" link.
To renew the listing, click "Change Status". You will be taken to the change status page, change the trip status to "Open". Once you do this the archived trip listing options will change to this:

| A | Ongoing (Expired 1/05/17) | (O) | Volunteer Opportunity: Berkshire Chapter Communications Volunteers | Archived | view web reactivate change status delete renew |

Click renew for the archived trip listing to be pushed to the live site. Click the renew link to the right of the listing you want to renew and it will become active for another 30 days.

If a live ongoing volunteer opportunity is no longer open or available (i.e. if a committee chair position has been filled), change the status to "Full (F)" and it will take it off of the live listings. For detailed instructions and screenshots on updating the status of your listing, see page 29.

The rest of the steps for entering a volunteer opportunity are the same as those for entering a chapter trip— see below for detailed instructions on the remaining steps.

Adding a New Event/Trip

*To add an event/trip listing, navigate to the Activities Admin. From the left sidebar under the **EVENTS** section you will see Add Event. Note: You can now change the event/trip type (Chapter Trip or Volunteer Opportunity) on the event entry screen, so there is only one dropdown option under "Events."*
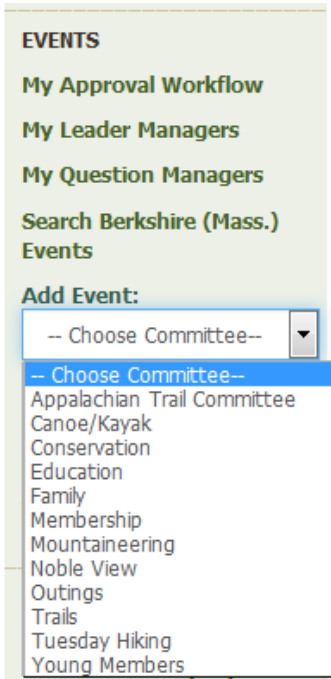
Before you begin adding a trip/event listing, make sure to have all necessary information prepared. This will help speed up the process.

Select a committee from the dropdown for which you'd like to add a trip. Once you've selected a committee, the page will reload with the event entry form.

The entry form has been reorganized to simplify the trip entry process. Fields have been grouped into sections with those containing required fields displayed and those containing optional fields collapsed by default.

*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.*

Basic Info

The following images and tables describe each form field and its purpose. Required fields are marked with a red asterisk on the form.

Event Type	The type of event/trip being listed (Chapter Event/Volunteer Opportunity).
Title	Free form text header for the event/trip listing.
Start Date/Time	Start date for the event. The start time is optional. Change "No Start Time" in the dropdown to "Use Start Time" and the time field to the right will be enabled. Click the time field to open the time picker and chose the applicable time.
Recurrence	Allows for creation of a single or weekly recurring event. Single Event - Enter Start Date/Time and End Date/Time and leave this box set to "--through--". Weekly Recurring Event - Enter Start Date/Time and End Date/Time and choose the day of the week for the recurring event. An event will be created for each occurrence of a day (ex. Each Monday) between your start and end dates. *Note: Recurring events create separate copies of the event on the appropriate dates. If you need to update all occurrences of an event, you will need to update each individually.*
End Date/Time	End date for the event. The end time is optional. Change "No End Time" in the dropdown to "Use End Time" and the time field to the right will be enabled. Click the time field to open the time picker and chose the applicable time.
Region	Required drop-down of the region in which an event/trip will take place.
State	Required drop-down of the state in which an event/trip will take place.
Country	Required drop-down of the country where an event/trip will take place.
Activity	Required selection box indicating the activity of an event/trip. Multiple activities can be selected by holding down the "CTRL" key while clicking different options.
Listing Type	Indicates if a listing will appear on the Web or both the Web and as an Advance Notice trip in the Magazine. (see below for restrictions) *Advance Notice trips must be multi-day, open to all, have clubwide interest, and require a financial investment.* Trips that do not meet these criteria must be okayed by your chapter/committee Approver. Advance Notice events are included in the magazine one issue earlier than the trip date(s). For example, May/June Advance Notice trips would be due to the Magazine Department by January 15th and could appear in the Mar/Apr issue. Editors reserve the right to edit these trips to ensure maximum inclusion of events.
Advance Notice Magazine Description	Free-form text description to be included in *print publications.* (60-word max)
Magazine Issue(s)	The issue of AMC Outdoors a listing will be printed in (if applicable).
Web Description	Free-form text description (450-word max) of a listing on the web.

Additional Information
Collapsed by default

ADDITIONAL INFO expand

Click the "expand" link to view this section.

ADDITIONAL INFO collapse

Testimonials: ℹ
Characters Remaining: 500

Driving Directions: ℹ
Characters Remaining: 2000

Web Release Date: ℹ
04/20/2015 📅
Even if your event is only for the Web, it must still be approved and will not post until approved.

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

Links: 1
Link Text: ℹ
Link URL: ℹ ＋
(Please include *http://* or *https://* in the link URL.)

Testimonials	Free-form text area for adding past participant testimonials of an event on the web.
Driving Directions	Free-form text area for step-by-step driving directions on the web.
Web Release Date	Required date field for setting the date a listing will appear live on the web once approved. Prepopulated to the current date. It will not be displayed on the web until it has been approved.
Search Terms	Optional free-form text box for adding keywords to help users find listings in a search.
Duration	Optional field **only displayed for Volunteer Opportunities**. Indicates the time commitment needed from the volunteer.
Link Text	Optional free-form text box for adding external 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**.
Special Designations	Optional checkboxes that allow you to designate a trip for special treatment in *AMC Outdoors* Backcountry. Advance Notice submits a trip for inclusion in the magazine one issue earlier than typically allowed and is only for multi day trips
Location	Optional upload for adding a single image to an event/trip listing (must include a caption).
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 (an address or a name of a park) 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 and estimate GPS coordinates. If the pin isn't in the correct location, you can click once on the map with the cursor to put the pin in the right place. When Latitude/Longitude coordinates 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 only displayed for Chapter Trips indicating the difficulty of an event/trip
Nearby AMC Destination	Optional selection of an AMC Destination close to an event/trip.
Audience	Optional field only **displayed for Volunteer Opportunities**. Indicates which audience(s) is appropriate for this event/trip.
Trip Photo	Optional images related to this event. You may choose from your previously-uploaded images or upload a new one.

Rate/Fee Info
Collapsed by default

RATE/FEE INFO expand

Click the "expand" link to view this section.

Rates/Fees	Optional fields for fees associated with the event/trip.
Fee Includes	Optional free-form text field explaining the event/trip fee.

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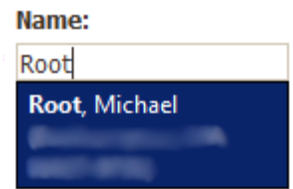
*In the **Name** field of the Leader Information section, begin typing the name of a Valid Leader set to lead the trip/volunteer opportunity. A blue pop-up with the leader's information should appear (image on right). Clicking on a name in the pop-up will fill out the leader information fields, which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

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	Optional phone number for the leader (if a phone number is not provided, an email address is required for the listing).
Phone on Web	Optional checkbox to allow a leader's phone number to be visible on the web.
Time to Call	Optional time to call the leader if a phone number is provided.
Email	Options email address for the leader (if an email is not provided, a phone number is required for the listing).
Email on Web	Optional checkbox to allow a leader's email to be visible on the web.
Bio	Optional free-form text box for adding information about the trip leader.
Image	Optional image for this leader. You may choose from your previously-uploaded images or upload a new one.

Leaders 2, 3 and 4

Only the Leader 1 section is displayed by default. All other leader sections are initially hidden. Once you select a Leader 1, the Leader 2 section will appear collapsed. Click the "expand" link to display the Leader 2 fields. Each time you select a leader, the next leader section will be appear until all four are displayed.

LEADER 2 expand

Fields for leaders 2, 3 and 4 are the same as Leader 1 above.

Co-Leader Information

CO-LEADER 1 expand

Similar to the Leader 2, Co-Leader 1 will be displayed once, Leader 1 has been selected. Co-Leader 2 will be displayed once you have entered a name for Co-Leader 1.

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

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

Registration – Not Required and Contact Registrar

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

The Registration radio buttons have been replaced with a dropdown that has two new options. Previously, registration options were "Not Required" and "Required" with a number of optional fields for registrar contact information if a leader was not acting as registrar. "Not required" and "Required – Contact Registrar" options below correspond to the former radio button options.

REGISTRATION

*Registration: ℹ️   -- choose --   ▾

-- choose --
Not Required
Required - Contact Registrar
Required - AMC Registration Form
Required - External Link

NOTES ℹ️ expand

Registration	Required – indicates whether registration is required and method of registration if required.

When "Required – Contact Registrar" is selected, the registrar fields will be displayed. The same rules apply as before. You do not have to enter a registrar if a leader will be handling registration. If you enter a registrar name, you will also have to enter at least one form of contact – Phone, Email, or Mailing Address.

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

Registration Required - AMC Registration Form

When "Required – AMC Registration Form" is selected, the new AMC registration form options will be displayed. The options include registration start and end, participant and waitlist limits and registration form questions.

REGISTRATION

*Registration: ℹ	Required - AMC Registration Form ▾
*Registration Start Date/Time: ℹ	[ ] 📅 No Start Time ▾ [ ] 🕐
*Registration End Date/Time: ℹ	[ ] 📅 No End Time ▾ [ ] 🕐
Limit Participants: ℹ	No Yes
Participant Limit: ℹ	[ ]
Allow Waitlist: ℹ	No Yes
Waitlist Limit: ℹ	[ ]
Registration Questions: ℹ	**AMC-Level Question(s)** This is an example True/False question Always on Form Example question w/optional display on registration forms: Yes No

Registration Start Date/Time	The date to open registration. When no start time is indicated, registration will open at 12:00am EST on the Registration Start Date. When Use Start Time is chosen, registration will open at the time entered.
Registration End Date/Time	The date to close registration. When no end time is indicated, registration will close at 12:00am EST on the Registration End Date. When Use End Time is chosen, registration will close at the time entered. *Note: The registration end cannot be after the start date/time of the trip.*
Limit Participants	Indicates whether to limit the number of participant slots for this trip or not. No: There will not be a limit to the number of registrations submitted. Registration closes when the Registration End Date/Time passes. Yes: Registration closes and trip status changes to "Full" when the number of registrations **confirmed by a leader (or approver)** reaches the Participant Limit.
Participant Limit	The number of participant slots on your trip. This is disabled when Limit Participants is set to "No". Registration closes and trip status changes to "Full" when the number of registrations **confirmed by a leader (or approver)** reaches the Participant Limit.

Allow Waitlist	Indicates whether to allow a waitlist for this trip or not. Allow Waitlist is disabled when Limit Participants is set to "No". When the Participant Limit is reached, the trip status is changed to "Waitlisted". Subsequent registrations are automatically given a status of Waitlisted. Registration closes when the number of waitlisted registrations reaches the Waitlist Limit (or the Registration End Date/Time passes).
Waitlist Limit	The number of spots on your waitlist. This is disabled when Participant Limit or Allow Waitlist is set to "No". When the Participant Limit is reached, the trip status is changed to "Waitlisted". New registrations are automatically given a status of Waitlisted. Registration remains open until the limit of waitlisted registrations is reached (or the Registration End Date/Time passes).
Registration Questions	These questions assist Leaders in the prescreening and registration process. Inclusion of a question on the registration form falls into two categories: Not Optional: Designated by "Always on form" next to the question. This is configured by the **question manager** and cannot be overridden by the contributor on the trip entry form. Optional: Designated by a Yes/No toggle next to the question. Allows you to choose whether to include the question on the registration form. "Yes" will include on the registration form. "No" will exclude it from the registration form. *Note: To view a list of your chapter's question managers, click the "My Question Managers" link in the sidebar.*

Registration Required – External URL

This registration option can be used by chapters with their own registration system. Enter the appropriate URL (include the http:// or https://). On the event details page the Register Now button will link to this URL.

Notes

"Notes" is an optional field and is collapsed by default.

Click the "expand" link to display.

Notes	Optional free-form text box to send internal notes to other users in the approval queue.

Approval

This option is only displayed for Reviewers and Approvers.

The separate checkboxes for web and magazine approval have been replaced with one toggle. This toggle will indicate your approval for both web and magazine (when applicable).

Note: For inclusion in AMC Outdoors magazine, Listing Type must specify inclusion in the magazine and Advance Notice criteria must be met. See Listing Type above for more information on criteria.

Approve	Toggle to indicate approval for both web and magazine.

Submitting the Trip for Review/Approval

Once you have finished adding all necessary event/trip information to the form, click the Preview button at the bottom of the page.

Your form entries will be validated. If errors are found, you will see the popup below:
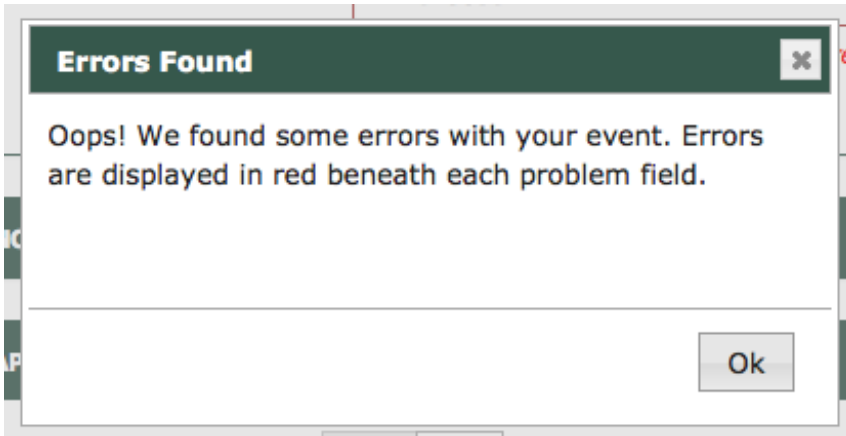
When you click "Ok", the form will scroll to the first field with an error. Errors will be displayed in red below each field with an error:

Preview

Once you fix any errors, clicking the preview will show how the trip will be displayed once approved. If you are not using the AMC Registration form functionality, you will just see the event details:

If you have opted to use the AMC Registration form, you will see two tabs – Event Details and Registration Questions. The Registration Questions tab will display only questions that will be presented to participants when registering. Click the "X" at the top right to close the Preview and return to the trip entry form.

Once you have reviewed the data entered you may submit the trip for approval.

Editing an Event/Trip

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 (and made available to appear in AMC Outdoors if applicable).

Current Berkshire (Mass.) Events

Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
	4/21/15 (4/20/15 - 4/21/15)	(O)	Chapter Trip: Test Kayaking Trip	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. After making edits to your listing, scroll to the bottom of the page and click review.

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

Updating Event/Trip Status

Click the "Change Status" link. For Events not using the AMC Registration Form, you will see the form below. Choose the appropriate status and click the "Change Status" button.

Current Event's Status

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 the button.**

| Open (O) | ▾ |

| Back | Change Status |

For trips using the AMC Registration Form, you can only cancel the trip (see below). The Status options of "Full" Or "Waitlisted" will otherwise be updated automatically based upon the Participant and Waitlist Limits.

Current Event's Status

The status of this trip is currently: **Open (O)**

Status is automatically updated to **Full (F)** and **Wait List (W)** based upon Participant and Waitlist Limits for trips using the AMC Registration Form.

Status can only be updated manually to **Canceled (C)**.

| Back | Cancel This Trip |

Reusing or 'Reactivating' an Archived Event/Trip

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

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.

Select the appropriate committee from the "Committee" dropdown box. Click the "Search" button.

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 the event entry form, with the event's date fields now empty. Edit the date fields accordingly. Check the remaining fields for accuracy as conditions may have changed since it was last posted.

You may refer to "Add a New Event/Trip" (page 13) 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.

Event/Trip Approval

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.

Current Berkshire (Mass.) Events

Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
	5/02/15 (4/05/15 - 5/02/15)	(O)	Chapter Trip: Squirrel chasing hike through New England Trail bog	Reviewer sent to: Approver	view web edit change status delete

Click on the edit link to open it for review. Browse the trip information and make any edits you see fit. When done, scroll to the bottom and use the Preview button to view how the trip will look when approved. When done, click "Save Edits" or "Save & Reject Back to…".

APPROVAL

Approve ℹ️   Yes   No

Cancel   Clear Changes   Preview   Save Edits   Save & reject back to Reviewer

Bulk Approval (Reviewers & Approvers only)

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 click the "Bulk Approval" link in the left sidebar. A list of trips/volunteer opportunities pending approval will be displayed. 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.

For events not using the AMC Registration Form, you will see the standard web details view.

WILDERNESS FIRST AID AT MOHICAN

(f)-(y)-(8+)-(✉)

Date and Time

Friday, March 10, 2017 - Sunday, March 12, 2017

Location

Mohican Outdoor Center,
New Jersey, Delaware Water Gap,
NJ

Registration

Registration is required for this activity. Please contact registrar below.

AMC

Activities
First Aid
Instruction (Skills)

APPROVE THIS EVENT

After reviewing each listing, click the "Approve this event" button in the bottom of the listing. Once approval status has been updated, the trip details will be replaced with a message indicating it was approved.

my trip - Event 1 of 2 - Web-only

Event Approved

For events using the AMC Registration Form, it will have two tabs – Event Details and Registration Questions (see next two images below).

CSV Data Download

Approvers are able to download listing information stored in the system for reporting purposes.

To do this, log into the system and click on the CSV Data Download link in the left navigation pane. 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.

CSV Data Download

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

To create your report, select the fields 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 at the bottom to create the report. The Download Trip Data screen will load, with a CSV file link in the main area of the screen, as shown below.

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_berk_langevin_jeff_4282_150421114211.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".
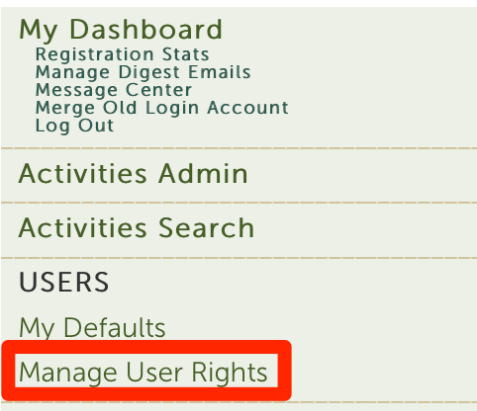
Save the CSV file to a convenient location on your hard drive. To utilize the file, open it in an application that supports comma-delimited files (e.g. Excel, Access) and manipulate the data as you see fit.

Data Download for Print

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.

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.

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

New users must both create their AMC Login account **and log into** activities.outdoors.org/login before committee can add user rights (Leader, Contributor etc.) to their account. They must also be an Active AMC Member. Until they have logged into the OLTL with their AMC Account, you will not find them in the user search results.

Managing Contributor and Reviewer Rights

The activity listings application allows approvers and reviewers to add reviewers and contributors respectively (you can edit rights for anybody with rights below your own).
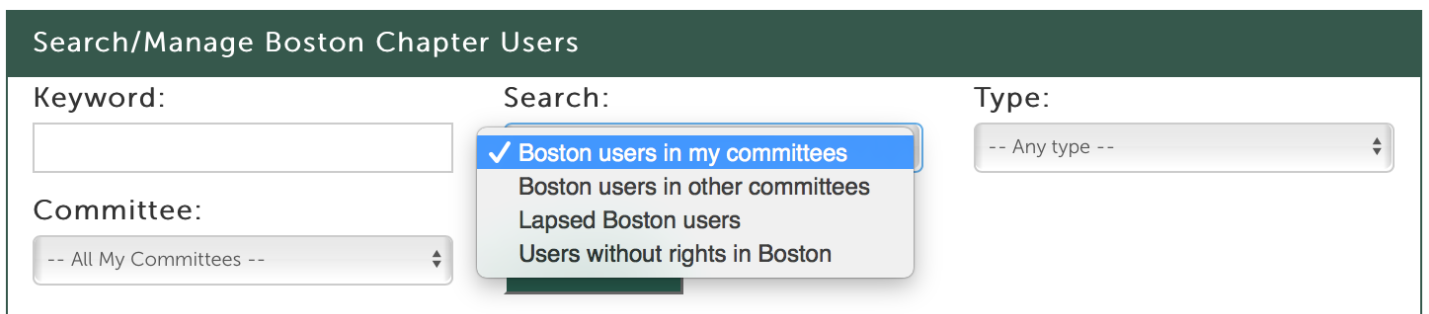
Start by clicking "Manage User Rights" in the left sidebar. A list of users will be displayed. Enter the name of the individual you want to manage in the keyword box.

If the user is new to OLTL, select "Users without rights in <chapter" from the Search dropdown and click the "Search Users" button. If you know the user already manages trips for other committees, chose "<chapter> users in my committees" or "<chapter> users in other committees". If you want to remove rights from a lapsed member, chose "Lapsed <chapter> users".

When you find the user you are looking for, click the edit link under the Actions row next to their name:

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 and have Reviewer/Approver rights 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. **The new data saves automatically**.

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' option 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 an AMC Login account and <u>must first log in to the system, establishing a user record themselves, before rights can be added</u> (including the rights to be identified as a leader).

Managing Leader Rights

The activity listings application allows "Leader Managers" 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 an AMC MY OUTDOORS account and log into activities.outdoors.org/login before you can add user rights to their account. Once they have taken these steps, you can search for them using the screen shown below.

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

Using the search form, enter the name of the individual you want to add as a leader to your committee. Then, click Search Users (if they are new, you need to select "Users without rights in X" in the "search" dropdown). When you find the user you are looking for, click the edit link under the Actions row next to their name:

Click "edit" and on the next screen, scroll down to the "Leader" section.

Note: Only the committees for which you have "Leader Manager" rights will show up on an individual's user right's page.

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

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

Once you have finished updating the leader's rights, you are all set. The new rights save automatically.

To remove Leader rights from a user, you can click "None" next to the committee for which you wish to remove their leader rights. To mark a leader inactive, click "Inactive". A leader marked Inactive remains in the Leader Audit and allows for easier reactivation of a Leader down the road.

Managing Question Manager Rights

There are three Question Manager levels: AMC, Chapter, and Committee. Users with a higher level of Question Manager rights can add/remove lower question manager rights from other users. See the table below for which levels can add/remove which question manager rights.

User w/ Question Manager Level	Can Manage
AMC-level	Chapter, Committee and Trip-level Question Manager rights

Chapter-level	Committee and Trip-level Question Manager rights
Committee-level	None

Managing Question Manager rights is similar to managing other rights in OLTL. Click the "Manage User Rights" link in the left sidebar. Use the search to find the appropriate user and click the "Edit" link next to their name in the search results.

Scroll down to the "Question Manger" section. Simply toggle Yes/No to add or remove the appropriate right:

Managing Registration Screening Questions

If you have Question Manager rights, you will see the QUESTIONS section of the left sidebar. Depending upon whether you have Chapter, Committee or Trip-level Question Manager rights, you will see one or more of these three question levels:

To administer questions, click on the Chapter-level link or select a Committee from one of the dropdowns.

The top section of the Question Admin displays the list of questions for that level – Chapter or Committee-Level along with the basic configuration info for the question:

Manage Chapter-level Questions: Test

Add question

Actions	Question	Question Type	Required	Active	Display Optional
Edit	This is a chapter level question (appears on all reg forms for chapter)?	Text Box (Multi-line)	Yes	Yes	No
Edit	What is rule number 1 ?	Text Box (Single-line)	Yes	Yes	No
Edit	What is rule number 2 ?	Text Box (Single-line)	Yes	Yes	No

"Required" - indicates the registrant must answer the question when on a registration form.

"Active" - indicates whether the question is available for use on associated registration forms.

"Display Optional" - indicates that a contributor can decide whether or not to include the question on their registration form. "No" in this column means that it appears on all registration forms for the appropriate Chapter/Committee.

The bottom section of the Question Admin displays all questions above the level you are managing to help avoid duplication of questions.

You are managing Chapter-Level questions. The questions below are configured above the level you are managing. To make things easier for your end-users, please do not duplicate questions:

AMC-Level Question(s)

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

*Example question w/optional display on registration forms:

Address 2 (example

To edit a question, click the "Edit" link.

Manage Chapter-level Questions: Test

Add question

Actions	Question	Question Type	Required	Active	Display Optional
Edit	This is a chapter level question (appears on all reg forms for chapter)?	Text Box (Multi-line)	Yes	Yes	No
Edit	What is rule number 1 ?	Text Box (Single-line)	Yes	Yes	No
Edit	What is rule number 2 ?	Text Box (Single-line)	Yes	Yes	No

The Question Manager will be displayed:

*Question Level:	Chapter-Level
*Question:	This is a chapter level question (appears on all reg forms for chapter)?
*Question Type:	Text Box (Multi-line)
*Response Required:	Yes No
*Display on Reg. Form Optional:	Yes No

Question Preview:

*This is a chapter level question (appears on all reg forms for chapter)?

Characters Remaining: 1000

`

Save

When you change the field on the form, the Question Preview will update to show how your question will look to the end users registering for an event.

If you choose one of the checkbox or radio button question types, you will need to also configure the individual response options. Click the "Add Answer" link to add a new answer. Enter the text for the answer.

*Question Type:	Checkboxes (with "Other") ▾		
*Response Required:	Yes	No	
*Display on Reg. Form Optional:	Yes	No	
Answers:	Click & drag answer row to reorder Add Answer		

#1	First option	Active	Inactive
#2	Second option	Active	Inactive

Question Preview:

*This is a chapter level question (appears on all reg forms for chapter)?
- ☐ First option
- ☐ Second option
- ☐ Other: _____

You can click drag the alternating color answer rows to re-order the answers.

#1	First option	Active	Inactive
#2	Second option	Active	Inactive

Registering For an Event

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

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

REGISTER NOW

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: [True] [False]

*Example question
w/optional display on
registration forms: 5 Joy Street

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

[Submit Registration]

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 Dashboard

Click the "My Dashboard" link in the left sidebar to view your dashboard. The new dashboard is a convenient place to view trips you've registered for and trips you're leading that use the AMC Registration Form.

The Dashboard contains one or two sections depending upon your rights. Leaders will have both "My Registrations" and "Trips I'm Leading"; all other users will have only the "My Registrations" section. Both sections display current/upcoming events. Choose "Past" from the dropdown at the top right to view your past Events.

My Registrations

My Registrations lists an event for which you've submitted a registration request as a participant.

Clicking the title of the event will bring you to the Details and Rideshare Board page. You will not be able to post a comment on the rideshare board until your registration request has been approved by the Leader of the event.

To view and/or edit your registration, click the "View" link in the status column.

The form will be redisplayed with your answers.

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: Awaiting Review (Cancel This Registration)

Registration Questions

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

*Example question   This is my response

Update any question responses as needed and click the "Update Registration" button at the bottom of the form.

[Update Registration]

Your answers will be updated and the emails will be sent to the appropriate event organizers.

Thank you for updating your registration!

An email has been sent to the organizers of this event.

You will be emailed when the status of your request is updated. You can also check the status in your dashboard.

Once a leader has screened your registration request and confirmed you as a participant, you will have access to the event's Rideshare Board. Here you can interact with other participants. Enter a comment and click the "Post Comment" button. The comment will be posted to the board.

Rideshare Board

Offer a ride, ask a question, leave comment:

Post Comment   (1000 chars. max)

<< Prev   **1**   Next >>

Test Cont 2 on 03/17/2015 at 12:11am
me too!

Test Cont 1 on 03/16/2015 at 11:21am
Looking forward to it!

<< Prev   **1**   Next >>

Trips I'm Leading

If you have Leader rights, the Dashboard will contain a second section called "Trips I'm Leading". This section only lists the trips that use the AMC Registration Form.

Trips I'm Leading (w/ AMC Registration Form)   Current

<< Prev   **1**   Next >>

04/29/2015   Test
Hike the Pemi
2 registered / 0 spots left / 2 comments

11/06/2015   Test
11/08/2015
Fall 4,000 Footer Weekend
4 registered / 6 spots left / 0 comments

<< Prev   **1**   Next >>

Click the title of an event to view the event's registration information. In addition to the rideshare board (at the bottom of the page), Leaders (and approvers) will be able to manage participant registrations.

Unconfirmed participants are in their own section near the top of the page:

Fall 4,000 Footer Weekend
Test - Paddling
Nov 06, 2015 (Fri)
Open (O)
Participants: 4 of 10 spaces taken
Waitlist: N/A

Contact Registrants

Awaiting Screening/Unconfirmed/Cancelled				
Status	Name	Email	Phone	Submitted
None awaiting screening				

The section will indicate if there are none waiting (above) or list basic contact info for registrants (below) along with the current status and when they submitted their request. Click on the "View" link to screen the user's question responses.

Awaiting Screening/Unconfirmed/Cancelled				
Status	Name	Email	Phone	Submitted
Waitlisted View Cancel	Test Cont 1	g	(617) 523-0655	03/16/2015 12:22AM
Waitlisted View Cancel	Test Cont 2	org	617-523-0655	03/17/2015 12:05AM
Cancelled View	Jeff Langevin		(617) 523-0655	03/17/2015 4:14PM

The user's registration details page will be displayed. The user's contact information and a status box will be displayed (below). When you update the registration status, the registrant is automatically notified of the change via email. Leaders are Bcc'd so they have confirmation that the registrant was notified of their registration status change.

Status: Confirmed ▾ **Update Status**

Awaiting Review
Pending - Awaiting Payment
Pending - Awaiting Payment (Spot held)
Waitlisted
Confirmed
Cancelled

Several statuses are available. "Confirmed" and "Pending – Awaiting Payment (Spot held)" will reserve a spot for a participant and count toward any Participant Limit. "Waitlisted" will count toward the Waitlist Limit.

Once all participant and waitlist spots are taken, you will only be able to mark registrations "Cancelled" unless a spot opens through a cancellation.

The next section allows you to record a payment. Enter a payment date, the amount and a note if appropriate to help track partial and full payments. Then click the "Save" button. Payments will be recorded below the form:

Payment(s)			
Payment Date	**Amount**	**Note**	
📅	$		Save
04/20/2015	$250.00	Balance paid in full	
04/02/2015	$100.00	Initial deposit	

The next section contains the registrant's question responses for review. The form is disabled and the "Update Registration" button is hidden initially. If you need to update the registration for the registrant (they can update the registration as well), click the "Edit Question Reponses" button at the top of the form:

Registration Questions

Edit Question Responses

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

*Example question w/optional display on registration forms:	100 Main St.

The form fields will be enabled (no longer grayed out) and "Update Registration" button will be displayed:

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

*Example question w/optional display on registration forms:	100 Main St.

*What is rule number 2 ?	Don't know

Update Registration

When done making changes, click the "Update Registration" button to save them. No automatic email is generated when a leader (or approver) updates a registration. You can notify the registrant if needed using the Message Center (see Message Center section later in this document).

The Participant List section displays all confirmed participants.   You can cancel and edit any of these registrations as needed using the instructions above. You can view a printable roster of these participants in PDF or HTML format by clicking the appropriate link in the header of this section. Clicking either of these will open a new browser tab.

Example of HTML Roster:

Post-trip Reporting allows for tracking of basic info about participants. Click the link in the header of the Participant List section:

This form looks very similar to the printable roster. Check the appropriate box(es) for your participants and click the "Submit" button. You will briefly see the button disappear, replaced by a spinner while your changes are saved.

Registration Statistics

To view statistics on your event participants, click the "Registration Statistics" link under the "My Dashboard" section of the left sidebar. This page can be used to filter results based upon date ranges. The report is grouped by Chapter/Group and Committee. If you have both Leader and Approver rights, you can change the report type to display committees in which you have Leader or Approver rights. If you only have one of these rights, you will only be able to view that report type.

Registration Stats

Starts After:	1/1/2015	📅
Starts Before:	12/31/2015	📅
Report Type:	Leader Committees	▾

Filter

	Events	Waiver	No Show	Paid	Incident	Incident Report
Total:	29	1	1	1	1	0
Berkshire (Mass.) Totals:	5	0	0	0	0	0
Appalachian Trail	0	0	0	0	0	0
Canoe & Kayak	2	0	0	0	0	0
Conservation	0	0	0	0	0	0
Education	1	0	0	0	0	0

Message Center

To initiate a message between you and your participants/registrants, from the Dashboard, click the name of any event you are leading. From the list of registrants, check the box next to any name you would like to contact, enter the message in the box below and click "Send Message". The message will be sent to only those who you've checked off including yourself.

All Message Center emails will come from no-reply@outdoors.org and contain a link to the log in to reply. If the user clicks the link and is not logged in, once they log in, they will be taken to the message center and the proper message will automatically load.

Choose Participants to Contact

Email	Name	Status
☑	Test Cont 1	Confirmed
☑	Test Cont 2	Confirmed
☐	Jacob Brown	Cancelled
☐	Jeff Langevin	Cancelled
☐	Venson Shih	Cancelled
☐	Douglas Berry	Awaiting Review
☐	Elizabeth Deegear	Awaiting Review
☐	Kelly Powers	Awaiting Review
☐	Leonardo Crisostomo	Awaiting Review
☐	Michael Williams	Awaiting Review
☐	Jim Scheef	Awaiting Review
☐	Sabine Prather	Awaiting Review

You have been confirmed as participants pending receipt of your payment. Please send to 5 Joy Street, Boston, MA 02108.

Send Message

Once the email has been sent, you will be taken to the Message Center.

Message Center

View messages from Trip Leaders/Organizers.

Messages

Test Cont 1, Test Cont 2, 1 others
4/21/2015 4:39 PM
You have been confirmed as par...

Jeff Langevin
3/27/2015 12:34 PM
Testing?

Jeff Langevin
3/27/2015 12:32 PM
Testing?

Jeff Langevin
3/27/2015 12:30 PM
Testing?

Jeff Langevin
3/27/2015 12:29 PM
Sorry for including you on my ...

Message Detail

Recipients on this message thread:
Test Cont 1, Test Cont 2, Jeff Langevin

Jeff Langevin   4/21/2015 4:39 PM
You have been confirmed as participants pending receipt of your payment. Please send to 5 Joy Street, Boston, MA 02108.

To add a reply to the message thread, enter your message in the box at the bottom of the right-hand panel and click "Reply". It will be sent to all message thread recipients listed at the top of the right-hand panel.

Reply (1000 chars. max)

To read or reply to a different message, click the message in the left-hand panel and the message thread will load in the right-hand panel.

Messages	Message Detail
Test Cont 1, Test Cont 2, 1 others 4/21/2015 4:39 PM You have been confirmed as par...	**Recipients on this message thread:** Jeff Langevin
Jeff Langevin 3/27/2015 12:34 PM Testing?	**Jeff Langevin** 3/27/2015 12:34 PM Testing?