



AMC Activities Digest: An Overview

AMC has an email notification system for AMC members interested in keeping up to date with new and upcoming activities posted on AMC's Activities Database (ActDB) on outdoors.org. The Activities Digest system can send email notifications on a daily, weekly, bi-weekly, or monthly basis depending on how a user configures their settings.

There are some clear advantages to setting up an Activities Digest if you are interested in participating in AMC activities:

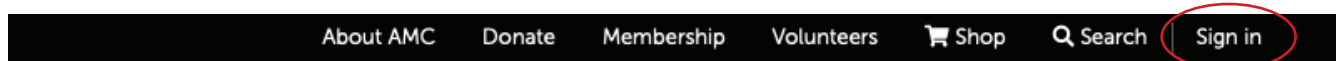
- Those who utilize digest emails find out about upcoming trips and events as they are posted since the ActDB is the first place all official AMC trips typically appear on the web. If members select the "Daily" frequency of digests, they will be the first to find out about newly-posted events that match their digest criteria.
- Using an Activities Digest will save you valuable time when planning your upcoming adventures. Since digest emails are in a list format and display activities with the specific criteria you choose, you can be notified when events are posted and thus spend less time searching for activities in the ActDB.
- You can set up a maximum of 5 different digest emails with varying criteria and frequencies, so you can choose to get notified about a variety of activities at different times.

Getting Started: Logging In

In order to set up a digest you'll first need to create a user account on outdoors.org. If you are an AMC leader or volunteer you may already have an AMC Account, in which case you can use that and skip steps 4 & 5 below:

Creating an AMC Account

1. First, navigate to AMC's homepage www.outdoors.org in your preferred internet browser.
2. After arriving at www.outdoors.org, click the "Sign In" button located at the top right hand corner of the page on the blue navigation bar.



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3. On the log in page you'll have the option to enter your username and password. Or, just below the "SUBMIT" button there is text that asks "Don't have an account?" and a link to "Create one now". If this is your first time visiting My Outdoors then you will need to create a new account.



Log into your AMC Online Account where you can access MyOutdoors, update your profile and manage your activities.

Username must be in the format of an email address.

Username:

Password:

SUBMIT

[Reset Password](#)

[Forgot Username](#)

Don't have an account?

[Create one now](#)

Note:

We recently updated our online store. Members will now need to login directly on the store to receive their discount, as logging in through MyOutdoors will no longer provide discount access. All members should have received an email containing a link to activate their new store account. If you have an active membership and have not received this email, please contact us using the information at the bottom of the page.

Need Help? Email amcinformation@outdoors.org or call us at 1-800-372-1758, M-F, 9 AM to 5 PM.

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- If you are creating your account please fill out the provided form after clicking on "Create One Now". If you are an AMC member please be sure to use the same information associated with your AMC Membership. This will allow the system to link your log in information to your AMC Membership, so that member benefits (like activity digests and discounts at the AMC Store) will be more readily available to you.
- After you have submitted your information you'll receive an email with additional instructions to create your password and finalize your account.
- There are several locations throughout the website in addition to the home screen, where you are able to log into My Outdoors. This will change whether you are brought directly to your personal page, or back to the homepage of outdoors.org.
 - If you are back on outdoors.org you should no longer see the "Sign In" at the top of the page, but instead it should say "Log Out" and the words "My Outdoors" directly to the left of that. Click on "My Outdoors".

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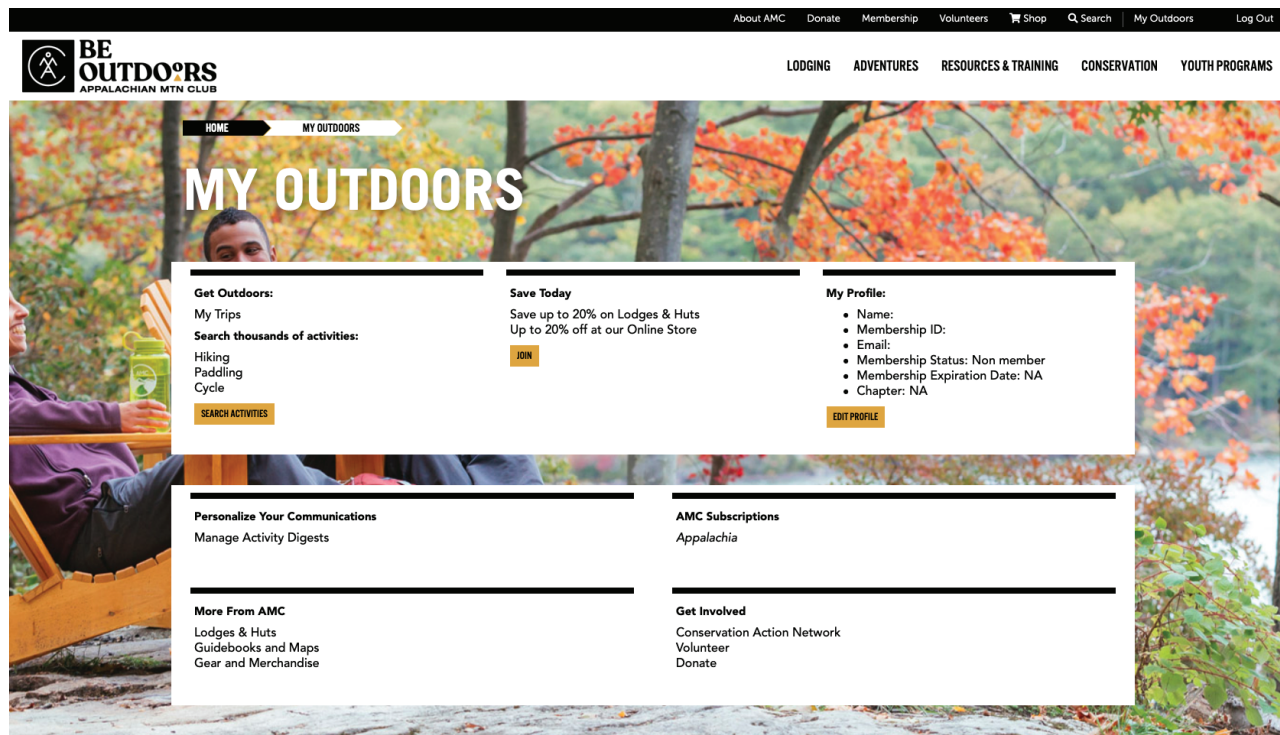
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b. Your home page will look similar to this:



Getting Started: Creating a Digest

The following steps will walk you through the creation of your custom Activity Digest email(s). We'll start from your My Outdoors homepage, if you are unsure of how to get to the My Outdoors homepage please start from the beginning of this guide and follow the steps on creating your account and logging in.

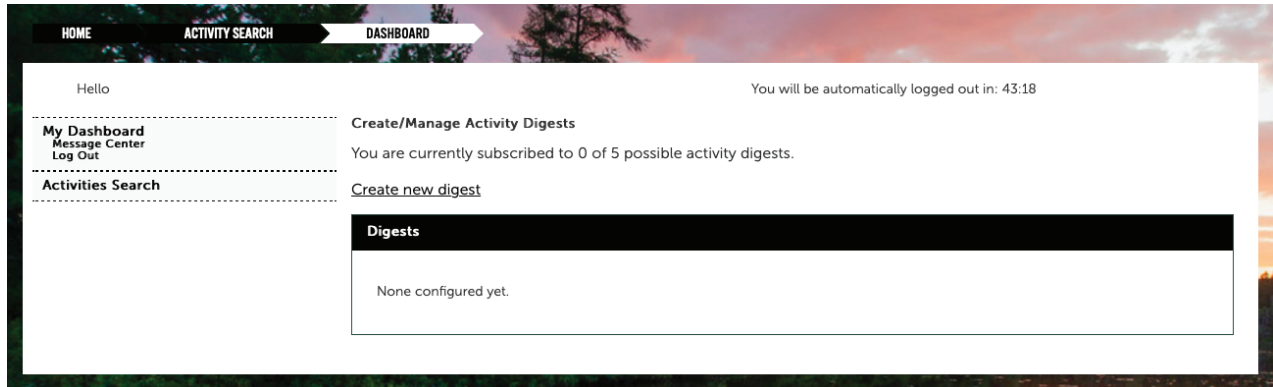
Some things to keep in mind:

- The Activity Digest functions in a very similar way to the search function on the ActDB trip listing page at www.outdoors.org/activities, but it pulls the data you want to see straight from ActDB to your inbox.
- It is helpful to be as broad as possible. Every time you add a new criteria you actually narrow the search not expand it. The search engine for the Activity Digest works by **returning results that exactly match all** of the search criteria you select. Even if a trip matches every criteria you entered with the exception of 1, the system will exclude that trip from your results. For example, if you are looking for Family events, and you select 'Family' and 'Hiking' you will only receive information about Family Hikes. You will not receive information about Family Camping or Family Paddling.
- Trip leaders sometimes make mistakes when entering trips that go unnoticed, which is again why it is helpful to be as broad as possible when filling out your criteria.
- Most of the fields are optional, which means you may leave them blank, leaving a field blank will help broaden your search by not accidentally excluding a trip that does not perfectly match your criteria.



Creating a Digest:

1. Start at the My Outdoors homepage by clicking on the link for “Manage Activity Digests”. This link can be found within the second white section of the page under the “Personalize Your Communications” title.
2. If you have never set up a digest before, the box containing your current digests should read “None configured yet.” You’ll need to click on the link “Create new digest” to begin creating a new activity digest.



3. Here we will begin selecting the information to create our new digest:



- a. *Digest Name* – This can be anything you choose, it is the name that will appear in the email subject when you receive your digest emails. If you plan on setting up multiple digest emails you may want to name each of your digests based on the content you’ve selected (e.g. “Backpacking and Hiking Trips in Connecticut”)
- b. *Email Frequency* – This is where you will select how often an email is sent to you with the selected criteria. It’s important to know that depending on the frequency you choose to receive your digest emails the system will include trips happening at different intervals in time. The following table will help you decide:

Digest Type	Trips Included	Advanced Notice Trips Section of Email
Daily	Includes all regular trips added on the previous day.	N/A
Weekly	Includes all regular trips for the next 14 days. (Maximum of 25 trips)	Includes trips flagged as “Advance Notice”* taking place within 15-44 days. (End of regular trips +30 days)
Bi-Weekly	Includes all regular trips for the next 24 days. (Maximum of 30 trips)	Includes trips flagged as “Advance Notice”* taking place within 25-50 days. (End of regular trips +30 days)
Monthly	Includes all regular trips for the next 42 days. (Maximum of 35 trips)	Includes trips flagged as “Advance Notice”* taking place within 43-72 days. (End of regular trips +30 days)

*Advance Notice trips are trips that may require more advance planning to attend because they occur over multiple days and/or have higher price thresholds.

- c. *Group/Chapter* – Here you will select if you would like to receive trips **ONLY** from a specific group or chapter. (e.g. If you select trips from the Maine Chapter, you will only be notified if a trip is being organized by a leader under the Maine Chapter. If the trip is taking place in Maine, but organized by a New Hampshire leader you will not be notified of it)
- This field may be left blank if you have no preference for the organizing group or chapter.*
- d. *Committee* – If you have selected a group or chapter a new menu will appear labeled “Committee”. The Committee field will allow you to further narrow your search by selecting what specific committees within the chapter you would like to receive notifications from.
- Use CTRL + Click (PC) or Command + Click (Mac) to select multiple committees.*
 - This field may be left blank if you do not want to select a specific committee.*
 - Some trips organized by two or more committees may not appear unless you have selected the committee under which this event was posted in ActDB.*
- e. *Region* – This field works across chapters, groups, and activities. The region option will return results of events taking place in the region(s) you select. Sometimes this field returns mixed results, as a “region” (such as New York Highlands v. New York Catskills) may be defined differently by different people.
- Use CTRL + Click (PC) or Command + Click (Mac) to select multiple regions.*
 - This field may be left blank if you do not want to select a specific region.*
- f. *Activity* – This field works across any and all regions, chapters, and groups. The Activity field when used will return **ONLY** results where that specific activity has been selected.
- A common advantage to using the Activity field is that many of a chapter’s special events will have multiple activities selected with they are entered into the ActDB, so this field will most often return all of the activities you are interested in along with relevant special events.*
 - Use CTRL + Click (PC) or Command + Click (Mac) to select multiple activities.*
 - This field may be left blank if you do not want to select a specific activity.*



g. *Opt-In* – This field must remain checked if you wish to receive your activity digest emails. It confirms that you would like to receive your digest email based on the frequency and criteria you've selected above.

4. Once you are happy with the criteria you have selected you may click the "Continue" button at the bottom of the page.
5. The next page will ask you to review and confirm the options you have selected. Once you have reviewed these options and are happy with the selection you may hit the "Submit" button to confirm your choices. If you have noticed an error or would like to change something you may hit the "Back" button on your browser to go back and change a criteria.

The screenshot shows a web dashboard with a navigation bar at the top containing 'HOME', 'ACTIVITY SEARCH', and 'DASHBOARD'. The main content area is titled 'Custom Field Labels' and contains a form for 'Create New Activity Digest'. The form includes the following fields and options:

- *Digest Name:** Digest Test
- *Email Frequency:** Daily
- Please note:** Your digest will only include trips matching your criteria chosen below. Generally speaking, more criteria = fewer trips returned.
- Group/Chapter:** AMC Staff
- Region:** None Selected
- Activity:** None Selected
- *Opt-in:** Receive Group activity listings: Yes

A yellow 'SUBMIT' button is located at the bottom right of the form.

6. After clicking on "Submit" you will be taken to a confirmation message letting you know when you can expect to see your first digest email.
 - a. You will also be able to create another digest (maximum of 5), or return to the main digest page.
 - b. From this page, you can send yourself a sample of the digest you have created to ensure the types of trips you are looking for are actually appearing in your digest email.

The screenshot shows the same dashboard as the previous image, but now displaying a confirmation message. The message text is as follows:

Activity Digest "Digest Test" Created!

You will receive the first issue of this Daily digest on January 15, 2021.

You may [create another digest](#) or [return to the main Digests screen](#).

Want to [receive a sample of this digest](#) now? (You can refine your selections after viewing this message, which will be sent to the email address in your [contact info](#).)

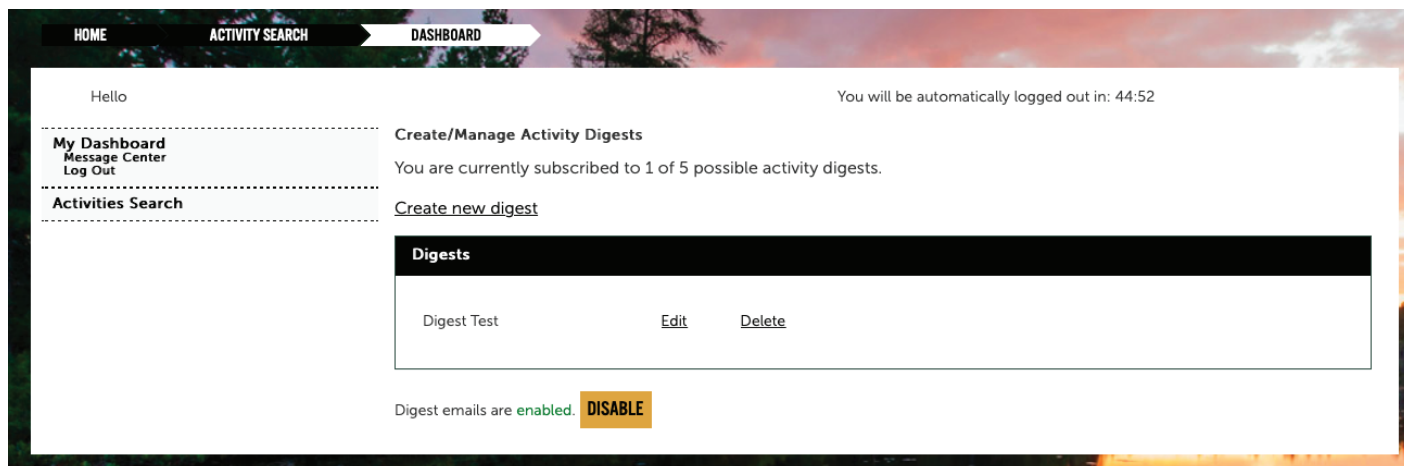
Don't forget! If your email spam blocker uses a "safe list", please add webeditor@outdoors.org to your safe list.



Editing Your Digest:

Editing your digest emails is simple. The process is exactly the same as when you created your digest originally though you will access it through a different link.

1. Now that you have an active Activity Digest your digest page will look slightly different. All of your active digests will appear in the area under “Digests” with options to edit or delete.



2. To edit a digest, click on the “Edit” link next to the digest name which you would like to edit.
3. Once you have clicked on the “Edit” link you will be brought to the digest creation page with the criteria for that digest pre-selected. In order to make changes you will simply select or unselect different criteria. If you are unsure about which criteria to select you can go back in this document to the “Getting Started: Creating a Digest” section and follow the steps 1-6.
4. If you would no longer like to receive a specific Activity Digest you may click on the “Delete” link next to that digest in the main digest screen. You will be prompted with a message asking you to confirm the deletion of that digest. Once a digest has been deleted it cannot be recovered, you must create a new digest in order to begin receiving notifications again.