A simple outline for Entering a Trip
and Completing a Trip Report on the CMC State Web Page

Entering a Trip on the State Web Page (for LOTs more detail go to http://www.cmc.org/Portals/0/TripLeaderJune12_2014.pdf, note you must be logged in)

NOTE – Before signing on it is helpful to have/thought through the following information.

1. The Trip Title
2. Trip Date
3. Do I want to allow people to sign up on-line?
4. How many folks do I want on the trip?
5. The on trail mileage
6. The on trail elevation gain (I always include up/down, not just TH to summit)
7. A description of the route and any special equipment needs (if you don't like the web page "editor" you can type this up on WORD then cut and paste)

Steps to Enter a trip.

1. Sign in on the state web page, then click on "Trip Leader Admin" (upper right corner)
2. Click on "Manage Trips"
3. Click on "Add Event"
4. A page will come up for you to fill out. See guidelines below for filling out each of the items on the form. Note many of the items are pull down menus

- Type – Enter "Trip"
- Status – Enter "Approved" (note the form changes after you click this)
- Title – Type in a Title
- Title 2 and 3 – Not required (fill in if you would like)
- Category 1 – Enter "All Trips"
- Category 2 – Usually "All Trips"
- Date – put the date
- End Date – usually the same date, but on a backpack may be different
- Start Time – put any time. I explain later that I will send an e-mail
- Group – enter "Fort Collins"
- Leader – Find your name in the pull down, note if you start typing your last name it pre-fills
- Co-Leader – Find the name of the co-leader on the pull down
- Allow Registration – check this box ONLY if you want to allow on line registration
- Registration Requires log in – Check if you allow registration and don't want to allow guest to register on line
- Registration deadline – can leave blank, I usually put the Wednesday before the hike since I send out an e-mail on Thursday

- Available tickets – Number of folks you will allow (does not include leader or co-leader)
- Is School – leave blank (I think you can use for a school, but in FC we just list as trips so it shows up on our weekly e-mails)
- Only Admin – leave blank
- Active – ***Must check this or it will not show up on the calendar***
- Trip type – find the trip type on the pull down
- Hike Class – use the pull down, the charge on trip class is on our local web page http://fortcmc.org/classifications.html and on the state web page http://www.cmc.org/Calendar/Classifications.aspx. Note this is the same as the old system
- Difficulty – can leave blank; this tell folks how tough the leader thinks the trip is within the Hike class. Note this is the same as the old system.
- Level - can leave blank; see classifications when this is required for ski trips etc.
- Trip pace – can leave blank, use the pull down if you want to give a pace
- Trail mileage – Miles on trail
- Elevation gain – I give total including ups and downs if you know that
- Driving Distance – I use Google maps to estimate distance from meeting place to the TH
- Topo Map 1, 2 and 3 – Leave blank unless you want to let folks know which topo maps to buy
- Wilderness Restriction – leave blank
- LIT – check if Leader in Training Hike
- Register with Leader – Check if you want people to contact you
- Guest ok – Leave blank, guests can see the trip and contact you anyway
- Pass Code – Leave blank
- Confirm passcode – Leave blank
- Location – Here is what I type in "The meeting time and location will be e-mailed to all participants the a couple days before the trip." In the e-mail I go through meeting times, meeting place, details on weather, a reminder of things you will need, etc.
- Directions – I leave this blank. Some leaders use this rather than "Location"
- Contact – type in your name and e-mail address. Note some leaders also indicate that participants unknown to the leader should provide hiking experience
- Details – I type in a short description of the trip. NOTE: I also note if there is any special equipment required (ie ice axe, helmet, traction devices etc.) for "B" snowshoe trips in the winter I also often say things like poles are required because experienced folks that don't use them know I will not mind, but I don't want beginners showing up without them. I usually give more information related to bringing sunscreen, extra clothes, 10 essentials … in the Thursday e-mail. Some leaders indicate the ride share here also.
- Notes – I usually just type in "To register for this trip contact the leader".

5. Click "Update" at the bottom of the page

6. I usually go back to the state home page and click on “Calendar” then “Trips” and go to the date of the trip to make sure it got into the system. You can click on the trip and take a look to make sure the date went in as you intended.

Note this system is a little cumbersome at first, but once you have done it multiple times you find it can be done in 5 to 10 minutes (especially if you have all the “pre-work data mentioned above at your fingertips). So to practice you should schedule lots of trips to become proficient (hint, hint ☺)

<u>Adding Members to the Roster</u>

IF you have not allowed on-line registration then when people contact you you will need to add members to the roster.

1. First you will need to find the trip. Login, click on “Trip Leader Admin”. Then click on manage trips
2. Enter a date range that will contain your trip (i.e. if your trip was May 23, 2015 enter 5/20/2015 in the first “Date box” and 5/24/2105 in the second date box
3. In the “Group” box click the pull down menu and click on Fort Collins
4. Click on the “Search” button
5. When the spread sheet shows up below, find your trip and click on “Roster”
6. Scroll down to the middle of the page and find a box under the label “Add member to the roster.
7. First let’s cover a member (to add a guest go to step 11). Note normally you do not have the person’s “id” so you need to click on the button to the right labeled “Lookup”
8. A new page comes up and in the box type in the person’s name (I usually just put in the last name, but if you have a “Smith” you might try the full name), then click on the search button
9. Find the member you want to add from the list now shown. Go to the right hand side of the table and click on “Select”.
10. After clicking the system will take you back to the “Roster” page. You must now click on the button labeled “Add Member” to add the member to the roster.
11. To add a Guest you first click on “Add Guest to Roster”. A table comes up and you need to at least type in the guests name. IF you have the e-mail and emergency contact information it helps you later to also type this in.(when you print out the roster, or want to send an e-mail using the web site).
12. After inputting this data click on the “Save” button. The guest is then automatically added to the list

<u>Completing a Trip Report</u>

13. First you will need to find the trip. Login, click on “Trip Leader Admin”. Then click on manage trips

14. Enter a date range that will contain your trip (i.e. if your trip was May 23, 2015 enter 5/20/2015 in the first "Date box" and 5/24/2105 in the second date box
15. In the "Group" box click the pull down menu and click on Fort Collins
16. Click on the "Search" button
17. When the spread sheet shows up below, find your trip and click on "Edit"
18. In the "Status" box pull down click on "Complete"
19. Go to the bottom of the form and click "Update". Note the spread sheet with all trip in the date range entered shows up again.
20. Go to your trip and click on "Roster"
21. Update the roster to reflect participants, note there is a box to click on to show participants that did not show up.
22. Go to the bottom of the form (below the roster) and fill out the following items.

- Incident/Accident – Only click this box if there was an incident or accident
- Total Activity Hours – enter the time on trail
- Trailhead Location or Activity Site – Enter the trailhead, also enter exit trailhead if different
- Describe access problems or variations from plan which should be noted – If all went as plan just type "All went as planned". If there was a problem with road access, down trees on the trail, snow conditions, etc., then note this and note how the trip was changes to accommodate the issue.
- Narrative describe your experience – Rather than just say "Good" I usually put in a few words about trail conditions, places where there were good views or interesting things. This allows other folks to look up this information later.

11. Go to the bottom of the page and click on "Save Roster"