

Mountaineers Website Tutorial

Posting a Trip

Steps:

- Log in to www.mountaineers.org with username / password
- In top banner, click on **Get Outside > Schedule an Activity**
- New screen: Click on **Activity Type** pull-down menu > **Scramble**
- Screen refreshes with additional pull-down menus pertinent to Scrambling. Recommend to just enter the short name of the destination (i.e. for Tinkham Peak, just enter “tinkham”; leave the other options unselected) => click on **Search**.
- Screen refreshes with all existing “templates” for trips that have included your destination. Select the trip template that best describes your planned trip.
- New screen displays details of selected trip template. Includes elevation, elevation gain, trip rating, maps, and all the Mountaineers courses that can make a member eligible for the trip.
- To proceed, near the top, click on **Create New Activity**
- “Step 1” page: Enter date, branch, Registration Options, meeting time / location, participant / leader capacity, and any unique Leader Notes. Click on **Next**.
 - Special Note: Registration Options:
VERY IMPORTANT. See discussion below.
 - Special Note: Leader Notes:
If you want this appear nice & proper on the website, enter the text “
” every place you want a line break, and “<p>” every place you want a paragraph break.
- “Step 2” page: Enter registration opening & closing date / time.
- “Step 3” page: Displays all trip details for your final review. If ok, click on **Submit**.
- “Step 4” page: Confirmation of trip posting.

Considerations regarding Registration Option method:

There are 3 options of Alpine Scramble trip signup methods provided by the website. The choice you make can have a significant impact on the success & enjoyment (or lack thereof) of your trip.

1. Online

If you leave the Registration Options boxes unchecked, your trip will be listed as **Online** signup.

Advantages:

- Simple & easy – participants signup online. All you need to do is check the roster.
- Website automatically creates/manages a wait list if there are extra signups.

Disadvantages:

- You do not have any control of screening & interviewing applicants (which can possibly give you some unpleasant surprises on the day of your trip!)
- Signup is first come, first served. You do not have any control of allowing friends / acquaintances to sign up.

2. Registration With Leader

To choose this option, place a checkmark in the **Registration With Leader** box. This will direct applicants to call / email yourself to sign up.

Advantages:

- You have control over screening applicants for adequate physical fitness, experience, recent ice ax practice, fear of heights, etc.
- You can provide some means of providing signup priority to Everett Scrambling Course students to allow them to graduate the course.
- You can provide some means of providing priority / preference to friends / acquaintances.

Disadvantage:

- Once you are ok with applicants' fitness, you have to manually enter each of their names online onto the roster yourself. (See separate instruction below.)

If you wish to give priority to Everett students and/or branch members, it is worth giving prior thought as to how to word this in the Leader Notes, and how you will grant the priority. Here are some suggestions on wording:

- “Everett students have priority.” (If you select this wording, think ahead how you will grant the priority so that it is not seen as unfair.)
- “Three spots reserved for Everett Scrambling students through Wed July 16”, etc. (Wording like this provides clear visibility to applicants how you will grant priority.)
- “Everett members preferred.” (This has been used on occasion, but has potential to reflect negatively on Everett, making members from other branches feel as if they are unwanted. If you select this wording, think ahead whether you will take any active role to grant preference, and if so, how you will make it fair & equitable.)

3. Leader Permission Required

This is intended for trips that are particularly challenging.

If you select this option, applicants are supposed to contact you to get permission, then signup online themselves. (In actuality, the website will let them signup online – whether they've contacted you or not – but you have the option of deleting them from the roster.)

(In effect, this signup method has a mixture of advantages & disadvantages of the above 2 options.)

All 3 options allow you to:

- Email the entire group with a click of the mouse
- Download a spreadsheet of the roster with names / phone # / email / emergency contact.

How to view a roster (for Online signup option):

- Log in with username / password
- Click on **Your Account** (upper R corner)
- New screen: Scroll down to see **Upcoming Activities** => click on **View Roster**

How to enter applicants' names onto a roster yourself (for “Registration With Leader” option):

- Log in with username / password
- Click on **Your Account** (upper R corner)
- New screen: Scroll down to see **Upcoming Activities** => click on **View Roster**

- (At first, the roster should only list yourself.)
- To add participants to the roster, click on **Register Another Member**
- **Activity Registration** screen appears => scroll down to bottom => enter participant's name (or portion of name) => click on **Search**
- Popup window shows selection of names that match your input => select the correct one
- With each participant you enter, website will redirect you to Activity Registration screen. If you are done and want to view the full roster, you need to back out by clicking on **Your Account > Upcoming Activities > View Roster** again.

If you wish to post a trip for which there is not yet a Destination template created in the database:

Contact the Clubhouse and speak to Jeff (or send an email to clubmail@mountaineers.org) to see about getting one created.

Mentored Trips (i.e. for members who wish to qualify as a Trip Leader):

Aspiring Trip Leaders are entered into the Mountaineers web database as a Trip Leader, with a short amount of time until expiration. This will allow them to post the trip online themselves. When the candidate is qualified as a Trip Leader, the expiration date is extended.

For a mentored trip, the Mentor should have the candidate Trip Leader perform all the tasks of posting the trip on the website, screening participants, communicating with participants prior to the trip, etc.