

Mountaineers Website tipsheet

Everett Alpine Scrambling Committee

Online **COMMUNITY** web page

Everett Alpine Scrambling Committee online “community page” is the storage location for viewing / downloading / uploading the following types of documents:

- Lecture Presentation materials
- Forms
- Student Notebook material
- Attendance / Makeup documents
- Marketing / Publicity documents
- Lecture Moderator resources
- Trip Leader resources
- Field Trip resources
- Leader / Instructor directories
- Committee documents

1. Subscribe to Everett Alpine Scrambling Course community:

- Log on to www.mountaineers.org with username & password
- On top banner, click on **Memberships > Communities**
- New screen => go to bottom of upper-R panel > click on **Subscriptions**
- New screen => scroll down to **Everett Alpine Scrambling Committee** > click on **Subscribe**
- New screen displays “You are subscribed to...Everett Alpine Scrambling Committee” => click on **Preferences**
- New screen => select whether you want to receive email for information & questions posted to web page. (We currently don’t use this, so recommend to select “No”.)
- (Web site returns you to **Communities** screen)

2. Once subscribed, how to get to Community web page:

- Log on to www.mountaineers.org with membership # & password
- On top banner, click on **Memberships > Communities**
- New screen => in upper-R panel, click on **Everett Alpine Scrambling Committee**

3. View / Download committee documents:

- In **Documents** panel (bottom right), click on “**View Complete Document Archive**”
- New screen => select the folder you want.
- Click on your selected document to open or save it to your computer.

If you do not have Microsoft PowerPoint software on your home computer, you can still view PowerPoint files by using *PowerPoint Viewer* software. To download this software, follow the steps below:

- Go to “**View Complete Document Archive**”as described above
- Click on **PowerPointViewer_ver2008_free.exe** => download the software

4. Upload committee documents onto community webpage:

- In **Documents** panel (bottom right), click on “**View Complete Document Archive**”
- New screen => select the destination folder to which you want to upload your document.
- Click on **Add Document to Archive** (upper right)
- New page => Click on **Browse** => Find the folder where your document is currently stored on your computer. Double-click on your selected document.
- Add a description of the document as appropriate.
- Click on **Upload**.

Creating new folders, or moving documents from one folder to another:

You need to have the Scrambling Committee grant “Admin Rights” to you in order to perform these tasks.