

Editing an Existing Event

Trip Coordinators, Bus Coordinators, and Day Leaders can edit any existing event. ***Please make sure that you edit only the event that you are the Day Leader of....***

Summer trips are normally entered by the Summer Trip Coordinator. However, if the destination changes or some of the options need to be changed the Day Leader can do that in consultation with the Summer Trip Coordinator.

Winter trip destinations are often not set until the week before the trip. The Day Leader should consult with the Winter Trip Coordinator to select the destination.

Please note that if you need to create new Trail Locations (see the appropriate “How to” or ask the Winter Trip Coordinator or the Web Administrator), do that before editing the Event.

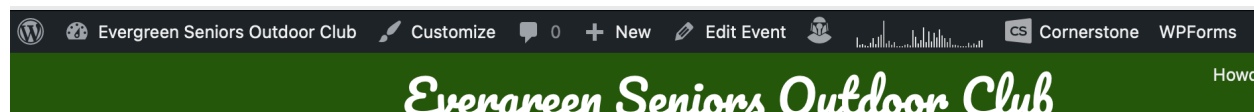
Editing the details about your Event.

There are two ways to do this: From the Home Page click on event and then select Edit Event from the top bar (see how to below); and From the Dashboard (see how to below).

Editing from the Home Page without going through the Dashboard

From the Home Page click on the event that you wish to edit.

Then click on Edit Event in the top bar as shown in this screen shot.



Here is the top part of what you will see:

You can scroll down the page to see everything.

In the box is where you type general information such as, Bathroom Break (BB), Drop-offs, pickups etc., or any other pertinent general information about the trip. **All bus trips have some basic information. For example the following information should be included:**

Bus Coordinator: Name Plus contact information

Bus pickup times: Montgomery 8:00 am

Bus Fare: \$25 plus \$10 if the trip is into the National Parks and no park pass.

Note that this basic information can be corrected as needed; e.g. the Bus Coordinator, bus pickup times (although these don't change very often, and the Bus Fare.

You can also edit or add information as needed during the week before the trip.

Don't forget to **Update** after making changes:

Next: Some other things you might need to edit

Event Common Fields follow the box with the basic trip information. Normally they won't have to be changed after the trip is initially set up, but if needed they can be changed.

Event Common Fields

Event Date *

2023/02/09

Event Type *

Bus trip

Day Leader

kosowan.d (Douglas Kosowan)

Registration Limit

70

Allow Guests

☒

Editing Trail Locations

What you may need to add, or change are **Trail Locations**

See the following example from a trip to Banff Townsite.

Locations

This is where you list activity options and their difficulties (not required).

	Location *	Degree Of Difficulty *	
1	Ski Banff: Spray River West to ▼	A/B1	
2	Ski Banff: Spray River West and ▼	B2/C	
3	Banff – Sulphur Mountain ▼	A	
4	Banff – Tunnel Mountain from ▼	B1/B2	
5	Banff – Town walks from bus ▼	C	

Add Location

Changing Trail Locations For Your Event once they are set up

Note: If Trail Locations are changed after some people have registered they will stay registered but their Pick Location will be deleted.

The Trail Locations are the options associated with a Trip. Trail Locations are organized into Trail Location Groups. **You can view the Trail Location Groups and the associated Trail Locations from the Dash Board or see them from the home page under Member Resources**

To list all the existing Trail Locations in a Group, click on the group and then print. You can then refer to this listing when selecting options for the trip.

Please try and use existing ones and only make new ones if absolutely necessary. In the winter it is okay to edit an existing one rather than adding a ne

You can remove existing locations by putting your cursor to the right of the location you want to remove (in the grey shaded area) and clicking. It will check that you really want to delete.

You can then replace the Trail Location with another already existing one by putting the cursor in the box, clicking and then selecting a different one. If you do you may want to update the Degree of Difficulty. **Note that if someone has already selected the Location you are replacing their Pick Location choice will now be the new one.**

Creating a new Trail Location by editing an existing location– note do this before editing an existing event or creating a new event. If you need to do this after making some changes don't forget to Update the Event before exiting to save the changes you have made.

The easiest way to create a new trail location is to edit an existing one. This of course only applies if there is one existing already.

To start with a copy, go to Trail Locations, and find the one you want to copy.

Creating a new Trail Location from scratch

Go to Trail Locations and select add new. Put in the necessary information, including the Trail Location Group. If you want to add a new Group please check with the Summer or Winter trip Coordinators or with the webmaster. (We don't want new Groups unless really needed.)

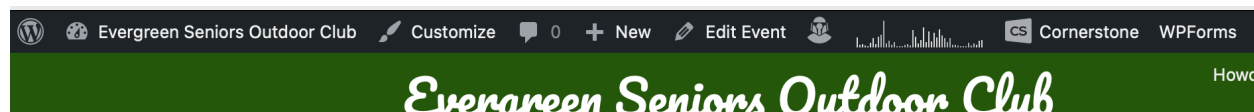
Don't forget to Publish.

Once the Trail Locations are in place you can then go back to the Event, select Edit Event and then add the new Trail Location.

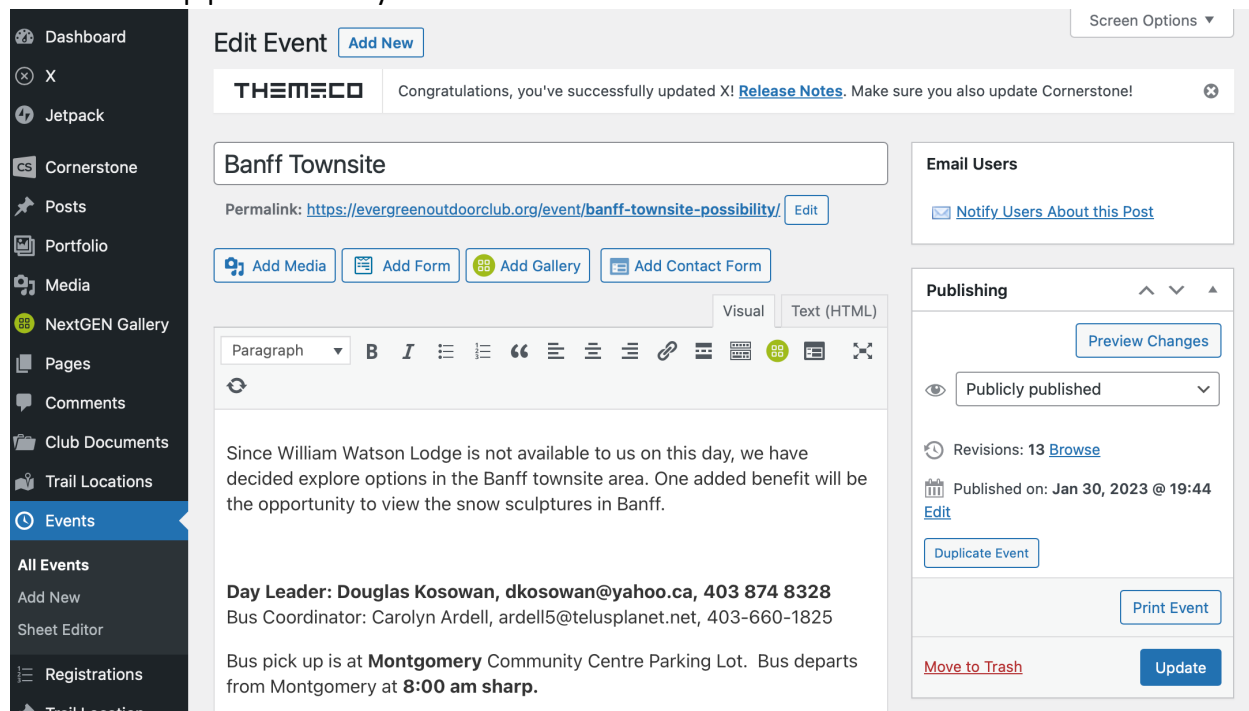
Editing an Existing Event From the Dashboard

Click on the Event you want to edit and select *edit*

Here is what you will see at the top:



Here is the top part of what you will see:



You can change the title (Note once you have the destination you don't need to include the date.

In the box is where you type general information such as, Bathroom Break (BB), Drop-offs, pickups etc., or any other pertinent general information about the trip. **All bus trips have some basic information. For example the following information should be included:**

Bus Coordinator: Name Plus contact information

Bus pickup times: Montgomery 8:00 am

Bus Fare: \$25 plus \$10 if the trip is into the National Parks and no park pass.

Note that this basic information can be corrected as needed; e.g. the Bus Coordinator, bus pickup times (although these don't change very often, and the Bus Fare.

You can also edit or add information as needed during the week before the trip.

Don't forget to **Update** after making changes:

You normally won't be changing the Event Type, Day Leader, Registration Limit or allow Guests.

Event Common Fields follow the box with the basic trip information. Normally they won't have to be changed after the trip is initially set up, but if needed they can be changed.

Event Common Fields

Event Date *

2023/02/09

Event Type *

Bus trip

Day Leader

kosowan.d (Douglas Kosowan)

Registration Limit

70

Allow Guests

☒

Editing Trail Locations

What you may need to add, or change are **Trail Locations**

See the following example from a trip to Banff Townsite.

Locations

This is where you list activity options and their difficulties (not required).

	Location *	Degree Of Difficulty *	
1	Ski Banff: Spray River West to ▼	A/B1	
2	Ski Banff: Spray River West and ▼	B2/C	
3	Banff – Sulphur Mountain ▼	A	
4	Banff – Tunnel Mountain from ▼	B1/B2	
5	Banff – Town walks from bus ▼	C	

Add Location

Changing Trail Locations For Your Event once they are set up

Note: If Trail Locations are changed after some people have registered they will stay registered but their Pick Location will be deleted.

The Trail Locations are the options associated with a Trip. Trail Locations are organized into Trail Location Groups. **You can view the Trail Location Groups and the associated Trail Locations from the Dash Board or see them from the home page under Member Resources**

To list all the existing Trail Locations in a Group, click on the group and then print. You can then refer to this listing when selecting options for the trip.

Please try and use existing ones and only make new ones if absolutely necessary. In the winter it is okay to edit an existing one rather than adding a ne

You can remove existing locations by putting your cursor to the right of the location you want to remove (in the grey shaded area) and clicking. It will check that you really want to delete.

You can then replace the Trail Location with another already existing one by putting the cursor in the box, clicking and then selecting a different one. If you do you may want to update the Degree of Difficulty. **Note that if someone has already selected the Location you are replacing their Pick Location choice will now be the new one.**

Creating a new Trail Location by editing an existing location– note do this before editing an existing event or creating a new event. If you need to do this after making some changes don't forget to Update the Event before exiting to save the changes you have made.

The easiest way to create a new trail location is to edit an existing one. This of course only applies if there is one existing already.

To start with a copy, go to Trail Locations, and find the one you want to copy.

Creating a new Trail Location from scratch

Go to Trail Locations and select add new. Put in the necessary information, including the Trail Location Group. If you want to add a new Group please check with the Summer or Winter trip Coordinators or with the webmaster. (We don't want new Groups unless really needed.)

Don't forget to Publish.

Once the Trail Locations are in place you can then go back to the Event, select Edit Event and then add the new Trail Location.