

# APPALACHIAN MOUNTAIN CLUB

AMC Activity Listings: Chapter Trip Contributor User Instructions

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## AMC Activity Listings Application: An Overview

The Appalachian Mountain Club has developed a searchable online activity listings database for use by staff and volunteers. The purpose of this application is to present a universal set of searchable upcoming AMC events and volunteer opportunities sponsored by volunteer committees or staff. The system also automates the process for volunteer committees submitting their Advance Notice trips to *AMC Outdoors* for inclusion in Backcountry, while at the same time making trips eligible for publication on the AMC website, [activities.outdoors.org](http://activities.outdoors.org). Volunteer newsletter editors and webmasters may also extract data from the system to feed their websites and print publications.

The application offers a workflow that allows volunteer committees to create an electronically managed approval process based on the following structure:

- General users have records in the system but no rights to list or edit activities. Users log in once to verify their account, and then they do not take action within the system unless they later take on one of the following roles:
- **Contributors** (trip leaders, trail event organizers) input their trips/volunteer opportunities into a web-based form.
- Trips/volunteer opportunities are then sent to the appropriate volunteer **Reviewer** within the contributor's committee.
- Once reviewed and approved by the committee Reviewer, the trip is passed to the appropriate volunteer committee **Approver**, who makes any final edits and approves the trip on behalf of the committee.
- While trips and volunteer opportunities are not subject to approval by AMC staff, AMC staff may periodically review listings for quality and edit as needed.

Chapter and volunteer committee leaders determine the best workflow for their committees within this structure (illustrated on the next page). If you would like to learn more about how your committee's approval process works check in with your committee chair or click on "My Approval Workflow" under "Events" on the left side of the screen.

# Logging In

*In the summer of 2014, the Online Trip Listing System's (OLTL) login process was changed. The old login process used an email and password and was only valid the OLTL. OLTL now uses a common AMC Account. With an AMC Account, you can use the same username and password to access AMC's Member Center, AMC's Kids Outdoors (kids.outdoors.org) online community, and AMC's Online Store (amcstore.outdoors.org), as well as the Activities Database. If you've logged into any of those systems previously, you can use that login to access the OLTL and skip the next section called "Creating an AMC Account." If you have not logged into any of those systems, you'll need to set up a new AMC Account. See the next section.*

## Creating an AMC Account

*For those who have not previously signed up for an AMC Account for AMC's Member Center, AMC's Kids Outdoors (kids.outdoors.org) online community, or AMC's Online Store (amcstore.outdoors.org), you will need to create an account.*

*Open your browser and navigate to <https://activities.outdoors.org/login>. You will see the following screen:*

The screenshot shows the AMC website's login and account creation interface. At the top, there is a search bar for "Search Outdoors.org" and a "Go" button. Navigation links include "Classifieds", "Online Store", and "AMC Outdoors Online". A secondary navigation bar contains "About AMC", "Get Outdoors", "Lodging", "Conservation", "Volunteer", "Membership", and "Donate". The "Get Outdoors" section is active, showing a sidebar with various activity categories like "Activities Search", "Log In", "Activities by Region", etc. The main content area is titled "Login or Create an Account". It is divided into two columns. The left column, "I AM NEW TO AMC", contains fields for First Name, Last Name, Email Address, Address 1, Address 2, City, State (dropdown), Country (dropdown), Zip Code, Phone, Security Question (dropdown), and Security Answer. The right column, "I ALREADY HAVE AN AMC ACCOUNT", includes a note about existing accounts, fields for User Name and Password, and a "Login" button. Both columns have a "\* Required Fields" label at the bottom. A "Create My Account" button is located at the bottom of the left column.

AMC

Search Outdoors.org Go

Classifieds Online Store AMC Outdoors Online

Login Join/Renew E-news Signup Chapters

About AMC Get Outdoors Lodging Conservation Volunteer Membership Donate

Get Outdoors

Home | Get Outdoors | Activities

Activities Search  
Log In  
Activities by Region  
Activities by Chapter  
Adult Programs  
Family Programs  
Teen Programs  
Young Adult Programs  
School, Camp & Scout Programs  
Urban Youth Programs  
Leadership Training  
Plan Your Own Trip

Newsletter Signup

Get deals, discounts, and take action on key conservation issues:

Enter email address

Submit

Let it Snow

### Login or Create an Account

#### I AM NEW TO AMC

First Name:\*

Last Name:\*

Email Address:\*

Address 1:\*

Address 2:

City:\*

State:\*

- Select -

Country:\*

- Select -

Zip Code (us/numbers only):\*

Phone (000-000-0000 x000):\*

Security Question:\*

What is your mother's maid

Security Answer:\*

\* Required Fields

Create My Account

#### I ALREADY HAVE AN AMC ACCOUNT

Note: If you have an account with AMC's Member Center, AMC's Kids Outdoors (kids.outdoors.org) online community, or AMC's Online Store (amcstore.outdoors.org), please use that login. Otherwise, please create a new account.

User Name:\*

Password:\*

\* Required Fields

Login

In the left panel titled "I AM NEW TO AMC", enter your contact information. If you are an AMC member, this would be the information associated with your membership and can be found on the mailing label of your AMC Outdoors magazine. When you click submit, you will see a busy message indicating we're setting up your account.



Configuring account... This may take up to a minute. Thank you for your patience.

Once your account has been configured, you will receive **two emails** to the email address provided:

- The first email will contain your AMC Account user name.
- The second email will contain your new password.

These emails will come from [webeditor@outdoors.org](mailto:webeditor@outdoors.org). Please be sure to check your junk mail/spam folder if you do not receive these in your inbox.

Once you have configured your account, you will be redirected to the login screen at [activities.outdoors.org/login](http://activities.outdoors.org/login). You will then see the following message above the login fields:

**REGISTERED USERS**

Your AMC store account has been created and your new username is: **achasse354**. We have sent your password to the email address you provided.

User Name:\*

Password:\*

\* Required Fields

Login

Forgot Your Password?

Enter the emailed username and password and click the Login button.

# AMC Account Username and Password Management

To change your password, you must log into the AMC Member Center. Visit <http://outdoors.org/membercenter>.

Click on the **Log in to member center** button and enter you AMC Account login information.

**AMC Member Center Login**

If this is your first time accessing the Member Center, [validate your member information here](#).

Access to this section of the site requires login.

Login Name:

Password:

Once you're logged in, you will see the following screen:

The screenshot shows the AMC Member Center dashboard. On the left is a sidebar with navigation links: Join the AMC, Member Center (with sub-links: Renew Membership, Change Address, Change Chapter, Update Interests, Activity Digests, Subscribe to Appalachia, Gift Subscription to Appalachia, Member Deals, Edit Login Information (highlighted with a red box), AMC E-mail Subscriptions, Log out), Renew Membership, Gift Memberships, and AMC Chapters. The main content area is titled 'Member Center' and 'Welcome, Ashley!'. It includes a 'Log Out' link, a 'what's new at AMC' section with links to 'Great Kids, Great Outdoors', 'AMC Outdoors', and 'White Mountain Guide Online', a 'New Member Deals' section, and a 'Featured Products' section. On the right, there's a 'Your Membership at a Glance' section showing member details (Ashley Chasse, 5 Joy Street, Boston, MA 02108-1403, AMC Member ID: 729493, Chapter: boston, Member Since: 05/23/2012, Membership Expires: 05/31/2015) and a 'Local Activities with AMC Boston Chapter' section. At the bottom right is a Facebook link.

In the left sidebar, click the *Edit Login Information* link. You will see a screen similar to below. Click the “Edit” link.

**Login Information** [Edit](#)

Login Name: ashleychasse

Password: \*\*\*\*\*

Security Question: What is your mother's maiden name

Security Answer: \*\*\*\*\*

*You will be presented with the form below to make changes to your username, password, and security question.*

*Note: You must enter all your information, including your password and security question, to change your username.*

\* required information

Login Name:\*

ashleychasse

Current Password:\*

New Password: \*

Verify New Password:\*

Security Question:

What is your mother's maiden name ▼

Security Answer:\*

Counts

Update

## Old OLTL Account Rights

If you have never used the OLTL (or if you have logged in and successfully listed activities since the summer of 2014), you can skip this section as it does not apply to you.

For those who used the OLTL prior to changeover to AMC Logins in the summer of 2014, you may find upon logging in with your AMC Account that you do not have the user rights you once had.

If we could confidently match your old OLTL login with an existing AMC Account, we programmatically copied the user rights for you so you can continue using the system as you always have.

However, if we could not match your old OLTL login to an AMC Account you will need to need to “merge” the accounts. The merge process simply copies your old rights to you AMC Account. To do this, you’ll need to the email address and password you previously used to access OLTL.

Hello [Jeff Langevin](#)

You will be automatically logged out in: 44:54 [Log Out](#)

---

Activities

My Dashboard  
Registration Stats  
Manage Digest Emails  
Message Center  
Merge Old Login Account  
Account Merge Documentation  
Log Out

Activities Admin

Activities Search

Events | My Dashboard

### Account Merge

Use this form to link your AMC Online Trip Listing (OLTL) account rights to your AMC Login.

**To merge your account(s):**

1. Enter the email and password associated with your old OLTL account.
2. Click submit.

You will see a message confirming or declining the merge. If the merge is successful, your account will be updated with the appropriate user rights.

User Name:

Password:

[Forgot your password?](#)

Submit

**Frequently asked questions:**

- **Who should I contact for help?**  
Please contact [amcactivities@outdoors.org](mailto:amcactivities@outdoors.org) with questions.
- **What should I do if I have multiple OLTL accounts?**  
If you have multiple accounts, repeat the process for each. The highest approval level for any given committee will be maintained in your new account.
- **What is the purpose of this account merge?**  
The account merge is part of an organization-wide effort to provide single sign-on access to AMC web applications. As part of the account merge, users may now have multiple approval levels for committees within the same chapter. For example, your account could have Contributor rights for a Biking committee and Reviewer rights for a Paddling committee. This was not possible under the old user account system, which limited users to one approval level per account.

Enter the email address and password associated with your Online Trip Listing account and click the submit button. When your submission is successful you will see the following message:

Merge complete! You may use the form below to merge another account or [return to main screen](#) if done merging accounts.

If you had only one OLTL login, you are done. A few people had multiple accounts in the system. Repeat this last step for each account. When you are finished, click the return to main screen link:

Merge complete! You may use the form below to merge another account or [return to main screen](#) if done merging accounts.



## Changing Contact Information

Your main contact information – name, email address, phone number – is used in several ways listed below.

Note: Contact information in OLTL is separate from your AMC Account contact information.

- *Leader Rights* - If you are given leader rights, this info is used to pre-populate the leader contact info. Leaders can have different contact info for each committee for which they lead trips.
- *AMC Digests* – Only available to members, AMC Digests are sent to whatever email is configured under your contact information.

To access your contact information, click your name at the top of the screen:

Hello **Jeff Langevin** you are working in the Berkshire (Mass.) chapter. You will be automatically logged out in: 41:23 [Log Out](#)

You will see the form below which can be used to update your information:

Hello [Jeff Langevin](#) You will be automatically logged out in: 44:57 [Log Out](#)

Events | My Dashboard

**Activities**

**My Dashboard**  
Registration Stats  
Manage Digest Emails  
Message Center  
Merge Old Login Account  
Log Out

**Activities Admin**

**Activities Search**

**Contact Information**

\*First Name:

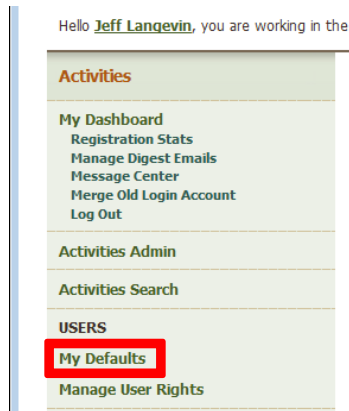
\*Last Name:

\*Email:

Phone:

# Trip Entry Defaults

If your account has been granted trip entry rights - contributor, reviewer or approver – you can set defaults for many of the fields on the trip entry form to help streamline the trip entry process. Click on the “Activities Admin” link in the sidebar (if you’re not already in the admin) and under Users, click “My Defaults.”



The Trip Entry Defaults will list any current defaults. Click the “Edit” link to the left to edit your defaults.

## Manage Defaults

Click a header below to expand/collapse the section.

Trip Entry Defaults	
Edit	Pre-populate Leader 1: No
Registration:	
Location:	
Audience:	
Activity:	
Nearby AMC Dest.:	
Region:	
State:	
Country:	
Leader Defaults - Appalachian Trail Committee	
Leader Defaults - Canoe/Kayak	

These fields correspond to fields on the trip entry form. If you set a default here, the value will be pre-selected whenever you enter a new activity in the OLTL. Select the defaults you would like and click the Save button.

Note: When “Pre-fill Leader 1” is set to Yes, the Leader 1 fields on the trip entry form will be prepopulated with your corresponding leader record for the chapter and committee. If you don’t have leader rights the fields will be left blank. This is a very useful feature if you generally enter your own trips. If you enter a lot of trips for others, you may want to set this field to “No”.

**Trip Entry Defaults**

Pre-fill Leader 1:

Yes

No

Registration:

--

Location:

Audience:

--

Activity:

--

Nearby AMC Dest.:

--

Region:

--

State:

--

Country:

Clear Changes

Cancel

Save

You will see your changes reflected when the defaults screen reloads (below). The next time you enter a new event/trip, these defaults will be used to pre-populate the form.

**Trip Entry Defaults**

Edit

Pre-populate Leader 1: Yes

Registration: Not Required

Location:

Audience:

Activity: Paddling

Nearby AMC Dest.: Three Mile Island (Camp)

Region:

State:

Country:

**Leader Defaults - Appalachian Trail Committee**

# Leader Defaults

This option is only available for users who have Leader rights. Leader defaults are used to pre-populate the leader information fields when an event is entered and you are selected as a leader. Keeping this information up to date will make entering trips much smoother.

*Note: Leader contact information used to be managed by Leader Managers. Now that “Leader” is a right in OLTL and Leaders can log in to the system, they are responsible for managing their contact information. Leader Managers simply manage the Leader rights.*

To manage your Leader defaults, click the “My Defaults” link in the left sidebar. Scroll down to the Leader Defaults section for the Committee you would like to manage and click the name to expand the section.

Region:

State:

Country:

Leader Defaults - Hiking

Leader Defaults - Paddling

The expanded section will collapse and the section clicked will expand. Click the “Edit” link to edit.

Trip Entry Defaults

Leader Defaults - Hiking

Leader Defaults - Paddling

Edit

Leader Level: L (Leader)

First Name: Jeff

Middle Initial:

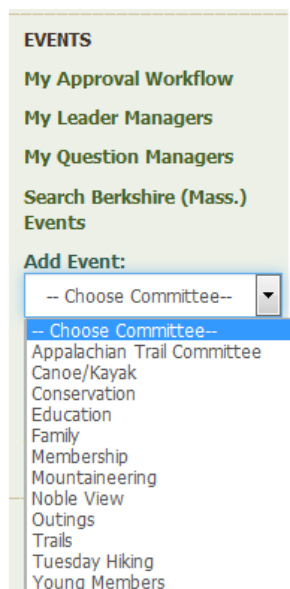
Last Name: Langevin

Suffix:

The Leader Level at the top is assigned by the leader manager and cannot be edited by the Leader from this form. Update the contact information you would like to use for this committee and click the “Save” button at the bottom of the form. You will be returned to the My Defaults screen with this committee section expanded and you will see your changes.

# Adding a New Event/Trip

To add an event/trip listing, navigate to the Activities Admin. From the left sidebar under the **EVENTS** section you will see Add Event. Note: You can now change the event/trip type (Chapter Trip or Volunteer Opportunity) on the event entry screen, so there is only one dropdown option under “Events.”

A screenshot of a web application's left sidebar. The sidebar has a green header with the word "EVENTS" in white. Below the header, there are several menu items: "My Approval Workflow", "My Leader Managers", "My Question Managers", "Search Berkshire (Mass.)", and "Events". The "Events" item is highlighted with a light green background. Below "Events", there is a section titled "Add Event:" followed by a dropdown menu. The dropdown menu is open, showing a list of committees: "-- Choose Committee--", "Appalachian Trail Committee", "Canoe/Kayak", "Conservation", "Education", "Family", "Membership", "Mountaineering", "Noble View", "Outings", "Trails", "Tuesday Hiking", and "Young Members". The first option, "-- Choose Committee--", is highlighted in blue.

Before you begin adding a trip/event listing, make sure to have all necessary information prepared. This will help speed up the process.

Select a committee from the dropdown for which you’d like to add a trip. Once you’ve selected a committee, the page will reload with the event entry form.

The entry form has been reorganized to simplify the trip entry process. Fields have been grouped into sections with those containing required fields displayed and those containing optional fields collapsed by default.

Note: Next to each field title is a blue box with an *i*; hovering over these boxes will produce a pop-up explanation of each field.

## Basic Info

The following images and tables describe each form field and its purpose. Required fields are marked with a red asterisk on the form.

**BASIC INFO**

\*Event Type: ⓘ Chapter Trip

\*Title: ⓘ

\*Start Date/Time: ⓘ

No Start Time

--through--

\*End Date/Time: ⓘ

No End Time

\*Region: ⓘ (map) --

<b>Event Type</b>	The type of event/trip being listed (Chapter Event/Volunteer Opportunity).
<b>Title</b>	Free form text header for the event/trip listing.
<b>Start Date/Time</b>	Start date for the event. The start time is optional. Change “No Start Time” in the dropdown to “Use Start Time” and the time field to the right will be enabled. Click the time field to open the time picker and chose the applicable time.
<b>Recurrence</b>	<p>Allows for creation of a single or weekly recurring event.</p> <p>Single Event - Enter Start Date/Time and End Date/Time and leave this box set to “--through--”.</p> <p>Weekly Recurring Event - Enter Start Date/Time and End Date/Time and choose the day of the week for the recurring event. An event will be created for each occurrence of a day (ex. Each Monday) between your start and end dates.</p> <p><i>Note: Recurring events create separate copies of the event on the appropriate dates. If you need to update all occurrences of an event, you will need to update each individually.</i></p>
<b>End Date/Time</b>	End date for the event. The end time is optional. Change “No End Time” in the dropdown to “Use End Time” and the time field to the right will be enabled. Click the time field to open the time picker and chose the applicable time.
<b>Region</b>	Required drop-down of the region in which an event/trip will take place.
<b>State</b>	Required drop-down of the state in which an event/trip will take place.
<b>Country</b>	Required drop-down of the country where an event/trip will take place.
<b>Activity</b>	Required selection box indicating the activity of an event/trip. Multiple activities can be selected by holding down the “CTRL” key while clicking different options.
<b>Listing Type</b>	<p>Indicates if a listing will appear on the Web or both the Web and as an Advance Notice trip in the Magazine. (see below for restrictions)</p> <p><i>Advance Notice trips must be multi-day, open to all, have clubwide interest, and</i></p>

	<p><i>require a financial investment.</i></p> <p>Trips that do not meet these criteria must be okayed by your chapter/committee Approver.</p> <p>Advance Notice events are included in the magazine one issue earlier than the trip date(s). For example, May/June Advance Notice trips would be due to the Magazine Department by January 15th and could appear in the Mar/Apr issue. Editors reserve the right to edit these trips to ensure maximum inclusion of events.</p>
<b>Advance Notice Magazine Description</b>	Free-form text description to be included in <i>print publications</i> . (60-word max)
<b>Magazine Issue(s)</b>	The issue of AMC Outdoors a listing will be printed in (if applicable).
<b>Web Description</b>	Free-form text description (450-word max) of a listing on the web.

#### Additional Information

*Collapsed by default*

**ADDITIONAL INFO** [expand](#)

*Click the “expand” link to view this section.*

## ADDITIONAL INFO [collapse](#)

### Testimonials:

Characters Remaining: 500

### Driving Directions:

Characters Remaining: 2000

### Web Release Date:

04/20/2015



Even if your event is only for the Web, it must still be approved and will not post until approved.

### Search Terms:

(words used for search only - not displayed)

### Links:

1

Link Text: 

Link URL: 



(Please include **http://** or **https://** in the link URL.)

<b>Testimonials</b>	Free-form text area for adding past participant testimonials of an event on the web.
<b>Driving Directions</b>	Free-form text area for step-by-step driving directions on the web.
<b>Web Release Date</b>	Required date field for setting the date a listing will appear live on the web once approved. Prepopulated to the current date. It will not be displayed on the web until it has been approved.
<b>Search Terms</b>	Optional free-form text box for adding keywords to help users find listings in a search.
<b>Duration</b>	Optional field <b>only displayed for Volunteer Opportunities</b> . Indicates the time commitment needed from the volunteer.
<b>Link Text</b>	Optional free-form text box for adding external links to a listing. Maximum 6 links per listing.
<b>Link URL</b>	Optional free-form text box for adding clickable links to a listing. Maximum 6 related links may be added. <b>Must include <i>http://</i> to make links active.</b>
<b>Special Designations</b>	Optional checkboxes that allow you to designate a trip for special treatment in <i>AMC Outdoors</i> Backcountry. Advance Notice submits a trip for inclusion in the magazine one issue earlier than typically allowed and is only for multi day trips
<b>Location</b>	Optional upload for adding a single image to an event/trip listing (must include a caption).
<b>Latitude/Longitude</b>	Optional fields. These fields are populated by using Google Map's pinning functionality.  Click on the map icon to open the Google map dialog. If the Location field (an address or a name of a park) is populated and the Latitude/Longitude fields are not, the map will try to use the Location field to pin a location on the map and estimate



	<p>GPS coordinates. If the pin isn't in the correct location, you can click once on the map with the cursor to put the pin in the right place.</p> <p>When Latitude/Longitude coordinates are specified, the public search details page will display a Google map and pin along with a button link to Google Maps for driving directions. Google Maps driving directions will use the latitude/longitude as the end point and a location lookup of the user's IP address to make a best-guess for the start point of the driving directions.</p>
<b>Difficulty</b>	Optional form field only displayed for Chapter Trips indicating the difficulty of an event/trip
<b>Nearby AMC Destination</b>	Optional selection of an AMC Destination close to an event/trip.
<b>Audience</b>	Optional field only <b>displayed for Volunteer Opportunities</b> . Indicates which audience(s) is appropriate for this event/trip.
<b>Trip Photo</b>	Optional images related to this event. You may choose from your previously-uploaded images or upload a new one.

## Rate/Fee Info

*Collapsed by default*

**RATE/FEE INFO** [expand](#)

Click the "expand" link to view this section.

**RATE/FEE INFO** [collapse](#)

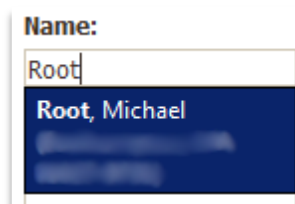
<b>Member:</b> ⓘ	<b>Adult</b> \$ 0.00	<b>Youth</b> \$ 0.00	<b>Child</b> \$ 0.00
<b>Non-Member:</b> ⓘ	<b>Adult</b> \$ 0.00	<b>Youth</b> \$ 0.00	<b>Child</b> \$ 0.00
<b>Fee Includes:</b> ⓘ	<div></div> <div>Characters Remaining: 500</div>		

<b>Rates/Fees</b>	Optional fields for fees associated with the event/trip.
<b>Fee Includes</b>	Optional free-form text field explaining the event/trip fee.

## Leader Information

In August 2012, the trip listing process was updated with the launch of the Leader Member Validation Project, which requires users to select from a list of approved trip leaders when entering a new trip. These changes are meant to ensure that the leaders on every AMC trip are current members, as well as to simplify the entry of leader information when posting a trip.

In the **Name** field of the Leader Information section, begin typing the name of a Valid Leader set to lead the trip/volunteer opportunity. A blue pop-up with the leader's information should appear (image on right). Clicking on a name in the pop-up will fill out the leader information fields, which can be edited.



Note: If a leader's information is added without clicking the blue pop-up, a trip will not post. If the wrong leader is selected, a red X next to the leader's name can be clicked to remove the leader.

**\*LEADER 1**

At least one form of contact (email or phone) is required for leader 1.

**\*Name:**  Jeff Langevin ✕

**Phone:**

**\*Phone On Web:** ☐ Yes ☐ No

**Time to Call:**

**Email:**

**\*Email On Web:** ☐ Yes ☐ No

<b>Name</b>	Begin typing in the name field to search your Chapter/Committee Approved Leaders List. Select the appropriate leader to populate the rest of the fields. You can then edit the fields as needed.
<b>Phone</b>	Optional phone number for the leader (if a phone number is not provided, an email address is required for the listing).
<b>Phone on Web</b>	Optional checkbox to allow a leader's phone number to be visible on the web.
<b>Time to Call</b>	Optional time to call the leader if a phone number is provided.
<b>Email</b>	Options email address for the leader (if an email is not provided, a phone number is required for the listing).
<b>Email on Web</b>	Optional checkbox to allow a leader's email to be visible on the web.
<b>Bio</b>	Optional free-form text box for adding information about the trip leader.
<b>Image</b>	Optional image for this leader. You may choose from your previously-uploaded images or upload a new one.

## Leaders 2, 3 and 4

Only the Leader 1 section is displayed by default. All other leader sections are initially hidden. Once you select a Leader 1, the Leader 2 section will appear collapsed. Click the “expand” link to display the Leader 2 fields. Each time you select a leader, the next leader section will be appear until all four are displayed.

**LEADER 2** [expand](#)

Fields for leaders 2, 3 and 4 are the same as Leader 1 above.

## Co-Leader Information

**CO-LEADER 1** [expand](#)

Similar to the Leader 2, Co-Leader 1 will be displayed once, Leader 1 has been selected. Co-Leader 2 will be displayed once you have entered a name for Co-Leader 1.

*Note: Co-leader information is not required and does not follow the same membership validation process as Leader Information.*

<b>Name</b>	Optional first and last name of the co-leader.
<b>Phone</b>	Optional phone number for the co-leader.
<b>Phone on Web</b>	Optional checkbox to allow the co-leader's phone number to be visible on the web.
<b>Time to Call</b>	Optional time to call the co-leader if a phone number is provided.
<b>Email</b>	Options email address for the co-leader.
<b>Email on Web</b>	Optional checkbox to allow a co-leader’s email to be visible on the web.
<b>Bio</b>	Optional free-form text box for adding information about the trip co-leader.
<b>Image</b>	Optional image upload/selection for displaying a photo of the co-leader with the listing.

## Registration – Not Required and Contact Registrar

The registrar is an individual who will collect any money or registration information for an event/trip.

The Registration radio buttons have been replaced with a dropdown that has two new options. Previously, registration options were “Not Required” and “Required” with a number of optional fields for registrar contact information if a leader was not acting as registrar. “Not required” and “Required – Contact Registrar” options below correspond to the former radio button options.

The screenshot shows a form titled "REGISTRATION" with a dropdown menu for "Registration:". The dropdown is open, showing options: "-- choose --", "Not Required", "Required - Contact Registrar", "Required - AMC Registration Form", and "Required - External Link". Below the dropdown is a "NOTES" section with an "expand" link.

<b>Registration</b>	Required – indicates whether registration is required and method of registration if required.
---------------------	---

When “Required – Contact Registrar” is selected, the registrar fields will be displayed. The same rules apply as before. You do not have to enter a registrar if a leader will be handling registration. If you enter a registrar name, you will also have to enter at least one form of contact – Phone, Email, or Mailing Address.

The screenshot shows the "REGISTRATION" form with the "Registration:" dropdown set to "Required - Contact Registrar". Below the dropdown is a note: "You may leave Registrar fields blank if the leader is the registrar. If you enter a registrar, at least one form of contact (email, phone, mail) is required." The form includes fields for "Name:", "Phone:", "Phone on Web:" (with "Yes" and "No" buttons), "Time to Call:", and "Email:". A note below the "Name:" field says "(Please do NOT put title or R in front of name.)".



<b>Name</b>	Optional first and last name of the trip registrar.
<b>Phone</b>	Optional phone number for the registrar.
<b>Phone on Web</b>	Optional checkbox to allow a registrar's phone number to be visible on the web.
<b>Time to Call</b>	Optional time to call the registrar if a phone number is provided.
<b>Email</b>	Optional email address for the registrar.
<b>Email on Web</b>	Optional checkbox to allow a registrar's email to be visible on the web.
<b>Address</b>	Optional street address or PO box for mailing payments to the registrar.
<b>City</b>	Optional City of the address or PO box for mailing payments to the registrar.
<b>State</b>	Optional State of the address or PO box for mailing payments to the registrar.
<b>Zip</b>	Optional Zip code of the street address or PO box for mailing payments to the registrar.



### Registration Required - AMC Registration Form

When “Required – AMC Registration Form” is selected, the new AMC registration form options will be displayed. The options include registration start and end, participant and waitlist limits and registration form questions.

**REGISTRATION**

**\*Registration:** Required - AMC Registration Form

**\*Registration Start Date/Time:**   No Start Time 

**\*Registration End Date/Time:**   No End Time 

**Limit Participants:** No Yes

**Participant Limit:**

**Allow Waitlist:** No Yes

**Waitlist Limit:**

**Registration Questions:** **AMC-Level Question(s)**

This is an example True/False question Always on Form

Example question w/optional display on registration forms: Yes No

<b>Registration Start Date/Time</b>	The date to open registration. When no start time is indicated, registration will open at 12:00am EST on the Registration Start Date. When Use Start Time is chosen, registration will open at the time entered.
<b>Registration End Date/Time</b>	The date to close registration. When no end time is indicated, registration will close at 12:00am EST on the Registration End Date. When Use End Time is chosen, registration will close at the time entered. <i>Note: The registration end cannot be after the start date/time of the trip.</i>
<b>Limit Participants</b>	Indicates whether to limit the number of participant slots for this trip or not.  No: There will not be a limit to the number of registrations submitted. Registration closes when the Registration End Date/Time passes.  Yes: Registration closes and trip status changes to "Full" when the number of registrations <b>confirmed by a leader (or approver)</b> reaches the Participant Limit.
<b>Participant Limit</b>	The number of participant slots on your trip. This is disabled when Limit Participants is set to "No".  Registration closes and trip status changes to "Full" when the number of registrations <b>confirmed by a leader (or approver)</b> reaches the Participant Limit.
<b>Allow Waitlist</b>	Indicates whether to allow a waitlist for this trip or not. Allow Waitlist is disabled when Limit Participants is set to "No".  When the Participant Limit is reached, the trip status is changed to "Waitlisted". Subsequent registrations are automatically given a status of Waitlisted. Registration closes when the number of waitlisted registrations reaches the Waitlist Limit (or the Registration End Date/Time passes).
<b>Waitlist Limit</b>	The number of spots on your waitlist. This is disabled when Participant Limit or Allow Waitlist is set to "No".  When the Participant Limit is reached, the trip status is changed to "Waitlisted". New registrations are automatically given a status of Waitlisted. Registration remains open until the limit of waitlisted registrations is reached (or the Registration End Date/Time passes).
<b>Registration Questions</b>	These questions assist Leaders in the prescreening and registration process. Inclusion of a question on the registration form falls into two categories:  Not Optional: Designated by "Always on form" next to the question. This is configured by the <b>question manager</b> and cannot be overridden by the contributor on the trip entry form.  Optional: Designated by a Yes/No toggle next to the question. Allows you to choose whether to include the question on the registration form. "Yes" will include on the registration form. "No" will exclude it from the registration form.  <i>Note: To view a list of your chapter's question managers, click the "My Question Managers" link in the sidebar.</i>

Registration Required – External URL

This registration option can be used by chapters with their own registration system. Enter the appropriate URL (include the http:// or https://). On the event details page the Register Now button will link to this URL.

REGISTRATION

\*Registration:

Required - External Link

\*External URL:

http://www.SomeRegistrationSite.org

Notes

“Notes” is an optional field and is collapsed by default.

NOTES expand

Click the “expand” link to display.

NOTES collapse

For internal communication only; Notes are not displayed on the public website.

Characters Remaining: 500

No previous notes

Notes	Optional free-form text box to send internal notes to other users in the approval queue.
-------	--

## Approval

*This option is only displayed for Reviewers and Approvers.*

*The separate checkboxes for web and magazine approval have been replaced with one toggle. This toggle will indicate your approval for both web and magazine (when applicable).*

*Note: For inclusion in AMC Outdoors magazine, Listing Type must specify inclusion in the magazine and Advance Notice criteria must be met. See Listing Type above for more information on criteria.*

**APPROVAL**

**Approve** 


**Approve**

Toggle to indicate approval for both web and magazine.

## Submitting the Trip for Review/Approval

Once you have finished adding all necessary event/trip information to the form, click the Preview button at the bottom of the page.

Your form entries will be validated. If errors are found, you will see the popup below:

**Errors Found** 

Oops! We found some errors with your event. Errors are displayed in red beneath each problem field.

When you click “Ok”, the form will scroll to the first field with an error. Errors will be displayed in red below each field with an error:



BASIC INFO

\*Event Type:

Chapter Trip

\*Title:

Title is required.

\*Start Date/Time:

No Start Time

Start Date must be a valid date.

\*Recurrence:

--through--

\*End Date/Time:

No End Time

End Date must be a valid date.

## Preview

Once you fix any errors, clicking the preview will show how the trip will be displayed once approved. If you are not using the AMC Registration form functionality, you will just see the event details:

[illegible]

If you have opted to use the AMC Registration form, you will see two tabs – Event Details and Registration Questions. The Registration Questions tab will display only questions that will be presented to participants when registering. Click the “X” at the top right to close the Preview and return to the trip entry form.

Preview

X

Event Details

Registration Questions

### Test Kayaking Trip

April 21, 2015 8:00AM - 10:00AM (Tue)

This is a test description. This is a test description. This is a test description. This is a test description. This is a test description. This is a test description. This is a test description. This is a test description. This is a test description. This is a test description. This is a test description. This is a test description.

Register Now

Past participants say...

"Last time was awesome!" - Jim Bob

Trip at a Glance

Activity:

-Flatwater

Offered By:

Berkshire (Mass.)

Status:

Open

Location:

Maine, Southern and Mid-Coast, ME

Register Now

Preview

Event Details

Registration Questions

\*This is an example True/False question:

True

False

\*Example question w/optional display on registration forms:

\*Chapter-level question:

Yes

No

\*Describe your interest level (example committee-level question):

Characters Remaining: 1000

\*What is your kayaking experience level (example committee-level question):

☐ Class I

☐ Class II

☐ Class III

☐ Class V

☐ Class IV

☐ Other:

\*Do you need a rental kayak (example trip-level question)?

Yes

No

Once you have reviewed the data entered you may submit the trip for approval.

## Editing an Event/Trip

After submitting, you will return to the Events Administration screen. If you are a contributor, your listing will be sent on to a Reviewer or Approver for final review. If you are a Reviewer, your listing will move on to an Approver. If you are an Approver, your new listing will go live on the web (and made available to appear in AMC Outdoors if applicable).

### Current Berkshire (Mass.) Events

Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
	4/21/15 (4/20/15 - 4/21/15)	(O)	Chapter Trip: <a href="#">Test Kayaking Trip</a>	Contributor sent to: Reviewer	<a href="#">view web</a> <a href="#">edit</a> <a href="#">change status</a>

From the Current Events screen you can view the trip listing as it would appear on the web, edit the listing, or change the status of the trip. To edit a listing, search for your event/trip and click the [edit](#) link for the trip you want to update. After making edits to your listing, scroll to the bottom of the page and click review.

*Note: If your listing has already been approved, you will no longer be able to edit it. Please contact your committee Approver to make any post-approval edits to your listing.*

## Updating Event/Trip Status

Click the “Change Status” link. For Events not using the AMC Registration Form, you will see the form below. Choose the appropriate status and click the “Change Status” button.

### Current Event's Status

This event's current status is displayed below. To change the status, select another option from the dropdown list and then click “Change Status.” **This change will go live immediately once you click the button.**

[Back](#)[Change Status](#)

For trips using the AMC Registration Form, you can only cancel the trip (see below). The Status options of “Full” Or “Waitlisted” will otherwise be updated automatically based upon the Participant and Waitlist Limits.

### Current Event's Status

The status of this trip is currently: **Open (O)**

Status is automatically updated to **Full (F)** and **Wait List (W)** based upon Participant and Waitlist Limits for trips using the AMC Registration Form.

Status can only be updated manually to **Canceled (C)**.

[Back](#)[Cancel This Trip](#)

# Reusing or ‘Reactivating’ an Archived Event/Trip

*Note: When selecting “reactivate,” you are not actually reactivating the trip, but rather **making a copy** of the trip and publishing the new copy.*

To reactivate an archived trip, use the “Search <Chapter> Events” option in the left navigation bar. In the “Show me” search box, select “Archived” in the first dropdown box. Then click on the “More options” link.

**ADMIN SEARCH ([More options](#))**

<b>Show me:</b> <div>Waiting for Approval/Drafts (Nc)</div>	<b>Entered By:</b> <div>Anyone</div>	<b>Submitted to / at:</b> <div>Any level (at or below mine)</div>
<b>Keyword:</b> <div></div>	<b>Activity:</b> <div>All</div>	<b>State:</b> <div>All</div>
<b>AMC Destination:</b> <div>All</div>	<div>Search</div>	

Select the appropriate committee from the “Committee” dropdown box. Click the “Search” button.

**ADMIN SEARCH ([Fewer options](#))**

<b>Show me:</b> <div>Waiting for Approval/Drafts (Nc)</div>	<b>Entered By:</b> <div>Anyone</div>	<b>Submitted to / at:</b> <div>Any level (at or below mine)</div>
<b>Keyword:</b> <div></div>	<b>Activity:</b> <div>All</div>	<b>State:</b> <div>All</div>
<b>Starting After:</b> <div></div>	<b>Starting Before:</b> <div></div>	<input type="checkbox"/> Extended and Ongoing Volunteer Opportunities only
<b>Type:</b> <input type="checkbox"/> Chapter Trips <input type="checkbox"/> Volunteer Opportunities		
<b>AMC Destination:</b> <div>All</div>	<b>Time Available:</b> <div>All</div>	<b>Audience:</b> <div>All</div>
<b>Committee:</b> <div>--</div>	<b>Region (<a href="#">map</a>):</b> <div>-all regions-</div>	<div>Search</div>

You will see a list of all archived trips run by your committee in the last two years. Use the top search box to narrow your criteria (e.g. by keyword or by activity) or page through the search results to locate the trip you’d like to reactivate. Note, if you have many past trips in the system archives, you may narrow your results by using the “Only mine” checkbox – the system will retrieve only your archived trips.

In the “Edit Options” column of the trip list, select “reactivate.” The screen will open the event entry form, with the event’s date fields now empty. Edit the date fields accordingly. Check the remaining fields for accuracy as conditions may have changed since it was last posted.

You may refer to “Add a New Event/Trip” (page 13) for additional detail on the fields available for trip information entry. Once you are satisfied with the changes, you can click “Save & Forward to Reviewer” to process the trip. The information will then be processed in the same manner as a newly-entered trip.

## Event/Trip Approval

Per the workflow of the system, once trips/volunteer opportunities are added by contributors, they are passed first to committee reviewers for editing and approval, and then to chapter approvers for additional editing and approval. Once this process has been completed within your chapter, the trip listing is published to the web and/or queued for inclusion in the magazine, as designated on the data entry form.

The process of editing and approving trips is the same for both reviewers and approvers. Once logged into the system, trips awaiting your approval will be listed in the table at the bottom of the screen, under Events > Search Events.

### Current Berkshire (Mass.) Events

Listing Profile	Date	Status	Event Type Event Title	Edit Stage	Edit Options
	5/02/15 (4/05/15 - 5/02/15)	(O)	Chapter Trip: <a href="#">Squirrel chasing hike through New England Trail bog</a>	Reviewer sent to: Approver	<a href="#">view web</a> <a href="#">edit</a> <a href="#">change status</a> <a href="#">delete</a>

Click on the edit link to open it for review. Browse the trip information and make any edits you see fit. When done, scroll to the bottom and use the Preview button to view how the trip will look when approved. When done, click “Save Edits” or “Save & Reject Back to...”.

**APPROVAL**

**Approve** ⓘ

### Bulk Approval (Reviewers & Approvers only)

Following on from the previous section, trips/volunteer opportunities submitted to reviewers and approvers may also be reviewed & approved in bulk.


The process of doing so is the same for both reviewers and approvers. To do this, log into the system and click the “Bulk Approval” link in the left sidebar. A list of trips/volunteer opportunities pending approval will be

displayed. For each, you'll be able to preview the web listing as it would appear on Outdoors.org and the text to be submitted to the magazine.

For events not using the AMC Registration Form, you will see the standard web details view.

**my trip** - Event 1 of 2 - Web-only

**my trip**  
**April 22, 2015 (Wed)**  
An evening critical treasure hike

**Leader:**  
  
Faith Salter  
([Email this person.](#))

**Trip at a Glance**  
Activity: Critical Treasure  
Offered By: Test  
Status: Open  
Location: Massachusetts, Cape Cod, MA

Registration is not required for this activity. However, you may wish to contact us if you have any questions.

Approve this event

After reviewing each listing, click the “Approve this event” button in the bottom of the listing. Once approval status has been updated, the trip details will be replaced with a message indicating it was approved.

**my trip** - Event 1 of 2 - Web-only

Event Approved

For events using the AMC Registration Form, it will have two tabs – Event Details and Registration Questions (see next two images below).

**Test Trip** - Event 2 of 2 - Web-only

[Event Details](#)   [Registration Questions](#)

**Test Trip**  
**April 21, 2015 (Tue)**  
Test description. Test description. Test description. Test description. Test description. Test description. Test description. Test description. Test description. Test description. Test description. Test description. Test description. Test description. Test description.  
**Registration is closed**

**Leader:**  
([Email this person.](#))  
Registration is required for this activity. See contact above.

**Trip at a Glance**  
Activity: Backpacking  
Offered By: Test  
Status: Open  
Location: Massachusetts, Cape Cod, MA

**Registration is closed**

Approve this event

Test Trip - Event 2 of 2 - Web-only

[Event Details](#)
[Registration Questions](#)

**\*This is an example True/False question:**

True
False

**\*Example question w/optional display on registration forms:**

**\*This is a chapter level**

## CSV Data Download

Approvers are able to download listing information stored in the system for reporting purposes.

To do this, log into the system and click on the CSV Data Download link in the left navigation pane. The field selection screen will open, providing a list of all fields available to be included in the download as well as a number of search/sort options to better customize the data.

### CSV Data Download

Check boxes to include field in download

Event Information

[Check All](#)
[Un-check All](#)

☒ Title
☒ Start Date
☒ End Date
☒ Run Until Filled
☐ Event ID
☐ Frequency
☐ Submitted for Mag and/or Web Only
☐ Magazine Description
☐ Web Description
☐ Nearby AMC Destinations
☐ Location
☐ Region
☐ State
☐ Country
☒ Activities

To create your report, select the fields you'd like included in the report by checking the checkbox next to the applicable fields.

Once you've selected the fields you'd like included in the report, use the "Search Criteria" box to filter your report by keyword, region, state, AMC Destination, Committee, Activity, or trip dates.

Click the "Submit" button at the bottom to create the report. The Download Trip Data screen will load, with a CSV file link in the main area of the screen, as shown below.

PC users: Right click on the link and select "Save target as..."

Macintosh users: Click on link and hold. Select "Download link to disk".

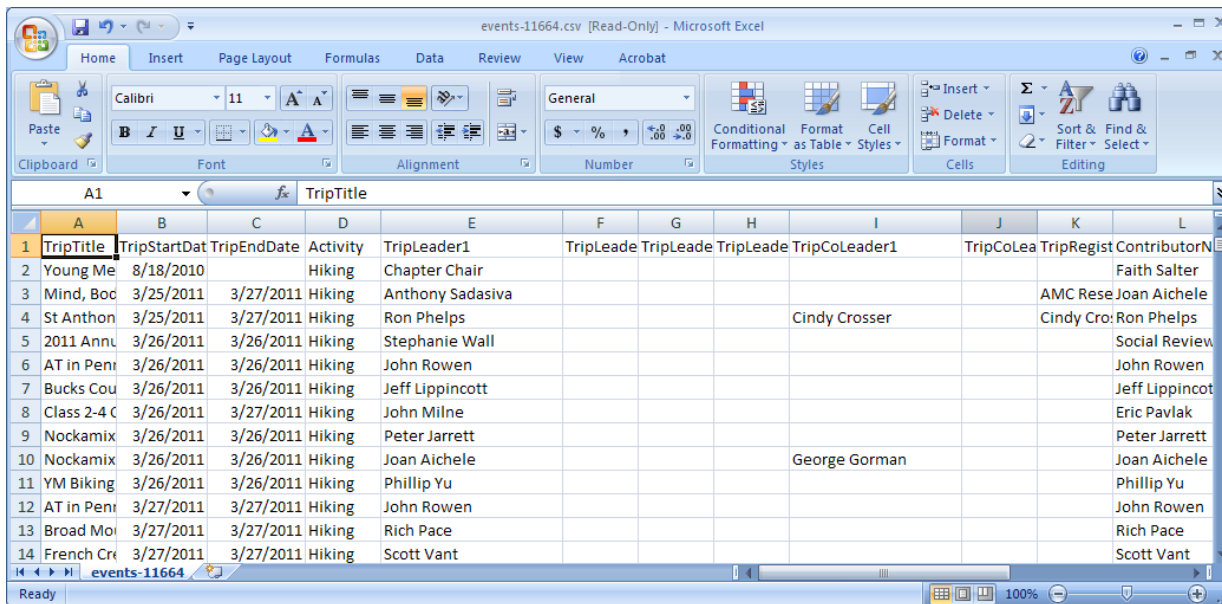
[events\\_berk\\_langevin\\_jeff\\_4282\\_150421114211.csv](#)

To download the report:

PC users: Right click on the link and select "Save target as..."

Macintosh users: Click on link and hold. Select "Download link to disk".

Save the CSV file to a convenient location on your hard drive. To utilize the file, open it in an application that supports comma-delimited files (e.g. Excel, Access) and manipulate the data as you see fit.



	A	B	C	D	E	F	G	H	I	J	K	L
	TripTitle	TripStartDate	TripEndDate	Activity	TripLeader1	TripLeader2	TripLeader3	TripCoLeader1	TripCoLeader2	TripRegister	ContributorName	
1	Young Me	8/18/2010		Hiking	Chapter Chair							Faith Salter
2	Mind, Bod	3/25/2011	3/27/2011	Hiking	Anthony Sadasiva						AMC Rese	Joan Aichele
3	St Anthon	3/25/2011	3/27/2011	Hiking	Ron Phelps			Cindy Crosser			Cindy Cro	Ron Phelps
4	2011 Annu	3/26/2011	3/26/2011	Hiking	Stephanie Wall							Social Review
5	AT in Peni	3/26/2011	3/26/2011	Hiking	John Rowen							John Rowen
6	Bucks Cou	3/26/2011	3/26/2011	Hiking	Jeff Lippincott							Jeff Lippincot
7	Class 2-4 C	3/26/2011	3/27/2011	Hiking	John Milne							Eric Pavlak
8	Nockamix	3/26/2011	3/26/2011	Hiking	Peter Jarrett							Peter Jarrett
9	Nockamix	3/26/2011	3/26/2011	Hiking	Joan Aichele			George Gorman				Joan Aichele
10	YM Biking	3/26/2011	3/26/2011	Hiking	Phillip Yu							Phillip Yu
11	AT in Peni	3/27/2011	3/27/2011	Hiking	John Rowen							John Rowen
12	Broad Moi	3/27/2011	3/27/2011	Hiking	Rich Pace							Rich Pace
13	French Cr	3/27/2011	3/27/2011	Hiking	Scott Vant							Scott Vant



## Data Download for Print

This feature of the system, launched in spring 2011, is the ability for Approvers to download trip listings and volunteer opportunities for their chapter exactly as submitted for a given issue of AMC Outdoors. For example, 1-2 days prior to a magazine deadline, an approver may wish to view the magazine data as it's queued up for the staff of AMC Outdoors to confirm that all trips are appearing as they should.

To do this, log into the system as an approver and click on the "Magazine Download" link.

**MAGAZINE DOWNLOAD**

Select Magazine Issue:

**PREVIOUS DOWNLOADS**

(Note: only the latest download from any given date is saved.)

[magazine\\_2015\\_Iss3-May-Jun\\_04-20-2015.txt](#) (04/20/2015 10:58:31 PM)

From the "Select Magazine Issue" dropdown menu, select the issue of the magazine that you'd like to preview and click Submit. The system will produce a text file and make it available to open/download on the subsequent screen.

Click the link below to view your magazine download, or right click (pc)/command+click (Mac) to save the file locally.

[magazine\\_2015\\_Iss3-May-Jun\\_04-20-2015.txt](#)

Back to [download admin](#).

To download the report:

PC users: Right click on the link and select "Save target as..."

Macintosh users: Click on link and hold. Select "Download link to disk".

You may also choose to open the text link directly and your computer will use a text editor to open the file.

# User Rights Management

As of summer 2014 the process for managing user rights in the Online Trip Listing System has changed. Leaders will now log in to the activities database using their AMC Member Center information (see Logging In for more information).

*NOTE: New users must both create their AMC Login account and log into [activities.outdoors.org/login](http://activities.outdoors.org/login) before you can add Leader, Contributor, or other rights to their account. They must also be an Active AMC Member. Until they have logged into the OLTL with their AMC Account, you will not find them in the user search results.*

## Managing Contributor and Reviewer Rights

The activity listings application allows approvers and reviewers to add reviewers and contributors respectively (you can edit rights for anybody with rights below your own).

Start by clicking “Manage User Rights” in the left sidebar. A list of users will be displayed.

**Activities**

- My Dashboard
  - Registration Stats
  - Manage Digest Emails
  - Message Center
  - Merge Old Login Account
  - Log Out
- Activities Admin
- Activities Search
- USERS
  - My Defaults
  - Manage User Rights**
- LEADERS
  - Manage Leader Rights
  - Add Social Event Leader
  - Manage Field Labels:
    - Choose Committee--
  - Manage Leader Levels:
    - Choose Committee--
  - Manage Chairs
- EVENTS
  - My Approval Workflow

Events | My Dashboard | Admin

### Search/Manage Test Group Users

Keyword:  Search:  Type:

Committee:

**Search Users**

**Lapsed Members** ⓘ  
We found **1 lapsed member** account matching your criteria. Users with lapsed AMC Memberships are highlighted.

**Non-Members** ⓘ  
We found **0 non-member** accounts matching your criteria.

If you can't find a user ⓘ, please confirm they have logged into this site (which creates their account) and have an active AMC membership. If you continue to have problems, please contact [AMCactivities@outdoors.org](mailto:AMCactivities@outdoors.org).

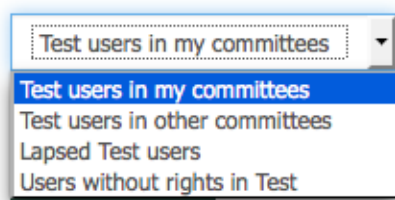
<< Prev 1 Next >>

Actions	Name	Email	Phone	Committee(s)
<a href="#">edit</a>	App 1, Test		(617) 523-0655	<b>Event Manager:</b> Hiking (Approver) Paddling (Approver)  <b>Leader Manager:</b>

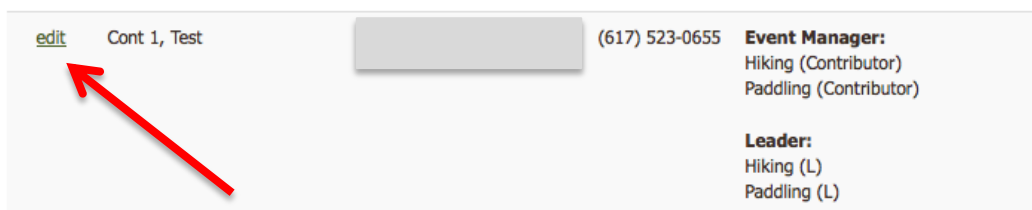
Enter the name of the individual you want to manage in the keyword box.

If the user is new to OLTL, select “Users without rights in <chapter>” from the Search dropdown and click the “Search Users” button. If you know the user already manages trips for other committees, chose “<chapter> users in my committees” or “<chapter> users in other committees”. If you want to remove rights from a lapsed member, chose “Lapsed <chapter> users”.

#### Search:



When you find the user you are looking for, click the edit link under the Actions row next to their name:



Once you click edit, you will see the following screen:

Committee	Grant Rights/Approval Level					Leader Email Warnings
Andover	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Backpacking	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Bicycling	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Canoeing	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Conservation	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Education	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Executive Committee	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Family	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Forty Plus	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Hiking	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Hiking/Backpacking	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Intro	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Local Walks/Hikes	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Membership	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Mountaineering	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Music	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Paddling	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	
Skiing	<input type="button" value="None"/>	<input type="button" value="Contributor"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Approver"/>	<input type="button" value="AMC Editor"/>	

*Note: Only the committees you are associated with and have Reviewer/Approver rights with will show up on an individual's user right's page.*

To add a new Reviewer or Contributor, click on the appropriate option next to the committee name. Clicking on the appropriate rights will automatically update the user’s account privileges.



Membership

None

Contributor

Reviewer

Approver

AMC Editor

Once you have finished updating the user’s rights, you are all set. The new data saves automatically.

Additionally, if you wish to remove privileges from a user, you can do so by following the same steps as above and selecting the ‘None’ option next to the committee.

*Again, please be aware that in order to add rights to an individual in the Online Trip Listing System, they must be an Active AMC Member with an AMC Login account and must first log in to the system, establishing a user record themselves, before rights can be added (including the rights to be identified as a leader).*

## Managing Leader Rights

The activity listings application allows “Leader Managers” to add new leaders to their respective committees. The process for adding leader rights is the same as adding contributors and reviewers. All new users must have a Member Center account and log into [activities.outdoors.org/login](https://activities.outdoors.org/login) before you can add user rights to their account. Once they have taken these steps, you can search for them using the screen shown below.

Click on the Manage User Rights link in the left navigation. You will see a list of current users in the system:

**Activities**  
My Dashboard  
[Registration Stats](#)  
[Manage Digest Emails](#)  
[Message Center](#)  
[Merge Old Login Account](#)  
[Log Out](#)  
**Activities Admin**  
**Activities Search**  
**USERS**  
My Defaults  
Manage User Rights  
**LEADERS**  
Manage Leader Rights  
Add Social Event Leader  
Manage Field Labels:  
-- Choose Committee--  
Manage Leader Levels:  
-- Choose Committee--  
Manage Chairs  
**EVENTS**  
My Approval Workflow

Events | My Dashboard | Admin  

Search/Manage Test Group Users  

Keyword:

Search:  
Test users in my committees

Type:  
-- Any type --

Committee:  
-- All My Committees --

Search Users

**Lapsed Members** ⓘ  
We found **1 lapsed member** account matching your criteria. Users with lapsed AMC Memberships are **highlighted**.  
**Non-Members** ⓘ  
We found **0 non-member** accounts matching your criteria.  
If you can't find a user ⓘ, please confirm they have logged into this site (which creates their account) and have an active AMC membership. **If you continue to have problems, please contact [AMCactivities@outdoors.org](mailto:AMCactivities@outdoors.org).**

<< Prev 1 Next >>

Actions	Name	Email	Phone	Committee(s)
<a href="#">edit</a>	App 1, Test		(617) 523-0655	<b>Event Manager:</b> Hiking (Approver) Paddling (Approver)  <b>Leader Manager:</b>

Using the search form, enter the name of the individual you want to add as a leader to your committee. Then, click Search Users (if they are new, you need to select “Users without rights in X” in the “search” dropdown). When you find the user you are looking for, click the edit link under the Actions row next to their name:

[edit](#)
Cont 1, Test

(617) 523-0655

**Event Manager:**  
Hiking (Contributor)  
Paddling (Contributor)

**Leader:**  
Hiking (L)  
Paddling (L)

Click “edit” and on the next screen, scroll down to the “Leader” section.

Leader

Committee	Grant Rights
Hiking	<div>None</div> <div>Inactive</div> <div>L</div> <div>LT</div>
Paddling	<div>None</div> <div>Inactive</div> <div>L</div> <div>LT</div>

*Note: Only the committees for which you have “Leader Manager” rights will show up on an individual’s user right’s page.*

To add Leader rights, click on the option with the appropriate Leader Level code next to the committee name. Clicking on the appropriate rights will automatically update the user’s account privileges.

Leader

Committee	Grant Rights
Hiking	<div>None</div> <div>Inactive</div> <div>L</div> <div>LT</div>
Custom Field 1:	<div>Update</div> <div>(Shown on trip/event entry screen)</div>
Custom Field 2:	<div>Update</div> <div>(Shown on trip/event entry screen)</div>
Custom Field 3:	<div>Update</div> <div>(Shown on trip/event entry screen)</div>
Paddling	<div>None</div> <div>Inactive</div> <div>L</div> <div>LT</div>

Additional fields required for leaders in the committee will show when applicable.

Once you have finished updating the leader’s rights, you are all set. The new rights save automatically.

To remove Leader rights from a user, you can click “None” next to the committee for which you wish to remove their leader rights. To mark a leader inactive, click “Inactive”. A leader marked Inactive remains in the Leader Audit and allows for easier reactivation of a Leader down the road.

## Managing Question Manager Rights

There are three Question Manager levels: AMC, Chapter, and Committee. Users with a higher level of Question Manager rights can add/remove lower question manager rights from other users. See the table below for which levels can add/remove which question manager rights.

User w/ Question Manager Level	Can Manage
AMC-level	Chapter, Committee and Trip-level Question Manager rights
Chapter-level	Committee and Trip-level Question Manager rights
Committee-level	None

Managing Question Manager rights is similar to managing other rights in OLTL. Click the “Manage User Rights” link in the left sidebar. Use the search to find the appropriate user and click the “Edit” link next to their name in the search results.

Scroll down to the “Question Manger” section. Simply toggle Yes/No to add or remove the appropriate right:

Questions Manager - Chapter-Level

Grant Rights

Test

No

Yes

Questions Manager - Committee-Level

Committee

Grant Rights

No All

Yes All

Hiking

No

Yes

Paddling

No

Yes

# Managing Registration Screening Questions

If you have Question Manager rights, you will see the QUESTIONS section of the left sidebar. Depending upon whether you have Chapter, Committee or Trip-level Question Manager rights, you will see one or more of these three question levels:



The screenshot shows a sidebar titled "QUESTIONS". Underneath, it says "Berkshire (Mass.) Chapter-Level" and "Committee-Level:". Below this is a dropdown menu with the text "-- Choose Committee--" and a downward arrow.

To administer questions, click on the Chapter-level link or select a Committee from one of the dropdowns.

The top section of the Question Admin displays the list of questions for that level – Chapter or Committee-Level along with the basic configuration info for the question:

## Manage Chapter-level Questions: Test

[Add question](#)

Actions	Question	Question Type	Required	Active	Display Optional
<a href="#">Edit</a>	This is a chapter level question (appears on all reg forms for chapter)?	Text Box (Multi-line)	Yes	Yes	No
<a href="#">Edit</a>	What is rule number 1 ?	Text Box (Single-line)	Yes	Yes	No
<a href="#">Edit</a>	What is rule number 2 ?	Text Box (Single-line)	Yes	Yes	No

“Required” - indicates the registrant must answer the question when on a registration form.

“Active” - indicates whether the question is available for use on associated registration forms.

“Display Optional” - indicates that a contributor can decide whether or not to include the question on their registration form. “No” in this column means that it appears on all registration forms for the appropriate Chapter/Committee.

The bottom section of the Question Admin displays all questions above the level you are managing to help avoid duplication of questions.

You are managing Chapter-Level questions. The questions below are configured above the level you are managing. To make things easier for your end-users, please do not duplicate questions:

**AMC-Level Question(s)**

**\*This is an example True/False question:**

True

False

**\*Example question w/optional display on registration forms:**

**Address 3 (example)**

To edit a question, click the “Edit” link.

#### Manage Chapter-level Questions: Test

[Add question](#)

Actions	Question	Question Type	Required	Active	Display Optional
<a href="#">Edit</a>	This is a chapter level question (appears on all reg forms for chapter)?	Text Box (Multi-line)	Yes	Yes	No
<a href="#">Edit</a>	What is rule number 1 ?	Text Box (Single-line)	Yes	Yes	No
<a href="#">Edit</a>	What is rule number 2 ?	Text Box (Single-line)	Yes	Yes	No

The Question Manager will be displayed:

**\*Question Level:**

Chapter-Level

**\*Question:**

This is a chapter level question (appears on all reg forms for chapter)?

**\*Question Type:**

Text Box (Multi-line)

**\*Response Required:**

Yes

No

**\*Display on Reg. Form Optional:**

Yes

No

**Question Preview:**

**\*This is a chapter level question (appears on all reg forms for chapter)?**

Characters Remaining: 1000

Save



When you change the field on the form, the Question Preview will update to show how your question will look to the end users registering for an event.

If you choose one of the checkbox or radio button question types, you will need to also configure the individual response options. Click the “Add Answer” link to add a new answer. Enter the text for the answer.

\*Question Type:

Checkboxes (with "Other")

\*Response Required:

Yes

No

\*Display on Reg. Form

Yes

No

Optional:

Answers:

Click & drag answer row to reorder

[Add Answer](#)

#1

First option

Active

Inactive

#2

Second option

Active

Inactive

Question Preview:

\*This is a chapter level question (appears on all reg forms for chapter)?

☐ First option

☐ Second option

☐ Other:

You can click drag the alternating color answer rows to re-order the answers.

#1

First option

Active

Inactive

#2

Second option

Active

Inactive

# Registering For an Event

Using the search at [activities.outdoors.org/search](http://activities.outdoors.org/search), find the trip for which you're interested in registering and click the event's Title in the search results:

Keyword:  
harbor

Activity:  
All

State:  
All

AMC Destination:  
All

More options

Search

**Search Results for Date-Specific Opportunities**

Status	Date	Title	Category (Type)	Chapter/Posted By	AMC Destination(s)
Open	5/29/15 - 5/31/15	<a href="#">Volunteer Weekend - Harbor Islands</a>	Volunteer Opportunity	Worcester (Mass.)	

On the details page, click the “Register Now” button.

Register Now

The event's Registration Form will be displayed. Some fields may be pre-filled based upon your previous registration responses. A red asterisk \* next to the question indicates that a response is required.

## Volunteer Weekend - Harbor Islands - May 29, 2015 (Fri)

Worcester (Mass.) - Family

Open (O)

Participants: 1 of 15 spaces taken

Waitlist: 0 of 6 spaces taken

**Name:** Test Cont 1  
**Email:** support@outdoors.org  
**Phone:** (617) 523-0655

**Registration Questions**

\*This is an example True/False question:

TrueFalse

\*Example question w/optional display on registration forms:

5 Joy Street

When you have answered all the questions, click the “Submit Registration” at the bottom of the form.

Submit Registration

If there were any issues with your question responses, the form will reload with error information highlighted in red below each field that needs attention:

*Oops! We found some errors. - Fields are highlighted in red below.*

**Registration Questions**

**\*This is an example True/False question:**

TrueFalse

**\*Example question w/optional display on registration forms:**

*This field is required.*

Once any errors are fixed, and you submit the form, you will see the following:

Thank you for submitting your registration request. The organizers of this event have been emailed. Someone will review your request and be in touch soon.

You will be emailed when the status of your request is updated. You can also check the status in your [dashboard](#).

At any time, you can view the status of your registration from your Dashboard:

**My Registrations**

Current

<< Prev1Next >>

04/29/2015Test

**Hike the Pemi**

2 registered / 0 spots left / 2 comments

**Registration Status:**  
Waitlisted

05/29/2015Worcester (Mass.)  
05/31/2015

**Volunteer Weekend - Harbor Islands**

1 registered / 14 spots left / 0 comments

**Registration Status:**  
Awaiting Review

<< Prev1Next >>

# My Dashboard

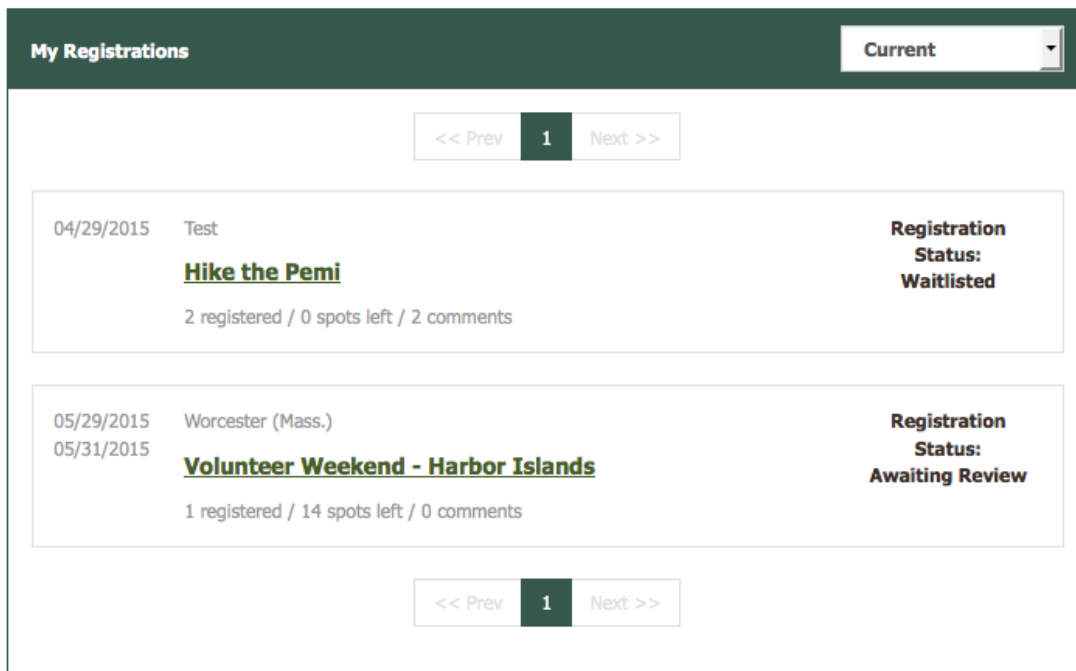
Click the “My Dashboard” link in the left sidebar to view your dashboard. The new dashboard is a convenient place to view trips you’ve registered for and trips you’re leading that use the AMC Registration Form.

The Dashboard contains one or two sections depending upon your rights. Leaders will have both “My Registrations” and “Trips I’m Leading”; all other users will have only the “My Registrations” section. Both sections display current/upcoming events. Choose “Past” from the dropdown at the top right to view your past Events.



## My Registrations

My Registrations lists an event for which you’ve submitted a registration request as a participant.



Clicking the title of the event will bring you to the Details and Rideshare Board page. You will not be able to post a comment on the rideshare board until your registration request has been approved by the Leader of the event.

To view and/or edit your registration, click the “View” link in the status column.

**Volunteer Weekend - Harbor Islands**

Worcester (Mass.) - Family

May 29, 2015 (Fri)

Open (O)

Participants: 1 of 15 spaces taken

Waitlist: 0 of 6 spaces taken

Unconfirmed/Awaiting Further Review or Action				
Status	Name	Email	Phone	Submitted
Awaiting Review <a href="#">View</a> <a href="#">Cancel</a>	Test Cont 1	<input type="text"/>	(617) 523-0655	04/21/2015 12:28PM

**Rideshare Board**

Once you have been confirmed as a participant, you will be able to use the Rideshare Board.

The form will be redisplayed with your answers.

**Volunteer Weekend - Harbor Islands - May 29, 2015 (Fri)**

Worcester (Mass.) - Family

Open (O)

Participants: 1 of 15 spaces taken

Waitlist: 0 of 6 spaces taken

**Name:** Test Cont 1  
**Email:** support@outdoors.org  
**Phone:** (617) 523-0655  
**Registration:** Awaiting Review ([Cancel This Registration](#))

Registration Questions	
<b>*This is an example True/False question:</b>	<input type="checkbox"/> True <input type="checkbox"/> False
<b>*Example question</b>	<input type="text" value="This is my response"/>

Update any question responses as needed and click the “Update Registration” button at the bottom of the form.

<input type="button" value="Update Registration"/>
--

Your answers will be updated and the emails will be sent to the appropriate event organizers.

**Thank you for updating your registration!**

An email has been sent to the organizers of this event.

You will be emailed when the status of your request is updated. You can also check the status in your [dashboard](#).

Once a leader has screened your registration request and confirmed you as a participant, you will have access to the event's Rideshare Board. Here you can interact with other participants. Enter a comment and click the "Post Comment" button. The comment will be posted to the board.

**Rideshare Board**

Offer a ride, ask a question, leave comment:

**Post Comment** (1000 chars. max)

<< Prev 1 Next >>

**Test Cont 2** on 03/17/2015 at 12:11am  
me too!

**Test Cont 1** on 03/16/2015 at 11:21am  
Looking forward to it!

<< Prev 1 Next >>

### Trips I'm Leading

If you have Leader rights, the Dashboard will contain a second section called "Trips I'm Leading". This section only lists the trips that use the AMC Registration Form.

**Trips I'm Leading (w/ AMC Registration Form)** **Current**

<< Prev 1 Next >>

04/29/2015 Test  
**Hike the Pemi**  
2 registered / 0 spots left / 2 comments

11/06/2015 Test  
11/08/2015  
**Fall 4,000 Footer Weekend**  
4 registered / 6 spots left / 0 comments

<< Prev 1 Next >>

Click the title of an event to view the event’s registration information. In addition to the rideshare board (at the bottom of the page), Leaders (and approvers) will be able to manage participant registrations.

Unconfirmed participants are in their own section near the top of the page:

**Fall 4,000 Footer Weekend**  
Test - Paddling  
Nov 06, 2015 (Fri)  
Open (O)  
Participants: 4 of 10 spaces taken  
Waitlist: N/A

[Contact Registrants](#)

Awaiting Screening/Unconfirmed/Cancelled				
Status	Name	Email	Phone	Submitted
None awaiting screening				

The section will indicate if there are none waiting (above) or list basic contact info for registrants (below) along with the current status and when they submitted their request. Click on the “View” link to screen the user’s question responses.

Awaiting Screening/Unconfirmed/Cancelled				
Status	Name	Email	Phone	Submitted
Waitlisted <a href="#">View</a> <a href="#">Cancel</a>	Test Cont 1		(617) 523-0655	03/16/2015 12:22AM
Waitlisted <a href="#">View</a> <a href="#">Cancel</a>	Test Cont 2		617-523-0655	03/17/2015 12:05AM
Cancelled <a href="#">View</a>	Jeff Langevin		(617) 523-0655	03/17/2015 4:14PM

The user’s registration details page will be displayed. The user’s contact information and a status box will be displayed (below). When you update the registration status, the registrant is automatically notified of the change via email. Leaders are Bcc'd so they have confirmation that the registrant was notified of their registration status change.

Status:

Confirmed

Awaiting Review

Pending - Awaiting Payment

Pending - Awaiting Payment (Spot held)

Waitlisted

Confirmed

Cancelled

Update Status

Paym

Payme

Note

Several statuses are available. “Confirmed” and “Pending – Awaiting Payment (Spot held)” will reserve a spot for a participant and count toward any Participant Limit. “Waitlisted” will count toward the Waitlist Limit. Once all participant and waitlist spots are taken, you will only be able to mark registrations “Cancelled” unless a spot opens through a cancellation.

The next section allows you to record a payment. Enter a payment date, the amount and a note if appropriate to help track partial and full payments. Then click the “Save” button. Payments will be recorded below the form:

Payment(s)		
Payment Date	Amount	Note
<input type="text"/>	<input type="text"/>	<input type="text"/>
04/20/2015	\$250.00	Balance paid in full
04/02/2015	\$100.00	Initial deposit

The next section contains the registrant’s question responses for review. The form is disabled and the “Update Registration” button is hidden initially. If you need to update the registration for the registrant (they can update the registration as well), click the “Edit Question Responses” button at the top of the form:

Registration Questions

Edit Question Responses

\*This is an example True/False question:

True False

\*Example question w/optional display on registration forms:

100 Main St.

The form fields will be enabled (no longer grayed out) and “Update Registration” button will be displayed:

\*This is an example True/False question:

True False

\*Example question w/optional display on registration forms:

100 Main St.

\*What is rule number 2?

Don't know

Update Registration

When done making changes, click the “Update Registration” button to save them. No automatic email is generated when a leader (or approver) updates a registration. You can notify the registrant if needed using the Message Center (see Message Center section later in this document).

The Participant List section displays all confirmed participants. You can cancel and edit any of these registrations as needed using the instructions above. You can view a printable roster of these participants in



PDF or HTML format by clicking the appropriate link in the header of this section. Clicking either of these will open a new browser tab.

Participant List ( <a href="#">Print roster</a> : <a href="#">PDF HTML</a>   <a href="#">Post-Trip Reporting</a> )			
Status	Name	Email	Phone
Confirmed <a href="#">View</a> <a href="#">Cancel</a>	Test Cont 1		(617) 523-0655
Confirmed <a href="#">View</a> <a href="#">Cancel</a>	Test Cont 2		617-523-0655

Example of HTML Roster:

Hike the Pemi Roster - Apr 29, 2015 (Wed)

	Name	Email	Phone	Payment Received	Waiver	No Show	Incident	Incident Report
1	Test Cont 1		(617) 523-0655	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Test Cont 2		617-523-0655	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Post-trip Reporting allows for tracking of basic info about participants. Click the link in the header of the Participant List section:

Participant List ( <a href="#">Print rosters</a> : <a href="#">PDF HTML</a>   <a href="#">Post-Trip Reporting</a> )			
Status	Name	Email	Phone
Confirmed <a href="#">View</a> <a href="#">Cancel</a>	Test Cont 1		(617) 523-0655
Confirmed <a href="#">View</a> <a href="#">Cancel</a>	Test Cont 2		617-523-0655

This form looks very similar to the printable roster. Check the appropriate box(es) for your participants and click the “Submit” button. You will briefly see the button disappear, replaced by a spinner while your changes are saved.

Name	Email	Phone	No Show	Paid	Waiver	Incident	Incident Report
Test Cont 1		(617) 523-0655	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Cont 2		617-523-0655	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Submit](#)

# Registration Statistics

To view statistics on your event participants, click the “Registration Statistics” link under the “My Dashboard” section of the left sidebar. This page can be used to filter results based upon date ranges. The report is grouped by Chapter/Group and Committee. If you have both Leader and Approver rights, you can change the report type to display committees in which you have Leader or Approver rights. If you only have one of these rights, you will only be able to view that report type.

## Registration Stats

**Starts After:**  

**Starts Before:**  

**Report Type:**  

Filter

	Events	Waiver	No Show	Paid	Incident	Incident Report
Total:	29	1	1	1	1	0
Berkshire (Mass.) Totals:	5	0	0	0	0	0
Appalachian Trail	0	0	0	0	0	0
Canoe & Kayak	2	0	0	0	0	0
Conservation	0	0	0	0	0	0
Education	1	0	0	0	0	0

# Message Center

To initiate a message between you and your participants/registrants, from the Dashboard, click the name of any event you are leading. From the list of registrants, check the box next to any name you would like to contact, enter the message in the box below and click “Send Message”. The message will be sent to only those who you’ve checked off including yourself.

All Message Center emails will come from [no-reply@outdoors.org](mailto:no-reply@outdoors.org) and contain a link to the log in to reply. If the user clicks the link and is not logged in, once they log in, they will be taken to the message center and the proper message will automatically load.

**Choose Participants to Contact**

Email	Name	Status
<input checked="" type="checkbox"/>	Test Cont 1	Confirmed
<input checked="" type="checkbox"/>	Test Cont 2	Confirmed
<input type="checkbox"/>	Jacob Brown	Cancelled
<input type="checkbox"/>	Jeff Langevin	Cancelled
<input type="checkbox"/>	Venson Shih	Cancelled
<input type="checkbox"/>	Douglas Berry	Awaiting Review
<input type="checkbox"/>	Elizabeth Deegear	Awaiting Review
<input type="checkbox"/>	Kelly Powers	Awaiting Review
<input type="checkbox"/>	Leonardo Crisostomo	Awaiting Review
<input type="checkbox"/>	Michael Williams	Awaiting Review
<input type="checkbox"/>	Jim Scheef	Awaiting Review
<input type="checkbox"/>	Sabine Prather	Awaiting Review

You have been confirmed as participants pending receipt of your payment. Please send to 5 Joy Street, Boston, MA 02108.

**Send Message**

Once the email has been sent, you will be taken to the Message Center.

## Message Center

View messages from Trip Leaders/Organizers.

Messages	Message Detail
<b>Test Cont 1, Test Cont 2, 1 others</b> 4/21/2015 4:39 PM You have been confirmed as par...	<b>Recipients on this message thread:</b> Test Cont 1, Test Cont 2, Jeff Langevin
<b>Jeff Langevin</b> 3/27/2015 12:34 PM Testing?	<b>Jeff Langevin</b> 4/21/2015 4:39 PM You have been confirmed as participants pending receipt of your payment. Please send to 5 Joy Street, Boston, MA 02108.
<b>Jeff Langevin</b> 3/27/2015 12:32 PM Testing?	
<b>Jeff Langevin</b> 3/27/2015 12:30 PM Testing?	
<b>Jeff Langevin</b> 3/27/2015 12:29 PM Sorry for including you on my ...	

To add a reply to the message thread, enter your message in the box at the bottom of the right-hand panel and click “Reply”. It will be sent to all message thread recipients listed at the top of the right-hand panel.

Reply (1000 chars. max)

To read or reply to a different message, click the message in the left-hand panel and the message thread will load in the right-hand panel.

Messages	Message Detail
<b>Test Cont 1, Test Cont 2, 1 others</b> 4/21/2015 4:39 PM You have been confirmed as par...	<b>Recipients on this message thread:</b> Jeff Langevin
<b>Jeff Langevin</b> 3/27/2015 12:34 PM Testing?	<b>Jeff Langevin</b> 3/27/2015 12:34 PM Testing?