

# Trip Building and Orientation Workshop for Event Coordinators

## Posting Your Event on iCal Tricks, Traps & Making it Easy

By Rob Brusse



Alpine Club of Canada -  
Vancouver Section

# Posting Your Event

- Event Leader User Guide
- Copying a Previous Event
- Creating a New Event
- Odd's & Ends
- A few examples
- Things to Avoid
- Help When You Need It



# Event Leader User Guide

- Available Online
  - Left Nav > Processes Section
    - Click on Event Leader User Guide
    - Clickable Links to the Sections
  - Web Site User Guide
    - Less useful, but more general instructions
    - More detail about certain steps



## Official ACC Vancouver Section Events

### Creating Events:

#### Creating a one-day event

#### Posting a Previously Created Draft Event to the Calendar

#### Creating a Multi-day event

#### Creating a Recurring event

#### Editing an Event

#### Approving Participants for a Pre-screened Event

#### Adding a Member or Guest to an Event

#### Uploading a Photo for an Upcoming Event

#### What to do After an Event

#### Training Events

#### Meetings & Social Events

#### Procedures for Registering Non-Member Guests



# Copying a Previous Event

- Easiest Way to Get Started
  - Left Nav > Volunteer's Area > Manage Events
  - Edit Past
  - 2000+ events to choose from,



# Creating a New Event

- Left Nav > Add/Edit Future
  - Click on New ACC VA Event
  - Read Instructions at the Top (especially the part in red)
  - Fill in ALL required fields (the ones with the red stars)
  - Save first as a draft to see errors
- Left Nav > Add/Edit Future > Edit
  - Show on Calendar



# Odds & Ends

- Adding another Coordinator
  - Leaders (immediately below date duration & title)
  - Control \ Click for second or more Coordinator
- Other Event Search opportunities
- Event Suggester – Searches by Event type, Difficulty and Month
- Event Search – Searches by Event Title
- Easing & Enhancing your iCal presentation
  - Use separate document to lay out event
  - Use HTML editor to embed docs, links photos etc



Event Type: Skiing  
Event Location: Mt Baker Ski Area...  
Date(s) & Time: **Fri, Apr 6 2012, Sat, Apr 7 2012, Sun, Apr 8 2012 7:00 PM**  
Registration Cut Off: Thu, Mar 15 2012 6:00:00 PM  
Event Duration: 6-7 hours  
Difficulty Rating: D2: Moderate  
Event Leader(s):

[Rob Brusse](#) (604-224-0747 begin\_of\_the\_skype\_highlighting 604-224-0747 FREE end\_of\_the\_skype\_highlighting - Home, 604-732-7730

begin\_of\_the\_skype\_highlighting 604-732-7730 FREE end\_of\_the\_skype\_highlighting - Work)

Member Cost: None

### Participant Info:

Who's Invited: Members & Guests, 18 & Older Only

Attendee Screening: **Attendees are Pre-Screened - Trip Leader will review your background and may contact you before accepting you on the trip.**

Maximum Group Size: 20

Maximum No. Guests: 0

Minimum Group Size: 6

Maximum No. Guests Per Member: 0

Number Registered So Far: 10 (View [sign-ups](#), [waiting list](#))

### Itinerary:

Plan is to drive to "Mountaineers" Lodge @ Mt Baker (Baker Ski Area) on Friday night. Lodge provides 2 nights accom + breakfast + dinner + breakfast (for CAN \$70 fee must be paid in advance to rob) Day Trip Saturday Shuksan Arm / Lake Ann depending on conditions. Day Trip Sunday Table Mtn or Yo-yo ski depending on conditions...Snow shoe's welcome but should come with partners. Drive home Sunday late afternoon.

### Required Items to Bring:

Touring (or Snow shoe) Gear. Avi Kit. Overnight kit  
Sleeping Bag etc.

### Recommended Items to Bring:

Use our [Event Checklists](#) to make sure you have everything you need.

### Notes:

GUESTS ALLOWED MEMBERS & MATES PRIORITY



**Itinerary**

<body>  
 <p>  
 <b>Aug 24</b>.....Leave Vancouver 6 am drive to Lake Louise overnight Lake Louise Hostel <br>  
 .....<a href=<http://www.hihostels.com/dba/hostel011028.en.htm?hiavail=Y#book>><b>To book your accommodation @ HI Lake Louise click this link</b></a><br>  
 <p>  
 <b>Aug 25</b>.....Hike (8 hours with glacier travel) to / & overnight @ ACC Abbott Pass Hut<br>  
 .....<b>.contact ACC Canmore.....for your Hut reservations 1-403-678-3200</b><br>  
 .....Glacier travel gear required.....crampons, ice axe, helmet, prusiks 3 locking biners<br>  
 <p>  
 <b>Aug 26</b>.....Mt Victoria (depending on conditions) overnight @ ACC Abbott Pass Hut<br>  
 .....mountaineering objective PD +....(II).....intermediate experience required<br>  
 <p>  
 <p>  
 <b>Aug 27</b>.....Descend to Lake Louise.....drive part way home overnight....????<br>  
 <p>  
 <p>  
 <b>Aug 28</b>.....Arrive Vancouver around noon.....<br>  
 <p>  
 <p>  
 </body>

**Required Items to bring**

<body>  
 Ice Axe, Crampons, Helmet, Prusiks, (self rescue kit), 3 locking biners<br>  
 </body>

**Recommended Items to bring>**

Parks permits & Passes<br>  
 Sunscreen, cold weather gear<br>  
 Meals for 3 ½ days<br>  
 </body>

**Directions**

<body>  
 Saturday.... Aug 24.....Leave Vancouver drive to Lake Louise Hostel<br>  
 Sunday.....Aug 25.....Leave Lake Louise parking area 8 am<br>  
 </body>

**Additional Notes**

# 3 Things to Avoid

- Duration is average # of hours skiing/climbing etc. PER DAY
- Multi-day event
  - Enter first day, then save
  - Left Nav > Add/Edit Future > Dates
  - Click on additional dates in calendar
- Guests allowed?
  - Guests can't log in to iCal, so ...
  - Your contact info MUST be in Notes Section



# Help When You Need It

- Have you looked in the online User Guide?
  - Left Nav > Processes > Event Leader User Guide
- Help Desk – Raz Peel (or) Rob Brusse
  - Email:
    - [rbrusse1@telus.net](mailto:rbrusse1@telus.net), or
    - [webmaster@accvancouver.org](mailto:webmaster@accvancouver.org)
  - Phone:
    - Home: (rob) 604-732-7730
    - Cell: (raz) 778-985-8398
- Ask other leaders

