

How to Create a Trip or Event

ACC Vancouver Event Calendar Instructions

1. Introduction

This is a detailed guide on how to create a trip and manage participants in our on-line calendar system. You need to be given permission to coordinate ACC Vancouver section trips. See this [link for more information](#) on how to get set-up.

Please let our [WebHelp](#) team know if you have any questions about this guide or need some help.

2. Login to the Website

If you are logging into the new website for the first time you will need to update your password.

- Click on the [Login button](#) on the top right side of the page.
- Attempt to login, and say, I forgot my password. The new system uses your email as your login. Or you can use the [password reset link](#).
- WordPress will send you an email to reset your password. Check the email and follow the instructions on the link. You might have to check your junk email folder.
- Login with the password you just created/saved.

3. Create the Trip

To create a trip or event, you are required to log in with an ACC Vancouver account which has the [right permissions](#) to edit the Trips and Events calendar. Most event related functions can be reached through quick links accessed by hovering over your profile picture. Alternatively you find the Create an event link on the Trips/Events page.



- Profile
- My Sign Ups
- Create Event
- Edit My Events
- Manage Sign Ups To My Events
- Admin Panel
- Log Out



Trips and Events

CREATE AN EVENT

We offer trips at all levels.

- Calendar
- List

View all categories

December 2020

TODAY



Mon	Tue	Wed	Thu	Fri	Sat	Sun
30 New Waitlist event	1	2	3	4	5	6
7	8	9	10 Test event	11	12 Test trip with waiting list	13

- The message they enter will be saved in the person’s sign-up information and appear in the notification email you receive as well as in the spreadsheet when you download the sign-ups

this activity. If your membership renews prior to the activity taking place, you will be required to agree to a new renewal, which new Waiver will apply to your participation in this activity. By proceeding with the booking, you are foregoing waiver terms. Bookings without a current Waiver at the time of the activity will be cancelled.

The Waiver is a legal document by which you waive or give up the right to sue or claim compensation following an accident. **READ IT CAREFULLY!** You can review your completed by signing into your account and accessing the membership and certifications page. From there click on your most recent membership and scroll down to the waiver document.

Mandatory Waiver Acknowledgement* *

I have read and understand the risks, dangers and hazards associated with this event found on the webpage/even understand that there are many risks, dangers and hazards associated with this activity and am signing up for this event and am freely accepting them.

Message to Trip Organizer _____

Answers to questions, comments, etc.

REGISTER

+ Sign-Ups

List of Hazards:

The **Description** field must also include a list of the typical hazards for the type of trip you are organizing.

- List of hazards that can be encountered during the activity taken from the National website. You can copy and paste for convenience. This is now required by the club insurance policy. A list of hazards is located in the appendix at the end of this document.

Event start

10-04-2021	8:00am
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Event end

10-04-2021	4:00pm	<input type="checkbox"/> All day
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Event picture

no file selected

Max file-size 2 Mb

The new system allows you to select the date/time by clicking on the calendar.

You can add a picture. If you don't have one, you could search the web and do a screen capture to create a JPEG.

3.1 Event Destination

If a location isn't in the drop down, it's easy to add a location.

- Fill in the name of the nearest town in the City field
- On the map adjust the zoom, so you can see the peak or area you are travelling to. Drag the "pin" location icon to the correct place.

Event Destination*

Create new Destination

Destination Name:

South Chilcotin Provinci

Address:

City:

Gold Bridge

State:

BC



If you see a problem with a current destination (most users can't change destinations once they are created) or if you need help - please contact the [WebHelp](#) team.

3.2 Set Event Category

Event category*

- Climbing
- Hiking
- Ice Climbing
- Mountaineering
- Scramble
- Skiing
- Snow Shoeing
- Social
- Training

3.3 Waitlist Feature

The waitlist feature allows you to review the participants and confirm if they have the right experience for a trip. You wouldn't use this for a social or an easy hike. The feature is usually for more difficult trips.

Waitlist event?

Yes

No

Check this option to have sign-ups be submitted as pending

3.4 Set Difficulty

Difficulty*

Select a difficulty for your event

3.5 Carpool Information

Carpool Event?

No

Yes

Carpool Distance (return)

Enter the distance from the carpool location to the event and back

Carpool Departure Time

Carpool Location

There is an option to add an additional trip coordinator:

Additional Event Organizer

To add an additional Event Organizer, type in at least 4 letters of the name and wait for the search to return a list.

jay-macarthur

Remove

Spaces: You can type in the number of participants in the Spaces field. On trips without a waitlist the Spaces field provides the maximum number. The system won't create a waitlist and won't register more than the number of spaces. So for a social you can use a number like 100 depending on the venue.

Spaces

Price

Submit



The **Price** field is for courses or guided trips where a fee must be paid. The default of 0 doesn't have to be added. In the future, we hope to add a link to a payment system.

After you submit, it's a good idea to check the calendar to make sure everything is okay.

4. How to check on people signed-up

Go into the Calendar, find your trip by date or category.

- Click on your trip
- Click the plus button beside Sign-Ups
- That opens up the table shown below
- If you click on the person's name it brings up some information about them with a list of the trips they have gone on.

Sign-Ups					
		Cell Phone Number	Emergency Contact Name	Emergency Contact Number	Altern
	Jay MacArthur	604-209-2646	Lucy MacArthur	604-619-4812	Janine
	Guest				
	Flo	836-745-6323	U Geier	423-434-3434	J Geier

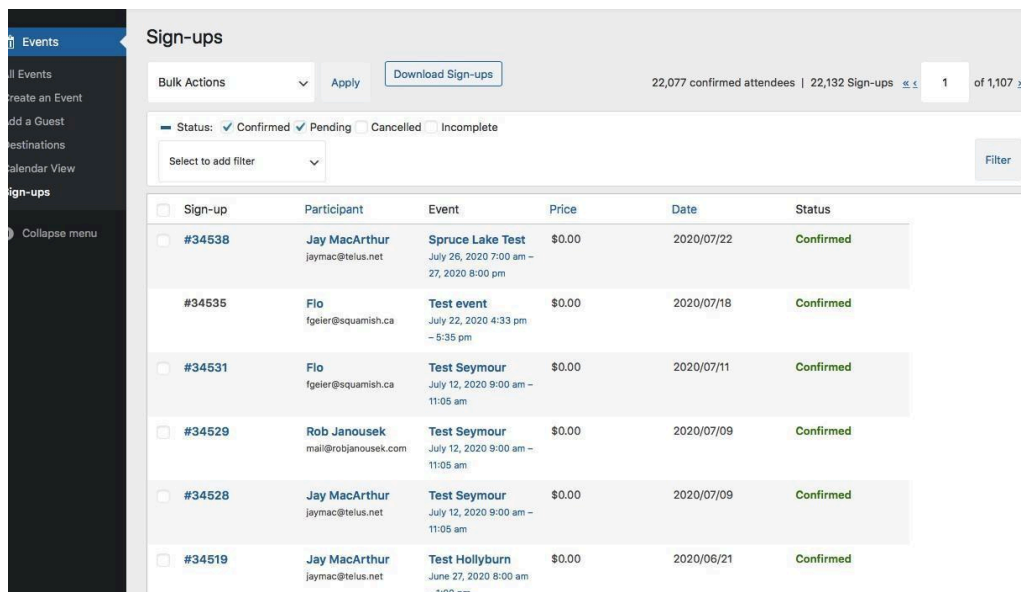
Waitlist

5. How to extract the list to a spreadsheet

You should do this for most trips to create a list of people coming along with their emergency contact information. You also need to do this to send the list to a responsible person in case of emergency.

- Hover over the user icon on the top right.
- Select the Manage sign-ups to my events

That opens this page:



Sign-up	Participant	Event	Price	Date	Status
#34538	Jay MacArthur jaymac@telus.net	Spruce Lake Test July 26, 2020 7:00 am – 27, 2020 8:00 pm	\$0.00	2020/07/22	Confirmed
#34535	Flo fgeler@squmish.ca	Test event July 22, 2020 4:33 pm – 5:35 pm	\$0.00	2020/07/18	Confirmed
#34531	Flo fgeler@squmish.ca	Test Seymour July 12, 2020 9:00 am – 11:05 am	\$0.00	2020/07/11	Confirmed
#34529	Rob Janousek mail@robjanousek.com	Test Seymour July 12, 2020 9:00 am – 11:05 am	\$0.00	2020/07/09	Confirmed
#34528	Jay MacArthur jaymac@telus.net	Test Seymour July 12, 2020 9:00 am – 11:05 am	\$0.00	2020/07/09	Confirmed
#34519	Jay MacArthur jaymac@telus.net	Test Hollyburn June 27, 2020 8:00 am – 1:00 pm	\$0.00	2020/06/21	Confirmed

You can filter the list to include only the sign-ups for your trip by:

Clicking on an event name in the list, this automatically filters the list by that event name. Alternatively you can filter by:

- Clicking on the Select to add filter pull-down
- Click on Event Name
- Add the Name of Event
- Select the name
- You can also filter by date in Chrome (broken in Safari)

Filter Result:

Sign-ups Sign-ups for event "Spruce Lake Test" 1 confirmed attendee | 1 Sign-up

Bulk Actions Apply

Select an event: Select a date

Status: Confirmed Pending Cancelled Incomplete

Select to add filter

<input type="checkbox"/> Sign-up	Participant	Event	Price	Date	Status
<input type="checkbox"/> #34538	Jay MacArthur jaymac@telus.net	Spruce Lake Test July 26, 2020 7:00 am – 27, 2020 8:00 pm	\$0.00	2020/07/22	Confirmed

1 confirmed attendee | 1 Sign-up

If someone needs to be removed from the list, you should copy their email and send a note something like this:

I'm sorry that your pending sign-up was not accepted for our trip to _____. I have had to make a difficult decision on who can come. I hope to see you soon on another trip or at a social. Let me know if you might be interested in coming if we have a cancellation.

If you hover over their sign-up number, there is an option to cancel the sign-up.

<input type="checkbox"/> Sign-up	Participant	Event	Price
<input type="checkbox"/> #34786 View Cancel Sign-up	Jay MacArthur jaymac@telus.net	Test ski with waitlist January 23, 2021 9:00 am – 4:00 pm	\$0.00
<input type="checkbox"/> #34783	Jay MacArthur jaymac@telus.net	Test event with waitlist January 10, 2021 8:00 am – 6:00 pm	\$0.00
<input type="checkbox"/> #34780	Jay MacArthur	Test event	\$0.00

Or you can click the View option and then change the Sign-Up Status at top right:

Sign-up (#34783)

Sign-up Details

Sign-up Date: January 4, 2021 6:56 pm

Sign-up Reference: #34783

Event: Test event with waitlist (January 10, 2021 8:00 am – 6:00 pm [Change](#))

Amount: \$0.00

Spots:


Spot Reference	Spot	Price
b75497	Ticket name	\$0.00 Remove

Sign-up

Status: Pending

[Cancel Sign-up](#) Update

Bookee



Participant: Jay MacArthur (589)

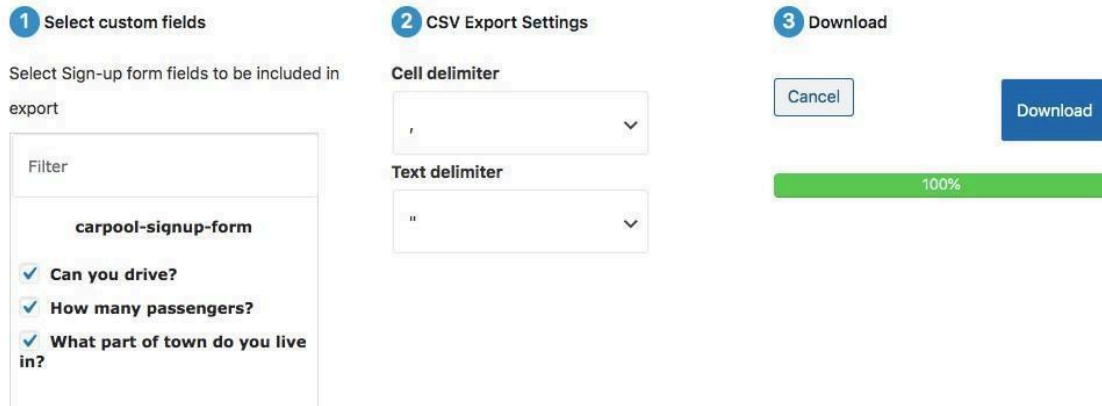
Email: jaymac@telus.net

Status	Trips with no waitlist	Trips with waitlist
Pending	If paid trip this indicates that payment was not received yet.	Default for trips with waitlist
Confirmed	Auto-fill during registration	Coordinator changes to this if you are accepted.
Cancelled	User or trip coordinator can change to this.	The leader must manually change to this if a person doesn't have the right experience, gear or transportation.
Incomplete		This can be used if coordinator is waiting for information or payment

5.1 Download list to send to participants for car-pool set-up

If you click on Download Sign-ups, this gives you a "CSV" file.

- Under Select custom fields: check the car-pool info
- Click on blue Download box on the far right



- The file will download to your Downloads directory.
- You can work that in Excel, Numbers or Google sheets.
- Add your own car-pool information to the sheet.

Sample test trip:

You can see that many of the columns are not needed. Delete most of these and keep the Participant name and email address. Further right is the phone number, carpool information and emergency contact information.

A	B	C	D	E	F	G	H
Sign-up Reference	Event	Date	Participant	E-mail	Spot Quantit	Total Price	sign-up Note
34867	Test with wa		0 Jay MacArthur	jaymac@t	1	0	
34871	Test with wa	2021-03-24	Rob Janousek	mail@rob	1	0	
34881	Test with wa	2021-03-24	Belinda Li	belinda@t	1	0	
34883	Test with wa	2021-03-24	Amber McMinn	amcminn@	1	0	

After removing a few columns it looks like this - ready to send to confirmed participants so they can arrange carpools. I have changed the phone numbers for privacy purposes.

A	B	C	D	E	F
Participant	E-mail	Can you drive?	How many passe	What part of tow	Cell Phone Numb
Jay MacArthur	jaymac@telus.net				604-123-1234
Rob Janousek	mail@robj	No			420-123-1234
Belinda Li	belinda@t	No			
Amber McMinn	amcminn@	No			420-npa-nxxx

Suggested email (use BCC option to send to list) to confirmed trip participants:

Subject: Trip to _____

You are now confirmed to come on our trip. I have attached a list of participants so we can arrange car-pools.

If you can't attend please let me know as soon as possible so I can add someone from the waiting list.

6. Trips with a Waitlist

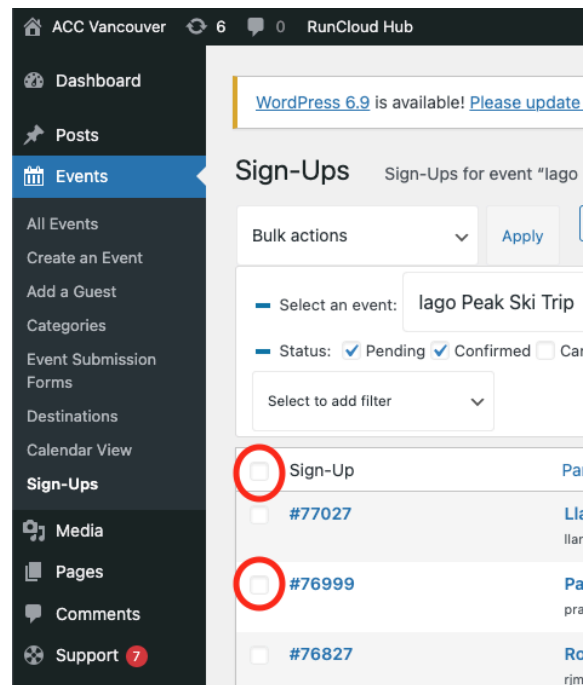
The system currently adds all participants as Pending. When "managing the sign-ups" you will need to update the participant status to Confirmed if they have the right experience and there is room. If a person doesn't have the right experience, you can change their status to "Cancelled". You can leave others as "Pending" in-case someone drops out.

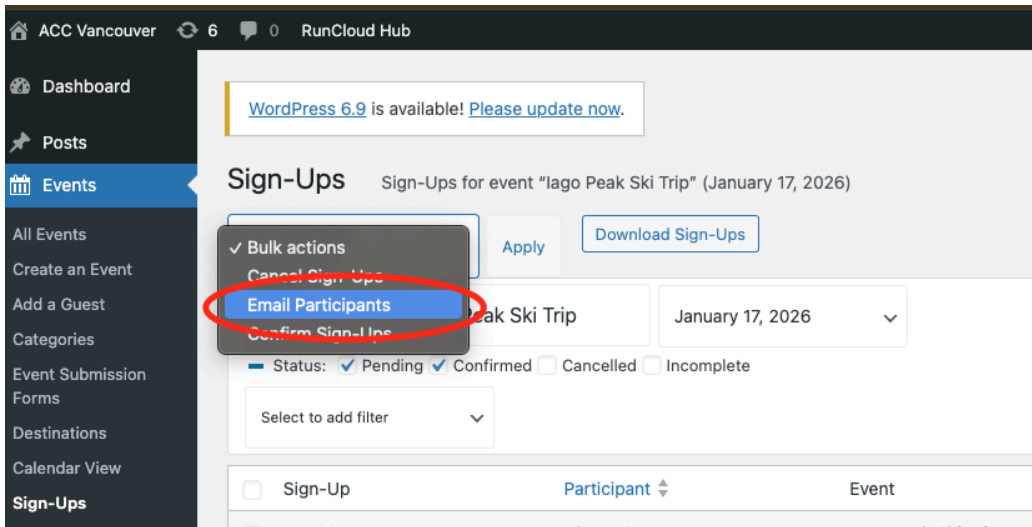
After you download to a spreadsheet, you could filter the waitlist by that status to create two or three email lists to send information to.

7. How to Email All Registrants through the Website

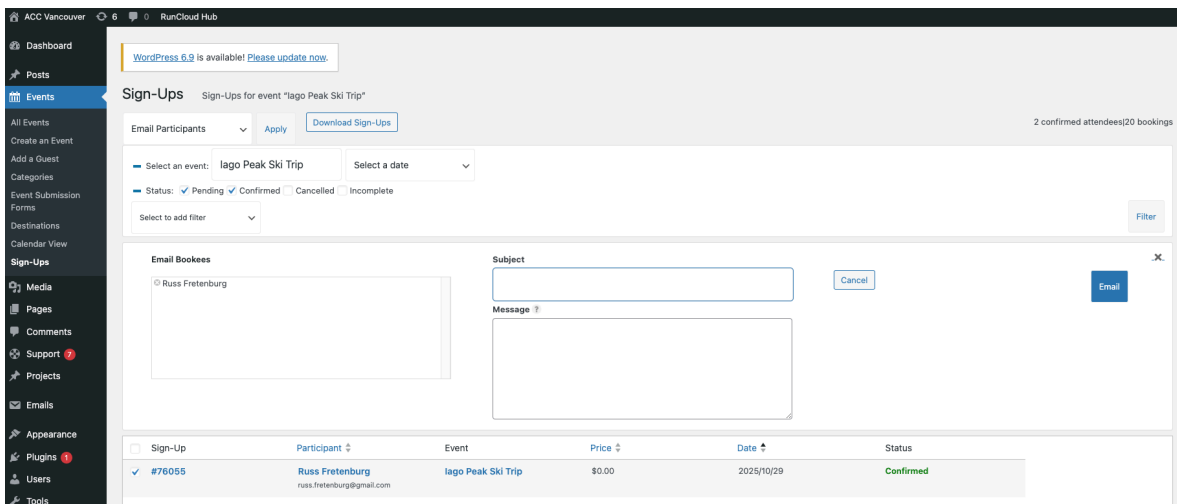
You can email all or some of the people registered for your trip through the trip admin page, including those on the waitlist or confirmed list. This is an easy way to send out a reminder email, or other information, especially if you want to send it to everyone who has registered, before you have a final "confirmed participant" list.

1. Navigate to your trip admin page as described for downloading the list of participants (section 5 above) where you see the list of Sign-Ups.
2. Select the participants that you want to send the email to by clicking the check-boxes on the far left side of the sign-up list. You can select everyone with the top check-box or select each person individually (see image to the right).
3. Now click on the "Bulk Actions" button and select "Email Participants" from the drop-down menu, then click "Apply".

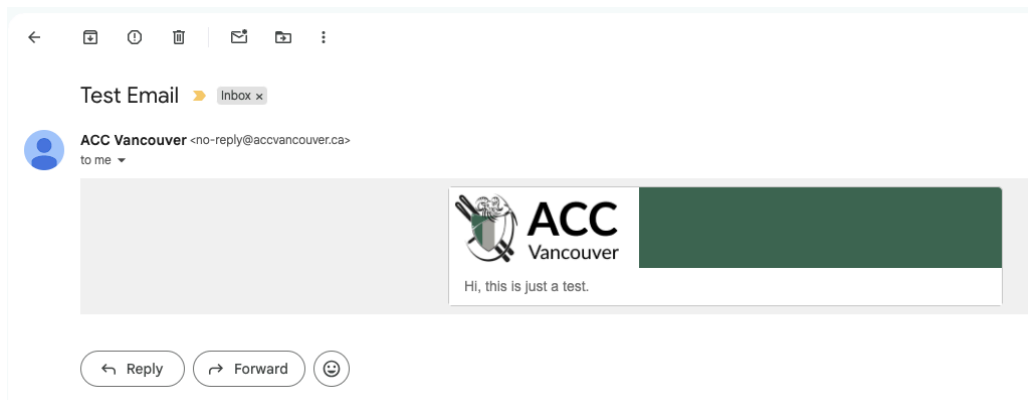




- Now you will see some new small windows open above the list of sign-ups. The far left window will show a list of the recipients for the email, which should agree with the people you selected using the check boxes. In the middle are text boxes for entering the subject and message for your email. After typing in your subject and message, just click the blue “Email” button on the far right and it will send the email.



- The system sends an individual email to each person that you selected, and also sends a copy of each email to your own email address. I.e. If you select 10 participants to email, you will get 10 separate emails in your inbox, each to one of the participants. The emails include an ACC Vancouver header on top and look something like this:



6. Note that the emails are sent from <no-reply@accvancouver.ca> so if people want to reply to you they will have to find your email address, but it should be available on your trip posting.

Suggestions for Improvements

If you have any ideas to improve the system please send an email to the [WebHelp](#) team.

APPENDIX: LIST OF HAZARDS

Rockfall and Icefall

What are the Risks

Rockfall and icefall can be caused by natural forces or by people travelling through the terrain (e.g. climbing/scrambling/hiking)

Avalanche

What are the Risks

Avalanches can occur in the terrain you will be entering| Caused by natural forces, or by people travelling through the terrain (skiing/snowboarding)| Anyone caught in an avalanche is at risk of personal injury, death, and/or property damage or loss.

Communication and Rescue

What are the Risks

Communication can be difficult and in the event of an accident, rescue and treatment may not be available| Adverse weather may also delay the arrival of treatment and transport out of the field

If an Injury occurs in challenging terrain movement to an evacuation point may be slow|

Terrain

What are the Risks

Cornices | Crevasses | Trees, tree wells, and tree stumps | Cliffs | Creeks | Rocks and Boulders | Holes and depressions below the snow surface | Variable and difficult snow conditions | Snowcat roads and road ranks | Fences and other man-made structures | Impact or collision with other persons, vehicles or objects | Encounters with domestic or wild animals | Loss of balance or control | Becoming lost or separated from the group | Slips, trips, and falls|

General Hazards

What are the Risks

Slips trips and falls indoor or outdoor| Equipment failure| Infectious disease contracted through viruses, bacteria, parasites, and fungi which may be transmitted through direct or indirect contact| Negligence of other persons, including other guests| Negligent first aid| Negligence of the guide Including failure to take reasonable steps to safeguard or protect you from, or warn you of risk,

dangers, hazards, on participating in ACC activities |

Falls and Belaying

What are the Risks

Mountaineering and ice climbing present the risk of falling from the wall causing the climber to collide with the wall or ground which can lead to injury or death | The risk of a belay failure is also present which can contribute to a ground fall |

Boots and Binding Systems

What are the Risks

Even when set up correctly, a ski binding might not release during every fall or may release unexpectedly. The ski boot/binding system is no guarantee that the skier will not be injured. Non-DIN-certified bindings, such as pin/tech bindings, present a higher risk of pre-release and/or injury as they are not designed to the same safety standards as a DIN-certified alpine binding.

Unlike alpine ski boot/binding systems, snowboard and some telemark boot/binding systems are not designed or intended to release and will not release under normal circumstances. Using such a system increases the risk of injury and/or death when caught in an avalanche.