

# Self-Entry Instructions for Hike/Backpacking/Camping

Going forward, hiking will use a common scheduling tool, Meetup, where leaders enter their own trips and events.

**If you need help, Tom, David, Frank and other experienced leaders will help you.**

- You can see the entire trip list, all the time, openings, gaps, overlaps. No more waiting to see the list!
- Create new trips, by copying an existing trip by simply pressing the "Copy" button.
- You can edit or cancel your own trips

1. Go to: <http://www.meetup.com/Outdoor-Club-of-South-Jersey-Hiking>  
Then Log-In, with your email and password.

Go here

Log in

If you have not joined/registered:  
Select **Join Us!**  
Create a login and password  
See Step 2 below:

2. **If you have not joined the Meetup site, Join Now,**  
**!!!!IF YOU HAVE ALREADY JOINED, log in, and skip to step 3!!!**

- Create a user name. Bill P, Joe H, Tom Neigel, Janet Horton, etc.
- Enter your email address (**THIS WILL BE YOUR LOGIN**), (**Record and save this**)
- Create a password. (**Record and save this**)
- I'll then make you a trip organizer to enter your own trips.

- Now select the Calendar View.  
(select Calendar)

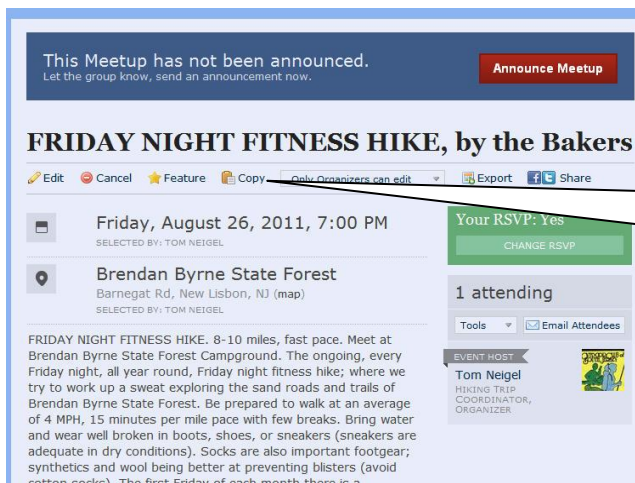
Select Calendar View for a running list of all events.



- Now, to create a trip.  
(pick one of your existing trips)

Pick one of **YOUR** existing trips!

- Now the "trip information" appears. -Click **Copy Now**-  
You are copying an existing trip, -to make the new trip.



Click, **COPY**

6. The Trip details are now displayed. **Change the information to the NEW TRIP DETAILS.**

- A. Change the **date and time**, to the new date/time
- B. Change the **Title**, to the new title
- C. Change the **Description**, to the new description  
(perhaps the information is already correct!)

**Un-Check the "Email Members" checkbox**

**-----SAVE SAVE SAVE----- your changes.**  
**Scroll to the bottom of the page, and click, [Change Details](#)**

7. At the confirmation box, **SELECT "ANNONCE LATER"**

Notes.

- This creates a new trip on the calendar.
- If you ever wish to change it again, find the trip on the calendar, select it, and click EDIT.

## Use the **PROPER** Contact Information Syntax

-Remember to use this format for your contact info, or it won't display for the user:

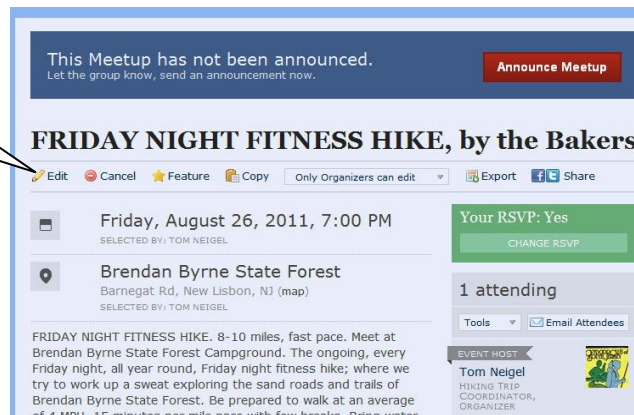
George Galcik, (8 5 6) 783+8329      georgegalcik @comcast.net  
 note spaces and plus sign above      note gap before @ above

# To Edit an Existing Trip

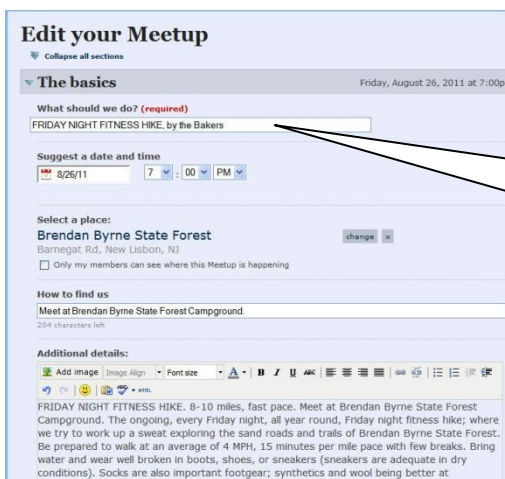
If you want to change something, the date, etc. you can do that.

1. Select **Calendar** from the Front Page
2. Select **the trip** you wish to edit.
3. Select **Edit**

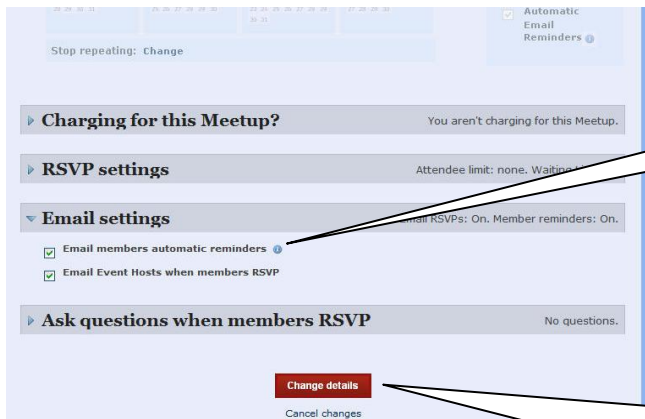
To **EDIT** an existing trip,  
Select Edit



4. **Edit the Details of the page.** Remember to scroll to the end of the page and **SAVE** the Changes.



- A. Change the **date and time**, to the new date/time
- B. Change the **Title**, to the new title
- C. Change the **Description**, to the new description



**Un-Check the “Email Members” checkbox**

**SAVE SAVE SAVE your changes**  
Click **CHANGE DETAILS** to save the changes.

- 5. After saving, you changes are reflected in the trip.
- 6. Find the trip on the calendar to verify your changes.

# To Create a Trip from Scratch (not using Copy)

I recommend using the copy instructions above to create a new trip, but if you wish to create one totally from scratch, here is how...

1. To **SCHEDULE A TRIP from scratch**, go to the calendar view.
  - a. **Select the Calendar view**
  - b. **Select the Red Button.**



2. Roll the mouse over the day. **Click on the red icon to create the trip.**



The screenshot shows the "Edit your Meetup" form. The form is titled "Edit your Meetup" and has a "Collapse all sections" link. The "The basics" section is expanded, showing the following fields:

- What should we do? (required)**: A text input field containing "FRIDAY NIGHT FITNESS HIKE, by the Bakers".
- Suggest a date and time**: A date picker set to "8/26/11", a time dropdown set to "7:00", and a PM/AM selector set to "PM".
- Select a place**: A dropdown menu set to "Brendan Byrne State Forest".
- How to find us**: A text input field containing "Meet at Brendan Byrne State Forest Campground".
- Additional details**: A rich text editor with a toolbar and a text area containing the following text:

FRIDAY NIGHT FITNESS HIKE. 8-10 miles, fast pace. Meet at Brendan Byrne State Forest Campground. The ongoing, every Friday night, all year round, Friday night fitness hike; where we try to work up a sweat exploring the sand roads and trails of Brendan Byrne State Forest. Be prepared to walk at an average of 4 MPH, 15 minutes per mile pace with few breaks. Bring water and wear well broken in boots, shoes, or sneakers (sneakers are adequate in dry conditions). Socks are also important footwear; synthetics and wool being better at

- A. Enter the **date and time**
- B. Enter the **Title**
- C. Enter the **Description**
- D. Scroll to the bottom of the Page and **Save the Trip!**