



## **HIKE LEADER 'S GUIDE--HIKE ENTRY PROCEDURE**

**12/18/2019**

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### **IMPORTANT NOTE**

It is always better to start by duplicating an existing hike than trying to create one from scratch, even though the hike you duplicate is vastly different from your hike. Much of the "boilerplate" will already have been included. You can duplicate either an archive hike (as the following procedure defines, or you can duplicate any other hike in the list. Once you duplicate it, it is now yours, and you won't affect the original that you duplicated.

### **Procedure for creating a hike from an existing archive hike.**

*(See definitions and an example at the end of this procedure)*

1. Open website, [www.cvhikingclub.net](http://www.cvhikingclub.net).
2. Go to "member login" tab. Logging in will open your account page.
3. On the account page, select CVDC Dashboard on upper left corner of the page. A new panel will appear that will let you access hikes, called "events".
4. Select ME Calendar and All Events from the lists. Select "All" from the choices along the top of the list.
5. There are a series of drop-down menus across the top. In the one called "show all organizers", click on the little arrow and Select "archive" in the list. Then push the "filter" button at the right end of the menus. This will bring up all our club's hundreds of pre-set archive hikes. Note that many of the dates are in March 2018 and May-July 2019.
6. To find the archive hike that closely matches the hike you want to post, you can put keywords into the search box on upper right to narrow down list to what you are looking for. e.g. "mission" if you were looking for a Mission Creek hike; "bump" for Bump and Grind, etc. Push the "Search Posts" button.
7. From the remaining list, find the hike you want and locate the "Duplicate This" choice in the small menu when you roll over each hike. When you click on "Duplicate This", a copy of the archive hike is put at the top of the full list of hikes with the notation "draft", and your name listed as "author".
8. This duplicate copy of the archive hike is now available for you to add in your specific details. Click on the title of the hike and it will open the draft for editing. You are now the hike's author and anything you change from now on will not affect the original archive version.

9. In the various sections on the page, add/change for the specifics of your hike, including: (note that some of the options are on the right side of the page.) Other than the ones listed here, you can ignore most of the other options and many will already be selected for you.

- a. Basic page text-you can add notes about the hike. Note that some notes are already there. Be sure to add your name as Hike Leader in place of "archive", and add the pace of hike. But don't change any text within square brackets or anything that says "galleries".
- b. Change both start and end date. They should be the same day. Put the time if you want to show that.
- c. select the event location from the dropdown menu. select the one that closest matches your starting point. This location will also be shown on the map in the final published hike.
- d. Select your name from the main event organizer drop down menu. If there is another hike leader organizing with you, select their name from the next menu.
- e. Enter the Event Cost if there is one associated with park entrance or tram, etc.
- f. If you select "allow comments" in the Discussion Section, you will allow the public to ask questions about the hike. This should usually be unchecked.
- g. You should check the hike information on the right side of the page. They should have been entered for you from the archive hike, but check to be sure they select what you want. Be sure the Event Color and Event Label color match.

10. When you think you have all the correct information for your hike, you can preview it as members would see it. "Preview" button is on the upper right side of the page. Then close that window, make further changes, and "publish".

11. The hike is now posted on the website. To be sure, go to the "Calendar" tab on the website and check to be sure it has been posted.

12. At any time, you can go back into the hike leader dashboard, search for your hike and make any necessary changes, then press the "update" button on the right side of the page.

## HIKE CALENDAR DEFINITIONS

- A "hike" is called an "event" in the calendar, as are socials, speaker meetings, etc. (Hike calendar is what we used to call "hike schedule")
- A "hike leader" is called an "organizer" in the calendar with "author" privileges
- A "hike locator" is a "category" in the calendar and is the general location for the hike; e.g. Palm Springs
- A "location" is an "event location" in the calendar. It is usually the start of the hike and is shown on the hike page in a Google map.
- The "degree of difficulty" is a "label" in the calendar; e.g. moderate, strenuous. The pace of the hike is another "label" that should be chosen.
- "Tags" in the calendar aren't used at this time.
- When "archive" is listed as the "organizer", it defines a predesigned hike that can be duplicated modified, and published by an "author" without corrupting the original.

**EXAMPLE-**

The following 2 pictures show what an archive hike would look like on the Internet and what that hike would look like after the hike leader adds the specifics of the hike and publishes it.

**ARCHIVE HIKE EXAMPLE**

**COACHELLA VALLEY HIKING CLUB**

**ORGANIZER**  
ARCHIVE

**DATE**  
May 22 2019

**LABELS**  
Moderate Hike

## RAINBOW ROCK CANYON

Follow the PCT north from Whitewater ranger station. The trail leads past colorful rocks to a beautiful waterfall, possible stream crossings.

**IF THIS IS YOUR FIRST TIME HIKING WITH THIS LEADER, PLEASE CALL. IF YOU HAVE HIKED WITH THIS LEADER BEFORE, PLEASE EMAIL.**

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HIKE LEADER: [Archive](#)      HIKE LOCATOR: West of Palm Springs, Whitewater      HIKE DIFFICULTY: Moderate

**Note: You must be a current CVHC member to hike with the club!** [Join Now!](#)

**LOCATION**  
Whitewater Preserve


**CATEGORY**  
West of Palm Springs


Map    Satellite

Falls

Yucca V

# POSTED HIKE EXAMPLE





**ORGANIZER**

MIKE OVESEN

PHONE (760) 774-7237

EMAIL bubblejockey@gmail.com

**DATE** Nov 02 2019

**TIME** 8:00 AM

**LABELS** Moderate Hike

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HIKE LEADER: Mike Ovesen      HIKE LOCATOR: West of Palm Springs, Whitewater      HIKE DIFFICULTY: Moderate

**Note: You must be a current CVHC member to hike with the club! [Join Now!](#)**




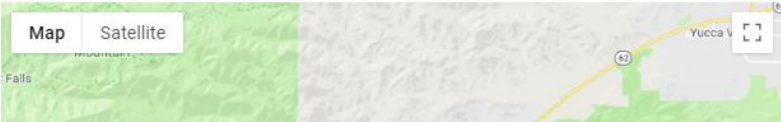
**LOCATION**

Whitewater Preserve

**CATEGORY**

West of Palm Springs





# NOTES ABOUT EXAMPLE

1. On the archive hike there may or not be a featured picture at the top, a set of pictures below the main content, or a map at the bottom. There also may not be a picture in the "Location" part of the page.