

Checklist: Post a Hike

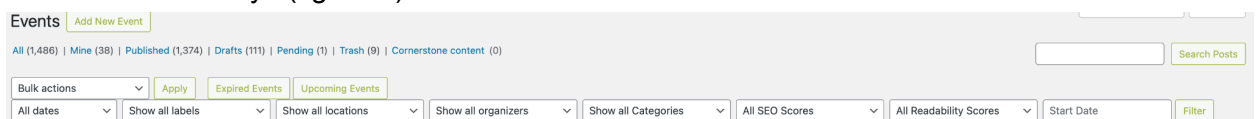
Introduction

It is best practice to post a hike to the calendar by duplicating and editing an existing hike that is similar to the hike you want to post. Although you can create a new event from scratch, it is more challenging and takes more time and attention to detail. While you are working on the post for the hike, you can save a Draft at any time by clicking on the 'Save Draft' button on the right in the "Publish" box. If you leave the page without saving or publishing, all of your work will be lost.

Please note that these instructions are written to match the display provided when using a computer. If you are using a mobile device (phone or tablet), the display will be a bit different, but all of the same functions will be visible, you might have to do some scrolling and exploring to find where each function shows up on screen.

Find and Duplicate an Existing Hike/Event

1. Go to the club website: <https://cvhikingclub.net/>.
2. Click on 'Member Login' and enter your username and password when prompted
3. In the top left corner of the window, put your cursor over the word CVHC and then click on Dashboard when it appears below. Your screen will be quite different with a long list of items on the left hand side.
4. Hover your cursor over 'M.E.Calendar' in the left column and select 'All Events' when it pops up to the right of your cursor. Your screen will fill with a list of hikes.
5. Along the top of the screen are a bunch of boxes that you can use to filter the list of hikes in various ways (figure 1).



6. If you know the name of the trail/hike you want to use, enter some part of that name in the white box on the top right. For example, if you want to hike the Art Smith trail to the third oasis, enter the words Art Smith into the empty box
7. Click on 'Search Posts.' The screen now lists all existing events which mention the words you put into the search field.
8. Other searches: If you know a hike leader who has offered a hike similar to yours you can select their name under 'Show All Organizers' and then click on 'Filter' on the far right. Any of the fields along the top (e.g.: Location, difficulty - under Labels) can be used to filter the catalog of hikes to find something you can duplicate and edit.
9. Once you have found a hike that is close enough to your hike, hover your mouse over the title of the hike and a menu of options appears below the title. Click on 'Duplicate.'

10. This creates a fresh copy of the hike with the clever title of 'Copy of *OLDHIKETITLE*.' The software automatically moves you to the new copy in Edit mode.

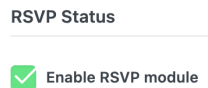
Edit the Hike Information

1. At the top of the event page you will see the title (i.e.- 'Copy of etc.'). Change the title of the hike to match your planned hike by clicking on the words in the title and deleting, overwriting, etc. It is okay to use the same hike title as other events. You do not need a unique title.
2. Below the title is the most important content for your hike post: the hike description. The description should provide the hiker with a clear picture of the experience they will have on the hike. Describe the distance, trail conditions, difficulty level, obstacles, etc. If the description provided is in good shape, you might not need to edit it at all! Examples of good hike descriptions are available here: [link to pdf of hike descriptions].
3. Finish the hike description with a clear direction to the hiker to use the RSVP form below to register for the hike. The final line in the description should remind people to join the club if they want to go on the hike (see example below).

To join this hike, use the RSVP form below!

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

4. If you want to insert a link to a map or other resource, follow the steps provided in "Working with Links."
5. Right below the description is the RSVP form. To expand this section, click on the little grey triangle at the far right of the RSVP Options line.
6. Click on the "Enable RSVP Module" box so it looks like this:



That's all you need to do to set up RSVPs.

7. Next, scroll down to the section labeled 'Details.' This section has multiple items that you must edit and confirm.
 - a. Correct the date and time for the hike. The default configuration displays a starting date and time and an ending date and time. If you would like to turn off the display of either or both of these, click on the 'Advanced' tab and then click on one or both of the boxes provided to hide dates and times.
 - b. Click on 'Location/Venue' on the left and confirm that the location is correct. Fix it if it is not correct by selecting from the dropdown list of locations.
 - c. Click on 'Organizer' on the left and change the Organizer to your own name by selecting your name from the dropdown list of Hike Leaders. If your name is not on the list, contact Barb Brown, Margaret Sullivan or Andrew Walls. If you have a Hike Leader partnering with you on the hike, you can add their name in the 'Other Organizers' section.
8. Below the Details section is a one line section entitled 'Author.' If you duplicated an existing event, the author will be the person who produced the original version of the

event. We recommend changing the author to your own name if you have made substantial changes to the hike description or if the hike description is a new event (not a duplicate). Also, if you are posting a hike for another Hike Leader, use your own name as the author even if you are not one of the hike organizers. You can do this by selecting the pull-down list of authors and scrolling to your own name.

9. Scroll back to the top of the page and focus your attention to the boxes on the right. Work your way down through the boxes (details below), confirming or correcting the selections:
 - a. Categories- This is a list of the various types of events sponsored by the club: Hikes, Social, Training, etc.
 - b. Visibility - skip this one!
 - c. Featured image- This is an advanced feature. Feel free to try it, but these instructions do not cover manipulation of images.
 - d. Event Labels- Select a label from this list to match the nature of the hike or event you plan. The difficulty level should be based on the guidelines here: <https://cvhikingclub.net/hike-ratings/> .
 - e. Event Color- Pick an appropriate color for the calendar entry for the hike. The color scheme is provided at the top of the calendar on the web site. Here it is:

Hiking:		Extreme		Strenuous		Moderate		Casual
Other:		Social		Maintenance		Other		

Do not create or use colors other than these!

10. You are nearly done! Scroll back to the top of the page. On the right, in the “Publish” box, click on ‘Preview.’ This will open a new browser tab showing you what your hike post will look like based on your edits. Check the page carefully to make sure that everything is the way you want it.
 - a. If there are errors, close the tab, return to the Edit Event tab and correct the errors, then repeat the Preview to confirm the edits.
 - b. If there are no errors and you are ready to post, close the browser tab with the preview.
11. The Last Step! On the right of the page, click on the Publish button in the “Publish” box. Ta da! You have posted a hike.

Check your Post

12. To confirm that everything worked correctly, hover your mouse cursor over CVHC up in the top left corner and click on ‘Visit Site.’ This will open up the site. Click on Calendar and navigate to the date where your new hike should be.
13. If you notice a problem with the calendar entry for your hike, open the event from the calendar entry (click on it) and then click on the ‘Edit Event’ item in the top menu bar. This will return you to the full editing page for the event.
14. Make whatever changes you need, preview the changes, and then click on ‘Update’ in the “Publish” box.

Advanced Editing Functions

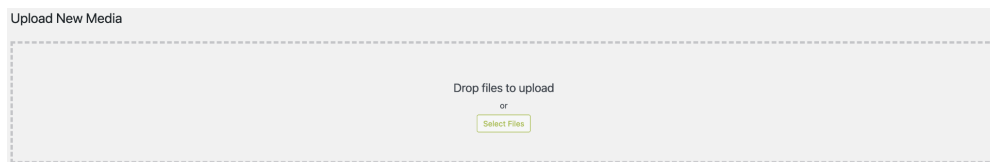
The instructions provided above cover the essential functions involved in creating and posting a hike to the CVHC calendar. There are a few advanced editing functions that you might want to use after you have mastered the basic capabilities discussed above.

Uploading and Using Media

At times you might want to share documents or photographs in your hike posts. The software we use provides a library where we can store these resources and link to them in our hike descriptions and posts.

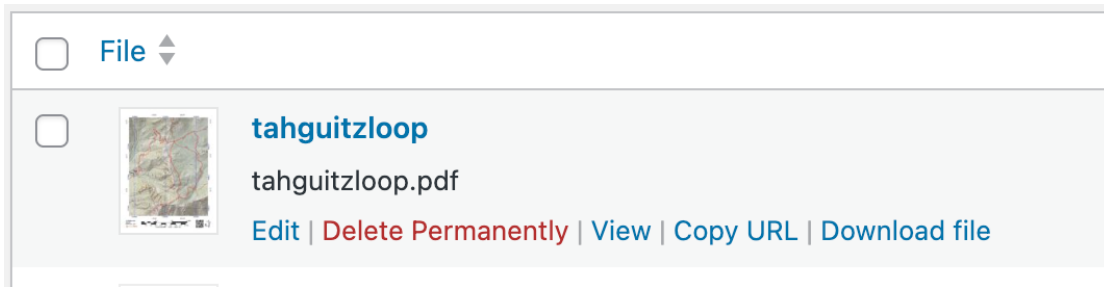
To upload a media file (e.g.: JPEG, PDF, GIF, PNG), follow these steps:

1. Go to the club website: <https://cvhikingclub.net/>.
2. Click on 'Member Login' and enter your username and password when prompted
3. In the top left corner of the window, put your cursor over the word CVHC and then click on Dashboard when it appears below. Your screen will be quite different with a long list of items on the left hand side.
4. Put your cursor over Media in the left column and select Library when it pops up to the right of your cursor.
5. To add (upload) a media file, click on the 'Add Media File' button in green text at the top of the form.
6. Drag and drop the file into the form (see below) or click on Select Files to navigate to and select the file(s) you want to upload.



7. There are two ways to use media files with hike event entries. The first is to embed the media directly in the text describing the hike. The second is to use the media as a 'featured image.' To embed the media in the event description, follow steps 8-12. To use the media as a featured image, follow step 13.
8. Once the media file is uploaded, return to the Library display (step 4 above) and find the file you just uploaded.
9. You can sort and filter the library using the column headings and the filter options in the top left area of the form.

10. When you have the file you uploaded visible in the list, hover your mouse cursor in the box for the file (see below). A list of actions pops up.



11. Select 'Copy URL'
12. Return to your draft event entry, go into edit mode and embed the URL in the appropriate place as follows:
- In the text of the hike description, place your cursor where you want the media to appear. This usually works best when you use an empty line in the description.
 - Hit Ctrl-V (paste) and the media will appear in the text.
 - You can move the media using the paragraph controls (e.g.: flush left, center, flush right) in the icon bar at the top of the text area.
13. Return to your draft event entry, go into edit mode and then scroll down through the far right column until you see a box labeled "Featured Image."
- Click on 'Set featured image.' This pops up a display of the media files available in the media library.
 - Find the media file you want to use (you can sort and filter the library using media type and date in the top left of the library display) and click on the thumbnail image of the file.
 - A window pops up on the far right of the screen titled 'Attachment Details.' This box enables you to add Alt Text (good for people who cannot see the image) and any other information you might want to add to the media library entry such as when you took the photo, etc.
 - If the image is what you want, click on 'Set Featured Image' in the bottom right corner.
 - The system returns to your draft hike entry and displays the featured image in the right column.
14. Preview your hike entry to confirm that the media is correct:
- Scroll to the top of the right column of boxes until you see the 'Publish' box.
 - Click on 'Preview.' This will spawn a new tab with a complete preview of how your hike entry will look when a member opens it from the calendar.
 - Check the media locations and appearances and make sure they are correct. If you need to change anything, return to the browser tab where you are editing the event entry and make any needed corrections and then preview again to confirm.

Creating and Using Hyperlinks

Hyperlinks provide an easy way for club members to access information provided in other documents and places. Although there are many types of resources that you can link to, the two most common resources are links to trail maps links that start an email to the hike leader (aka-Mailto links).

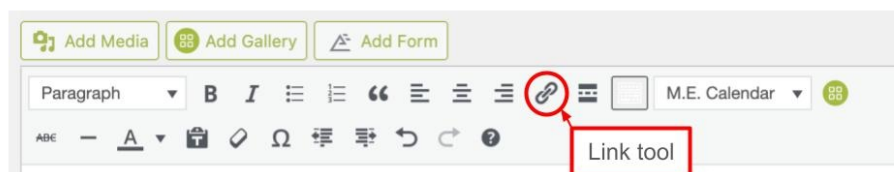
The process for creating links to other pages or resources is basically the same for all types of sources, while Mailto links are quite different. This guide will first cover regular links and then focus on Mailto links.

Creating Regular Links

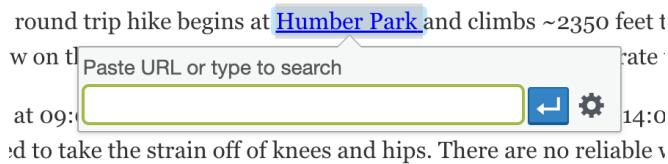
Unfortunately, we need to delve into some technical language. Links are based on Uniform Resource Locators (URLs). You are already familiar with these if you use the Web/Internet. They typically look like <https://cvhikingclub.net/> (when we talk about Mailto links later, we will also mention Uniform Resource Indicators - URIs - which are the letters at the start of the URL: https, Mailto, etc).

Step one is to locate the resource you want to link to and copy the URL for the resource:

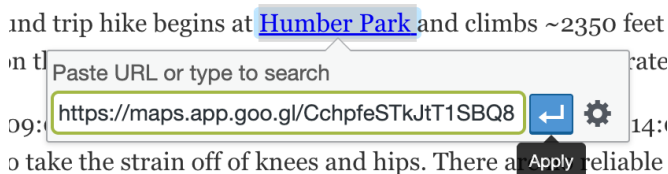
1. Using your favorite web browser (e.g.: Chrome, Safari, DuckDuckGo), navigate to the resource you want to use
2. In the address bar at the top of the browser window/tab, click on the URL
3. Depending on which browser you use, a single click might expand the URL and select the whole URL. If this does not happen, select the entire URL (CTRL-A) and copy the URL (CTRL-C).
4. Note- if you have a resource (e.g.: document, map) that you want to share via a link, but it is not on the web, you can upload it to the club website using the Upload Media Checklist
5. Step two is to prepare the hike description for inserting the link:
6. Add or edit text that tells the reader that a resource is available by clicking on a link embedded in the text. As examples, you could say "A map of our planned route is available as a PDF file" and embed the link under the words 'PDF file', or you could say "A map or our planned route is available at this link <https://cvhikingclub.net/>" and embed the link under the text of the link.
7. Using your mouse, select the text that you want to use as the clickable link
8. Select the link tool from the text options at the top of the Event form (see image below)



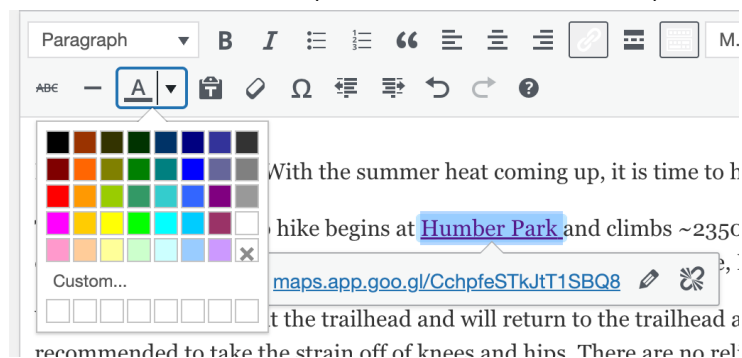
9. When you select the link tool, a small window pops up next to the text you selected for embedding the link:



10. Click in the empty box under 'Paste URL...' and paste the URL you copied earlier (CTRL-V)
11. Then click on the Apply button:



12. This completes the process of embedding a link, but you might want to change the color of the text to show to the reader that a link is available. To change the color of the text, select the text (drag the mouse cursor) and select the text color tool at the top of the form and select a color (Blue is traditional for links):



Creating Mailto Links

The essential difference between a regular link and a Mailto link is that the Mailto link uses a different URI (I warned you some tech jargon was involved!). Regular links use the URI HTTPS, which stands for HyperText Transfer Protocol Secure. A Mailto link uses the URI Mailto. Other than that difference, the process is relatively similar.

1. Create or find the text where you want to embed a Mailto link. This is usually in a sentence such as "If you want to join this hike, email Andrew and, if you have not hiked with Andrew before, describe your fitness level and hiking experience."
2. Select the text that you want to make into a Mailto link. I usually use my name or the phrase 'email Andrew.'
3. Click on the Link tool

4. In the empty box under 'Paste URL or type to search', enter `Mailto:youremailaddress` and press the Apply button. Here is a completed example:



5. After you click the Apply button, you can test a regular link or a Mailto link by clicking on the link and confirming that your web browser or email software does the expected thing.

How to Edit a Link

Inevitably, you will need to change a link. This might happen if you duplicate a hike and need to change the email address. To edit a link of any type follow these steps:

1. Select the text in which the link is embedded (usually highlighted in blue and underlined)
2. Click on the Link tool
3. Edit the or replace (copy/paste) the link
4. Click on the Apply button
5. Test the link by clicking on it