

## How to add Conditioners to the OSAT Calendar:

You **MUST HAVE Admin access**. If you don't have Admin access, send a message to the conditioners chair with:

- Location of conditioner
- Time and location of student meet up
- Lead, WFA, Co-Lead (If you do not have all these positions filled yet, that is fine, they can be added as needed)

### **If you have Admin access:**

1. Log onto Osat.org
2. Click on Admin View in the upper right corner
3. Click on the Calendar tab
4. Click on Events
5. Click on Create New Event
6. Under Advanced, select Visible to Public & then Save

### Under the Event Details Tab:

1. Enter your title. This should be GCC Conditioner followed by the name of your hike
2. Select GCC under Tags
3. Enter the location of your meet up under Location (this may either be the trailhead or a different meet up location such as North Bend Safeway)
4. Select your date and start time
5. Click on Show Registrants – to everyone
6. Enter the description\*
  - a. Start by stating: This is a GCC Conditioner with preference given to GCC students. Non GCC students and GCC students who have already completed their conditioner requirement who wish to participate in extra conditioning may sign up two days before the hike if there are spots open. (You may state this in your own words if you like)
  - b. Include a short description of the hike (Mileage, Elevation gain, a link to a trip report, etc)
  - c. Include your meet up location and time you expect to be moving on the trail.
  - d. Include a list of required gear/food/water/clothes needed for the climb
  - e. Include this statement about Registration: Please check the "Include name in the list of event registrants" – this makes your name visible to the other hikers and carpooling is encouraged ☺
  - f. Include directions to your meet up point and information regarding potential passes required for parking at the trailhead
  - g. End by stating: Contact the leaders with any questions or to cancel your registration due to a last minute emergency. You must call, do not email or text. (Again, you may paraphrase)
  - h. Include the Leader's name and phone number, the Co-Lead's name and phone number, and the WFA's name and phone number.
- NOTE: It may save you time and energy to pull up an existing conditioner and copy and paste!

### Under the Registration Types and Settings Tab:

1. Click Edit at the top left of the page
2. Check Limit Registration and enter 12. Uncheck the box that asks to Enable the Waitlist.
3. Save
4. Click on Add Type
5. Enter GCC Instructor under Name
6. Save and then click Back
7. Click on Add Type
8. Enter GCC Student under Name
9. Save and click back

### Under the Emails Tab:

1. Click Edit at the top left of the page
2. Under Event Organizer be sure it is your email listed
3. Save