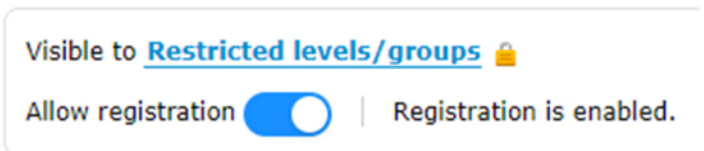
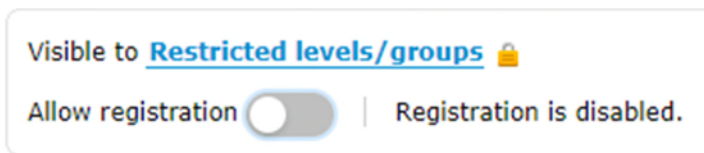




GCC Conditioner Event Creation Checklist

Logging On to Website

- Logon to OSAT website as “Admin View” and go to “Events” tab and “Events List”. Remove all criteria if needed and expand the search to include the year “2200”.
 - € if you don’t have Admin privileges on the website, contact Conditioners Chair Jamie Cheatham: (206) 518-8277, jamielcheatham@gmail.com, or via FB messenger.
- Click the “Duplicate” button on the event “GCC Conditioner: <Enter Destination Description>” to create an event from the blank template, or click “Duplicate”select one of the pre-existing destination templates (such as Old Si, Tiger 1-2-3 orMailbox Old Trail). This will create an identical event with the prefix (Copy) that you will edit. If you select a pre-existing destination template, many of the steps below you can skip.
- Click on the “Edit” button in the upper left corner.
- Click the Visible to “Admin Only”, select Restricted, leave all checkboxes as they appear, then click Save. It will then show as Visible to “Restricted levels/groups”.
- Click the button next to “Allow registration” to enable registration (pictured below).



Event Details Tab

- **Basic Information Section**
 - € Edit “Title”
- **When and Where Section**
 - € Edit “Location”
 - € Edit “Start Date, End Date and Times”
- **List of Event Registrants**
 - € No Edits are required in this section
- **Description Section**
 - € Edit Trip Title
 - € Edit Trip Date
 - € Replace Picture, set size to Medium or Large. Or leave the OSAT picture

- € Edit Trip Description
- € Edit Distance
- € Edit High Point
- € Edit Meeting information. Be specific. In addition to an address, include something like “parking lot to the East (right-hand) side of the store”
- € Edit the Estimated Duration
- € Edit an approximate Return Time
- € Edit What to Bring
- € Edit Passes Required, such as Discover Pass, National Park Pass, etc.
- € Edit Trailhead Directions. You can copy/paste from WTA or similar website but be sure to paste using CTRL+SHIFT+V to paste only values
- € Insert link to Overview Maps, upload map from Caltopo.com to OSAT GCC folder
- € Edit Leaders’ Names, Roles, Email, and Cell Phone information

Information Regarding Instructor Requirements

Each outing should have 4 leads, 1 of which must be WFA certified and equipped with an appropriate first aid kit. A minimum of 3 leads (still with a WFA of course) will be allowed. Exceptions to the 3 lead minimum rule may be made on a case by case basis, contact Conditioners Chair Jamie Cheatham to discuss.

Your event will automatically default to allow a total of 12 participants to register. Once the event is full with 12, it will automatically start a waitlist of students that want on if a registered student cancels. If you cancel a registrant, the first person on the waitlist will automatically be moved onto the registered list. They will also automatically receive an email confirmation of such.

Emails Tab

- **Event Organizer Section**
 - € **Set organizer to the trip leader. They will get copies of event announcements, confirmations, cancellations, etc. Typically, this would be yourself if you want to receive notifications of signups, cancellations, etc.** (if this step is skipped, the creator of the event you are duplicating will receive all confirmation emails)
- **Announcements Section**
 - € Click “Announcement 1” to preview the announcement.
 - € Click “Send Test Email” button. This will send a test email to your email address. It is important to review the formatting of the email. Wild Apricot can retain some odd formatting that is not apparent elsewhere and may require some trial and error to correct.
 - € NOTE: By default, announcements are not scheduled, but they are included in the confirmation email, so it is important to review this for proper formatting.
- **Reminders Section**
 - € Click “Reminder 1” to preview the Reminder.
 - € By default, a **REMINDER 1 is setup to go to the registrants 2 days before the event.** You can adjust the dates by clicking on “Change Schedule” and changing to the desired date.

- **Registration Emails Section**

Registrants will get a registration confirmation, cancellation confirmation or a Waitlist confirmation after they have registered. You can preview these by clicking the appropriate emails. Generally, no changes are required.

Registrants and Invitees Tab

- Add your instructors to the registration here or have them register directly from the OSAT calendar.
- Current registrants will be listed in this section.

Waitlist and Settings Tab

- No Edits are required in this section when setting up an event.
- Any members that have been 'waitlisted' will be listed in this section.
- Registrant cancellations and automatic notifications of such events are turned off. In the event a registrant wants to cancel, they will have to contact the trip leader to do so. The leader will need to manually cancel the registration and if there are people on the waitlist, the first in line will be automatically added to the conditioner.

NOTE: How to Send an Email to ALL the Registrants.

You can send update messages to all the registrants very easily! From the event, you will see an "Email Registrants" button at the top of the screen. Click the "Email Registrants" button

1. **TEMPLATES** => Scroll and select the template titled "GCC CONDITIONER UPDATE" from the list of templates
2. **DESIGN** => In the message body, replace the text "<Insert message text here.>" with your message.
3. **PREVIEW** => Preview your message to be sure it meets your exacting standards.
4. **RECIPIENTS** => By default, you should see the "Current Event Registrants" highlighted. You can add additional people or groups by clicking on Contact or Contact List.
5. **REVIEW AND SEND** => In the upper left corner, "Send it now" will be marked. If you the message meets your approval, click "Send" in the upper right corner to send the message to the registrants. You can also change from "Send Now" to "Schedule for Later" and choose a date and time for the message to be sent.

NOTE: How to Cancel a Registrant.

From inside the event (the Admin side), you will see a "Registrants & Invitees" tab above the description.

GCC Student Conditioner: Mt. Si - Old Trail

19 Jan 2020, 7:30 AM – 2:30 PM @ Mt. Si (Old Trail), North Bend, WA

Visible to [Restricted levels/groups](#)

Allow registration

Public registration is not currently available because the event's registration limit has been reached.

Event details [Registration form](#) [Registration types & settings](#) [Emails](#) [Registrants & Invitees](#) [Waitlist & settings](#)

Basic information	Description
Title GCC Student Conditioner: Mt. Si - Old Trail	GCC STUDENT CONDITIONER Mt. Si - Old Trail January 19, 2020
Event URL https://osat.org/event-3661270	
Tags conditioner, gcc	
When and where	

Click the “Registrants & Invitees” button, then select the member that wants to cancel by clicking their name. You will then see a “Cancel Registration” button across the top. A pop up window will appear requesting a reason for cancellation, click “Cancel Registration”.

Student Conditioner: Mt. Si - Old Trail

FREE

mail.com)

[Edit](#)

General

[Cancel registration](#)

[Generate invoice](#)

Registration on event registrants list

Registration date 11 Dec 2019, 9:34 AM

Registration type GCC Conditioner Registration

Total amount \$0.00 (No invoice)

Once you’ve successfully cancelled the registrant, you can send an automated notification to the cancelled person confirming their cancellation. Click the “Send notification” button across the top. Then you’re all set!

[Edit](#) [Delete](#) [Send notification](#)

[Financial transactions](#)

Registration for GCC Student Conditioner: Mt. Si - Old Trail

Received from

[jam](#) (42804812, jamielcheatham@gmail.com)

Registration form

[Edit](#)

General

Registration Show registration on event registrants list

First Name Jamie



Registration is canceled

[Restore](#)