How to add Conditioners to the OSAT Calendar:

You must have admin access to add conditioners to the calendar. **If you don't have Admin access**, send a message to the conditioners chair Mike Warner mgrwarner@gmail.com 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 Events tab
4. Click on Create New Event
5. Select Advanced

Event Access Permissions
1. Towards the top of the page click on visible to admin only
   a. Change to Restricted
   b. Check the box that says all membership levels

Failure to do this exposes the event and the names of members who register to the public through internet search engines and the upcoming events links on our home page.

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, start time, and end time
5. Check Show registrants who want to be listed and then select **to members only**
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!
7. Click Save at the Top

Select 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

Select the Emails Tab:

1. Click Edit at the top left of the page
2. Under Event Organizer select your name
3. On the right side under registration emails, uncheck the 4 boxes that say send copy to organizer (unless you want an email every time someone signs up for your event).

Return to the Event Details Page
1. Select Edit
2. Check the enable registration box towards the top (with a few caveats below)
    a. Don't select this box if the GCC hasn't started yet
    b. Don't open your conditioner if it is more than 2 months away
    c. For example: if it's February and you are putting up an April conditioner – DO NOT ENABLE REGISTRATION yet
3. Save

Change from admin view to public view and make sure your conditioner shows up and looks right on the calendar!

To Send an Email Announcement to All OSAT Members about Your Event
1. Go back to your event in admin
2. Select the emails tab
3. Select Announcement 1
    a. Read template email (You can also send yourself a copy of the email by clicking "send test email" to make sure it works okay) – if email looks okay click back
    b. Under Announcement 1 you can send now **OR**
    c. Schedule the announcement for a later date