

ACTIVITIES DATABASE (ActDb) (POST HERE 2nd)

You can copy and paste from REGI to ActDb, but the REGI post must be saved first to obtain the URL for ActDb (more on that later)

Go To: <https://activities.outdoors.org/login>

Once logged in with the above link, click on choose a committee "family" to start to post (on the left and under EVENTS and Add Chapter Trip). If trip has been run before save yourself time by reactivating old trip from archives. You could then copy and paste the archived trip to REGI easily.

BASIC INFO

- Include "Family" in your trip title since trips often appear in lists mixed with trips for other committees.
- Include the town and state in your trip title since trips appear with trips from DC through Maine.
- Click as many activities as apply (eg. Hiking, snowshoeing, skiing, ice skating, sledding, etc.)
- Include "Advance Notice Magazine Description" for longer trips that cost money. Trips posted in the Magazine fill earlier. To shorten links for short magazine listing use <http://tinyurl.com>.
- Put the address or approximate address in the "Location" Field. Then click on map icon to the right. Correct location will show on map. To adjust, move the map marker to the correct location.
- Upload photo (required)

ADDITIONAL INFO

- Paste in a testimonial if you have one
- Add search terms such as 'family' or anything else pertinent
- Under Links: Type in 'Register Here' in the left field (Link text). Paste in the REGI URL in the right field. If you wish to add more URLs listed in your posting, use the 'plus sign' and you can add them there. We often use the <https://amcboston.org/link> - feel free to use links for the conservation land you are hiking or the lodge you are staying at.
- Click on first timers and new members if appropriate.

RATE/ FEE INFO

- Leave price blank for day hikes and other events that are free. Otherwise, complete with appropriate fee information.

LEADER 1, 2 etc.

- Add in your designated leader and co-leader information, including how to contact each.

REGISTRATION

- On Registration drop down, select 'Required – External Link'. Paste the **REGI URL** in the text box next to External Link.

IMPORTANT!! You MUST click "submit to approver" at the end at the bottom or you will lose the whole thing. Your trip should be reviewed within several days – any changes you need to make will be communicated to you before your trip can go live.

Please contact Carrie McMillen (carriemcmillen@gmail.com) with any questions.