

POSTING A FAMILY EVENT IN REGI (POST HERE FIRST)

The following is taken from the 'Support' Link in REGI. **All 'Family Outings' related and added items are noted in PURPLE.**

We recommend you have two windows open when posting an event – one for REGI and one for Activities Database (ie. outdoors.org). You will want to complete and save the REGI posting first in order to get the URL to paste onto the Activities Database page.

THE BASICS

New here? Let's get started!

REGI allows you to manage registrations for your AMC activities. You can create an event, invite fellow leaders, manage sign-ups, communicate with participants, and keep track of it all in one place.

Please keep in mind, REGI is not a substitute for screening your participants, it is a tool to help you keep track of who will be participating in your activity. AMC trips are open to all and as an AMC Boston Chapter leader, you are required to conduct proper screening for any activity that requires registration. This includes getting in touch with all potential participants.

When you're ready to manage a trip in REGI, here are the steps you'll take:

1. Create your event on REGI first (yup, before listing on ActDB)
2. Use the Share Event page to make it easy to post your event on AMC's Activities Database (ActDB) on outdoors.org
Note: Don't forget to include your new REGI URL on your ActDB post
3. Invite other leaders, co-leaders, or registrars
4. When your activity is approved on ActDB, it will automatically open up registration on REGI
5. Manage your participants all in one convenient place.
6. Have a great trip!

CREATE A NEW EVENT

ENTER YOUR EVENT DETAILS

Click [Create New Event](#) in the Events section on the navigation bar at the top of any REGI page. This section is only available to leaders.

Use this page to supply information about your trip. When you're ready to finalize your trip, click "Save." Read on for a few helpful notes about creating an event.

Event Name: Please add the word '**FAMILY**' to the beginning of your event title. This way, if people use the search function on outdoors.org, it will filter family trips.

Event Type:

You must select an EVENT TYPE when creating your event. **Pick FAMILY.** This choice will determine the kind of information that is displayed when you look at your roster. This way you'll get helpful info about the registrant's experience specific to your chosen activity.

Event Status:

The default Event Status when you create a trip is OPEN. If you're not ready for people to register quite yet, set the event status to PENDING.

Do not set the event status to PENDING if you plan to list your activity for immediate approval on ActDB. Participants can't register unless your event is OPEN.

General Description: Please note what time you will be meeting, especially if this is not an all-day event, since parents are often scheduling multiple activities per day for their family.

Information for Participants:

This is only visible to participants after they have been approved for your event. So this section is ideal for information like exact meeting place, directions to the trail head, etc.

Program Info:

Most of the time, you'll select "This is a STANDALONE EVENT" for program info.

If your event is part of a chapter or committee program (e.g., Chapter Leadership Training, Annual Bicycle Rally, Hiking/Backpacking Winter Hiking Program, etc.), the program coordinator will give you a program ID to enter. In this case, you'll select "This event is PART OF A PROGRAM" and enter the program ID number in the box.

Default Questions and your Additional Event Question:

All applicants are asked if they have required gear, if they have questions or comments, and for their carpool details.

You also have the option to enter an Additional Event Question if you have another question you need to ask participants when they sign up.

Confirmation Page:

This area displays the default text that will display when a person registers for your event.

SHARE YOUR EVENT PUBLICLY

Once you save your new event, you are ready for approval and publication on the AMC Activities Database (ActDB).

When you click the "Save" button to create the REGI event page, you will be directed to the Share Event page.

The Share Event page displays your event information for your convenience so you can copy it into the ActDB for approval and publication.

IMPORTANT: You must include the new Registration URL found on this page in your ActDB trip listing. (Do NOT use the URL in your browser window.) Add the Registration URL into the ActDB event listing under Additional Info > Links. And make the first link text "Register Here." **Under 'Registration', choose 'Required-External Link and add the URL there, too.**

When your event is approved on the ActDB, your REGI event will simultaneously become available for public registration on REGI.

ADD OTHER LEADERS TO YOUR TRIP (OPTIONAL)

Fellow leaders, co-leaders, and registrars must sign up for an event like all other participants. However, before the event is approved on the AMC Activities Database (ActDB) and becomes public, you may invite up to two other leaders to join as part of the event creation process.

In My Events, choose the event and then select Invite from the left side of the screen (this tab is only visible to Leaders, Co-leaders, and Registrars for this trip).

Search for the leader/co-leader/registrar you want to add by their name or email. Find them in the search results and use the drop down to choose their leadership status. Then click "select" and the invitation to join your event will be delivered.

Since your REGI event will not be available for public registration until your trip is approved on the ActDB, you can only invite leaders, co-leaders, and registrars at this stage. You will not be able to downgrade a registrant to a non-leadership status if they accepted the invitation to be added to your roster before your trip was approved on ActDB.