AMC FAMILY OUTINGS – GET SET UP TO POST!

Before you start posting trips, you will need to set up two accounts (because you will be posting your trips in two locations).

ACTIVITIES DATABASE (ActDb)

http://activities.outdoors.org/login

The Activities Database is the club-wide trip database. All trips sponsored by the AMC must be posted here. To set up an account, go to the link above and use the option Don't Have an Account? "Create one now". Set up your account, then return to the link above AGAIN and login with your new account information to make sure everything works correctly.

REGI

https://regi.amcboston.org/

REGI is a Registration Management System set up by the Boston Chapter of the AMC. Family Outings has been using this system since early 2018. It allows you to streamline your trip registrations and manage them from all one place, rather than creating new excel spreadsheets or post-it notes as people register for your trip. It has some great functions. You can link Activities Database trips to REGI (more on that later), but it means you must post in two places, then link them together. The programs are not identical, but they are close enough that you can easily copy and paste one from program to the other with both tabs open to save time.

To set up a REGI account, click on the link above and click 'Create an Account' under the Login button. After you log-in to REGI, you can click on your username (top-right) and complete your profile, add children and even add a spouse or partner to your account, so that your family is linked (and either adult can then register for trips).

After you have logged in successfully to BOTH places, contact Carrie McMillen (carriemcmillen@gmail.com) so she can activate your new accounts so you can set up trips for Family Outings.

After reading this, please read **How To Post an Event in REGI** and **How to Post in Activities Database**. (you will post in these two places next. You can copy and paste between the two, but the REGI trip must be saved first). Once your trip is live, use '**How to Manage an Event in REGI**' as a reference to manage your trip registrations.