Hi I-MAC Trip Leaders –

Thank you for being a trip leader. Because of you, I-MAC offers amazing adventures that help to foster life-long friendships and a deeper appreciation of the outdoors. We understand being a trip leader is a lot of work. The webmaster team is trying to make some of the trip leader administration process easier and more streamlined with the updated website.

This is quick run down of the new procedures for submitting trip descriptions and trip reports.

Trip Descriptions:

1. Once your trip is approved by the I-MAC Board of Directors, upload your trip description to the trip description form on the I-MAC website. The form is under the members tab. You will see your name in the upper right corner if you are logged in.
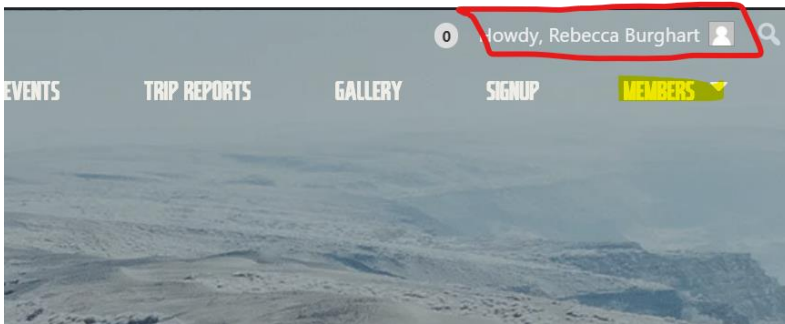
2. Before diving into your first trip description or report, please review the forms directions page. There is a link at the top of the trip description form that will take you directly to the directions page.
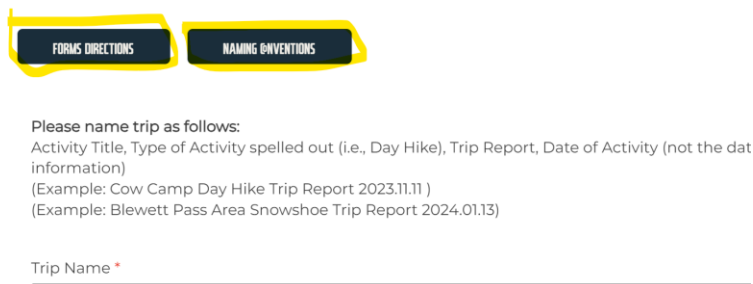
3. Naming conventions (i.e., how to name your files, pictures, etc.) is also very helpful to keeping all the files on the website organized. Check out the link at the top of the trip description form for the I-MAC naming conventions directions.
4. You will need one featured image for your trip description. Please try to use an image that belongs to you or you have explicit permission to use. You may also find great pictures in the image gallery on the I-MAC website that you can use. As a last resort, you can use an image from AllTrails, WTA or similar sites. You must list in the trip description section of the form the name of the photographer (if known) and the website where you found the image.

5. Email the website team at webmaster@imacnw.org when you submitted your trip description so we can get your trip uploaded to the calendar. This is not an automatic process.

Trip Reports

1. Trip reports are still due by the 20th of each month.
2. Trip reports are to be submitted using the trip report form on the website. You must be logged into the site to have access to the form, just like the trip description form.
3. The Yodeler editor will access trip reports from the website. There is no need to email the editor trip reports.
4. Please read the trip report form directions. There is a link to the directions at the top of the form. There is also a link to the naming conventions page.
5. Submit at least one image and up to five pictures. Including image credits and captions is super helpful and adds detail to your trip report. Trip report images are uploaded to the I-MAC image gallery.
6. Email the website team at webmaster@imacnw.org when you submitted your trip report so we can publish your trip report. This is not an automatic process. Trip reports may be shared by the social media team and referenced in the quarterly Yodeler.