

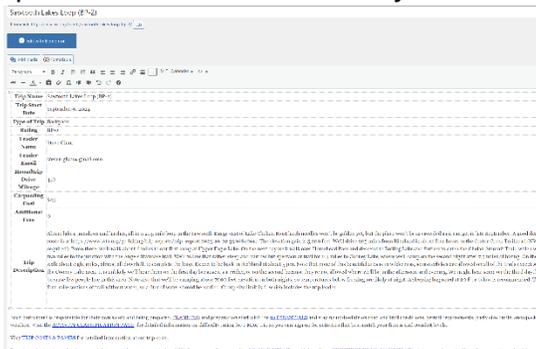
Instructions for webmasters

How to create a Calendar Event from Trip Description Form

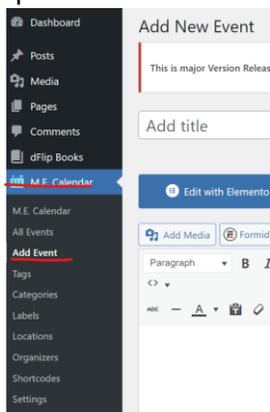
February 10, 2025

This is a quick guide for webmasters publishing a calendar event to the I-MAC website

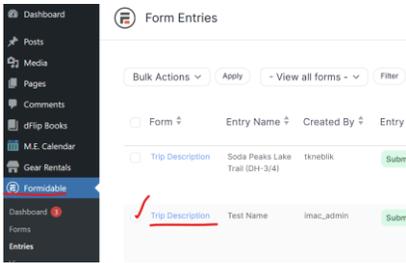
1. Open three tabs in your internet browser from the I-MAC website. More details are below for each of these tabs, but you will want to open:
 - a. Open a current calendar entry in ME Calendar in the Dashboard
 - b. M.E calendar
 - c. Formidable (Trip Description form)
2. Open a current calendar entry in ME Calendar (any will work)



3. Open the Dashboard and go to the M.E. Calendar plugin and select add event.



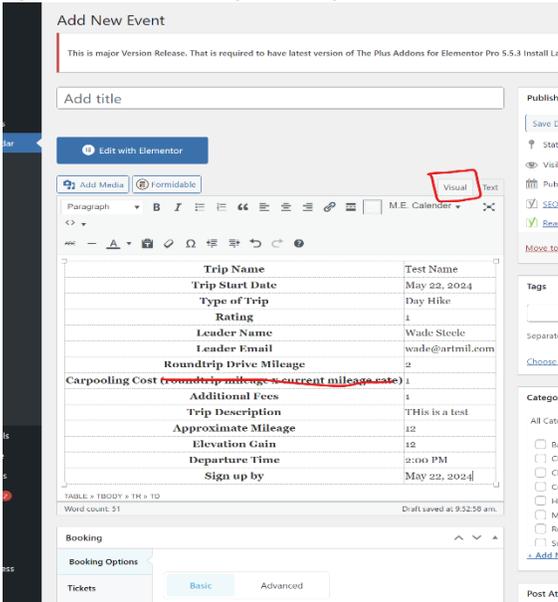
4. Open Formidable (in the Dashboard) and select all entries and find the trip description for your calendar entry and select VIEW



When you select View, you will see all the information the trip leader submitted via the Trip Description form. Copy “trip name through sign up by.”



5. Go to the tab with the new calendar entry and paste this information into the body of the new event calendar entry. Make sure you are in the visual tab. Delete the round trip mileage X current milage rate verbiage because that is just taking up extra space. This is a tip for trip leaders when they are using the trip description form.



6. Add the name of the trip to the calendar entry. You will need to type the trip name into the “add a title” box at the top of the page. Trips should be named with the activity classification in the title (e.g., DH-2 or BP-1).

Candy Mountain Hike (DH-2)

Permalink: <https://mac.org/events/7248/> Edit

Edit with Elementor

Add Media Formidable

Paragraph B I T [Icons] M.E. Calendar

Trip Name	Candy Mountain Hike (DH-2)
Trip Start Date	May 22, 2024
Type of Trip	Day Hike
Rating	1
Leader Name	Wade Steele
Leader Email	wade@artmail.com

- Go to the calendar all-ready posted calendar entry you have open in ME Calendar. Copy the “Each participant...” text at the bottom of the entry.

Trip Description

Each participant is responsible for their own safety and being prepared. **PLANNING** and preparation start with the **10 ESSENTIALS** and staying up-to-date on road and trail conditions, permit requirements, party size limits, snowpack, wildfires, and weather. Visit the **ACTIVITY CLASSIFICATION PAGE** for detailed information on difficulty rating for I-MAC trips so you can sign up for activities that best match your fitness and comfort levels.

Visit **TRIP COSTS & PASSES** for detailed information about trip costs.

To help protect and care for these special places that we enjoy exploring, I-MAC members always practice **LEAVE NO TRACE** and follow the **7 PRINCIPLES OF LEAVE NO TRACE**. Ask your trip leader if you have questions about Leave No Trace or suggestions for helping to reduce our footprint.

- Go back to the calendar entry and paste this text under the trip information. The links will not work if you copy and paste from a public facing calendar entry. The copied text must be from a calendar entry in ME calendar on the backend (dashboard) of the website.

Paragraph B I T [Icons] M.E. Calendar

Trip Name	Candy Mountain Hike (DH-2)
Trip Start Date	May 22, 2024
Type of Trip	Day Hike
Rating	1
Leader Name	Wade Steele
Leader Email	wade@artmail.com

Roundtrip Drive Mileage	2
Carpooling Cost	1
Additional Fees	1
Trip Description	This is a test
Approximate Mileage	12
Elevation Gain	12
Departure Time	2:00 PM
Sign up by	May 22, 2024

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- Now go to the Booking Section in the calendar entry and click on tickets, advanced, add a ticket.

Tickets

Add Ticket

Test Trip

Description

Private Description

B Price Label

10 Unlimited

1 Maximum To

Stop selling ticket: 60 before event start

Price Per Date

Add

Add the following information

- a. Ticket name = Name of trip
- b. If there is a limit on group size (the trip leader should include this information in the trip description) to the available ticket box and add the number of tickets (i.e., the number of people allowed on the trip) in the available ticket box. In this example, we limited the group size to 10 tickets (people). If there is no limit, leave this box blank.
- c. Stop selling tickets is used for closing registration time. Most trips that start on Saturday will close at 8 pm the prior Wednesday, which is approximately 60 hours prior to the event's start time. Some trip leaders will want their trips to close earlier especially if there are lot of logistics to address. Trip leaders should include this information in their trip description. The general default is 60 hours before the trip start day.
- d. **SKIP & JUMP TO STEP 10 IF YOUR EVENT DOES NOT INVOLVED PAID TICKET SALES.** Additional Steps for events with tickets for purchase. For certain events like the annual banquet, I-MAC sells event tickets. These additional steps are only for paid ticketed events.

Booking Options>Tickets>Advanced>Add Ticket

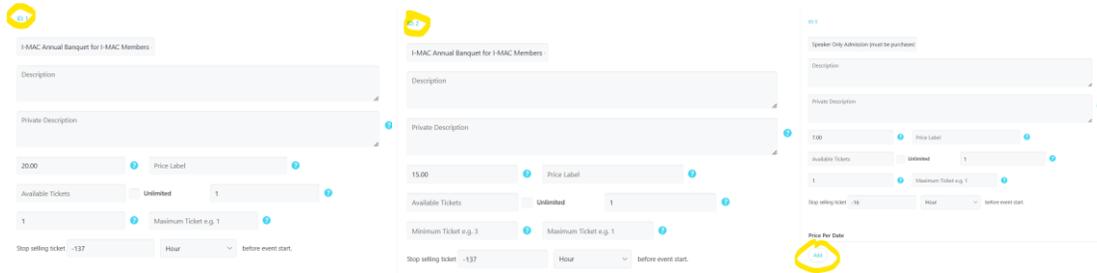
- i. The name of the ticket is the name of the trip/event.
- ii. Add the price of the ticket. In the screen shot below, 87.50 is the ticket price.
- iii. If there is a limit on the number of tickets, add ticket quantity. If not, check unlimited. In this example, only 15 tickets are available for purchase.
- iv. Minimum ticket – the minimum number of tickets the user must book. You will need to add a number here, which is usually 1.
- v. Maximum tickets – the maximum number of tickets a user can book. Add the maximum number if there is a limit.
- vi. Stop selling tickets, the number of hours prior to the event that ticket sales will end. Sales will end when either the event is sold out or the registration deadline has passed, which ever happens first.

The screenshot shows the 'Add Ticket' form in the system. The form is titled 'Add Ticket' and is part of the 'Advanced' booking options. It includes the following fields and values:

- Ticket Name:** Wilderness First Aid Registration for I-MAC
- Private Description:** Public and new I-MAC members must register on the Long Leaf Medical website (see info above)
- Price:** 87.50
- Price Label:** (empty)
- Unlimited:** (checkbox checked)
- Minimum Ticket:** 1
- Maximum Ticket e.g. 1:** 15
- Stop selling ticket:** 60
- Hour:** (dropdown menu)
- Note:** before event start

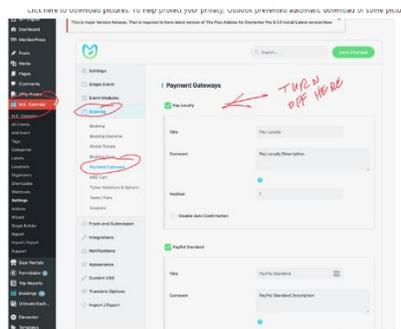
- e. Hit the add button to add additional tickets to an event (e.g., one ticket at a lower price point for members and another ticket at a higher price point for non-members). The screenshot below shows three of the five banquet

tickets at different price points. The circled ID: 1 and ID: 2 refers to Ticket 1 and Ticket 2.



Random but helpful tip:

The global Pay Locally option has been turned off on the website. It can't be turned on/off for specific events – it's a global setting. Pay Locally means people would have the option to pay at the door or pay now. This caused a lot of confusion at the Reel Rock event and payment at the door is not recommended. Uncheck the Pay Locally checkbox to reduce confusion.



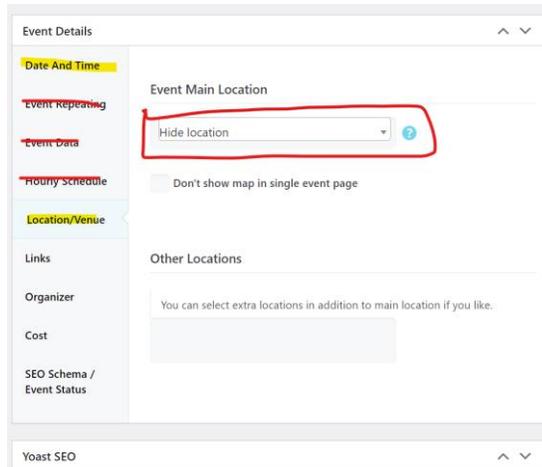
10. Next go to the Event details tab.

a. Add the trip date and time.

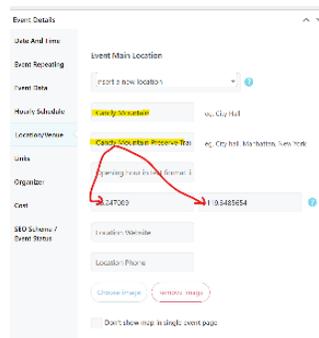
i. Typically, most events are all day events, so click that box. If there is a specific start time and end time (i.e., Reel Rock from 6:00-8:00 pm), then add that information.

b. Skip event repeating, event data, and hourly schedule

c. Location venue. Click the drop-down menu. If the location already exists, then select the location. If not, then select “insert a new location”



- d. For insert new location, you will need to know the location name. This should be the name of the trailhead. Type the location name. In the address box, type the name of the trailhead, and the name will start to self-populate pulling information from Google. This will also automatically pull the latitude and longitude from Google. Sometimes the address is slightly different from the actual coordinates provided by the trip leader. Leave the address as suggested but edit the coordinates and use the coordinates provided by the trip leader. Sometimes trip leaders do not provide coordinates. You can find trailhead coordinates on AllTrails or WTA websites. These coordinates are important because this is how the map appears at the bottom of each calendar entry. This gives folks an idea of where the trail is located when they register for a trip. Make sure your information is correct and coordinates are entered.

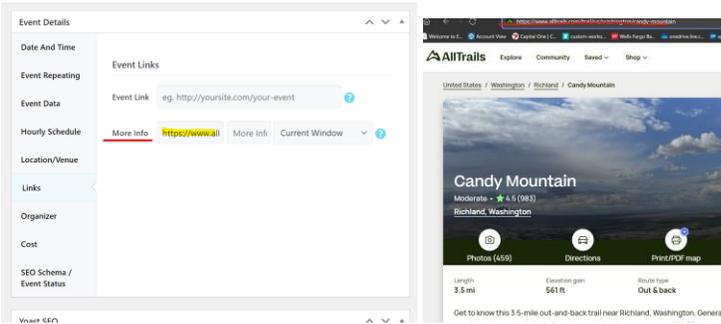


If you need to edit a trip location:

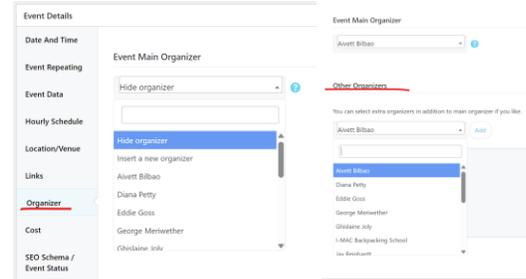
Go to ME Calendar > locations. Search for the location that needs to be edited and hit the edit button. You can also update previous entries to reuse for another trip.



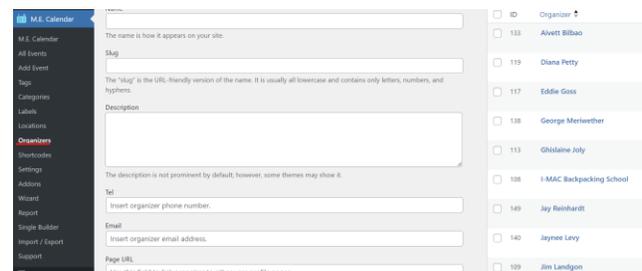
- e. Now go to the links tab. In the more information box, add a link with more information about the trail. Links to AllTrails or WTA are recommended. Ideally the trip leader will provide this information. If the information is not provided, then you will need to find this information. Copy the weblink into the more information box.



- f. Go down to the organizer tab. Click the drop-down menu and scroll through the list to see if the trip leader is already listed. If the leader is listed, select their name. If not, select “insert new organizer” and add the trip leader’s name and email address. You can add a second leader if there are multiple leaders. An “other organizers” box will appear once you select the primary trip leader’s name. Most trips only have one leader.

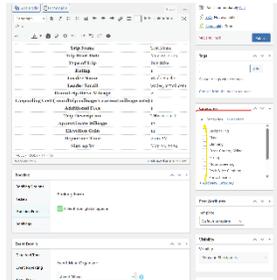


You can review the organizer’s information to make sure the email address is correct. Go to ME Calendar and click on organizers. If the organizer’s email is missing or incorrect, the leader will not receive a notification from Word Press that someone has registered for their trip.



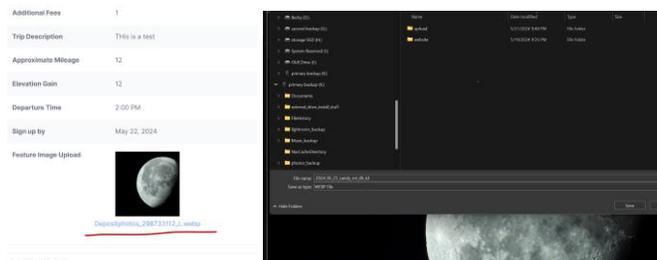
- g. The next item in the menu is cost. Only add a cost here for events that have a ticket price like Reel Rock. The trip costs to cover mileage expenses paid to drivers are *not* added here since they are paid directly to the drivers and not through the website.

11. Next go to the categories menu on the right side of the screen and select the trip type.

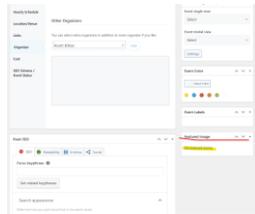


12. Now it is time to select the featured image.

- a. Go back to the Trip Description entry. Scroll to the bottom and click on the featured image. This will bring up a window with the featured image. Right click on the image and select “save image as.” This will save the image to your computer. Once on your computer make sure the image is a landscape oriented image and correctly sized (800X600) and follows the [I-MAC naming convention](#) for Trip Description images (e.g., 2024_06_25_candy_mt_dh_td.jpeg). TD = trip description is added to the end of trip description image name, so that images that are not from the current trip do not accidentally get uploaded to the image gallery page.

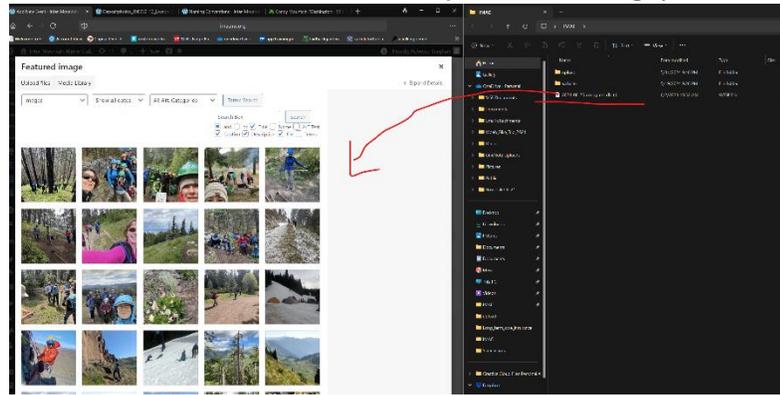


- b. Go back to the calendar entry and select the featured image link.

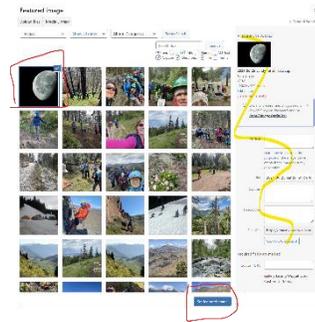


This will bring up the media library. Drag and drop the trip description image from your computer (the image that you just saved, correctly named, and

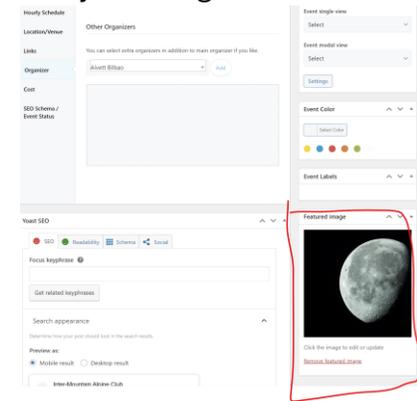
made sure is sized at 800X600...yeah that image) into the media library.



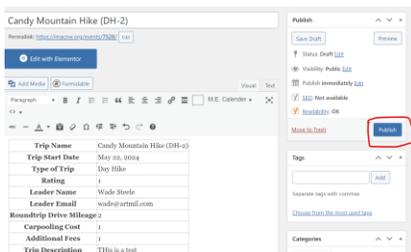
- c. Now your image is in the media library. On the right, edit the description to give credit to the photographer (if applicable) and click on “att. Categories” and check the “trip description” box.



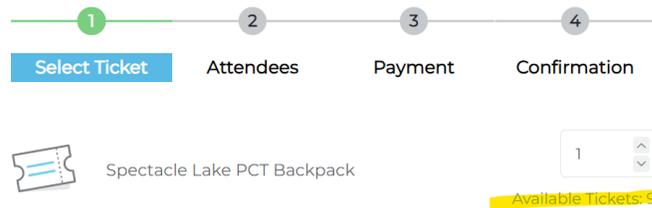
- d. Now your image is in the calendar entry.



13. Review all pieces of the calendar entry to make sure they are correct. When you are satisfied with the entry, click the publish button. This will make the calendar entry live on the I-MAC calendar.



14. From the calendar page, review the entry to make sure everything is correct.
- Make sure the correct trip date was entered.
 - Trip leader(s) should be listed as the organizer with their email address that you added in Step 10f
 - Location should be listed from what you added in Step 10d
 - Category should be hiking, backpacking etc. added during Step 11
 - More information should link to the external link you added in step 10e.
 - Make sure if there is a group size limit that the number of tickets available in the calendar entry show only show the number of people allowed on the trip. If for example, the trip is limited to 9 participants, then the number of available tickets should only show 9. See Step 9b.



- At the bottom of the calendar entry, there should be a map with a pin showing the trail head. The map pulls the coordinates you added in step 10d. Notice how the address and coordinate function differently in the calendar entry. The address should be the name of a place (e.g., Candy Mt Trailhead) and the coordinates are used to add a pin to the map. Avoid using coordinates for an address because that won't make much sense once the calendar entry is published.