Instructions for webmasters

How to a 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

Dashboard	Form Entries	5		
📌 Posts				
🞝 Media				
Pages	Bulk Actions ~	Apply - View	all forms - 🗸	Filter
Comments				
dFlip Books	Form 🗘	Entry Name 🛱	Created By ‡	Entry :
M.E. Calendar				
Gear Rentals	Trip Description	Soda Peaks Lake Trail (DH-3/4)	tkneblik	Subm
🗐 Formidable				
Dashboard 📵	Trip Description	Test Name	imac admin	Ruhan
Forms		-		ouum
Freedor				

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."

Entry (ID 32)	
Trip Name	Test Name
Trip Start Date	May 22, 2024
Type of Trip	Day Hike
Rating	1
Leader Name	Wade Steele
Leader Email	wade@artmil.com
Roundtrip Drive Mileage	2
Carpooling Cost (roundtrip mileage x current mileage rate)	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
Feature Image Upload	

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.

Add title	
(B) Edit with Elementor	
Add Media	Visual Text
Paragraph 🔹 B I 🗄 🗄 😂 🚍 🖉	🔤 📄 M.E. Calender 🖌 🔀
0 +	
Tala Nama	Test Neme
Trip Name	May 92, 2024
Type of Trip	Day Hike
Rating	1
Leader Name	Wade Steele
	wade@artmil.com
Leader Email	0
Leader Email Roundtrip Drive Mileage	-
Leader Email Roundtrip Drive Mileage Carpooling Cost (roundtrip mileage & current m i	ileage rate) 1
Leader Email Roundtrip Drive Mileage Carpooling Cost (<u>roundtrip mileage searcent mi</u> Additional Fees	llea ge rate) 1 1
Leader Email Roundtrip Drive Mileage Carpooling Cost (roundtrip mileage securent m Additional Fees Trip Description	1 1 THis is a test
Leader Email Roundtrip Drive Mileage Carpooling Cost (roundtrip mileage & current m Additional Fees Trip Description Approximate Mileage	1 1 THis is a test 12
Leader Email Roundtrip Drive Mileage Carpooling Cost (rounds): publicage scuttent m Additional Fees Trip Description Approximate Mileage Elevation Gain	Ileage cate) 1 THis is a test 12 12
Leader Email Roundtrip Drive Mileage Carpooling Cost (roondrip mileage searcent m Additional Fees Trip Description Approximate Mileage Elevation Gain Departure Time	Ileage cate) 1 THis is a test 12 12 2:00 PM
Leader Email Roundtrip Drive Milleage Carpooling Cost (roomdrip putkege securent m Additional Pees Trip Description Approximate Mileage Elevation Gain Departure Time Sign up by	Ileaga cate) 1 THis is a test 12 12 2:00 PM May 22, 2024
Leader Email Roundtrip Drive Mileage Carpooling Cost (roomdrip mileage Additional Pees Trip Description Approximate Mileage Elevation Gain Departure Time Sign up by VIIIE = 10007 + 114 + 10	Ilease cate I THis is a test 12 12 12 2:00 PM May 22, 2024
Leader Finnil Romdtrip Drive Mileage Carpooling Cost (roondrip mik.egs sourcent m Additional Pees Trip Description Approximate Mileage Elevation Gain Departure Time Sign up by Table s 1000 v s14 × 10 Wad cost 21	I a 1 THis is a test 12 2:00 PM May 22, 2024 Diaft saved at 9.3230 an.
Leader Finnil Roundtrip Drive Mileage Carpooling Cost (roondrip mikeage searcent m Additional Pees Trip Description Approximate Mileage Elevation Gain Departure Time Sign up by Table - s 1000 v : 11 × 10 Wood cost 31 Booking	1 1 1 1 1 1 1 1 1 1 1 2 2 2 10 PM May 22, 2024 Diaft saved at 93238 am.

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).

curray mountain m	ke (DH-2)
Permalink: https://macnw.org/e	vents/7528/ Edit
Edit with Elementor	
93 Add Media	
Paragraph • B J	= = 4 = = = A = M.E
0 v	
ον ~ <u>Α</u> ν∰φΩ	1年まりぐの
Ο τ ≪ <u>– Α</u> τ 🛍 ϕ Ω Trip Name	2 淳 駅 つ C O Candy Mountain Hike (DH-2)
ον 	2 译 联 つ C ④ Candy Mountain Hike (DH-2) May 22, 2024
↔	2 示 計 つ C Candy Mountain Hike (DH-2) May 22, 2024 Day Hike
○ マ == - <u>A</u> マ 歯 ② Ω Trip Name Trip Start Date Type of Trip Rating	2 译 茶 つ C O Candy Mountain Hike (DH-2) May 22, 2024 Day Hike 1
· · · ·· · · · · · · · · · · · · · · ·	2 译 基 つ C O Candy Mountain Hike (DH-2) May 22, 2024 Day Hike 1 Wade Steele

7. 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.



8. 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.



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



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.

iets					
king Form	Tickets				
kings	Add Tolat				
	10.1				
	Wildemess First Aid Registration	or I-MAC N			
	Public and new I-MAC members r	nust register on the Long Leaf Me	dical website (see info above)		
	Private Description			0	
	87.50	0	Price Label	0	
	15	Unlimited	4		0
			Maximum Ticket e.g. 1	0	

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.

\bigcirc	D	01
I-MAC Annual Banquet for I-MAC Members	I-MAC Annual Banquet for I-MAC Members -	Speaker Only Admission (must be purchased
Description	Description	Descliption
di Delasta Description		Private Description
	Private Description	720 Price Label
20.00 Price Label	4	Available Tickers Unlimited 1
	15.00 Price Label	1 Maaimam Tickat ng 1
Available Tickets Unlimited 1	Available Tickets Unlimited 1	Stop selling licket -16 Hour \sim before event start.
1 Vecoimum Ticket e.g. 1	Minimum Ticket e.g. 3 3 Maximum Ticket e.g. 1	Price For Date
Stop setling sider -137 Hour \checkmark before event start.	Stop setting ticket -137 Hour \checkmark before event start.	

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.

CONTRACTOR VOICE A REPARENT THAT IS IN	Nerves of early seek, we start of this Plat Addone	AP DESIGN PRESS OF A DESIGN APPROX	
		G. Sarah.	Sex Charges
C Arrings			
C Street Even	I Remark Gatesman	~ . D. N	
	Trajinan Calenaya	THE	y we
EvertMadures	Statute +	all "	
C hours		- 01	
Rooting	10	Perclassiv	
Building Damarts			
Gobel Tchara		12110025000000	
Bustalina	Corrected	Pay Locally Description	
Payment Gamman			
MIC CMT.			
Yorket Valuations & Options			
Taxes/Fors	Peaking	1	
Example 1			
	Gastie Arts-Gastimution		
Provid-end Submission			
2 standard			
	Tarba Saubal		
C NetHeators			
III Appearance			
•	18.0	Psylactic shire	-
Costor+C83			
III Travalate Options	Common Common	Real of Contrast Descent Street	
	COLUMN .	when we died besoreses	
Bost Jestion			

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"

Event Details	~ ~ 4
Date And Time	
Event Repeating	Event Main Location
Event Data	Hide location • 📀
Houny Schedule	Don't show map in single event page
Location/Venue	
Links	Other Locations
Organizer	You can select extra locations in addition to main location if you like.
Cost	
SEO Schema / Event Status	

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.

Event Details			~ `
Date And Line			
Event Repeating	Event Main Location		
Event Onta	insert a new location	• 0	
Hourly Schedule	Carefy Stocetari	og, Gig Hal	
Location/Venue	Candy Mountain Proserve 1	tal ec. City hall, Machattan, 3	lew hork
Links	\frown		
Organizer	spering hour in PA form	n 6	
Cont	247009	110.5485654	0
SEO Scheme / Event Status	Location Website		
	Location Phone		
	Chasse image among	inaga)	
	Don't show map in single	event page	

If you need to edit a trip location:

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

EL CHORNES				
🛗 MD Oderste	Lini Lini		15	Location 0
RE ORDER	Trenancis flow Rapices or pre-site		1.10	Paradise Carsidor, NY Bainer NP
difference.	De			
And Parent) 125	Prine Crawle Campigravand
Sec.	The thing is the till if endly section of the starts. It is usually all the state and contains tally effect, in others, and			
Comples	tystens.) IN	Rattlegenko Tel band
Mak	Description			
Lacations.		1	144	Survice Wilton Center
Opaians				
showedes			1.179	Trails Bidg, at Westgate Parking for the park Trailwest
Setting.	The description is not promoved by default between come theorem may detail.			
ed de si	ala -		1.00	Transver Create Trail Issued
Share	Rector for an also add as			
Report				Receive Man Lance 7 of
Sightshire	Spening Ania		1.145	onalita kin origi i m
topol/logist	Othering to at interaction (14-1915 or 1830)			
Support	tense		1 122	Umable free feathead at Herseline Prane
🖶 Gen Letrais	Descriptionals (Dynamic Sociality)		1.117	Hadaria Decilia

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.

Event Details		Event Main Organizer
Date And Time		Aivett Bilbao *
Event Repeating	Event Main Organizer	
Event Data	Hide organizer 🔹 👔	Other Organizers
Hourly Schedule		You can select extra organizers in addition to main organizer if you like.
Location/Venue	Hide organizer	Alvett Bilbao Add
Links	Insert a new organizer Aivett Bilbao	Avett Bilbao
Organizer	Diana Petty	Diana Petty Eddie Goss
Cost	Eddie Goss George Meriwether	George Meriwether Ghislaine Joly
SEO Schema / Event Status	Ghislaine Joly.	I-MAC Backpacking School Law Reinhantt

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.

m M.F. Calendar	NUMS	ID	Organizer 🗘
M.E. Calendar	The name is how it appears on your site.	133	Aivett Bilbao
All Events	Skg	119	Diana Petty
Add Event	The "shar" is the URI-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and		
Categories	hyphens.	117	Eddie Goss
Labels	Description		
Locations		138	George Meriwether
Organizers		113	Chiclaine Jobs
Shortcodes			Gilling Soly
Settings	The description is not prominent by default; however, some themes may show it.	108	I-MAC Backpacking School
Wizard	Tel		
Report	Insert organizer phone number.	149	Jay Reinhardt
Single Builder	Email		
Import / Export	Insert organizer email address.	140	Jaynee Levy
Support	Page URL	100	Em Landace
_	Use this field to link ornanizer to other user profile names		and canagood

- 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.

a senal Se			3 A		
www.isia.zooge.e.e.go.Texasso.go			S and Berne all		
		Same and the			
- <u>-</u> ± r b	2010100		NUMBER	14111	
	Trip Name	1.0.3984			
	This Mind Bale	Second	b p		
	Type of Trip	Duy liby			
	Rottag			10	
	Londer Tour	and set and a	from requirements		
	Loude: Treail	vote, and yes			
	Record Spillese Science		Carlot free do accordo as		
taqualingtost	(multipullogecomulait	sage and ed i			
	Additional Foce		Acres 1	- ^ × -	
	This Description	1 Min. No. of 1	a language barriere		
	appreciate Milege	0			
	Edwaldse Cole		Addit - 19		
	Report on Chart	V 101 PV	34		
	Han up by	Ver.35,8154	decarg.		
Sec. 200 - 11 - 1	2		10110-0,000		
		a this set for a to recent	become.		
			Sector date		
10.01			Tables 1		
weing the we			CARGINA UNICIN		
	College Street				
also a			Contraction and	- ~ × ×	
ALC: NO.	🔤 tand tan ghiri gan s		-		
vary.					
			10085		
Det # Det# 1		A V 1	Sheet at		
Darketter			The states of		
	Part Mar Country				

- 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 <u>I-MAC naming convention</u> 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.

Additional Fees	1	 R key ID 	22	Decodied	1 per	24	
Trip Description	This is a test) - 🛲 second backup (b) (4) - 🖮 though (b)	antel				
Approximate Mileage	12	 M System Reserved (1) M OutCome (2) 					
Elevation Gain	12	 F primary loading (b) F primary loading (b) Torquerent 					
Departure Time	2:00 PM	2 - Constant and a second and a second secon					
Sign up by	May 22, 2024	1 🐂 liphnon Juckep					
Feature Image Upload		 Mark advolvementy Protectively Research 2004 00 10 content of 44 					
	1210	Save on type: MER Tax					
	Depositprintes_208733112_1.webp		1	1. Y			

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.

- a. Make sure the correct trip date was entered.
- b. Trip leader(s) should be listed as the organizer with their email address that you added in Step 10f
- c. Location should be listed from what you added in Step 10d
- d. Category should be hiking, backpacking etc. added during Step 11
- e. More information should link to the external link you added in step 10e.
- f. 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.



g. 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.