



## GUIDELINES FOR MANAGING ACTIVITIES ON THE WEBSITE

This document provides guidelines for leaders to enter a new activity and manage that activity on the SBC website.

The Springwood Bushwalking Club has a sophisticated website which, amongst other things can be used to inform members of upcoming activities and for members to book onto published activities. This document provides step-by-step instructions and explanations of the various screens used to:

- Enter a new activity onto the SBC *Activities program*
- Update information about that activity
- Manage the bookings for that activity
- Produce the activity waiver form for use at the start of the activity

### TO PUT A NEW ACTIVITY ON THE PROGRAM:

Log in to the Club website to by clicking on the **Member login** button on the left of the home page and entering the email address you have given the club and your membership number. Press *My Walks* button on the left hand side of the screen and go to add a walk.

The screenshot shows the 'Add an Activity' form on the SBC website. The form is titled 'Add an Activity' and includes the following fields and options:

- Email:** the same email you used to log in
- MemberID:** 33
- Activity type:** Normal Program (dropdown menu)
- Start Date:** d/m/yyyy
- No Days:** 1
- Check date:** (empty field)
- Location:** Area name known to walkers
- Grade:** E  M  H  X  Other: (empty field)
- Grades:** new grade descriptions
- Don't forget to include approximate distance (km) to your walk description**
- Phone:** 0450453700
- Map:** (empty field)
- find:** (empty field)
- Limit:** 8
- Leader:** Greg C
- Meeting details:** (time and place to meet, AND starting point of walk if different)
- This is not compulsory. Only use it for simple walks.**
- Submit walk** button

Entering the activity should be self-explanatory but here are a few tips:

- Keep the description to one paragraph. Please take care with spelling, grammar and punctuation as this reduces Committee editorial work - and saves your reputation!
- Hitting the return key will take you to the next step.

- Remember to *Click* the *downwards arrow* to the right of **Activity Type** button. This will provide a list of activity types:
  - *Normal program*
  - *Short notice*
  - *Social*
  - *Other Organisation* - eg NPWS
  - *Combined* – with a sister Bushwalking NSW Club
  - *Expression of Interest*
  - *Notice* – eg club meeting.

Each of these activity types has different rules and conditions. For more information about activity types read the SBC document **Activity Definitions** which can be found at **Policies** on the Club website.

- The **Check date** button automatically fills in the date and this includes the day of the week. Good idea to check it. Also you will notice a button called calendar at the top of the page. Use it to put your walk on when it has less competition with other walks. An example screenshot with a date clicked shows you what you might see when clicking on a date (28 March in this example).

The screenshot shows the Springwood Bushwalker website interface. On the left is a navigation menu with buttons for Home, Program, My Walks, Photo Comp, Sitemap, Sign Out, and Committee. The main content area features a calendar for March 2015. A pop-up window is open over the date 28th March, displaying a list of walks scheduled for that day:

- 28 Mar (Sat) ROYAL NP Waterfall to Heathcote, via Uloola Pool and the Karloo Track: Delightful bush pools with waterfalls...\_details in program;
- 28 Mar (Sat) WATERFALL CREEK CANYON Grade 4 Short canyon on Kings Tableland 4 abseils up to 45 mts Some off track at the end Exit via Kedumba...\_details in program;
- 28-30 Mar (Sat-Mon) GROSE RIVER For the more adventurous come and spend 3 days walking and weeding along the Grose River This trip...\_details in program (3 days);
- 28-30 Mar (Sat-Mon) KOLONGA RIDGE EXPLORE Scrub Cliffs Mt Hay to Lawson Day One: Mt Hay car shuffle Cross over Mt Hay, traverse beautiful Boorong Crags...\_details in program (3 days);

Below the calendar, there is a section for April 2015 with a similar grid layout.

- The **Grades** button gives a popup listing of walks gradings. They are based on Bushwalking NSW grade descriptions.

Standard Grade	SBC Equivalent	Description
<b>S</b>	(Social)	Social Activity
<b>Grade 1</b>	(Easy)	Opportunity for large number of walkers, including those with reduced walking ability to walk on well marked and even tracks. Tracks are man made and may have a few steps. Should not be steep. Suitable for beginners. Distance should not exceed about 10km.
<b>Grade 2</b>	(Easy /Medium)	Easy walk, mostly on tracks of low gradient. Opportunity to walk easily in natural environments on well marked tracks. Tracks should not be steep. Distance should not exceed about 15km.
<b>Grade 3</b>	(Medium)	Medium walk with some hilly sections &/or rougher terrain. Opportunity to walk on defined and distinct tracks with some steep sections requiring a moderate level of fitness. Suitable for fit beginners. Distance should not exceed about 20 km.
<b>Grade 4</b>	(Medium / Hard)	Steeper, rougher terrain & may have off-track sections (no more than one quarter of the walk) or a longer distance track walk. Opportunity to explore and discover relatively undisturbed natural environments mostly along defined and distinct tracks. Tracks can be steep. There may be short sections of rock scrambling involved. Leaders should have map reading abilities and/or ability to use a compass. Distance depending on circumstances. Not suitable for most beginners.
<b>Grade 5</b>	(Hard)	Off-track or difficult terrain. Opportunity for walkers with advanced outdoor knowledge and skills to find their own way along often indistinct tracks or off track in remote locations. May include steep sections of unmodified surfaces. There may be rock scrambling, creek walking & crossing involved. Distance should not exceed 30 km, but may be short & difficult. Not suitable for beginners.
<b>Grade 6</b>	(Very Hard)	Strenuous off-track walk or very long distance. Opportunity for highly experienced walkers to explore remote and challenging natural areas without reliance on managed tracks. Terrain may be steep, uneven and no track. There may be rock scrambling, creek walking & crossing involved. Distance covered is unlimited, but may be short & difficult. Only for experienced walkers and not suitable for beginners.
<b>Exp</b>	(Exploratory)	The leader is unfamiliar with the route

For more information about grades read the SBC document **Activity Definitions** which can be found at **Policies** on the Club website. It has useful examples of walk gradings.

- Clicking the *find* button next to **Map** shows a grid of the most popular maps in the Blue Mountains and can help you locate the map/s involved.
- **Meeting Details** field is used to provide information that should not be provided in the public area of the Club website, such as the meeting time and place. It is handy to use on activities where the leader does not necessarily require people to make prior contact, such as social events, easy short walks and cycling.

For harder, longer or exploratory activities the leader should make direct contact with all participants and confirm organisational details with them by email. However completing this field would be useful for Committee use in the case on an incident or emergency.

- Click the **Submit walk** button then carefully check the text. You can edit the text in the bottom section of the page and then press *submit walk* again.
- When you are happy with the content press the big yellow button to **save this activity**. You will then get a message about email distribution to various committee members.
- The activity will be greyed out and leader details hidden on the program until it is approved by at least two committee members. This usually takes a few days.
- If the walk is listed as a *normal program* walk it will be greyed out until the relevant *Activities program* is released at a Club meeting, and the relevant *Newsletter* is circulated to members.
- If the leader wants the activity to be immediately available to members then it must be listed as a *short notice* activity.
- Once a walk is saved, it is given a unique activity number.

## UPDATING AN ACTIVITY

Log in to the Club website to by clicking on the **Member login** button on the left of the home page and entering the email address you have given the club and your membership number.

Press *My Walks* button on the left hand side of the screen, then click the *Edit Walk* button shown along the top of the page. Your pending activities will be listed. Under each is a button for *Updating* and another button for *Filling* the activity.

Clicking the **Update Walk** button takes you to the original text for the activity on the *Add an Activity* screen.

Make any relevant additions or modifications to the text.

There is an additional short text field to explain what has changed eg the date, route or grading and why. This helps the Committee to approve the updated version.

If the modifications are of a minor nature, and the activity is substantially the same, then the Committee will simply note the changes. Such modifications may be:

- A change of date in the same season,
- Changes in grammar or spelling corrections,
- Adding further detail, or
- A change to the activity type - such as from “*normal*” program to “*short notice*”, or from “*expression of interest*” to “*normal*” program.

If the modifications to the activity are more significant, then the original approval is considered void, and the activity must be approved in its new form by at least two Committee members.

Such significant modifications may include:

- A change of grading
- A change of location and/or route
- A change in duration
- Changes made as a result of the original listing being “*not approved*”.

## FILLING AN ACTIVITY

Log in to the Club website to by clicking on the **Member login** button on the left of the home page and entering the email address you have given the club and your membership number.

Press *My Walks* button on the left hand side of the screen, then click the *Edit Walk* button shown along the top of the page. Your pending activities will be listed. Under each is a button for *Updating* and another button for *Filling* the activity.

When the **Fill Walk** button is pressed you will be taken to a screen that shows who has already expressed an interest in the walk. This is listed in order of date when interest was expressed – Some leaders ask the last booked in person to write a short trip report.

The screen also lists the number of people who have booked. This is used to identify activities that need extra people on Sunday night email bookings – so it is useful to keep the list up to date and to encourage electronic rather than phone bookings.

The screenshot shows the SBC website interface. On the left is a vertical navigation menu with buttons for Home, Program, My Walks, Photo Comp, Sitemap, Sign Out, and Committee. The main content area has a header with links: What's On, Update My Details, Book Walks, and Member List. Below the header is the title 'Adding people to this trip:' followed by a description of the walk: '7 Mar (Sat) - LINDEN RIDGE - Exploration of rock outcrops and associated overhangs for heritage features. From Glossop Road track end we will walk on fire trails approx 3km to the Mt Twiss and Linden Ridge junction. We will then somewhat systematically explore the extensive rock outcrops in the vicinity as well as around spot height 589 and the valley between with its small waterfall. Lots of small elevation changes and off track rambling. Return the same way. Please book using the web site. - Greg C'. Below the description, it shows 'Total included: 4 Cancelled: 0 out of 4' and 'Total people on this activity: 4 (listed in order of booking)'. There are four rows of booking information, each with a member's name and ID, a 'Comments' field, a 'Ride With' field, 'Confirmed' and 'Cancelled' checkboxes, and a 'Waiver Signed' checkbox. Each row also has an 'Update' button and a timestamp. At the bottom, there is a 'Show Waiver' button, a search bar with 'Find SBC member' and 'Add Visitor' buttons, and a 'Refresh screen to see updated list' link.

The SBC Committee encourages all members to use the website to book into an activity. However in the case of a leader taking a booking verbally or by email, that leader should ensure that online booking list is updated.

To add a new member fill in their surname or given name and click *Find SBC member* and select the person.

To add a visitor click the button and carefully enter the persons full given name with appropriate spelling. Club rules are that a visitor can only participate in 3 activities prior to becoming a prospective member.

To cancel an expression of interest, click the *cancelled* button. Click the *Update* button

The accuracy of this booking list is important because it is used:

- To generate an activity Waiver form
- By the Committee in the case of an accident or emergency

Remember to refresh or reload your screen (right click to see this) to get an updated list.

## BEFORE THE ACTIVITY

Go back via the *My Walks*, then *Edit Walks* buttons and click *Fill Walk* on the relevant activity. Near the bottom of the screen click on the **Show Waiver** button and the activity waiver form will appear. If relevant, you can fill in the *Additional risks* box on screen. Note that the form includes:

- participant details including phone numbers (handy if someone is delayed)
- emergency contact details (handy if there is an accident)
- Listing of member status – financial, prospective or visitor
- email addresses - the addresses can be selected, copied and pasted into a group email which provides details about the activity. That way everyone gets the same message in writing.

Just print the **Activity Waiver** form and take it with you.

**Springwood Bushwalking Club Inc.**  
Activity Waiver - Walk ID: 1859

**7 Mar (Sat): LINDEN RIDGE ((M-X, Scrub?))** Exploration of rock outcrops and associated overhangs for heritage features. From Glossop Road track end we will walk on fire trails approx 3km to the Mt Twiss and Linden Ridge junction. We will then somewhat systematically explore the extensive rock outcrops in the vicinity as well as around spot height 589 and the valley between with its small waterfall. Lots of small elevation changes and off track rambling. Return the same way. Please book using the web site. Limit: 8, Map: Katoomba, Greg C, Phone: 0450453700  
**WalkID=1859**

In voluntarily participating in the activity referred to on this Risk Waiver form and described to me by the Activity Leader I am aware that my participation in this Activity may expose me to risk that could lead to injury, illness or death or to loss of or damage to my property.  
Those risks may include but are not limited to slippery and/or uneven surfaces, rocks being dislodged, falling at edges of cliffs or drops or elsewhere, risks associated with crossing creeks, hypothermia and heat exhaustion.

**Additional risks:**

To minimise these risks I have endeavoured to ensure that this activity is within my capabilities and I am carrying food, water and equipment and wearing clothing and footwear appropriate for this activity. I have advised the activity leader if I am taking any medication or have any physical or other limitation that might affect my participation in this activity. I do not believe that my medication or limitations will prevent me from successfully completing this activity. I will make every effort to remain with the rest of the party during the activity and accept the instructions of the leader of the activity. I have read or heard and understand these requirements. I have considered the risks before choosing to sign this Risk Waiver form. I still wish to join the activity. I agree by signing this form to waive any claim for damages arising from this activity that I may have against the club, the leader or other participants in tort or contract.

F/P	Name	Phone	Travel with	Signature
1 PM	Ann BRANDON	43822350 0415929042		-
2 FM	Dympna DEAN	4751 6950		-
3 FM	Vic GINIUNAS	4751 9620 0428 727156		-
4 FM	Leonie STANBERG	96823151 0402093151		-
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**EmergencyContacts:**

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Leonie STANBERG: Gerda Stanberg 04 2391 4655

The club is keen to continue to encourage more walks, more walkers and more leaders. Any further improvements and suggestions will be appreciated.