



How to Post a Trip or Event on the Alpine Club of Canada, Vancouver Island Section Website

There are two ways leaders can post trips (or Events) on the ACCVI.ca website:

1. Send a message to our scheduler, at schedule@accvi.ca. This is the best option for Leaders who have not led a trip before, or who don't lead very often.
 - Include: Trip objective, date, time, contact information...
2. Post the trip directly on the website. Experienced leaders, who lead trips frequently, are granted "Event Contributor" status by the webmaster and can post trips directly. Make your direct access request through our scheduler, at schedule@accvi.ca. Once you are approved, you will be given access to login to the ACCVI.ca website.

The rest of this document details how to post a trip directly on the website.

Create an Event or Trip Posting on ACCVI.ca

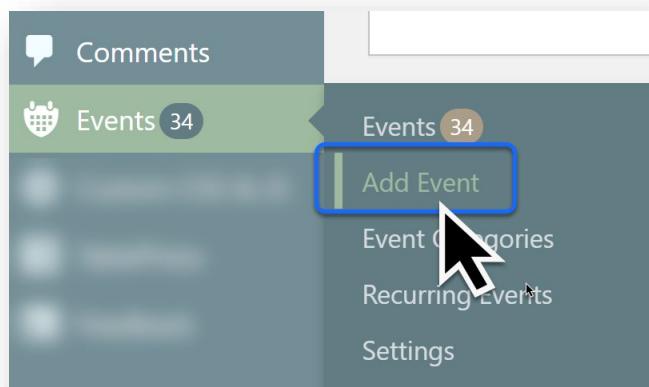
Once you've been granted access, you'll be able to login to the ACCVI website with this link:

https://accvi.ca/wp-admin/post-new.php?post_type=event

If you don't know your password, please contact schedule@accvi.ca.

You should land on the Add New Event page.

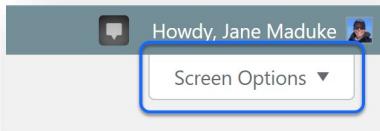
If you do not land on the Add New Event page, click **Events**, then **Add Event**.



Make Your Screen Look Right

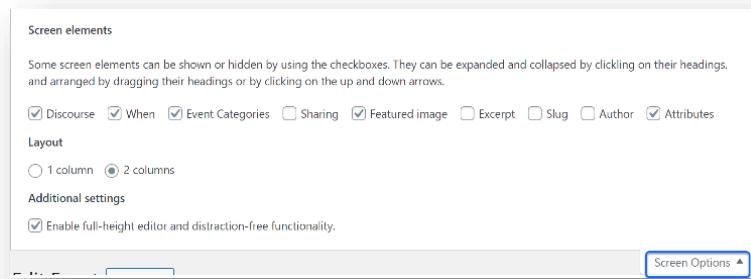
To make your Add New Event screen look like the screenshots below, adjust your Screen Options. You only need to do this once.

1. Click **Screen Options** below the “Howdy” greeting in the top right.



2. Select the following options:

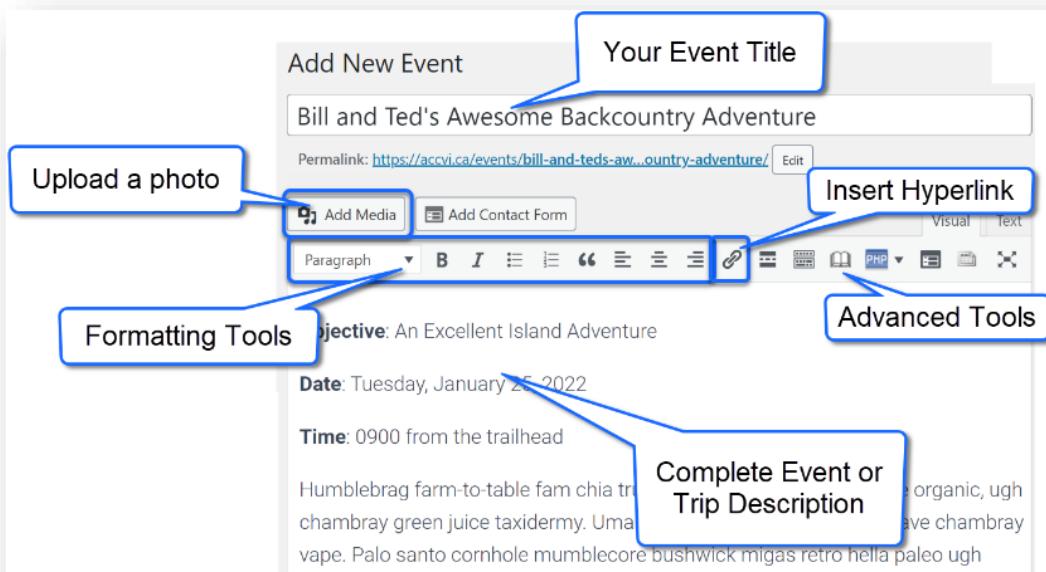
- Discourse
- When
- Event Categories
- Attributes
- 2 Columns



3. Click **Screen Options** again to dismiss the panel.

Create an Event

1. In the **Add Title** field, enter a descriptive title for your event or trip.
2. In the large text field, enter more details about your event or trip. These details should include your email so those interested can contact you.
3. Optional: Add images or links and format your event using the toolbar at the top of the text field.



4. Under **Attributes**, select **Yes** or **No** to the statement, “Participants must be fully vaccinated.” The National ACC Policy requires participants to be vaccinated when the trip or event involves *shared indoor spaces*, such as dining tents, indoor slideshows, etc.

The screenshot shows the event creation interface with several panels:

- Attributes**: A table where "Participants must be fully vaccinated" is set to "Yes".
- Discourse**: Options to "Create new Topic" (radio button selected), "Link to Existing Topic", and "Publish post to Discourse" (checkbox checked). Category is set to "Events".
- When**: Fields for "From" (01-25-2022) and "to" (01-25-2022). "Event starts at" is set to 9:00 to 17:00, "All day" is unchecked. Timezone is set to "Vancouver". Note: "This event spans every day between the beginning and end date, with start/end times applying to each day."
- Event Categories**: A list of categories with "Hike" checked. Other categories include Education, Entertainment, Backpacking, Mentorship & Leadership, Mountaineering, and Rock Climbing. A link "+ Add New Event Category" is available.
- Publish**: Buttons for "Save Draft" (disabled), "Preview" (disabled), "Status: Draft" (with edit link), "Visibility: Public" (with edit link), "Publish immediately" (with edit link), "+ Duplicate Event", "Move to Trash", and a large green "Publish" button.

Note: The date does not appear on the Event in the discussion forum (Discourse). If you want the date and time to appear in Event Notifications, include this information in the main body of your trip description.

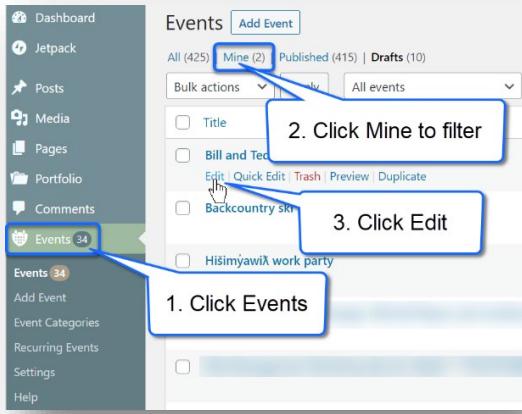
Save

If you want to save a draft of your event, click **Save Draft** in the **Publish** box. You may now safely log out.

To see what the posting will look like on the main website, click **Preview** in the **Publish** box.

Edit

1. To find a saved event or trip, click **Events** in the left-hand menu. This displays all *future* events by default.
2. Click **Mine** to filter the events to the ones you have created. If you did not assign a date to your event, choose **Drafts** instead.
3. Hover over the event you want to edit, then choose **Edit**.



Publish

1. When you're ready to publish the event or trip, find the *Publish* box in the right-hand sidebar.
2. Click **Publish**.
3. Test that your event or trip appears:
 - On the [Trips and Events](#) page.
 - In the [Calendar View](#) of Trips and Events.
 - In the [discussion forum](#) (Discourse) under *Events*.

Edit After Publishing

1. To find a published event or trip, click **Events** in the left-hand menu. This displays all *future events* by default.
2. Click **Mine** to filter the events to the ones you have created.
3. Hover over the event you want to edit, then choose **Edit**.
4. Make your edits.
5. Click **Update**.

Note: Changes after publishing do *not* propagate to Discourse.

Need more help?

Contact schedule@acvci.ca for assistance with your trip or event posting.

Contact webmaster@acvci.ca for other issues.

