

CALENDAR OF EVENTS INSTRUCTIONS

Log into WordPress and MembershipWorks – Mo can assign passwords to you.
(bayardewing@gmail.com)

Left black menu bar – go to “MembershipWorks – Event Calendar”

Add New Event

Event Set Up – Other Organization – select the organizer (chapter, statewide (conps)).
As of now, we are only adding CoNPS Events or CoNPS co-sponsored events to this calendar.
Any others will need to be approved by Maggie.

Event Title: I always lead with the chapter name and the event name (Boulder Chapter Virtual Meeting: Slide Show by Pat Butler), (Boulder Chapter Field Trip: Caribou Ranch)

Start: Fill in the date, including the year, the starting time. If it's a field trip, use the time that you're either meeting at the trailhead, or at the carpool location.

End: Probably the same date, and the approximate ending time.

Link to external page: You can fill this out if the meeting place has a webpage.

Place/Location: The name of the trail, and the general vicinity (Caribou Ranch, near Nederland)

Address: Fill in if you know it. This should provide a map if it's an accurate address.

The next box is if you want to add an image – that gets pretty complicated. It has to already be in the Membership Works Media Library in order to upload it. Each chapter does have a 'chapter photo' assigned to it within the media library, if you don't have any other photo you want to use. Once you begin the uploading process, it'll take you to the media library and then you can search for the term 'Boulder chapter photo' and upload it.

The next box is where you'll put a detailed description:

Boulder Chapter Field Trip

Caribou Ranch, NW of Nederland

May 1, 2022; Meet at 8:00 am at Caribou Ranch Parking Lot; Ends approximate 11:30 am

Led by: Pat Butler

and then a nice 'flowery' description of what you expect to find, how long the trip is mile-wise; is it easy, medium, hard? Is the trip, botany-wise for beginners or experts? What to bring?

When you're done with the description, click 'save and continue'

The next tab is 'ticketing'. Maggie does want all events to have registration, even chapter meetings, so we can collect the names and contact information for non-members and reach out to them at a later time.

Fill in 'overall event capacity' (usually 10-15 for a field trip – if it's a virtual meeting, you can leave it blank. If it's at a meeting hall, use the event capacity.).

Send a confirmation email (click to fill it in)

Create event ticket – you'll need a ticket for members, and a ticket for non-members.

Title should be "Members – Boulder Chapter Field Trip, Caribou Ranch

Skip a few of the next lines

Count 1 ticket as (1) toward event capacity

Restrict to (it opens up, scroll down about halfway until you find the 'members' folder. Click on it and 'update ticket and close')

Next ticket will be 'Non-Members – Boulder Chapter Field trip, Caribou Ranch

Skip a few of the next lines

Count 1 ticket as (1) toward event capacity

Then go back up to the top of that back to the 'Questions/sessions/Add-ons' – open it up:

Full name – yes

Email – yes

Phone – yes

Update ticket and close.

Continue to Registration

Scroll down to 'add registration question'

You'll have two questions that need to be 'answered'

A box opens up, add the title "I have read the field trip policies"

The type is "required waiver and terms"

It will be a checkbox

Then you'll need to open up the Word file "Field Trip Policies" which I'll be sending as an attachment to this document. Copy the entire document, and paste it into the full text box.

The second question will be "I have read the CoNPS Photo Release and Waiver of Liability"

The same applies. Type is 'required waiver and terms', with a checkbox.

You'll need to have that file open also (it's attached to this document as well). Copy and paste it into the full text box.

Save, and continue to dashboard.

Before you go back to the dashboard though, click on the tab at the top menu bar that says 'advanced'.

From here, if you want to receive notification when someone signs up, you can fill out your own email address under 'advanced registration options', the first box. And 'save'.

Then go back to the 'event setup' page, to save everything and open it up to the public.

The second line down that says 'display on calendar/list' (hidden) with a colored box – click it one time, then scroll down to the bottom of the page and 'save and continue'. That should save it all. You don't have to wait until all your information is added before you 'save' everything. Sometimes it's a good idea to save periodically – I've lost many a field trip when I'm almost finished adding my info – most frustrating. Even though you may not have everything on the calendar that you want, at least a portion will be there and you can always go back and add more later.

If you want the event to not go public for awhile, on the event setup page, at the top, instead of making it a chapter event, you can make it a private event. Just remember to go back and update and save it to a chapter event when you're ready, or no one will see it except for us editors.

As you get more familiar with all this, there are many things you can do to make it fancier, or more specific. Go ahead and explore and experiment.