

For new Coordinators (March 6, 2008)

EOC WEB FUNCTIONALITY

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Welcome Jason L

Define Agents

An "Agent" on the EOC Web Site is someone who you designate to sign you up for events. For example, if your friend/partner sees the list as well, they could select you as your guest as long as you've designated them as your agent. To designate your agents

2008 EOC Calendars:

The EOC calendars are now available for download! You can choose from [Simple Calendar](#) or [Fancy Calendar](#) The calendars copy, send a request to the president. There is a \$5 cost for these.

PHOTO CONTEST 2008:

Voting has begun for the photo contest. Go to [award voting](#) and vote for your favorite photo.

INTRODUCING THE EOC STORE:

At long last we have a new store featuring outdoor gear. Visit store@edmontonoutdoorclub.com

INTRODUCING THE FORUM:

Want to chat with other members? Ask a question about the EOC? Suggest an event? Then check out our new [FORUM!](#) (note it is a new forum)

Event Calendar: [\[View Summary\]](#) [\[Filter: Outdoor | Indoor/Social | All\]](#) [\[Jump to Current Week\]](#)

Wondering about all the indecipherable characters? See the bottom of the calendar for a nifty legend.

< February		March 2008		
		Select Another Month <input type="button" value="v"/>		
Sun	Mon	Tues	Wed	Thu
2 Overnight: Cabin Fever Escape to Nordegg - HI-Shunda Creek Hostel	3	4	5	6 Social: 2 Year Anniversary/AGM [130/37/1]
9	10	11	12	13

You may get more or less of these options depending on your role.

EOC Store (note it is a new store)

FORUM! (note it is a new forum)

Adding a New Event

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Edmonton Outdoor Club - Officer Area - Manage Events

[Show My Events](#)
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[★ Add New EOC Event](#)

ID	Date	Title	Edit	Dates	Roster	Promo	Archive Info	Copy	Vw Dtl	Vw Arch	Txns
421	3/6/2008	Cancelled EOC 2 Year Anniversary Party/AGM	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
425	3/7/2008	Cosmic Bowling on Planet Earth	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
428	3/10/2008	Walk through Terwillegar	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
416	3/14/2008	Learn to SCUBA dive!	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
427	3/15/2008	Wall Climbing Afternoon	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns

First, let's try "Add New EOC Event":

Edmonton Outdoor Club - Officer Area - Manage Content: EOC Events

To add or modify an existing event, please fill in as much detail as possible.

Date Begins:

* Add/change additional dates using the Dates link on the Manage Events page

Registration Cut Off:

Registration Opens:

* Select a future date only if/when you wish to post an event without allowing registration until a certain date

Carpool Departure Time: : : (if applicable)

Start Time: : :

Duration:

Title:

Organizer(s):
*When creating a new event, you are automatically selected as an organizer.
To add more organizers Ctrl-Click their names.*

Type:

Difficulty Rating: D1: Easy

Participants: Must Stay with Group During Entire Event

Dogs: Are Permitted

Who's Invited: Members & Guests Members Only

Age Restriction: All Ages Welcome

Maximum Group Size:

Maximum Guests Size:

It'll look something like this, so let's go through each parameter.

Add New EOC Event

- ◎ Date Begins: date of event, or first day of multiday events.
 - If you are doing a multiday event, you will use another screen to add those dates.
- ◎ Registration Cutoff: last day to register
 - Remember to leave enough room for yourself to deal with vendors, payments, bookings. Set the cutoff a few days before you have to actually pay the vendor so you have time to get money, chase stragglers, etc.
 - Otherwise, it's your choice as to when you want people to have the freedom to sign up and cancel on their own.
- ◎ Registration Opens: when people can start signing up
 - This was put in place because some events sign up very fast (optional).

Add New EOC Event

- ⦿ Carpool Departure Time: only used for carpool events
- ⦿ Start Time: time when event will start.
 - You can set this a bit early to give yourself time to gather your group. People are also often late so if you set it for 5:45, some will arrive at 6:00.
- ⦿ Duration: estimate of how long the event will be from start to end
- ⦿ Title: as it will appear on the calendar
- ⦿ Organizers: this is a list of the entire membership, and your name will be selected by default
 - Use CTRL-left click to select additional coordinators.
 - Only selected coordinators will have access to change details of this event.

Add New EOC Event

- ◉ Type: general category of event
- ◉ Difficulty Rating: please use EOC guidelines
 - Overestimate if you're not sure; better safe than sorry.
- ◉ Participants must stay as a group (for entire event)?
- ◉ Dogs allowed?
- ◉ Who's invited: we usually allow all, but it's possible to make it a member-exclusive
- ◉ Age Restriction:
 - It's nice to be inclusive, but again, better safe than sorry.
- ◉ Maximum Group Size: how many can you comfortably lead?
 - Or number the vendor will allow.

Add New EOC Event

- ⦿ Maximum Guest Size: how many guests total will you allow?
 - Remember that guests may not be familiar with the club.
 - Children are always guests.
- ⦿ Minimum Group Size: how few can the event go forward?
 - Not just if it *can* go forward, but would it be still fun or safe?
- ⦿ Max # of Guests per Member:
 - The sum of guests from all members will not exceed Maximum Guest Size.

Add New EOC Event

- ◎ Itinerary: the details
 - Here's the fun part! Browse old events, especially of similar ones as examples. Be detailed about what you're doing including notes about difficulty, experience, safety and equipment. Make it interesting!
- ◎ Required Items to Bring: brief list
- ◎ Recommended Items to Bring: brief list
- ◎ Location: where is the actual event (address)?
 - This may be different from where to meet if a separate carpool location is involved.
- ◎ Directions: how to get there?
 - This may be different from how to get to carpool location as well.

Add New EOC Event

- ⦿ Travel:
 - By checking this box, you will activate the carpool features of the website, including the calculation of an estimated carpool cost.
- ⦿ If carpooling, allow meet at event?
 - By checking this box, you are indicating that people must participate in carpool and cannot meet at the final destination.
 - There's LOTS to learn about Carpool, so be sure to ask an experienced coordinator.
- ⦿ Total Km: Google maps is your friend here.
- ⦿ Carpool Locations and Directions
- ⦿ Cost: Participants Will Make Payment to EOC Prior to Event
 - By checking this box, you will make this an EOC paid event, meaning participants will pay the EOC treasurer in advance.

Add New EOC Event

- ⦿ Member cost, Non-member cost:
 - This depends on the event. If it's a paid event, then it usually involves some discount for members. Guests usually pay the non-discounted price to encourage membership
 - Be sure to include costs of EOC administration; 3% or \$1.50, whichever is greater.
 - You can also round to the next dollar to make it easier. The slack is put into EOC operating funds like donations.
- ⦿ Cost includes
- ⦿ Voluntary Donation:
 - Usually \$2 for a non-paid, \$0 for paid
- ⦿ Cancellation/Partial Attendance Statement and Additional notes
 - Additional info if useful.

Add New EOC Event

- Phew! That was a lot!
- It'll all become second nature as you run more events.
- If in doubt, just ask another coordinator or the volunteer coordinator.
- This is especially the case if you haven't done:
 - Carpool events
 - Paid events
 - Multi-day events
- Please do your best to not change event information once they have been posted and people signed up. If you must, then inform those that have signed up as best you can, including calling everyone individually if there's very little notice.

Edmonton Outdoor Club - Officer Area - Manage Events

[Show My Events](#)
[Event Search](#)

[★ Add New EOC Event](#)

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425	3/7/2008	Cosmic Bowling on Planet Earth	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
428	3/10/2008	<i>Walk through Tenwillegar</i>	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
416	3/14/2008	<i>Learn to SCUBA dive!</i>	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
427	3/15/2008	Wall Climbing Afternoon	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
430	3/18/2008	Polar Bear Backpack Conditioning & Backcountry Gourmet Taste Test	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
400	3/29/2008	<i>X-country ski trip to Elk Lakes Cabin</i>	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
431	3/31/2008	Polar Bear Backpack Conditioning & Backcountry Gourmet Taste Test #2	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
426	4/5/2008	<i>Dinner Revolution Party</i>	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
405	4/12/2008	<i>Dog Sled Adventure</i>	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
419	5/1/2008	Between Forest and Sky	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
402	5/17/2008	<i>Spring Cruise in a Hot Tub</i>	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
422	5/17/2008	<i>Backpacking/Camping Weekend - Allstones Lake</i>	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
424	6/13/2008	<i>Edmonton Cracker Cats BBQ and Game</i>	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
417	7/8/2008	Body Worlds	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
391	8/8/2008	Bowron Lakes Canoe Circuit	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
429	3/10/2011	<i>Training Event</i>	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns

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- ID: unique event identifier
- Edit: edit event details
- Dates: make multi-day events
- Roster: list of participants
- Promo: add promotional picture to event posting
- Archive Info: post-event write ups, photos, etc.
- Copy: copy this event
- Vw Dtl: view details of event posting as they would appear
- Vw Arch: view archive of event as they would appear
- Txns: status of participant payment

Multi-day events

ID	Date	Title	Edit	Dates	Roster	Promo	Archive Info	Copy	Vw Dtl	Vw Arch	Txns
421	3/6/2008	Cancelled EOC 2 Year Anniversary Party/AGM	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
425	3/7/2008	Cosmic Bowling on Planet Earth	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
428	3/10/2008	Walk through Terwillegar	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns

Edmonton Outdoor Club - Multi-Event Date Set-Up

Select all the dates for [Inspire Adventure Travel Fair] and click [Submit]

Submit

March/2008:

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1 <input type="checkbox"/>
2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>
9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input checked="" type="checkbox"/>
16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>
23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>
30 <input type="checkbox"/>	31 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

April/2008:

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>

Just check off days as appropriate.

Promo picture!

ID	Date	Title	Edit	Dates	Roster	Promo	Archive Info	Copy	Vw Dtl	Vw Arch	Txns
421	3/6/2008	Cancelled EOC 2 Year Anniversary Party/AGM	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
425	3/7/2008	Cosmic Bowling on Planet Earth	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
428	3/10/2008	Walk through Tenwilligar	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
416	3/1/2008	Learn to SCUBA diving	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns

You can add a promotional picture to your event! Please make it 300 pixels max on each side. If it's bigger, it will screw up the text formatting.

Edmonton Outdoor Club - Officer Area - Upload Promo Images

To upload a promo image, browse for the image on your PC. If an image is already on file for an event, and you upload a new one, it will override the existing image without warning. (You can see if an image is already in existence by visiting the event details page on the front-end of the web site).

Note that this page also serves as the page to upload the main archive image, after an event is added to the archive. Simply write over the promo image by uploading a main archive image that is between 200 and 300 pixels wide.

Promo images should be no more than 140 pixels tall by about 300 pixels wide.

Event: 416

Image:

Preview your posting

ID	Date	Title	Edit	Dates	Roster	Promo	Archive Info	Copy	Vw Dtl	Vw Arch	Txns
421	3/6/2008	Cancelled EOC 2 Year Anniversary Party/AGM	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
425	3/7/2008	Cosmic Bowling on Planet Earth	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
428	3/10/2008	Walk through Tenvillegar	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns
436	3/11/2008	Learn to SCUBA diving	Edit	Dates	Roster	Promo	Archive	Copy	Vw Dtl	Vw Arch	Txns

- Be sure to preview your posting by clicking “Vw Dtl”
- A new window will pop up and show you what your posting will look like when posted.
- If you go back and make changes, be sure to refresh the preview to verify changes were completed.
- This is the link that should be sent out for review.
 - Review and approval is needed if this is a probationary event
 - But really, even the most seasoned coordinators regularly gets input from 2-3 others before posting, so it’s highly recommended!

Managing Sign-Up

Managing your EOC Event

- Here's the fun part! Watching people sign up!

New Registration for Inspire Adventure Travel Fair - Sat, Mar 15 2008

★ Sandra Sundgaard, Edmonton Outdoor Club to me [show details](#) 9:04 PM (19 hours ago) [Reply](#) | ▼

A new registration has come through.

The details of the registration follow:

Event: Inspire Adventure Travel Fair
Date: Sat, Mar 15 2008
E-Mail: sandrlea@shaw.ca
Name: Sandra Sundgaard (Sandie)

Notes:

For further information regarding this registration, visit your sign-up sheets available in the [Coordinate], [Upcoming Events] area.

[Reply](#) → [Forward](#)

You will receive an onslaught of registration emails.

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Edmonton Outdoor Club - Event Coordinator Event Management - Upcoming Events

Event Coordinator Manual

Event	Start	Reg (15/11)	Upd Reg	Dtl List	Summ List	Carpool List	Wait List (0)	E-Mail	Txns
Inspire Adventure Travel Fair	3/15/2008	Reg (15/11)	Upd Reg	Dtl List	Summ List	Carpool List	Wait List (0)	E-Mail	Txns

- Reg: list of registrants
- Upd Reg: here you can update the list by removing people for non-payment, no-shows, etc.
- Dtl List: this is a good detailed info list to print out for your event
- Summ List: a quick summary with notes
- Carpool List: a summary of carpool responses
- Wait List: manage waitlisters
- Email: a function to send emails to registered members
- Txns: a page to keep an eye on payments

Edmonton Outdoor Club - Event Coordinator Event Management - Upcoming Events

[Event Coordinator Manual](#)

Event	Start								
Inspire Adventure Travel Fair	3/15/2008	Reg (15/11)	Upd Reg	Dtl List	Summ List	Carpool List	Wait List (0)	E-Mail	Txns

Registrants can be removed, removed as no-show, or moved to waitlist. Please use these functions in accordance with EOC rules.

Event: [Inspire Adventure Travel Fair](#)

Date(s): [Sat, Mar 15 2008](#)

Organizer(s): [Jason Lau](#), [Sandra Sundgaard](#)

[Sort Alphabetic Order](#)

[Send an E-mail to Group](#)

[E-mail Address Extract for Group](#)

[Printable Waiver Forms](#)

[Jason Lau](#)

Age: 31 Waiver Signed: YES Gender: Male Past Events: 90 No Shows: 0 Reg ID: 5601

Jason L

Guests: 0

(Member)

Experience Level: Beginner/Novice

Travel: Will Meet at Event

Date/Time Registered: 3/10/2008 8:11:06 PM

E-mail: gazorminplat@gmail.com

Mobile: 780-934-9013

Emergency Contact: [James Lau \(780-487-9013\)](#)

Health Concerns: clumsy, accident prone, can't swim

Work: 780-487-1600 x230

Medical Training: some CPR

Ins: work health insurance

Notes:

[Remove Registrant](#)

[Remove as No Show](#)

[Move to Wait List](#)

Edmonton Outdoor Club - Event Coordinator Event Management - Upcoming Events

[Event Coordinator Manual](#)

Event	Start								
Inspire Adventure Travel Fair	3/15/2008	Reg (15/11)	Upd Reg	Dtl List	Summ List	Carpool List	Wait List (0)	E-Mail	Txns

People on the waitlist can be added to event or deleted from the list.
Please use these functions in accordance with EOC rules

Event	Name	Display Name	No Shows	Email	Date	Expires	Experience	Health Concerns	Travel		
Polar Bear Backpack Conditioning & Backcountry Gourmet Taste Test (crocodileboots , donna8 15/14) Send an E-Mail to the Wait List for this event											
3/18/2008: Polar Bear Backpack Conditioning & Backcountry Gourmet Taste Test	Taylor Lougheed	Taylor	0	taylor.lougheed@upsidesoft.com	3/10/2008 9:08:55 AM		Intermediate N/A		Meet at Event	Add to Event	Delete from List

Edmonton Outdoor Club - Event Coordinator Event Management - Upcoming Events

[Event Coordinator Manual](#)

Event	Start								
Inspire Adventure Travel Fair	3/15/2008	Reg (15/11)	Upd Reg	Dtl List	Summ List	Carpool List	Wait List (0)	E-Mail	Tkn's

Please use this to communicate with registered members regarding event information such as carpool details, potluck organization, event reminders, etc. Most of the text is prefilled for event reminder.

Edmonton Outdoor Club - E-Mail Group

This form will allow you to e-mail those people signed up for a particular event without them seeing the other recipients of the e-mail.

Event: Inspire Adventure Travel Fair
Date(s): Sat, Mar 15 2008
From: Jason L
Reply-To: gazorninplat@gmail.com
Subject:

Message
(update the
template as
appropriate for
your event):

Hi everyone,

A quick reminder about our Learn: Inspire Adventure Travel Fair event Saturday.

The forecast for Saturday is: [FORECAST]

We will be starting the event at 12:00 PM. We expect the event duration to be approximately 2 - 4 hours, and we should be back/finished by [EXPECTED FINISH TIME].

Be prepared! Lots of information on what to bring, and how to be as prepared as possible, is available on our checklist page (<http://www.edmontonoutdoorclub.com/events/checklists/>) and our links page (<http://www.edmontonoutdoorclub.com/links.asp>).

Etiquette and Rules: We encourage everyone to follow our Etiquette Guidelines (<http://www.edmontonoutdoorclub.com/events/checklists/etiquette.asp>) at all times while participating in EOC events. Please make sure you are familiar with these guidelines, as well as the club Rules (<http://www.edmontonoutdoorclub.com/member/ruleswaiver.asp>)

If it turns out you can't attend this event after all, please remove your registration:

(No preview available).

Edmonton Outdoor Club - Event Coordinator Event Management - Upcoming Events

[Event Coordinator Manual](#)

Event	Start	Reg (15/11)	Upd Reg	Dtl List	Summ List	Carpool List	Wait List (0)	E-Mail	Txns
Inspire Adventure Travel Fair	3/15/2008								

Txns will help you keep track of who's paid the treasurer and who has not. Notes are filled in by the treasurer. Unpaid members will be shown at the bottom.

Edmonton Outdoor Club - Officer Area - Event Transactions

Payments Received

Txn ID	Date	CR	DR	Balance	Method	Username	Name	Reg ID	Notes
803	11/26/2007	\$92.00	\$0.00	\$92.00	Paypal			4959	
863	12/30/2007	\$92.00	\$0.00	\$184.00	Paypal			4985	
868	1/3/2008	\$92.00	\$0.00	\$276.00	PCBank			5065	2481 (CAg9MkyT)
879	1/6/2008	\$92.00	\$0.00	\$368.00	Paypal			4946	
878	1/6/2008	\$92.00	\$0.00	\$460.00	Paypal			5283	
877	1/6/2008	\$92.00	\$0.00	\$552.00	PCBank			5282	6807 (CAvNAfRV)
897	1/12/2008	\$92.00	\$0.00	\$644.00	Paypal			5291	
896	1/12/2008	\$92.00	\$0.00	\$736.00	PCBank			5293	trx is \$276 - [REDACTED]
895	1/12/2008	\$92.00	\$0.00	\$828.00	Paypal			5292	trx is \$276 - [REDACTED]
894	1/12/2008	\$92.00	\$0.00	\$920.00	Paypal			5290	pd \$276 - for her, Cameron and Avery
925	1/29/2008	\$0.00	\$794.82	\$125.18	PCBank	gazorninplat	Jason Lau	4463	(CAemzRRP)
924	1/29/2008	\$0.00	\$92.00	\$33.18	Paypal				
954	2/16/2008	\$0.00	\$92.00	(\$58.82)	PCBank			2318	(CAaa94R2) - cancelled - new trx 7301 (CAQkdCEd)
953	2/16/2008	\$0.00	\$92.00	(\$150.82)	PCBank			3571	(CABQme3Z) - cancelled - will give a cheque - my cq# 119
952	2/16/2008	\$177.36	\$0.00	\$26.54	Paypal				Jason received refund from hostel - [REDACTED]

Unpaid

*Note, check the list above for partial or early payments from some of these people. It is possible that there is a payment recorded but not properly attached to their event registration.

Txn ID Date CR/DR Amount Method Username Name Reg ID Notes

Closing Your Event

Volunteers' Area

Manage Events:

- Future
- Past
- Cancelled (Past)
- Event Suggester
- Event Search

Add Member to Event

Double Bookings

No Shows

Transfer Waiting List

Split Waiting List

Volunteer E-Mail List

E-Mail All Volunteers

Officer/Administration

Membership Management

Outstanding Waivers

Missing Waivers

Manage Wait Lists

Volunteer Photos

Award Admin

Award Nominations

Award Votes

Processes

Web Site User Guide

Event Coordinator Manual

Treasurer

Waiver Admin

Volunteer Coordination

Coordinate

Upcoming Events

Past Events

New Event Coordinator Info

Edmonton Outdoor Club - Event Coordinator Event Management - Past Events

Event	Start						
Lake Louise Ski/Snowboard Long Weekend	2/15/2008	Upd List	Write-Up	Photo Album	E-Mail	Waivers	
Caving/Spelunking (Extravaganza Sub-event, Adventure Tour)	2/3/2008	Upd List	Write-Up	Photo Album	E-Mail	Waivers	
Ice Climbing (Extravaganza Sub-Event)	2/2/2008	Upd List	Write-Up	Photo Album	E-Mail	Waivers	
Winter Fun Extravaganza	2/1/2008	Upd List	Write-Up	Photo Album	E-Mail	Waivers	

- Upd List: very similar to “Upd Reg” in the Upcoming Events section, used for no-shows, non-payment, etc.
- Write-Up: a summary of the event
- Photo Album: a photohistorian function
- E-Mail: to send a final closing email to attendees
- Waivers: manage waivers collected

Edmonton Outdoor Club - Event Coordinator Event Management - Past Events

Event	Start						
Lake Louise Ski/Snowboard Long Weekend	2/15/2008	Upd List	Write-Up	Photo Album	E-Mail	Waivers	
Caving/Spelunking (Extravaganza Sub-event, Adventure Tour)	2/3/2008	Upd List	Write-Up	Photo Album	E-Mail	Waivers	
Ice Climbing (Extravaganza Sub-Event)	2/2/2008	Upd List	Write-Up	Photo Album	E-Mail	Waivers	
Winter Fun Extravaganza	2/1/2008	Upd List	Write-Up	Photo Album	E-Mail	Waivers	

Here is where you record waivers that were collected during the event. There will be a checkbox for everyone that needed a waiver. Be sure to record them within 24 hours or you will get an email from EOC legal.

Edmonton Outdoor Club - Event Coordinator Area - Member Waivers

[Record Waivers](#)

Last Name	First Name	Display Name	Username	City	Waiver Recd By	Recd Date	File Date	Record Waiver
Pasqual	Toni	Antonio	antonio	Spruce Grove				<input type="checkbox"/>

[Record Waivers](#)

Other Functions

Explore!

- ⦿ These are just the essentials. There's actually a lot more to the EOC website.
- ⦿ Once you have access, explore and ask questions!
- ⦿ A few suggestions for self directed exploration:
 - Event Suggestor
 - Double Bookings
 - Transfer/Split Waitlist
 - Email all Volunteers
- ⦿ And more may be available depending on your role.
- ⦿ These other functions are less often used, so an experienced coordinator can help you with it when it comes up.

BONUS: You'll also get access to a volunteer-exclusive section of the FORUM! The Forum is great for communication and cooperation with other volunteers. You have a question about the website? Paid/Carpool events? Club policies? How to deal with members? Need help with a mega-event? This is a great place to ask.



EoC Forums

Edmonton Outdoor Club Forums

- [FAQ](#)
- [Search](#)
- [Memberlist](#)
- [Usergroups](#)
- [Profile](#)
- [You have no new messages](#)
- [Log out \[Gazorninplat \]](#)

You last visited on Thu Mar 06, 2008 10:37 am
 The time now is Thu Mar 06, 2008 11:59 am
[EoC Forums Forum Index](#)

[View posts since last visit](#)
[View your posts](#)
[View unanswered posts](#)

Forum	Topics	Posts	Last Post
General			
General General discussion and chat among EOC members Moderators clebel , rhonda , Gazorninplat , Mark G. , karenp , julie , nhassam , shirleytheqeo , donna8 , David , RyanM , Volunteers	5	12	Thu Mar 06, 2008 9:12 am clebel →
Classifieds Got something to buy, sell, trade or looking for a ride or a roommate, post here! Posts will be deleted within 30 days of the last post on a particular thread. Moderators clebel , rhonda , Gazorninplat , Mark G. , karenp , julie , nhassam , shirleytheqeo , donna8 , David , RyanM , Volunteers	1	5	Fri Jan 11, 2008 8:19 am Steph →
Edmonton Outdoor Club			
EOC Website Policies & Procedures Information about how the club operates. Requests for your opinions on various web site and procedural issues. Moderators clebel , rhonda , Gazorninplat , Mark G. , karenp , julie , nhassam , shirleytheqeo , donna8 , David , RyanM , Volunteers	0	0	No Posts
Event Requests & Suggestions Request or suggest an event. The volunteer team will keep a regular eye on it, and when possible, set up the event. Moderators clebel , rhonda , Gazorninplat , Mark G. , karenp , julie , nhassam , shirleytheqeo , donna8 , David , RyanM , Volunteers	1	1	Mon Feb 25, 2008 8:36 am Bryan W →
Newsletters View EOC newsletters Moderators clebel , rhonda , Gazorninplat , Mark G. , karenp , julie , nhassam , shirleytheqeo , donna8 , David , RyanM , Volunteers	1	1	Thu Oct 04, 2007 11:11 am Steph →
Volunteers			
Volunteer Business Moderators clebel , rhonda , Gazorninplat , Mark G. , karenp , julie , nhassam , shirleytheqeo , donna8 , David , RyanM , Volunteers	25	283	Thu Mar 06, 2008 7:46 am RyanM →

