Background:

To be considered an AUMC Club Trip (for insurance purposes etc.) a trip must receive sign-ups through AU Sport's Website (*The Blacks*), as per clause 1.2.4 of the AUMC Trip Leading Policy.

Receiving trip sign-ups through *The Blacks* offers many advantages, including;

1. The requirement for participants to hold current membership of both AU Sport and AUMC
2. In-built payment which may either be fixed or variable (aka. dependent upon rental options or other selection criteria)
3. The ability to collect form responses and limit the number of sign-ups per trip
4. Sending form responses to trip leaders via email (they don't need back end access)
5. Generation of excel spreadsheets from form responses (can be downloaded from back end)
6. Automated completion emails
7. The display of photography and refund disclaimers

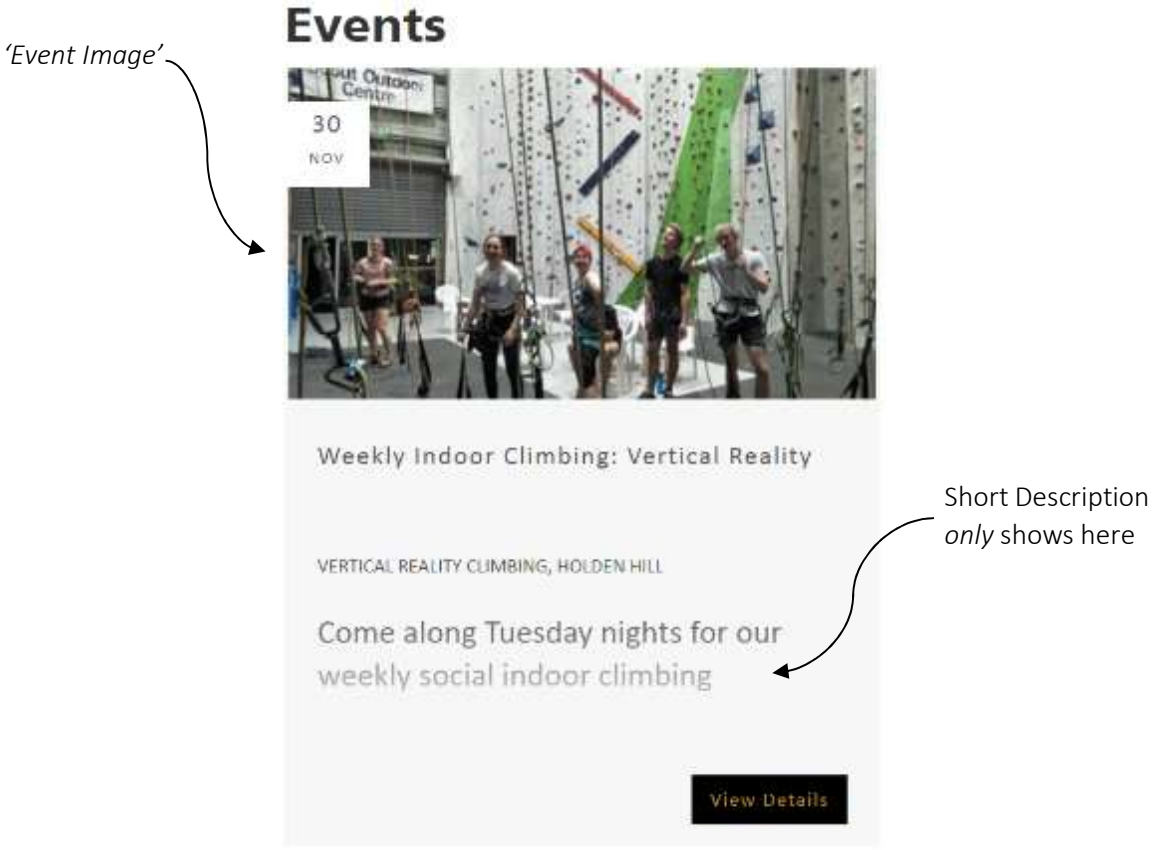
In order to enable all of these functionalities, the AUMC back end must be configured and operated in a certain way.

The following is a brief rundown on how to set up an AUMC Trip in the back end to best make use of the functionalities outlined above.

How to set up an AUMC Trip in *The Blacks* back end:

1. Create an ***Event*** for the trip (as opposed to a *Product*), including some cool photos, a relevant name etc. Please note:

2. The short description will be cut short if it's any longer than a sentence. It will only be displayed on the event thumbnail (example below).



a. The actual 'Description' should include everything a member might want to know about the trip, including;

   i. General overview/description of activity

   ii. Level of trip (Beginner/Intermediate/Advanced)

   iii. Required experience

   iv. What to bring

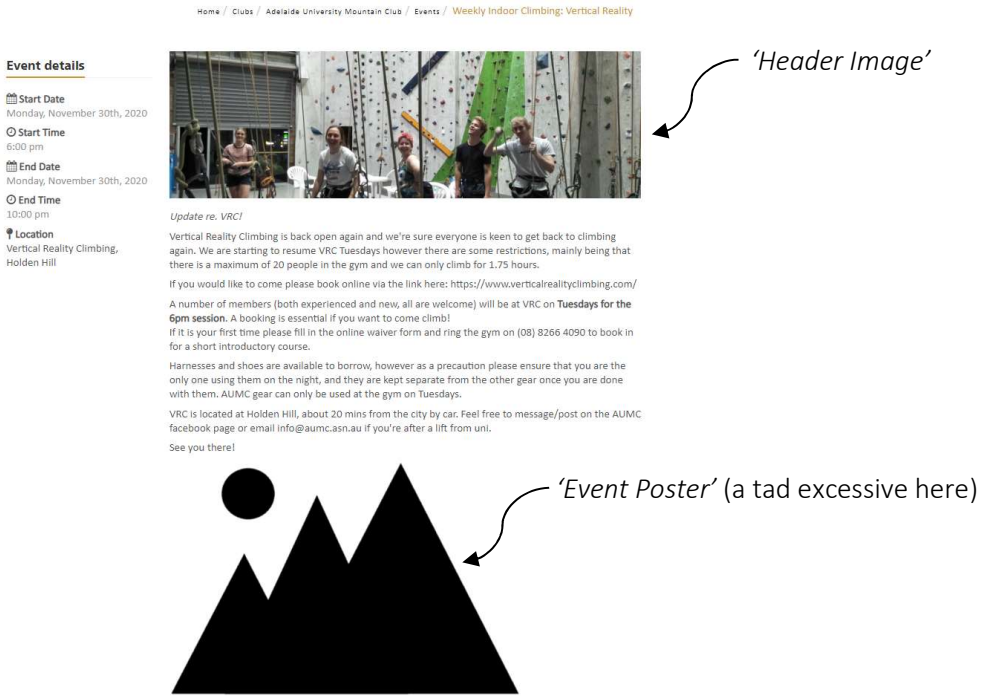
   v. Gear rental options (if applicable)

   vi. Transport arrangements (if applicable)

   vii. Trip assistant(s)

   viii. Trip leader's name and contact details (email or phone) for questions/queries

b. The *Event Image* shows on the thumbnail on the AUMC Events Page, the *Header Image* shows at the top of the page of the event, and the *Event Poster* shows underneath the description of the event. (If you only have one image, submit it as the *Event Image* and it will show it as the *Event Image* and *Header Image*).



c. Make sure to add at least one date on the *Event*. Failure to add any dates means that your trip won't appear on the AUMC Events Page on The Blacks. (If you're setting up a recurring event, set a date really far in the future. The event will expire and disappear once the date of the event is passed).

3. Create a *Form* that collects any information you might need about the trip (or just a checkbox "I would like to come on the trip" if you don't need any information). Note:

    a. It is important that your trip has a form (even if it doesn't have any useful questions) since this is how the number of sign-ups is limited).

4. Set the "*Limit approved form responses"* to the number of spots available on the trip and check *"User"* for *"Access".*

5. Under *'Notification Email'* (on the *Form*), add the email address of the trip leader. Note:

    a. This should be under *'Notification Email'* on the *Form*, as opposed to the *Product* (which should remain as info@aumc.asn.au)

6. Find a generic *Product* with the appropriate cost. Note:

    a. Please be very careful not to change any of the fields other than *Forms*, since this will require re-approval from AU Sport.

    b. You still need to use a *Product* for $0.00 trips! Otherwise, non-AUMC Members will be able to sign up for you trip, and the photography/refund disclaimers will not be displayed.

7. Attach the *Form* you just created to the *Product*, as well as the '*AU Mountain Medical Form*'. (Delete any old forms that may still be left on the *Product* from other trips).

8. Make note of the 4-digit code of the *Product* that you've attached the *Form* to.

9. Go back to the *Event* and add something like ** SIGN UP HERE ** at the bottom.

10. Hyperlink this text to the address:

    *https://www.theblacks.com.au/Products/**[INSERT 4-DIGIT CODE HERE]***

11. Check that it all works by clicking '*View'* on the *Event* and following the sign-up link. If it takes you to the ***Product*** that you've attached the *Form* to, you're good to go! (If it takes you to the *Form,* go back to *Step 7* and make sure that you hyperlink to the *Product* instead).

12. Copy the URL of the ***Event*** webpage and post it to the Members Facebook Page.

13. Watch the sign-ups flood in and enjoy the trip!

Trip Leaders without back end access:

Trip leaders who don't have access to the back end are able to fill out the *AUMC Trip Sign-Up Request Form*. This will capture all of the information necessary for one of the back end operators to set up the trip for them.

https://www.theblacks.com.au/Clubs/Mountain/Forms/AUMC_Trip_Request