

# Online Trip Posting

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H/B has a Online Registration System (REGI) allowing participants to register online for your event - and allowing you to manage your trip signups, send emails to the group and more. To create a REGI page, create an account on the REGI login page and fill out the form.

After creating your REGI link, post your H/B event using the AMC Online Trip Posting System. This system allows all AMC leaders and co-leaders to post their events to the AMC Outdoors Magazine and outdoors.org simultaneously. They will also be listed in the next possible E-Mud Newsletter, HBAnnounce Email, and the trip listings on our website. For a step-by-step guide to the AMC Online Trip Posting System, download the OLTL Easy User Guide (PDF).

## Tips for Getting Started

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### REGI - Event Registration System (online registration for your event)

- If you wish to use REGI to register/manage your online signups, please make that page FIRST, then use the AMC Online Trip Posting System to post your trip listing online. Click here to login to REGI: <https://regi.amcboston.org/>

- For questions about how to use REGI, click on the Support tab on the REGI site, or contact REGI Support at [amcbostonhbs@gmail.com](mailto:amcbostonhbs@gmail.com)

### AMC Online Trip Listing System (publishing/posting your events)

- Go to the AMC Trip Posting System at: <http://activities.outdoors.org/login>

- Login with your username & password Got login issues? Contact the H/B Trip Coordinator »
- From the left side menu under Events, select Add Chapter Trip(s) and choose Hiking/Backpacking in the dropdown menu.
- Title: Enter the EXACT trip title you put into REGI (cut/paste)
- Start Date/Time: Enter ONLY the Date (leave the time blank)
- End Date/Time: Leave as-is unless this is a multi-day trip (default is the start date)
- Newsletter Section: Typically "Hiking" or "Backpacking"
- Region: Pick your region (e.g. New Hampshire, White Mountains)
- State:: Pick the State (e.g. New Hampshire)
- Country:: USA.
- Activity: Pick your activity (can choose multiple if you hold down the control key)
- Audience: Generally "Adult 18+". If cross-posting then make sure BOTH listings are the same
- Listing Type: Typically "Web Only"
- Web Description: Generally cut/paste what you put in REGI. Keep in mind you are limited to 450 words.
- Location: Name of Mountain (e.g. Mt. Washington). Then click the icon on the line below far right. This should display a map with a drop pin. Move the drop pin to your liking.
- Trip Photo: You can choose an existing photo from your collection or upload a new photo.

Expand the "ADDITIONAL INFO" section

Under LINKS:

- Place the words "Register HERE" under the "Link Text"
- Place the REGI link of your trip under the "Link URL"

LEADER/CO-LEADER Info (Self Explained)

REGISTRATION

- Registration Drop down: Pick "Required - External Link"

- External URL: Place the same REGI link again here (e.g. <https://regi.amcboston.amc/1498>)

### Submitting/Editing

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- After entering your description, click the button: Save/Edit Later to save your listing. Once saved, you have the opportunity to come back later and edit it, delete it, or view it as it would appear in the magazine or online.
- When you're ready to submit your trip, click the button: Save & Forward to Reviewer. You will not be able to edit your listing after this point, so be sure you're ready.

### Editing Saved Trips

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- Saved (or Pending Trips) are trip listings that need to be submitted for review, and are not yet posted online.
- You may view, edit, or delete these trips.
- To do this, log onto the system and select a trip from the View All Your Trips menu.

### Viewing Current Trips

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- Current Trips have been reviewed by the Trip Coordinator and posted online.
- You may view or change your trip status for Current Trips.
- To do this, log onto the system and select a trip from the Current Trips table
- To delete a current trip, please contact the H/B Trip Coordinator »

## Deadlines for Online Submission

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Update: Beginning in September 2009, the Outdoors Magazine will be published as double month issues, 6 times a year.

NOTE: All Outdoors Magazine deadlines for H/B are on the 10th of the month, approximately 2 months in advance of publication. (The AMC Online Trip Planner will say the deadline is the 15th of the month, please disregard this.)

## Trips Running

## Outdoors Deadline

(1 2/3 months in adv)

## E-MUD Deadline

(1 1/3 months in adv)

HB Announce Deadline

(1-3 days in adv)

January  
Nov 10  
Nov 20  
Dec 28

February  
Nov 10

Dec 20  
Jan 28

March  
Jan 10  
Jan 20  
Feb 28

April

Jan 10  
Feb 20

Mar 28

May  
Mar 10  
Mar 20

Apr 28

June  
Mar 10  
Apr 20

May 28

July  
May 10  
May 20

Jun 28

August  
May 10  
Jun 20

Jul 28

September  
Jul 10  
Jul 20

Aug 28

October  
Jul 10  
Aug 20

Sep 28

November  
Sep 10  
Sep 20

Oct 28

December  
Sep 10  
Oct 20

Nov 28

- Getting Your Listing Online: When you submit an online listing, it's reviewed, submitted, and posted online within a day or so. While this new system gives leaders the ability to list trips with short lead times, we encourage listing trips as much in advance as possible so that they can appear in the MUD and Outdoors. This can be especially important for trips that

require a financial commitment.

- All the volunteers appreciate your efforts to be punctual and streamline the publication process.

## Login Issues

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- Forgot your username/password? Contact the H/B Trip Coordinator »
- If you're a new co-leader and don't yet have access, please contact the H/B Trip Coordinator »