Common Mistakes When Creating a Trip on the AMC Activity Database/Outdoors.org

*Here are the most common mistakes that trip approvers see when leaders submit a trip to the activity database. Take a moment to read these common mistakes because **the trip approvers will not approve your trip if one or more of the following pieces of information are not properly entered into the activity database.** If you have questions about any of these items, reach out to your trip leader, that's what they're there for!*

If you are using REGI for registration, complete that first as you will be required to provide the registration URL in two places on the activity database posting (refer to Items #8 and #11, below).

1. Basic info – start time
Leave the start time blank.

2. Basic info – web description - trailhead
Trip descriptions should **NOT** include the starting trailhead. We want to avoid a situation where someone unexpectedly shows up at the trailhead and wants to join the hike.

3. Basic info – web description – additional language
At the end of your trip description you **MUST** include the following text: "To address unforeseen challenges such as adverse weather, unacceptable trail conditions or excessive crowding, the planned trip destination, activity and/or meeting place and time may be modified. In that event, participants may elect to join in that activity or opt out."

4. Basic info – web description - pace
The 6 new hike difficulty levels (refer to Item #9, below) do not make reference to the pace of the hike (e.g., slow, moderate, fast). We **REQUEST** that you include the pace of the hike in your trip description.

5. Basic info – web description – mask requirement
All leaders and participants must bring a mask on the hike for emergency purposes but are not required to wear it during hiking. The trip description should **NOT** mention that a mask is not required.

6. Basic info - lat/long
Lat/long **MUST** be filled out. Because our policy is not to disclose our meet-up location until folks have signed up, you should provide coordinates for your trip's highlight, e.g., a summit, viewpoint, camp location, etc. rather than for your meet-up location.

7. Basic info - trip photo
We **STRONGLY** recommend that you include a trip photo that depicts some aspect of your trip – for example, a photo of your destination or a view from it, or a hiker doing something similar to what you expect to be doing on your trip at that time of year. The photo is front and center on outdoors.org so trips with cool photos will naturally get perused the most. Once you upload a photo, you will be able to select it again rather than have to browse through folders on your computer. Contact the trip approvers if you would like to borrow one of their photos.

8. Additional info - URLs

If using an external link for participant registration (**such as REGI**), you **MUST** expand the "additional info" section and enter the URL for the trip here. For the link text, include text such as "Register here." Note that the external registration URL will be in 2 places (under the "additional info" and "registration" sections).

9. Additional info - hike difficulty

You **MUST** expand the "additional info" section and enter one of the 6 hike difficulty levels. Can't remember the trip key rating? Here is a reminder: https://www.outdoors.org/outdoor-activities/difficulty-ratings.

10. Rate/Fee Info

If you submitted a trip and expense form worksheet to the Boston H/B treasurer, you **MUST** include the cancellation policy in: (1) the FEE INCLUDES section in the rate/fee info section of the activity database, and (2) the COST section on REGI (if you're using REGI for registrations).

11. Registration

In the bottom section:

- Select "required – external URL" if you plan on using an external URL (such as REGI or a google form) for registration. This is the **PREFERRED** method for registration. Also refer to Item #8.
- Otherwise, select "required – electronic waiver" to have participants register solely through the activity database. Only leaders (not leaders in training) will be able to see participant registration through this method.
- Do not select "required - contact registrar."

12. Leader 1 / Leader in training 1

- Leaders in training should be removed from the "leader" slot and added to the "leader in training" slot
- Trips **MUST** have more than just 1 leader listed. If you have not identified a second leader or leader in training, please wait to submit your trip.

13. Notes – backup plan

In this section, which is below the LEADER 1 and LEADER IN TRAINING 1 information, you **MUST** state yourbackup plan in the event that the hike destination needs to change. The information in the "notes" section is only for internal communication with the trip approvers and will not be displayed publicly.

14. Notes - finances

If there are expenses for participants to participate in the trip, add one of the following to the "Notes" section:

- If participants are paying the costs directly and the leader is not collecting any money, write "leaders are not collecting money" **OR**
- If the leader is collecting money from participants for the trip, you must **FIRST** fill out the trip financial worksheet (available on the Leader's Corner) and submit it to the Boston H/B treasurer for approval. Once the worksheet is given final approval by the treasurer, write "trip finances approved by Boston H/B treasurer on [*date*]". Be sure to fill in the date that the worksheet was given final approval. Only then can you submit your trip for final approval in the activity database.