

NJ Chapter Sierra Club

Directions for Group Chairs:

How to post an event on the online calendar

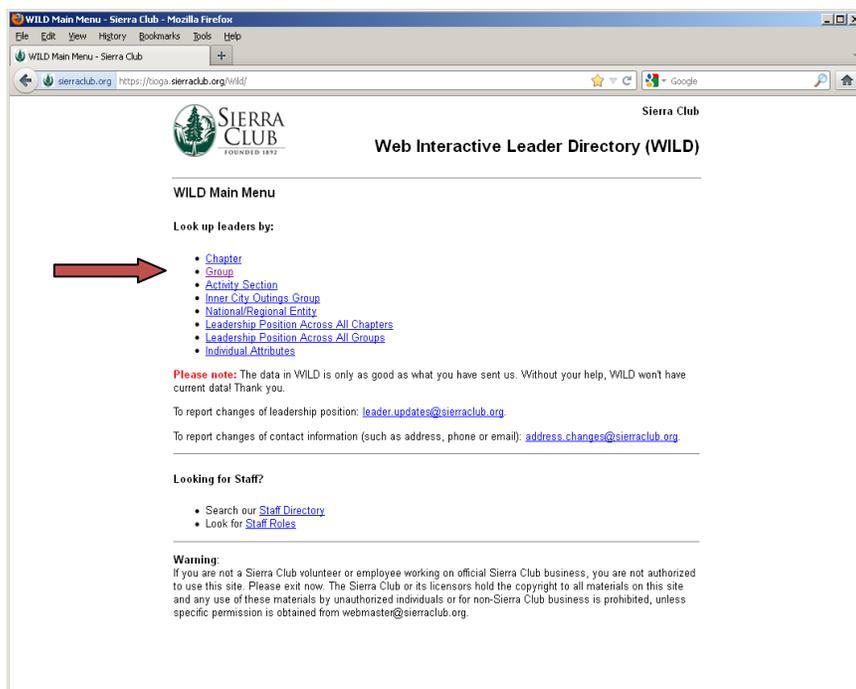
Step 1: Can I (or the person I designate) add an event to the calendar?

If you are a Group Chair and you know that your email address is up-to-date in your latest Blue Sheets submission, you can skip this step and go on to Step 2.

The Group Chair, Webmaster, and Publicity Chair can post an event (other than outings) to the calendar. Your Outings Chair can post both outings and non-outings. However, the Club's database has to have the correct email address for the person to access the calendar. How to check if the right address is there? Go to the web site for WILD:

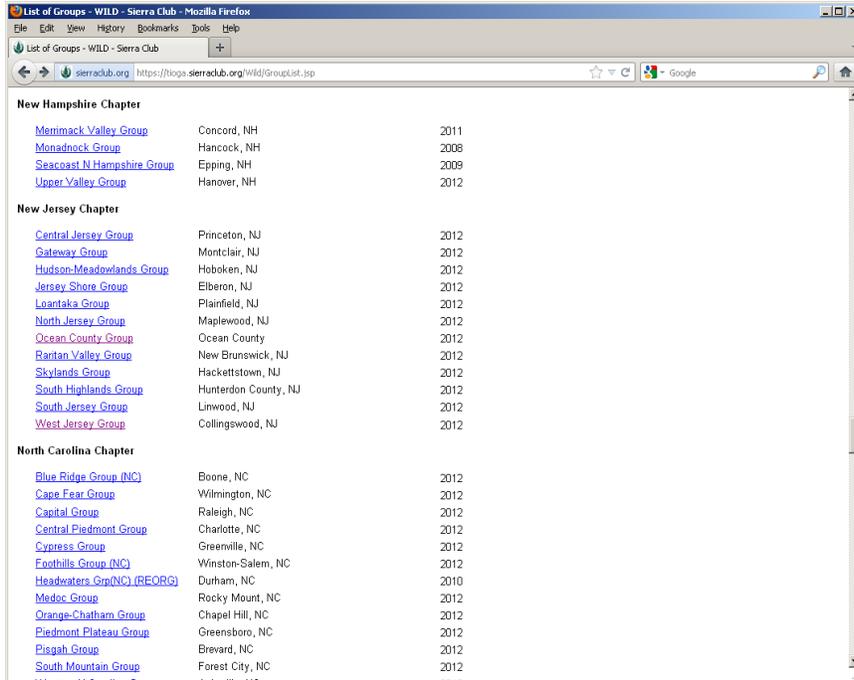
<https://tioga.sierraclub.org/Wild/>

The username (for everybody to use, on that page only) is “**wilduser**” and the password is “**chorizo**” (lower-case required; no quotes). This is what you will see after you log in (except for the big red arrow I've added):



Click on “**Group**”, and then scroll down to the New Jersey section:

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The screenshot shows a web browser window titled "List of Groups - WILD - Sierra Club - Mozilla Firefox". The address bar displays "sierraclub.org" and "https://tioga.sierraclub.org/Wild/GroupList.jsp". The page content is organized into three main sections: New Hampshire Chapter, New Jersey Chapter, and North Carolina Chapter. Each section contains a list of group names, their locations, and the year they were established.

Chapter	Group Name	Location	Year
New Hampshire Chapter	Merimack Valley Group	Concord, NH	2011
	Monadnock Group	Hancock, NH	2008
	Seacoast N Hampshire Group	Epping, NH	2009
	Upper Valley Group	Hanover, NH	2012
New Jersey Chapter	Central Jersey Group	Princeton, NJ	2012
	Gateway Group	Montclair, NJ	2012
	Hudson-Meadowlands Group	Hoboken, NJ	2012
	Jersey Shore Group	Elberon, NJ	2012
	Loantaka Group	Plainfield, NJ	2012
	North Jersey Group	Maplewood, NJ	2012
	Ocean County Group	Ocean County	2012
	Raritan Valley Group	New Brunswick, NJ	2012
	Skylands Group	Hackettstown, NJ	2012
	South Highlands Group	Hunterdon County, NJ	2012
	South Jersey Group	Linwood, NJ	2012
	West Jersey Group	Collingswood, NJ	2012
North Carolina Chapter	Blue Ridge Group (NC)	Boone, NC	2012
	Cape Fear Group	Wilmington, NC	2012
	Capital Group	Raleigh, NC	2012
	Central Piedmont Group	Charlotte, NC	2012
	Cypress Group	Greenville, NC	2012
	Foothills Group (NC)	Winston-Salem, NC	2012
	Headwaters Grp(NC) (REORG)	Durham, NC	2010
	Medoc Group	Rocky Mount, NC	2012
	Orange-Chatham Group	Chapel Hill, NC	2012
	Piedmont Plateau Group	Greensboro, NC	2012
	Pisgah Group	Brevard, NC	2012
	South Mountain Group	Forest City, NC	2012
	Triad Group	Winston-Salem, NC	2012
	Wilmington Group	Wilmington, NC	2012
Yadkin Group	Yadkinville, NC	2012	

Click on your Group to bring up a list of all of the people who are known in the Club's database. The email address must be up-to-date in order to receive a "real" password.

If your email address (or the person you want to do your Group's calendar entries) needs to be updated, please contact someone with access to the HELEN system (such as Joan Denzer) for them to do it for you.

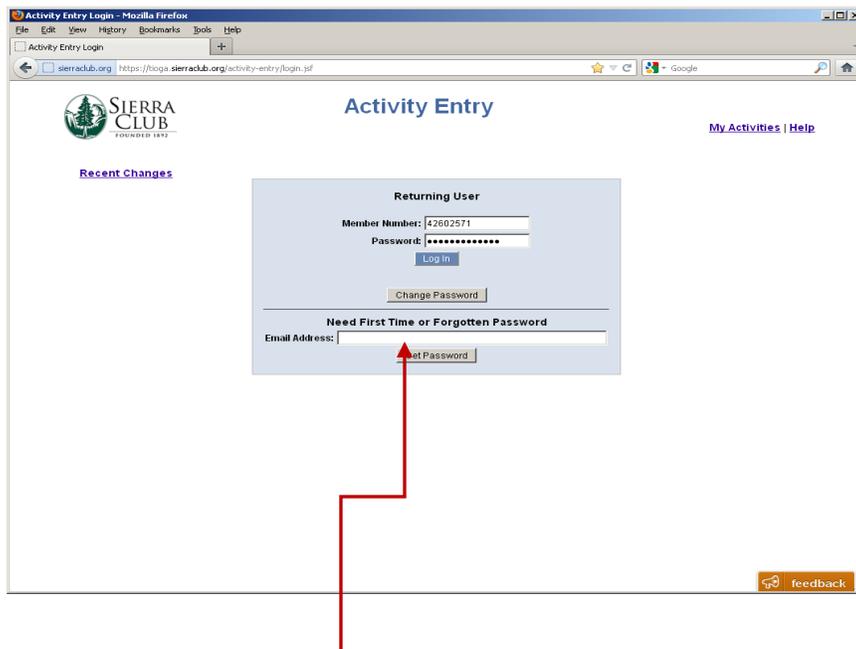
Step 2: Getting a Password to use the calendar-entry system

This is also a one-time step. You can to Step 3 if you have already done it.

To be able to use the calendar-entry system (the “Activity Entry” pages), you need login credentials. You get them by going to the Activity Entry login page,

<https://tioga.sierraclub.org/activity-entry/login.jsf>

It looks like this:



Enter your email address in the box for “**Need First Time or Forgotten Password**” and click on “**Get Password**”. (Ignore “Member Number” and “Password” for this step.) If the system recognizes your email address from your WILD entry, it will email you your Sierra Club **member number** *and* a **password** (impossible to remember, but you will be able to change it).

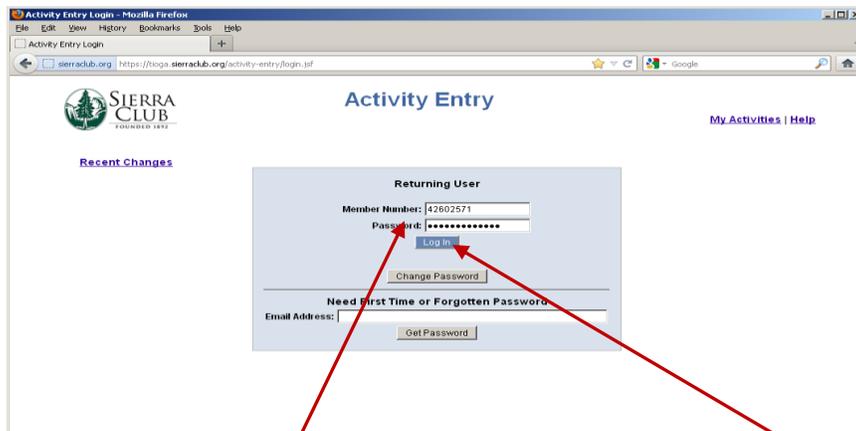
When you receive this email you can proceed to the next step.

Step 3: Log In and Create an Event Listing

Go to the Activity Entry login page,

<https://tioga.sierraclub.org/activity-entry/login.jsf>

It looks like this:



Enter your **member number** and **password** in the boxes, and click on “**Log In**”. (Depending on your browser, your computer may “remember” these if you used this page before, and fill in these values for you, as mine did here.)

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Now you'll see something like this, showing all of the events *you* (or anyone else in your Group) have added so far. This is what my list looks like, since I have added several events. Your first time, the list you actually see will be empty.

The screenshot shows the Sierra Club Activity Entry interface. At the top, there's a navigation bar with 'Create New Activity', 'Administration', and 'Logout' buttons. Below that, there are filter options for 'Earliest Date', 'Latest Date', 'Match in Leader Name', 'Status', 'Sponsor', and 'Category'. A table lists 11 activities, each with a 'Copy' and 'Delete' button. A red arrow points to the 'Create New Activity' button.

Date	Name	Status	Sponsor Id	Sponsor Name		
11/10/2012	Chapter Executive Committee	Active	4000	New Jersey Chapter	Copy	Delete
10/13/2012	Chapter Executive Committee	Active	4000	New Jersey Chapter	Copy	Delete
09/08/2012	Chapter Executive Committee	Active	4000	New Jersey Chapter	Copy	Delete
08/11/2012	Chapter Executive Committee	Active	4000	New Jersey Chapter	Copy	Delete
07/14/2012	Chapter Executive Committee	Active	4000	New Jersey Chapter	Copy	Delete
06/09/2012	Chapter Executive Committee	Active	4000	New Jersey Chapter	Copy	Delete
05/12/2012	Chapter Executive Committee	Active	4000	New Jersey Chapter	Copy	Delete
04/14/2012	Chapter Executive Committee	Active	4000	New Jersey Chapter	Copy	Delete
04/07/2012	Third make-believe hike	Active	4050	New Jersey Chp Sierra Singles	Copy	Delete
04/01/2012	TEST How To File an Open Space Lawsuit	Active	4000	New Jersey Chapter	Copy	Delete
03/31/2012	Second make-believe hike	Active	4050	New Jersey Chp Sierra Singles	Copy	Delete

Click on “**Create New Activity**”.

Note: If you've already entered events and want to enter a new event which is **similar** to one you already entered, you can **save time** by using that earlier event as a “model” to build on. Instead of clicking on “Create New Activity”, click on “**Copy**” next to the event you want to use as a “model”. If you do this, the next screens where you fill in information will be pre-filled-in with information from the earlier event. You then just need to alter the information for the new event, such as the date and specific description. This is an easy way to add one meeting after another if you always meet at the same location.

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This is what you'll see next, after you scroll down a little bit. It is where you start adding information for your event.

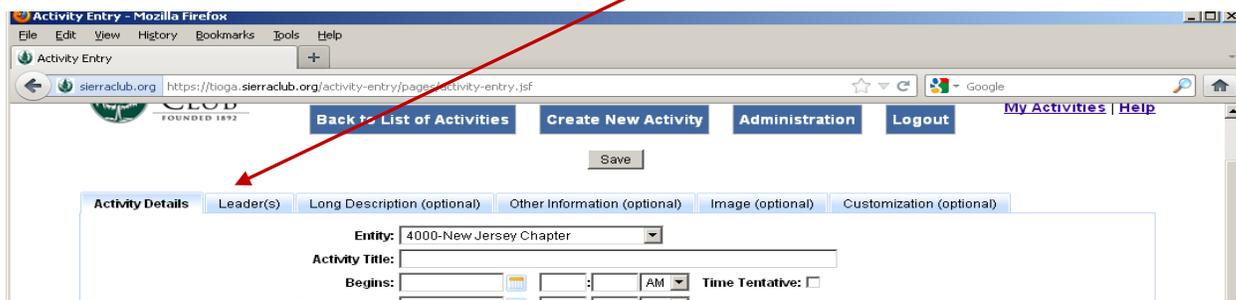
Start filling in information for your event. You can do these in just about any order, and you can go back to fix anything before you do a final “save”.

1. For most of you, the “**Entity**” field will be pre-filled-in with your Group name. If not, click on the down-arrow and click on the drop-down choice you want.
2. Enter an **Activity Title** (such as “xxxx Group Monthly Meeting”). For meetings, please include your Group name in it ... otherwise in the Calendar View everybody’s “Monthly Meeting” looks the same.
3. In “**Begins**”, add the date (click on the little calendar, use the arrows to get to the right month, and click on the day). To the right of that, add the time (hours in the 1st box, minutes in the 2nd box). Don’t forget to select AM or PM! You can leave “**Ends**” blank if there is no fixed ending time.
4. In “**Category**”, click on the down-arrow to see a drop-down list of choices: usually *Activist Event*, *Club Support Event* (use this one for meetings), or *Social Event*. Click on the one you want. Then click on the down-arrow for the “**Type**” field to pick a more

Web calendar – Directions for Group Chairs

specific category from the list which is displayed (the list you get depends on what you chose for “Category”). Again, click on the one which most closely matches your event. If there is no exact match, pick the best one.

5. You should almost always **keep the checkmarks** for “Is a Club Activity” and “Has a Location” (otherwise the mapping functions won’t work). Now click on “**Map it**”, which brings up a Google Maps page. This is the part which takes the most fiddling:
 - a. In the search box, enter as complete an address or venue name as you can (such as “Library of the Chathams, Chatham NJ”), then click on “**Find Address**”.
 - b. If you get more than one result, pick the correct one. Check that the “balloon” is in the right place; if it isn’t, you can click-and-drag it to where it should be. Note: Google Maps sometimes gives bizarre results! **It’s important to put the balloon in the correct location ...** this is what is used to give the distance & directions for a user.
 - c. Click on “**Save Location**”.
 - d. This takes you back to the Activity Entry Page. In “**Location for personal calendar**”, you often need to fix up what was automatically filled in, so that the text makes sense when read by a normal person (so it includes the place name and address; delete “USA”). At this point, this does NOT affect the balloon location. It will stay where you put it in step (b).
6. In the **Short Description** box, type in a description of the event – the name of your speaker or film, topic for discussion, whatever you want.
7. In “**Status**”, click on the arrow and select *Active*. (You can temporarily leave it as *In Development* if don’t want anyone else to see it yet, but you will have to come back later to change it to *Active*. This is too easy to forget to do, so you should most always pick *Active*.)
8. Very important: do NOT check the “Limit Publication to Sponsoring Entity”. (Hard to explain, but this is always the wrong thing to do.)
9. Select one of the **Registration Options**. (If you select *Optional* or *Required*, the event leader will get an email for each registration. If you later modify or cancel the event, you’ll be easily able to have the system send emails to all the registered participants.)
10. The last step is to add at least one Leader for the event (for a meeting, this is probably the Group Chair). Scroll back to near the top of the page and click on “**Leader(s)**”.



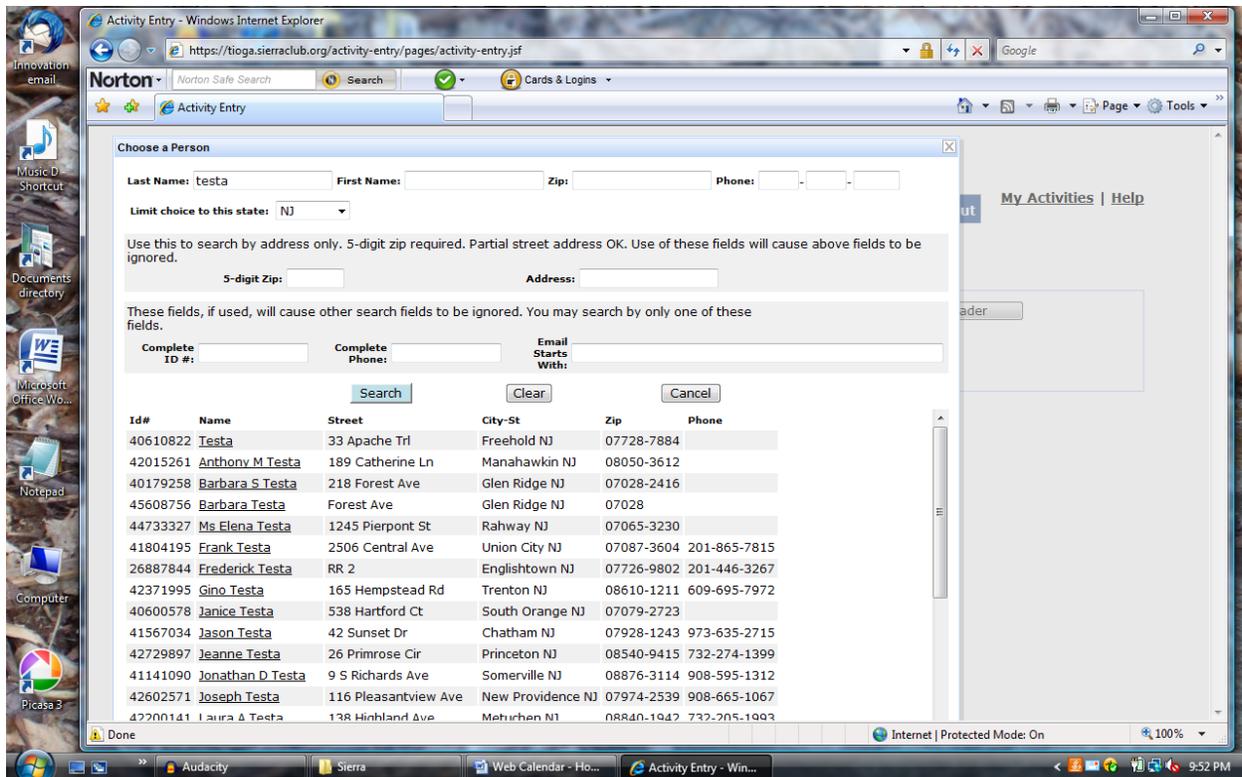
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This will take you to a new page for entering Leader information.

Click on “Add Leader from General Membership”. This brings up the following pop-up search screen:

Here entering a **last name and first name**, and “**Limit the choice**” to NJ, is usually enough to narrow down the list you will get. If you’re not sure of the first name (for example, if you don’t know if someone is listed as “Tom” or “Thomas”), you can enter just the last name and you will get a longer list to choose from. (You don’t need to enter the Zip or Phone, but you can if you know them. Leave them out if in doubt.) Click on “**Search**” to get all the members matching your search information. Here is what you might see if you enter just a last name:

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(Your list will be shorter if you know the first + last names – such as your own!) Click on the underlined name you want to select. This brings you to a pop-up screen where you confirm your choice by clicking on the name again. After you do that, it will take you back to the Leader(s) page with that name filled in, like this:

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Activity Entry - Mozilla Firefox

Activity Entry

sierraclub.org https://tioga.sierraclub.org/activity-entry/pages/activity-entry.jsf

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Activity Entry

Back to List of Activities Create New Activity Administration Logout

My Activities | Help

Save

Activity Details Leader(s) Long Description (optional) Other Information (optional) Image (optional) Customization (optional)

Add Leader from General Membership Add Leader from LEADERS Add NonMember Leader

The first leader in the list is the "Primary Leader"

Member Id & Name	Name	Contact Phone and/or other freeform text	Email Address	
42602571 Joseph Testa	Joseph Testa	908-665-1067	testa-j@live.com	Delete

If you've made a mistake, click on **"Delete"** to get rid of this entry, and click on **"Add Leader from General Membership"** to try again.

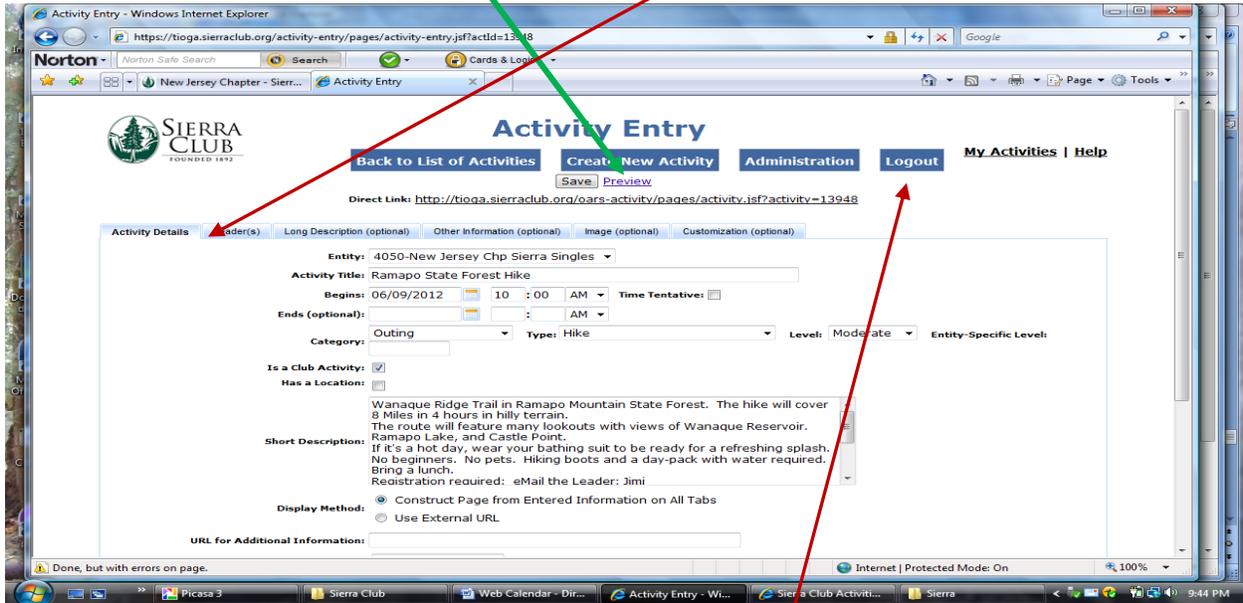
You can change the information in the **"Contact Phone and/or other freeform text"** box to be anything you want. (For example, you can delete or change the phone number.) The **"Email Address"** is used to create a clickable link for participants to send an email to the leader.

If you want to add a co-leader, click on **"Add Leader from General Membership"** to select another name.

When you have all the leaders listed, click on **"Save"**; you are done!

Step 4: Check your results

To see how it will look on the calendar, go back to the **Activity Details** tab (if you're not already there) and click on **“Preview”**.



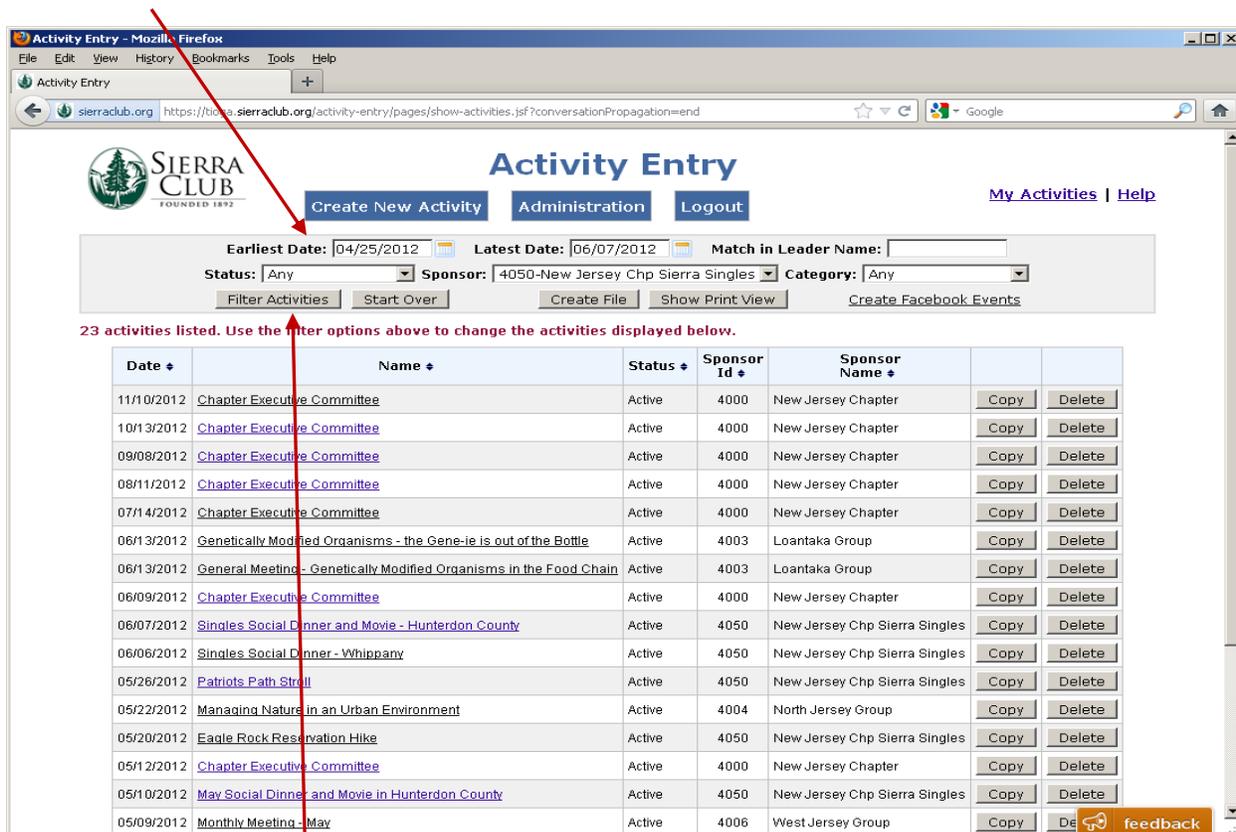
If you are satisfied with how it looks, you can click on **“Logout”**. (Or click on **Create New Activity** to enter another activity.)

If you want to make changes, go to the Activity Entry page and click on the underlined event name in your list. This will bring you back to the page with Entity, Activity Title, etc. Make whatever changes you want, and click on **“Save”** near the top of the page.

Extra feature: uploading event information to Facebook

If your group has a Facebook page, as Group Chair you can easily upload the event information you (or anyone else in your group, such as your Outings Coordinator) entered into the calendar up to your Group’s Facebook page with just a few more clicks. To do this, you have to have administrator access to the Facebook page.

Go to the “List of Activities” page (“**Back to List of Activities**”, if you’re on a different page). It shows all the activities which have been entered for your Group. You need to “filter” this list so that it displays only the events you want to upload at this time. To do that, you specify some combination of dates (“Earliest Date” and “Latest Date”), leader name, status, and category in the **top section** of the page to narrow down the list to the events you want to upload now.



Here’s what my list looks like when I’ve specified a date range. (If you’ve added several events for a particular event leader, you might want to put a leader name in instead of or in addition to the dates.)

Now click on “Filter Activities”, and the items which don’t match that range are temporarily hidden:

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Activity Entry - Mozilla Firefox

Activity Entry

sierraclub.org https://tioga.sierraclub.org/activity-entry/pages/show-activities.jsf?conversationPropagation=end

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Activity Entry

Create New Activity Administration Logout

My Activities | Help

Earliest Date: 04/25/2012 Latest Date: 06/07/2012 Match in Leader Name:

Status: Any Sponsor: 4050-New Jersey Chp Sierra Singles Category: Any

Filter Activities Start Over Create File Show Print View Create Facebook Events

6 activities listed. Use the filter options above to change the activities displayed below.

Date	Name	Status	Sponsor Id	Sponsor Name		
06/07/2012	Singles Social Dinner and Movie - Hunterdon County	Active	4050	New Jersey Chp Sierra Singles	Copy	Delete
06/06/2012	Singles Social Dinner - Whippany	Active	4050	New Jersey Chp Sierra Singles	Copy	Delete
05/26/2012	Patriots Path Stroll	Active	4050	New Jersey Chp Sierra Singles	Copy	Delete
05/20/2012	Eagle Rock Reservation Hike	Active	4050	New Jersey Chp Sierra Singles	Copy	Delete
05/10/2012	May Social Dinner and Movie in Hunterdon County	Active	4050	New Jersey Chp Sierra Singles	Copy	Delete
04/28/2012	South Mountain Reservation Hike	Active	4050	New Jersey Chp Sierra Singles	Copy	Delete

The next step is to click on “Create Facebook Events”. This will take you to a Facebook login screen, where you will be asked to provide login information to get to your Group’s Facebook page, the follow the directions on the Facebook page. When you are prompted to authorize the Facebook app which allows the Sierra web site to transfer information to Facebook, be sure you set the visibility of what you post to “Public”. You will be taken back to the Sierra site to finalize the upload – be sure to set the upload to go to your Group’s Facebook page, rather than to your personal page.

Questions?

Send an email to testa-j@live.com or call 908-665-1067.