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AMC Activity Listings Application: An Overview

The Appalachian Mountain Club has developed a searchable online activity listings database for use by staff and volunteers. The purpose of this application is to present a universal set of searchable upcoming AMC events and volunteer opportunities sponsored by volunteer committees or staff. The system also automates the process for volunteer committees submitting their Advance Notice trips to AMC Outdoors for inclusion in Backcountry, while at the same time making trips eligible for publication on the AMC website, activities.outdoors.org. Volunteer newsletter editors and webmasters may also extract data from the system to feed their websites and print publications.

The application offers a workflow that allows volunteer committees to create an electronically managed approval process based on the following structure:

- General users have records in the system but no rights to list or edit activities. Users log in once to verify their account, and then they do not take action within the system unless they later take on one of the following roles:
- Contributors (trip leaders, trail event organizers) input their trips/volunteer opportunities into a web-based form.
- Trips/volunteer opportunities are then sent to the appropriate volunteer Reviewer within the contributor’s committee.
- Once reviewed and approved by the committee Reviewer, the trip is passed to the appropriate volunteer committee Approver, who makes any final edits and approves the trip on behalf of the committee.
- While trips and volunteer opportunities are not subject to approval by AMC staff, AMC staff may periodically review listings for quality and edit as needed.

Chapter and volunteer committee leaders determine the best workflow for their committees within this structure (illustrated on the next page). If you would like to learn more about how your committee’s approval process works check in with your committee chair or click on “My Approval Workflow” under “Events” on the left side of the screen.
Logging In

In the summer of 2014, the Online Trip Listing System’s (OLTL) login process was changed. The old login process used an email and password and was only valid the OLTL. OLTL now uses a common AMC Account. With an AMC Account, you can use the same username and password to access AMC’s Member Center, AMC’s Kids Outdoors (kids.outdoors.org) online community, and AMC’s Online Store (amcstore.outdoors.org), as well as the Activities Database. If you’ve logged into any of those systems previously, you can use that login to access the OLTL and skip the next section called “Creating an AMC Account.” If you have not logged into any of those systems, you’ll need to set up a new AMC Account. See the next section.

Creating an AMC Account

For those who have not previously signed up for an AMC Account for AMC's Member Center, AMC's Kids Outdoors (kids.outdoors.org) online community, or AMC’s Online Store (amcstore.outdoors.org), you will need to create an account.

Open your browser and navigate to https://activities.outdoors.org/login. You will see the following screen:

In the left panel titled “I AM NEW TO AMC”, enter your contact information. If you are an AMC member, this would be the information associated with your membership and can be found on the mailing label of your AMC
Outdoors magazine. When you click submit, you will see a busy message indicating we’re setting up your account.

Once your account has been configured, you will receive **two emails** to the email address provided:

- The first email will contain your AMC Account user name.
- The second email will contain your new password.

These emails will come from webeditor@outdoors.org. Please be sure to check your junk mail/spam folder if you do not receive these in your inbox.

Once you have configured your account, you will be redirected to the login screen at activities.outdoors.org/login. You will then see the following message above the login fields:

Enter the emailed username and password and click the Login button.
AMC Account Username and Password Management

To change your password, you must log into the AMC Member Center. Visit http://outdoors.org/membercenter.

Click on the Log in to member center button and enter you AMC Account login information.

Once you’re logged in, you will see the following screen:

In the left sidebar, click the Edit Login Information link. You will see a screen similar to below. Click the “Edit” link.

You will be presented with the form below to make changes to your username, password, and security question.

Note: You must enter all your information, including your password and security question, to change your username.
Old OLTL Account Rights

If you have never used the OLTL (or if you have logged in and successfully listed activities since the summer of 2014), you can skip this section as it does not apply to you.

For those who used the OLTL prior to changeover to AMC Logins in the summer of 2014, you may find upon logging in with your AMC Account that you do not have the user rights you once had.

If we could confidently match your old OLTL login with an existing AMC Account, we programmatically copied the user rights for you so you can continue using the system as you always have.

However, if we could not match your old OLTL login to an AMC Account you will need to need to “merge” the accounts. The merge process simply copies your old rights to you AMC Account. To do this, you’ll need to the email address and password you previously used to access OLTL.

Enter the email address and password associated with your Online Trip Listing account and click the submit button. When your submission is successful you will see the following message:

If you had only one OLTL login, you are done. A few people had multiple accounts in the system. Repeat this last step for each account. When you are finished, click the return to main screen link:
Changing Contact Information

Your main contact information – name, email address, phone number – is used in several ways listed below. Note: Contact information in OLTL is separate from your AMC Account contact information.

- **Leader Rights** - If you are given leader rights, this info is used to pre-populate the leader contact info. Leaders can have different contact info for each committee for which they lead trips.

- **AMC Digests** – Only available to members, AMC Digests are sent to whatever email is configured under your contact information.

To access your contact information, click your name at the top of the screen:

You will see the form below which can be used to update your information:
Registering For an Event

Using the search at activities.outdoors.org/search, find the trip for which you’re interested in registering and click the event’s Title in the search results:

On the details page, click the “Register Now” button.

The event’s Registration Form will be displayed. Some fields may be pre-filled based upon your previous registration responses. A red asterisk * next to the question indicates that a response is required.

When you have answered all the questions, click the “Submit Registration” at the bottom of the form.
If there were any issues with your question responses, the form will reload with error information highlighted in red below each field that needs attention:

**Oops! We found some errors.** - Fields are highlighted in red below.

Once any errors are fixed, and you submit the form, you will see the following:

Thank you for submitting your registration request. The organizers of this event have been emailed. Someone will review your request and be in touch soon.

You will be emailed when the status of your request is updated. You can also check the status in your dashboard.

At any time, you can view the status of your registration from your Dashboard: