

Field Definitions for Adding Activities/Trips to the Website

The "How to Do Stuff" module contains e-mail templates. Each template has a number of fields. This pop-up defines the fields for you.

Activity Details:	A detailed description of the activity. Should be about 5-6 sentences.
Activity Leader(s):	Include each Leader's name, phone number, and e-mail address.
Activity Price Options:	This rarely varies for activities. Could be like the price for ice skating with/without skate rental.
Activity Price:	This is price of the activity.
Attach logo jpg/jpeg/gif:	This is primarily for Friday Afters and Trips, but could be for anything. If you have a logo to include, attach it and send it along.
Date(s) of Activity:	Enter the date of the activity (e.g., Mar 4 (Sat), 2010). If it is a multi-date activity, enter the other dates, too. If this is omitted, it will not show up on the calendar.
Date of Game:	Enter date of the game (e.g., Mar 4, 2010). This is a single event. If it is on multiple days, include them all.
Date(s) of Sport:	<ul style="list-style-type: none"> • Single Date: Enter the date of the sport (e.g., Mar 4 (Sat), 2010). • Multi-Dates: If it is multi-date sport, enter all the dates (e.g., Tournament on Aug 8-9, 2009). • Recurring Date: If it is a recurring date (e.g., every Tuesday starting on Sept 23, 2009 for 8 weeks) enter the starting date and the ending date. • If any part of this is omitted, it will not show up correctly on the calendar.
Date(s) of Trip:	<ul style="list-style-type: none"> • Single Date: Enter the date for the trip (e.g., Mar 4, 2010). • Multi-Dates: If it is a multi-date trip, which is the norm, enter the starting and ending dates. • Whatever is provided will show up on the calendar.
Description:	This is a brief description of the activity. For a trip, it's an overview of the area. This is rarely more than 4-5 sentences.
Links:	This can be additional information for the activity or trip. For example, for a trip this could be links to the ski area, trail maps, lodging, and area attractions. For activities this could be a link to the website of the restaurant, water park, destination city, etc. Enter the applicable web addresses.
Location of Activity:	This is the destination for the activity (e.g., New River area, WV).
Location of Sport:	This is the destination for the sport (e.g., Clipper stadium).
Location of Trip:	Enter the location of the trip (e.g., Beckley, WV Whitewater Rafting).
Name of Activity:	Enter the name and type of activity (e.g., Halloween Party, Charity, Komen 5K Walk).
Name of Activity: Friday After	This is for Friday Afters (e.g., Flander's Field Pub).
Name of Activity: Social Softball	This if for Social Softball (e.g., All-Star games).
Name of Sport:	Enter the name of the sport (Social Competitive Volleyball).
Opponents Score:	The number of runs scored by the opponent. This is for softball.
Opponents Team Name:	The team name of the opponent. This is for softball.
#Participants:	For events that take sign-ups, this is the number of people who can attend the activity or trip. It is up to the Activity/Trip Leaders to notify the Website Committee of any changes.
Photos:	Photos can be submitted to enhance the website entry. Usual photos are logos, trip lodging, ski areas, rafting, etc. They must be <300K. Scenery should be spectacular. People should be recognizable.
Position (coach, NPA):	The position of the person sending in the softball scores.
Recurring Dates (if app):	This applies to skiing, sports, and social events.
Sign-up Date(s):	If an event requires sign-ups, specify the sign-up date(s) here. This can be a single date or a range of dates. Sign-ups are assumed to take place at membership meetings unless otherwise specified. If this is omitted, it will not show up on the calendar.
Special Prices/Offers:	This can refer to anything, but usually occurs in relation to Friday Afters. This can be a special drink/food/etc. price.
Sport Details:	Details about the sport.
Sport Leader(s):	Include each Leader's name, phone number, and e-mail address.
Sport Price Options:	This may vary for sports (e.g., player, NPA, NPC, etc.).
This e-mail is being sent by:	The name of the person sending the e-mail (first/last names).
Time of Activity (if app):	This is generally not applicable for trips. For activities, enter something like 8pm - 11pm. If this is omitted, the default times will be provided for the calendar. Since the defaults are rarely correct, enter the correct times in

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	the description.
Time of Sport:	For sports enter something like 8pm - 11pm. If this is omitted, the default times will be provided for the calendar. Since the defaults are rarely correct, enter wildly wrong times or enter the correct times in the description.
Trip Details:	This can be a detailed description of the transportation, lodging, and trip events (e.g., wine & cheese party).
Trip Leader(s):	Include each Leader's name, phone number, and e-mail address.
Trip Price Options:	This may vary for trips (e.g., 2/condo, 4/condo, ground package only).
Your Score:	The number of runs your team scored. This is for softball.
Your Team Name:	The name of your team. This is for softball.