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Using the Site as a Member

Logging In

1. Go to the Member Login page by clicking Login in the top right corner.
2. Enter your username and password.

If you are using the new website for the first time, your username will be the same as on the previous website. You must reset your password using the FORGOT PASSWORD link.

Membership Info

1. Click Account to view your profile, membership, and payments.
2. Under **Subscriptions**, you can view your current membership status and expiration date.
3. The **Payments** area shows all previous transactions.

Forgot Password

If you forget your password, you may go to the *FORGOT PASSWORD* page. This page is also accessible from the Member Login page. Enter your email address or username to have a reset password link emailed to you.

Directory Information

On your Account page, you will see two sets of contact information. The first set of contact information is only for site administrators and record-keeping purposes.

The second set of information, the Member Directory section, will be visible in the Member Directory to MCOMD members with an active membership.

Viewing the Schedule

- From the Hike Schedule page, you have 2 options to view: LIST and CALENDAR view.
- You may sort by category or difficulty.
- To see past hikes, you can click the back arrow.
- To see the full details of a hike, click the hike link from the schedule. You must be logged in as a member to view these details.

Printing the Schedule

1. To print the schedule, select PRINT in your Browser. In Chrome, this is located in the top right, under the 3 dots. *Note – whatever filters you applied to the schedule will now be applied to the printout as well.*
2. This will open your Browser's Print Dialog window, where you can change the size/scale of the printout, paper settings, etc.

Registering for a Hike

If a hike allows registration (required or optional) and you wish to register:

1. From the hike page, click GOING.
2. Enter your email and the number of guests.
3. You will receive a confirmation email confirming your registration and the Hike Leader will receive an email indicating a new signup.

Canceling a Registration for a Hike

If you have registered to attend a hike and no longer wish to attend, you can change your RSVP status to NOT GOING.

- Go to the hike's page by clicking on it from the schedule, or by clicking the hike title in your confirmation email.
- Once on the hike's page, if you have previously RSVP'd, you will see a box where you may click the link View your RSVP:

- On your RSVP page, select the dropdown for GOING/NOT GOING, change your status to NOT GOING, and click UPDATE.
- Your registration has now been removed from the count of attendees and the Hike Leader has been notified.

NOTE: Since your RSVP has been changed to NOT GOING, the hike page will still indicate that you have an RSVP for this Hike. You may click the View your RSVP link again to confirm your NOT GOING status if desired.

Hike Leaders

Submitting a Hike

1. Go to the CREATE A NEW HIKE page. *Note – you must log in as a member with Hike Leader access to see this page.*
2. Complete the form with all required information, including an estimated end time for completing the hike. Categories are optional.
3. **You must choose a Coordinator for Approval to ensure the correct Hike Coordinator receives your submission**. Click on the box below Coordinator for Approval and select the appropriate day and difficulty to ensure the correct Hike Coordinator receives your submission.
4. If desired, you may leave comments for the Hike Coordinator or indicate flexibility with the scheduled date. These comments are not visible to the public, but may be useful to the Hike Coordinator
5. Click Submit Hike for Review. You will receive an email notification when a Hike Coordinator has published your hike.

Optional Hiker Registration

If desired, you may require hikers to register for the hike and enter a maximum number of hikers by adding this to your submission on the form.

1. Click NEW RSVP to allow hikers to register for your hike.
2. Under TYPE, enter “Registration Required” or “Registration Optional.”
3. Under CAPACITY, enter the maximum number of hikers.

Viewing Your Hikes

To view a list of your Hikes, click on My Hikes. You may view upcoming or past hikes on this page.

Viewing Hikers Registered for Your Hike

To see a list of hikers that have registered, click on My Hikes. Locate your hike in the list and click **Attendees** to see a list of hikers.

Resubmitting a Previous Hike with a New Date

If you wish to resubmit a hike that has already occurred with a new date, you may send a request to the Hike Coordinators,

1. Go to the SUBMIT A PAST HIKE page. This is also accessible from the link on the Submit a Hike page.
2. Complete the form and include a link to the past hike.
   - You can locate past hikes in the Hike Schedule, using the arrow buttons to see previous months. When you have located your hike, copy and paste the link from your browser.
3. Enter the new time, date, day of week, and hike difficulty. These details must be submitted to ensure the correct Hike Coordinator is notified.

If any details other than the hike day, date, and time need to be changed, you must create a new Hike using the Create a Hike form

Hike Coordinators

Approving Hikes

When hikes are submitted for approval, hike coordinators will receive an email notification. These emails are distributed to the appropriate hiking coordinators based on email filters set up at the main form email – mcomdhikes@gmail.com.

1. To view a Hike submission, click on the link from the email.
2. Review all hike details, including any notes to the Hike Coordinator, before publishing. *Note – you must log in before you can proceed.*
3. Once the hike has been reviewed and any necessary changes have been made, click PUBLISH in the top right to make the Hike live.

Viewing a List of All Hikes Tagged to a Specific Coordinator

The schedule uses "Hike Tags" to create a list of all Hikes that have been submitted and tagged to a specific coordinator. Below are helpful links based on the current tags:

All Wednesday Easy Hikes >

All Wednesday Moderate Hikes >

All Wednesday Hard or Strenuous Hikes >

All Other Days – Any Difficulty >

View All Hikes Pending Approval – All Coordinators >

Making Changes to a Published Hike

When a Hike Leader wishes to resubmit a past hike with a new date, they will complete the Submit a Past Hike form. The appropriate Hike Coordinator will receive a notification based on the *NEW* date and difficulty details.

To make changes to this hike, go to the link below and select the hike from the list. Make any requested changes and click PUBLISH.

List of All Hikes >

Site Administrators

Logging Into WordPress

1. To access WordPress, go to https://mcomd.org/wp-admin.
2. Enter your Username and Password

Editing Displayed Columns in WordPress on the Hikes, Pages, Posts, or Users Sections

If at any time the columns displayed make a screen difficult to view, such as when a description is too long and makes the screen run on vertically, you can easily disable any columns from the view.

1. From the WordPress section you are trying to adjust (Hikes, Pages, Users, etc.), select Screen Options in the top right corner.
2. Uncheck any columns you wish to hide.
3. Use the Compact View mode to further condense the area.

Adding or Editing Hike Categories

1. In the WordPress menu on the left, click on Hikes, then Hike Categories
2. You may add a new Hike Category on the left. Enter a Name for the new Category and click **ADD NEW HIKE CATEGORY.** The additional fields are not needed:
    a. By default, WordPress will create an appropriate Slug using the name. Leave this field blank unless you want a specific Slug.
    b. Parent Category is not currently used on this site. Leave as none.
    c. Description is not used on this site.
3. You may edit existing Hike Categories by selecting Edit under the category name from the list on the right. *Note – Editing existing hike categories may skew Hike data. Past hikes submitted under old categories may still show up with this category selected.*

Adding a New WordPress User

Go to Users » Add New

- **Admin** - has access to all of the administration features
- **Hike Coordinator** - can publish and manage posts and pages as well as manage other users' posts/hikes
- **Hike Leader** - can submit hikes but not publish them
- **Member** - can only manage their profile

Exporting Hike Data

1. Log in with an administrator account and select HIKES from the menu on the left
2. Select OPEN IN A SPREADSHEET from the top menu.
3. From the Sheet editor, click EXPORT.
4. Click SELECT ACTIVE COLUMNS.
5. OPTIONAL- You can limit the number of rows or change the file output.
6. Click START NEW EXPORT

Troubleshooting – These steps will take you to the Sheet Editor plugin page, with the Hike data columns already preloaded. If the columns shown do not look correct, hover over COLUMNS MANAGER and select HIKE EXPORT – ALL FIELDS to refresh the columns.

Adding or Making Changes to Hike Leaders

Step 1 – Update the Hike Leader's user account to give them Hike Leader access

1. Go to **USERS > ALL USERS** in the Word Press Menu
2. Use the search area in the top right to locate the user you want to update, then click **Edit** under their username
3. Change **ROLE** to **MCOMD - Hike Leader**
4. Check the Hike Leader's contact info to ensure it is accurate and will match what is entered in the next step. The Directory Contact info controls what displays in the Hike Leader Contacts page.

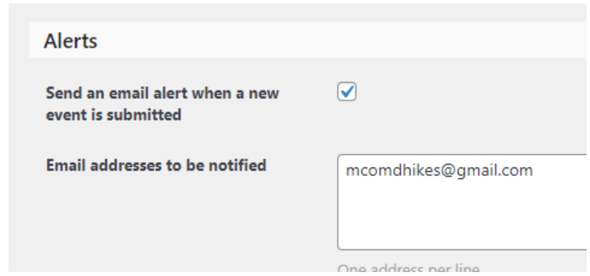
Step 2 – Add the new leader to the Hike Submission form and Schedule

1. In the WordPress menu on the left, click on **Hikes**, then **Hike Leaders**.
2. To add a new leader, click Add **New.**
3. To remove a leader, hover over their name in the list and click **Trash.**
4. To edit a Hike Leader's details, hover over their name in the list and click **Edit.**
5. Update the Hike Leader's Contact info for the Hike Schedule. You may enter a phone number, an email address or both. If the leader has a preferred method of contact, you may select email or phone from the Preferred Method of Contact dropdown. *IMPORTANT - the contact info entered here should match what is entered in their user account, to avoid confusion.*
6. Click **PUBLISH** or **UPDATE** in the top right corner when complete.

Changing the Coordinator Notifications for Submitted Hikes

Step 1 – Update the Hike Submission Notifications

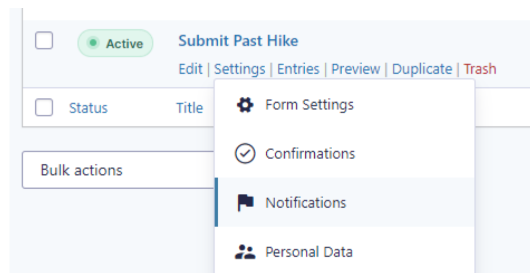
1. From the WordPress menu, go to Hikes > Settings
2. Click the Community Tab
3. Scroll down to ALERTS and edit the email address. *mcomdhikes@gmail.com is the main coordinator email. It has been set up to forward to the seasonal coordinators using filters in the gmail account. To switch this off and have all hikes go to the ad hoc coordinator, simply replace the email address with the ad hoc coordinator's email.*



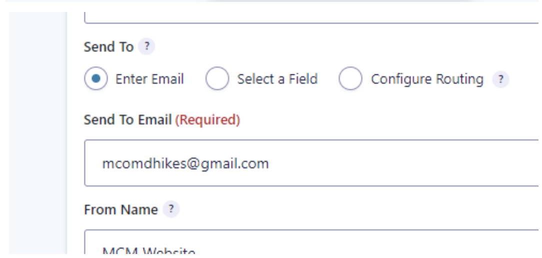
Step 2 – Update the Past Hike Submission Form Notifications

1. From the WordPress menu, click Forms

2. Hover over the SUBMIT PAST HIKE form, then hover over SETTINGS and click NOTIFICATIONS



3. Hover over ADMIN NOTIFICATION and click edit.
4. Go to SEND TO EMAIL and edit the email address. *mcomdhikes@gmail.com is the main coordinator email. It has been set up to forward to the seasonal coordinators using filters in the gmail account. To switch this off and have all hikes go to the ad hoc coordinator, simply replace the email address with the ad hoc coordinator's email.*



Note – The Tags used in the Hike Submission forms do not need to be changed when the coordinators are changed, and they do not impact who receives the notifications. Simply leave them in the form.

For info on changing the filters for coordinators set up at mcomdhikes@gmail.com, refer to Gmail's help section on filters.

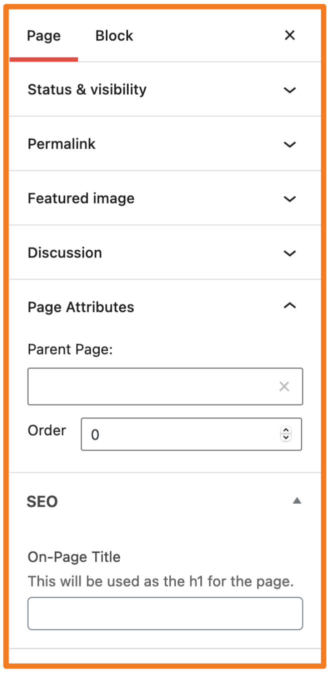
MemberPress Membership Functions

The [MemberPress help section located here] provides detailed instructions. Below are some helpful sections to refer to:

- Creating and Managing Memberships
- Creating Memberships
- Membership Options Overview
- Changing an Existing Membership's Pricing Terms
- Managing Subscriptions
- Managing Members and their Subscriptions
- Protecting Content
- Creating and Managing Reminders
- Viewing Reports
- Migrating and Importing/Exporting
- Available Shortcodes, Widgets, and Email Parameters

General WordPress Instructions

Creating a New Page



Creating a new page can be accomplished with a few simple steps:

1. From the "Pages" menu on the Dashboard, click "Add New"
2. Enter the page name in the main title field
3. If you would like a specific page heading to appear at the top of your body copy, enter your desired text in the field labeled "On-Page Title" on the right-hand column.
4. From the "Page Attributes" tab, select the parent page.
5. Add your desired content/blocks into the main content area.
   a. To add a block, click the plus ("+") sign and search for your desired block using the search field.
   b. You can click the "Browse All" button at the bottom of the contextual menu to display a complete list of blocks.
   c. Any custom blocks that have been developed for your website will appear near the bottom of the menu.
   d. You can also type a slash ("/") and begin typing the name of the block that you would like to use and select it from the contextual menu. If you just start typing in the editor, you are automatically adding a paragraph block.
6. Click "Publish," or save it as a draft for later

Editing an Existing Page

In order to edit an existing page, navigate to the “Pages” screen from your dashboard (click “Pages” on the left-hand side of the screen). From this screen, you will see an alphabetical listing of all of the pages on your website. They are broken down into parent pages and child pages. Child pages are indented and have a dash in front of the title. Click the name of the desired page title to edit. Make your desired edits in the block editor and click “Publish” to update the page.

Creating a New Blog Post

Creating a new post can be accomplished with a few simple steps:

1. From the “Posts” menu on the Dashboard, click “Add New”
2. Enter the post name in the main title field at the top of the page
3. Enter the body copy, images, etc. in the main editing pane
4. Select where you want your article to break on the main “News” page using the “More” tag. Place your cursor where you want the break to occur and click the “More” button.
5. If you would like to add a featured image to your post, upload it using the pane on the right labeled “Featured Image.” This image will show up to the left of the post on the main “News” page as well as the individual post page.
6. Add any additional images that you would like associated with the post by uploading/adding them using the “Blog Post Sidebar Images” pane. These images show up to the left of the post on the individual post page.
7. From the pane on the right labeled “Categories,” select a category for the post
8. Click “Publish,” or save it as a draft for later

Editing an Existing Post

In order to edit an existing post, navigate to the “Posts” screen from your dashboard (click “Posts” on the left-hand side of the screen). From this screen, you will see a date-based listing of all of the posts on your website. Click the name of the desired post title to edit. Make your desired edits in the content panes and click “Publish” to update the post.

Maintaining Global Website Information

All of the global information for the website can be edited by clicking on the appropriate area under the “Site Global Info” tab on the Dashboard. From here you can maintain contact information, social media channels, and the disclaimer displayed in your footer. Find the information you want to edit, make your desired changes and click “Publish” when finished.