

Hike Leader's Information Entry Process Using Groups.io

- Go to <https://hunterdonhikingclub.groups.io/g/main/calendar#>
- Go to the date you want--click to open the information entry form.
- Enter Event name: Example: Frenchtown Preserve hike.
- **Unclick *All Day*, then enter a start time and estimated end time.**
- Ignore *Repeat*, Ignore *Zoom meeting*.
- **Location--fill in the time and the meeting place for carpooling, and the trailhead location (parking lot) for those driving directly there.** Example: Meet 9:30 AM Spruce Run, lot nearest Rt. 31 OR Meet 10:15 AM at White Lake lot, 92 Stillwater Rd. Hardwick NJ
- Organizer Name: fill in your name (OK to use only the initial of last name).
- Fill in your email and phone.
- Ignore *Event Color*.

- Description: **Always begin with miles & class**; Example: 9 miles Class 3C (must use words "miles" and "Class," they are necessary for the program to transfer the info to the newsletter form.) Continue describing the hike however you wish. Remember that this description will not appear in the newsletter for Wednesday and Thursday hikes, since there is no room in the grid format used. However, when it comes time to send the RSVP invite, it will be already done.
- Put check mark by Request RSVP--put in maximum number, or put 0 (zero) if you plan no limit on number of attendees.
- Put check mark by Attendees Can Bring Guests (this allows couples who share one email address to be counted by the automated system as two attendees).
- Ignore *Additional Info Requested from Attendees*.
- Fill in *Note to Send to Attendees*: Here you can repeat the information you filled in above in the Description, plus any additional information pertinent to those actually attending. This goes in a confirmation email that is automatically sent when a member RSVPs for the hike.
- Ignore *Reminders*.
- **Click middle green button: +Add Event (DO NOT click the button that says +Add Event and Invite Group)**
- **Final step: Go back into your hike listing on Groups.io and LOCK EVENT (important)**

Additional notes:

- To delete an event (without sending a message out to membership) select 'Edit Event' and at the bottom choose 'Delete Event'. A "Verify Delete" window will appear—be sure to **remove the check mark from the "Send Notice to Group" button** by clicking it.
- Check current HHC guidelines on Covid restrictions. Although this could change, in the Description, it is no longer necessary to include the Covid verbiage that starts "Meeting point and meeting time will be sent out to those whose request is accepted..."

June 1, 2022

Checklist: Sending a Groups.io Invite to Whole Membership

Two weeks (approx.) before your hike, the Groups.io Invite/RSVP email should be sent to the membership. A review:

- Go to <https://hunterdonhikingclub.groups.io/g/main/calendar#>
- Select your hike
- Unlock your event
- Click "Edit Event"
- Scroll down through all the information you previously entered
- Make any needed changes--give consideration to "Maximum # of Attendees" based on current Covid restrictions on carpooling and available parking spaces
- Be sure you have filled in the "Note to Send Attendees" since this is what those who RSVP will receive as their confirmation
- If no changes are needed, continue scrolling down to the very bottom where you will see four buttons
- Choose the green button (*the right-hand green button*) that says "Update Event and Group." This will trigger the auto-email to be sent to the whole membership