

# TRIP PREP

This is a guide on how to do all the fun admin stuff before a trip.

**Step 1. Login.** You just need an email and password to create an account.

## Step 1. Draft your plan.

Draft the plan through the website so it can be quickly approved and published.

Just fill out the template and click publish (this just saves it as pending until is approved by a committee member / trip leader).

*Things to note:*

1. It needs an address that actually exists...

*If you're trekking in the middle of nowhere use address of the nearest post office or something.*

2. The standard ticket is for 10 people so you need to edit it to have more or less people (just click edit ticket). Also complete the total tickets section.

## Step 3. Recruit Trip Leaders

Most club trips are run by a team of leaders and trip leaders. It's really important that the leadership team has enough experience to leader the group.

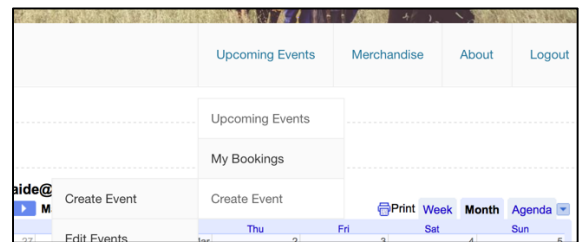
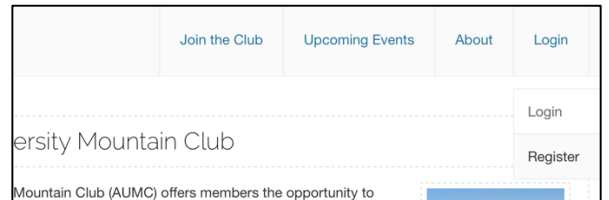
## Step 4. Get the trip approved

This is where you'd have a discussion with the bush-walking, water-sports or rock-climbing officer about running the trip. They will check over your plan and offer advice if needed. You may need to change the plans slightly before it gets approved.

## Step 5. Advertise! Advertise! Advertise!

You can do this anyway you like but we have had a lot of success by

1. Posting the event URL on the Facebook page with an awesome photo.
2. Sharing that post on the Facebook members only group.



Create Event

Event Name

The event name. Example: Birthday party

When

This is a recurring event.

From

to

Event starts at

12:00 AM

to

12:00 AM

All day

Where

This event does not have a physical location.

Location Name:  Location not found

Create a location or start typing to search a previously created location.

Address:

City/Town:

State/County:

Postcode:

Region:

Country:

Details

File Edit Insert View Format Table Tools View

