

## Coordinator Manual for Managing Online Sign-Up

The following steps explain how to perform a few tasks in order to manage the GMS climb you have volunteered to coordinate. Once you're familiar with the online features, the process is pretty straight forward and efficient. When members sign up for a climb, they're automatically put on a Screening/Wait list. This allows you to screen applicants before accepting them onto your climb. Coordinators must exercise their own discretion in this matter. After screening, the GMS tradition is to accept applicants in the order their request is received. If you've chosen a co-coordinator, he or she may assist in managing the climb or substitute for you if you're unable to carry out your coordinator responsibilities. Co-coordinators should review this manual, so they are prepared to assist as necessary.

To perform these tasks, go to the GMS Website ([www.glaciermountaineers.com](http://www.glaciermountaineers.com)). Under Member Corner, click on **Calendar/Login**. Submit your user name and password. If you are confused by the following instructions or some feature doesn't seem to work quite right, please don't hesitate to contact Webmaster Rhonda White, Membership Chairman Stephen Smith or Summer Schedule Planner Larry Hiller. Their contact information is available on the Climb Coordinator insert sent with the Journal, and on the website. Under About GMS, click **Volunteers**. Thanks for coordinating and volunteering your time!

To check your climb description that has been entered onto the calendar by the Schedule Planner:

1. Locate your climb/event on the calendar. Click on the event name.
2. Review all the information that has been entered by the Schedule Planner and verify the accuracy. Ignore the Registration Cut-Off date. It's a required setting in order to place all applicants on the screening/wait list.
3. If changes need to be made or details added (e.g., meeting place, starting time, guest participation or carpool information) click on **Add/Edit Future** listed under **Volunteer's Area**. Locate your event and click on **Edit**. The page that appears allows you to make changes to the event details.
4. Make your changes/additions to the relevant information. DO NOT EDIT OR CHANGE THE "REGISTRATION OPENS" OR "REGISTRATION CUT-OFF" DATES. They are correct settings for the application of this program. After entering your changes, check the **Save Changes** box at the bottom of the page and click **Submit**.
5. The Add/Edit page will reappear. Click on your event name and verify that the changes/additions have been made correctly.

To view the screening/wait list and screen participants:

1. Under **Volunteer's Area**, click on **Coordinate Upcoming**. The event or events you are coordinating will be listed.
2. Click on **Wait List** of the specific event you are coordinating. The list of members who have applied for your event will appear. If you have climbed with an applicant and know their abilities, or if your climb is suitable for beginners without any higher level mountaineering skills, screening may not be necessary. Use your own good judgement.
3. To screen an applicant, click on the name of the person for whom you need to get additional information.
4. The page that appears provides applicant contact information -- both email and phone number. Email is accessed directly just by clicking the applicant's email address. You may also call them on the phone. Contact the person to determine their qualifications to participate. You need to get a general idea about their experience, ability and level of fitness.

5. After reviewing the information, if you conclude the applicant lacks the necessary qualifications, you may choose to delete them from the list. Please phone or send them an email to inform the person, they are not accepted on the climb. Please provide an explanation. In the future, it will help them select events that are appropriate for their ability or encourage them to improve their skills and/or fitness in order to participate in more challenging climbs.

To move applicants from the screening/wait list to the event list or delete applicants:

1. Under **Volunteer's Area**, click on **Coordinate Upcoming**. The event or events you are coordinating will be listed.
2. Click on **Wait List** of the specific event you are coordinating. The list of members who have signed up will appear.
3. On the far right are two columns. One column allows you to add the person to the event list. The second column allows you to delete the person from the list. Click either **Add to Event** or **Delete from List**.
4. Members added to the event list (confirmed on the climb) will be automatically notified by email. You may add as many participants as the limit you have specified.
5. When the climb is full (limit reached), any additional qualified applicants will remain on the wait list.
6. Members deleted from the event should be notified by you via email or phone including an explanation for the deletion as outlined above.

To see a list of people you have accepted on the climb or that remain on the wait list:

1. Under **Volunteer's Area**, click on **Coordinate Upcoming**. The event or events you are coordinating will be listed.
2. Click on **Reg** (registered). This will show the list of applicants you have confirmed (added) on the event.
3. Click on **Upd Reg** (updated registration). This list shows more complete information for each person registered on the climb. If circumstances arise, you may remove a participant by clicking **Remove Registrant** or return a registrant to the wait list. If you remove a registrant, send that person an email to confirm their removal.
4. Click on **Wait List** to view the complete list of applicants you may add to the climb if space becomes available.
5. To contact all those on the Wait List, click on the link: **Send an email to the Wait List for this Event**. Inform them they will be notified if space opens on the climb because of a cancellation.
6. If you have a cancellation, you can manually add a person from the Wait List. After the person's name, click **Add to Event**. They will automatically be sent an email informing them they are registered on the climb.

To email the group of participants about your climb:

1. Under **Volunteer's Area**, click on **Coordinate Upcoming**. The event or events you are coordinating will be listed.
2. To contact the event registrants, click on **E-Mail** for the specific climb you are coordinating.
3. An email template will appear. It's drafted to include information you may want to send to your participants.
4. You may fill in the template as indicated, add to the template or make any changes you deem necessary. You may also delete the entire format and compose your own relevant information.
5. Click **Send**. This email will be sent to all confirmed (registrants) on the climb.
7. To email those people on the Wait List, refer to the previous step.

