

New AMC Activities Database Features

Online Registration Options

AMC Leaders asked for several options to assist in the prescreening and registration process for trips.

Options for Online Registration – (required field) the new Registration dropdown replaces the previous registration Required/Not Required radio buttons. Contributors must select one of the following:

- **Not Required** – show and go trips that do not require advance screening or additional information for the leaders or participants (Equivalent to choosing “Not Required” radio option for Registration on old form.)
- **Required – Contact Registrar** – for trips that require registration where the leader has a designated Registrar to manage prescreening and information. ‘Registrar’ fields are displayed. (Equivalent to choosing “Required” radio option for Registration on old form.)
- **Required – AMC Registration Form – New option** – for trips where the leader uses a form to collect contact information and other prescreening information through a series of predefined questions (more details below). When used, the ‘Register Now’ button appears on the trip details page and sends the user to the question form.
- **Required – External Link – New option** – for trips where the leader prefers to use a registration form outside of the AMC online trip listings. Enter the link here, instead of putting it in the ‘External Links’ section. When used, the ‘Register Now’ button appears on the trip details page and sends the user to the link provided.

AMC Registration Form

Leaders use the AMC Registration Form to assist in prescreening participants. It helps leaders by organizing information, providing a place to track and store participant details, and helping participants understand the purpose and process of screening. *Completion of the form does not confirm participation on a trip. Leaders still need to screen participants and confirm their spots using the tools provided.*

Functions and Uses:

- Participants
 - o Members and nonmembers will follow instructions to log in or create a log in
 - o Manage their own profile including their contact information
 - o Share their interest in a trip with a leader
 - o Share other information using the trip form to assist with prescreening
 - o Store information for use in future trip registrations
- Trip Entry (Contributors, Reviewers, Approvers)
 - o Select questions to be included on the form to facilitate prescreening
- Leaders (and Approvers)
 - o Manage their participant registration and payment status with a series of options they can control from their trip dashboard
 - o Communicates with potential participants to complete the screening process.
 - o Can print or download the participant list before the trip

AMC Registration/Prescreening Questions

The trip listing system allows questions to be controlled at different levels to facilitate sharing of information and ease of use for participants and leaders. There are four levels of questions:

- AMC Level
 - These questions would appear on all registration forms.
 - Once a participant answered this question, it would pre-populate in all of their subsequent forms.
 - Participants can edit pre-populated fields.
 - Questions at this level are entered by the Web Editor and must be approved by AMC's Risk Management and Membership Departments
 - There are currently no AMC-wide questions on the form.
Sample AMC-wide question: 'Enter your Emergency Name and Contact Phone Number'
- Chapter Level Questions
 - These questions would appear on all registration forms completed for a single chapter.
 - Once a participant answered this question, it would pre-populate in all of their subsequent forms for trips posted by that chapter.
 - Participants can edit pre-populated fields.
 - Questions at this level are entered by a Chapter-Level Question Manager and should be vetted by the appropriate Chapter-level committee such as the Executive Committee or the Leadership Committee.
 - There are currently no Chapter questions on the form.
Sample Chapter Level Question: Have you participated in an outdoor activity as a part of a group before?
- Committee Level Questions
 - These questions would appear on all registration forms for trips posted by a committee (for example, paddling, ski, or backpacking)
 - Once a participant answered this question, it would pre-populate in all of their subsequent forms for trips posted by that committee.
 - Participants can edit pre-populated fields.
 - Questions at this level are entered by the Committee-Level Question Manager and must be approved by the appropriate committee leader(s).
 - There are currently no Committee-wide questions on the form.
Sample Committee Level Question: Do you have all the equipment that is needed for this activity?