

# APPALACHIAN MOUNTAIN CLUB

AMC Activity Listings: Chapter Trip Contributor User Instructions: Communications – Managing Screening

Registration Questions/ Message Center

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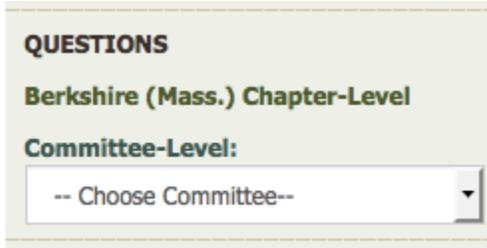
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# Managing Registration Screening Questions

If you have Question Manager rights, you will see the QUESTIONS section of the left sidebar. Depending upon whether you have Chapter, Committee or Trip-level Question Manager rights, you will see one or more of these three question levels:



To administer questions, click on the Chapter-level link or select a Committee from one of the dropdowns.

The top section of the Question Admin displays the list of questions for that level – Chapter or Committee-Level along with the basic configuration info for the question:

## Manage Chapter-level Questions: Test

[Add question](#)

Actions	Question	Question Type	Required	Active	Display Optional
<a href="#">Edit</a>	This is a chapter level question (appears on all reg forms for chapter)?	Text Box (Multi-line)	Yes	Yes	No
<a href="#">Edit</a>	What is rule number 1 ?	Text Box (Single-line)	Yes	Yes	No
<a href="#">Edit</a>	What is rule number 2 ?	Text Box (Single-line)	Yes	Yes	No

“Required” - indicates the registrant must answer the question when on a registration form.

“Active” - indicates whether the question is available for use on associated registration forms.

“Display Optional” - indicates that a contributor can decide whether or not to include the question on their registration form. “No” in this column means that it appears on all registration forms for the appropriate Chapter/Committee.

The bottom section of the Question Admin displays all questions above the level you are managing to help avoid duplication of questions.

You are managing Chapter-Level questions. The questions below are configured above the level you are managing. To make things easier for your end-users, please do not duplicate questions:

**AMC-Level Question(s)**

**\*This is an example True/False question:**

**\*Example question w/optional display on registration forms:**

**Address 3 (example)**

To edit a question, click the “Edit” link.

**Manage Chapter-level Questions: Test**

[Add question](#)

Actions	Question	Question Type	Required	Active	Display Optional
<a href="#">Edit</a>	This is a chapter level question (appears on all reg forms for chapter)?	Text Box (Multi-line)	Yes	Yes	No
<a href="#">Edit</a>	What is rule number 1 ?	Text Box (Single-line)	Yes	Yes	No
<a href="#">Edit</a>	What is rule number 2 ?	Text Box (Single-line)	Yes	Yes	No

The Question Manager will be displayed:

**\*Question Level:**

**\*Question:**

**\*Question Type:**

**\*Response Required:**

**\*Display on Reg. Form Optional:**

**Question Preview:**

**\*This is a chapter level question (appears on all reg forms for chapter)?**

Characters Remaining: 1000

When you change the field on the form, the Question Preview will update to show how your question will look to the end users registering for an event.

If you choose one of the checkbox or radio button question types, you will need to also configure the individual response options. Click the “Add Answer” link to add a new answer. Enter the text for the answer.

**\*Question Type:**

**\*Response Required:**  Yes  No

**\*Display on Reg. Form Optional:**  Yes  No

**Answers:** Click & drag answer row to reorder  
[Add Answer](#)

#1	<input type="text" value="First option"/>	<input type="checkbox"/> Active	<input type="checkbox"/> Inactive
#2	<input type="text" value="Second option"/>	<input type="checkbox"/> Active	<input type="checkbox"/> Inactive

**Question Preview:**

**\*This is a chapter level question (appears on all reg forms for chapter)?**

First option

Second option

Other:

You can click drag the alternating color answer rows to re-order the answers.

#1	<input type="text" value="First option"/>	<input type="checkbox"/> Active	<input type="checkbox"/> Inactive
#2	<input type="text" value="Second option"/>	<input type="checkbox"/> Active	<input type="checkbox"/> Inactive

## Message Center

To initiate a message between you and your participants/registrants, from the Dashboard, click the name of any event you are leading. From the list of registrants, check the box next to any name you would like to contact, enter the message in the box below and click “Send Message”. The message will be sent to only those who you’ve checked off including yourself.

All Message Center emails will come from [no-reply@outdoors.org](mailto:no-reply@outdoors.org) and contain a link to the log in to reply. If the user clicks the link and is not logged in, once they log in, they will be taken to the message center and the proper message will automatically load.

**Choose Participants to Contact**

Email	Name	Status
<input checked="" type="checkbox"/>	Test Cont 1	Confirmed
<input checked="" type="checkbox"/>	Test Cont 2	Confirmed
<input type="checkbox"/>	Jacob Brown	Cancelled
<input type="checkbox"/>	Jeff Langevin	Cancelled
<input type="checkbox"/>	Venson Shih	Cancelled
<input type="checkbox"/>	Douglas Berry	Awaiting Review
<input type="checkbox"/>	Elizabeth Deegear	Awaiting Review
<input type="checkbox"/>	Kelly Powers	Awaiting Review
<input type="checkbox"/>	Leonardo Crisostomo	Awaiting Review
<input type="checkbox"/>	Michael Williams	Awaiting Review
<input type="checkbox"/>	Jim Scheef	Awaiting Review
<input type="checkbox"/>	Sabine Prather	Awaiting Review

You have been confirmed as participants pending receipt of your payment. Please send to 5 Joy Street, Boston, MA 02108.

**Send Message**

Once the email has been sent, you will be taken to the Message Center.

**Message Center**

View messages from Trip Leaders/Organizers.

Messages	Message Detail
<p><b>Test Cont 1, Test Cont 2, 1 others</b> 4/21/2015 4:39 PM You have been confirmed as par...</p> <p><b>Jeff Langevin</b> 3/27/2015 12:34 PM Testing?</p> <p><b>Jeff Langevin</b> 3/27/2015 12:32 PM Testing?</p> <p><b>Jeff Langevin</b> 3/27/2015 12:30 PM Testing?</p> <p><b>Jeff Langevin</b> 3/27/2015 12:29 PM Sorry for including you on my ...</p>	<p><b>Recipients on this message thread:</b> Test Cont 1, Test Cont 2, Jeff Langevin</p> <p><b>Jeff Langevin</b> 4/21/2015 4:39 PM You have been confirmed as participants pending receipt of your payment. Please send to 5 Joy Street, Boston, MA 02108.</p>

To add a reply to the message thread, enter your message in the box at the bottom of the right-hand panel and click "Reply". It will be sent to all message thread recipients listed at the top of the right-hand panel.

**Reply** (1000 chars. max)

To read or reply to a different message, click the message in the left-hand panel and the message thread will load in the right-hand panel.

Messages	Message Detail
<p><b>Test Cont 1, Test Cont 2, 1 others</b> 4/21/2015 4:39 PM You have been confirmed as par...</p>	<p><b>Recipients on this message thread:</b> Jeff Langevin</p>
<p><b>Jeff Langevin</b> 3/27/2015 12:34 PM Testing?</p>	<p><b>Jeff Langevin</b> 3/27/2015 12:34 PM Testing?</p>