The DOUTS Wild Apricot Events Administrator Training.

Firstly, thankyou for taking this opportunity to further help with the volunteering and organisation of DOUTS. Without your help, we have less dives and of course less fun.

- **This guide is a supplement to the DOUTS Events Pro-forma. It is important to have read and completely understood that first.**
- **This guide is intended to be read thoroughly while you actually create an event.**

DOUTS uses a management system called Wild Apricot. While the most obvious purpose is to provide the douts.org website, forums etc., the most important purpose is tracking finances and organising events. This administration feature has traditionally been managed by the committee, but in the interest of creating a more collaborative activities environment, we are enabling partial administrator access for skippers and activity helpers.

This guide and the set of accompanying screenshots will help setup your first event. The screenshot filename is the same as the heading of each section.

[1. Login]

Once admin access has been enabled on your account, you login to douts.org as normal. It will either go directly to admin view, or there will be a hyperlink on the right to switch to admin view.

[2. events page]

Click the events tab to see the list of upcoming events (in blue) and past events (in red). The entire list is reverse-chronologically, so scroll down to see the closer events. You can select existing events to edit them, but for this guide click the green "Add Event" button.

- A crossed out eye means the event is not visible to the average member
- Enabled/Disabled defines whether users can sign onto the event.

[3. template dbl boat dive]

To create an event there are two ways. As you can see we have some template events you can duplicate to make your event. This means you do not have to manually include all the hire gear and boat dive pricing. Let our first event be a short-distance double boat dive.

- Short and long distance dives are defined by the Long Distance Dive Levy. As a general rule if the dive is outside the heads then it is a long distance dive (e.g. the Colours, Bluefish point).

[4. event details and 5. event details scroll down]

We are now taken to the new event details page. These are what you **need** to edit for your event details:

- Title
- Start Date (end date if event is more than 1 day)
- Location ("Tunks Park") for boat dives
- Show attendees to members only, include pending registrations
- Description
  - Short dive(s) description and location
  - Typically we link the site listing on http://www.michaelmcfadyenscuba.info/ as it has multitudes of further information.
  - Suggest public transport options if necessary
  - Contact Details of Event Organiser (you)
  - Primary skipper if a D3 boat dive
  - If a D3 double, recommend bringing warm clothes, food and water. Stress they need to be on-time for departure, or will miss out.
- Registration confirmation email message (typically only reminders, include no new information here).

[6. reg form]

The next tab, registration form is where we define all the prices of the dive. The template includes many prices so make sure you delete what you aren't providing!

- Dive Costs (free for shore dives, $20 D3 inside-heads, $30 D3 long distance, $50 double dive, discuss with treasurer for away trips).
- Gear hire costs ($15 for filled tank, $5 each for BCD, Regset, Weights)
- Frog dive hire gear (only offer if convenient for you to pickup and drop off to frog, usually delete)
- Transport (only if you have hired the Union for this event – usually delete)
  - Bus prices are based on whether the club otherwise incurs a profit (e.g. paid bbq, hire gear, d3 dive etc.) First price is if no other profit, second price for club events with profit from other sources.
  - $0 / $5: inside greater Sydney. $10 / $15: any further distances.
- Food (if you are putting on bbq or similar, pricing at your discretion – usually delete)

Please keep in mind how much gear we currently own - currently (as of 31/5/12) have:

- 7 BCDs (4 Medium, 2 Small, 1 Large)
- 7 Regulator and Gauge/Computer Sets
- 12 (silver) aluminium tanks
- 4 Weight Belts with Weights

[7. reg type]

It's a good time to save the event with the green save button. Then click the next tab, registration type. Unless the event has a fixed cost (e.g. overseas event or biology course) the registration type is usually $0 and the prices are set in the previous tab, registration form.

- The registration type is primarily used to limit the event to certain groups of members. In our case, for D3 events, we must limit to certified only divers (e.g. uncheck all "non-diving" member types in the registration type and save it. The template has done this for us.
- Registration type is also useful for large deposits. E.g. $300 base price for a Vanuatu deposit. (Discuss with Treasurer)
- You need one registration type. For social events, or bbq's you would select all member types.

[8. emails]

This sends out the membership-wide announcements that you all get in your email. Unless the event is very soon, generally set this as per the screenshot. It is up to you, but beware, too many email announcements generally puts off the membership and they become meaningless.

[9. finish up] Finally, save the event, take a look over all the settings we just changed, edit as necessary, then click "enable registration" and make the event "visible". People can now sign up. If I am going to the event usually I then go to public view (link top right of page) and sign up myself to check the pricing and everything looks correct from a member perspective.

- If this is a boat dive it is also handy to limit registration so you do no over-book the boat (saves you needing to check often as the event fills up).
- Limit the registration to 7 for dives that go outside the heads and 8 for dives that are only inside the heads of Sydney Harbour.
- The primary boat captain does not sign up, as they receive a free dive (the D3 takes 8 open and 9 closed water).