



Posting Your Trip and How to be Notified of a Trip

The COC always needs leaders for any activity so please don't be shy about getting involved. There are two ways we use to communicate: Facebook and Google Groups. When posting trips some leaders use one or the other, some use both.

Suggested full details for an outing include:

- Destination, date and photo
- General description, web link
- Duration – estimate of hike time
- Difficulty – elevation gain, etc.
- Meeting point(s) and departure time(s)
- Additional details

Facebook The COC has a *private* Facebook group: the Chilliwack Outdoor Club Group. To JOIN this group you must send a request before we can add you.

To be added to the Members Only Facebook Group page:

1. You must have a Facebook account.
2. While logged into Facebook, do a search for "Chilliwack Outdoor Club Group"
3. Click on "JOIN" and answer the questions. We'll confirm you're a paid member and you're added.

Notifications: on the Group page — just under the picture— there are 4 icons: JOINED, NOTIFICATIONS, SHARE, and MORE. Click on NOTIFICATIONS and turn on "All posts in the group." Now you'll be informed of all trips posted, photos after a trip, etc.

Posting a Trip Now that you are a member of the COC Group you can post a trip. Here's how:

1. While logged into your Facebook account, find your way to the COC Group page
2. On the left side of the page you'll see a list of items, click on "EVENTS"
3. You should see a list of posted events, on the right side click on the icon "+Create Event"
4. Fill in the pertinent details of your trip (see above list)
5. Click on "CREATE" and your trip will be posted.

If using an ANDROID device or IPAD, your instructions may be different:

1. On the Chilliwack Outdoor Club Group page, there is a list of icons: ROOMS, WATCH PARTY, PHOTOS, EVENTS, FILES and ALBUMS.
2. Click EVENTS, click on the "+" sign in the top right corner
3. Fill in the various fields with trip details, click on CREATE.

If using an IPHONE try this:

1. Tap on three horizontal lines on bottom right to bring up Events page
2. Tap Create, this brings up options to Create Group Event
3. Tap Create Group Event for Chilliwack Outdoor Club Group and add appropriate info

Google Groups – this is a group email service. When you join the club your name and email address are automatically added so every member is part of the group. As soon as you join the club you will start to receive emails on upcoming trips, meetings, executive announcements etc. You can go to our Google Group page to post a trip yourself or view past events or announcements.

To find your way to the Google Group page:

1. You need to have a google account. If you already have a “Gmail” address that’s all you need, go to step 3.
2. If you don’t have a Gmail address (and don’t want to set one up), you can use your existing email address to set up a google account, use this link:

<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp&nogm=true>

3. Now that you have a Google account associated with your email, use this link to navigate to Google Groups: <http://groups.google.com/>
4. Search for “chilliwackoutdoorclub.” If you are a current member or have recently joined you will be able to access the group page. You should see the past list of topics. If you wish to post a trip yourself proceed to Step 5.
5. Posting your own trip:

Select “New Topic” and input your information with full details (see above list)

(NOTE: if using a tablet or smartphone you may need to click on an edit icon )

Then click “Post,” your trip will be sent to all members of the club.

IMPORTANT: Remember, every time you use or **reply** to chilliwackoutdoorclub@googlegroups.com, an email goes to every club member. IF YOU ARE SENDING A RESPONSE TO THE TRIP LEADER MAKE SURE IT IS SENT ONLY TO **THAT PERSON**. OTHERWISE EVERYONE GETS UNNECESSARY EMAILS: Responses such as “Yes, count me in,” or “Sorry, I’m working that day,” and “Did anyone pick up an orange MEC water bottle?” are not really needed and should **not be sent** to the **entire** group.

We hope this information is helpful!

Thanks,
Your COC Board of Directors

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