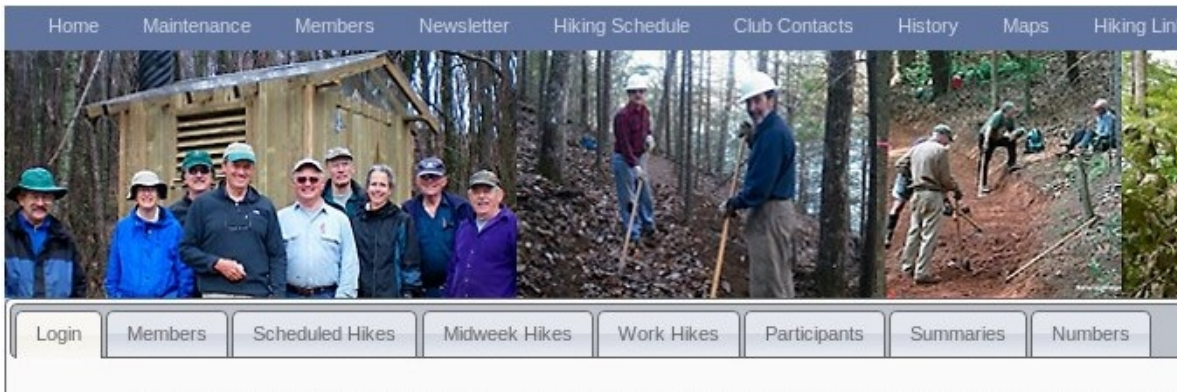


Using the Hiker Miles Database

Overall Layout

The access to the Hiker Miles Database is organized as a set of "tabs", as in a file folder. The image below shows top of the web page with organization tabs.



- **Login** This tab is open as you connect to the web site, and controls logging into the database as a club member.
- **Members** This tab will be mainly used by the Membership committee or hiker miles administrator to keep the list of members current with the clubs membership. Hike leaders will need to use this tab if they lead hikes with guests or very new club members that are not in the database yet.
- **Scheduled Hikes** This tab contains all of the scheduled (numbered) weekend hikes. Usually the hiker miles administrator, or later, the outing committee will update this list.
- **Midweek Hikes** These are the Thursday and Friday hikes. The hike data is entered by the hike leader or emailed to the hiker miles administrator.
- **Work Hikes** The work hikes include the Wednesday Crew, the Saturday Crew, and individual maintainers working alone or with other maintainers on their sections of the A.T.
- **Participants** This tab is used to enter hikers who participated in any of the hike types. Normally the hike leader or crew leader will enter the participants. The exception is that an individual member can use this tab to sign-up for a hike.

Typical Work flow

The typical work flow for a hike leader or work crew leader will be:

1. log into the data base,
2. in **Members**, enter any new guests or new members not in the database,
3. in **Hikes** tab, verify hike or work crew trip data, in particular make any adjustment to the miles hiked,
4. in **Participants**, enter the hikers, and then mark the hike finished.

Logging In

The **Login** tab will be open once you connect to the web site. The login information is entered into the form shown below.

This web site is the start of an interactive tool to help manage club functions. Interested club members are v more roles to each member. These roles are used to enable the various functions of the website.

Login information	Comments
User Name	firstname.lastname from member list
Password	
Roles	Contact John Phillips to add additional roles
Email	Only for new login or changing password
New password	See note below

Existing Login New login Change password

If you have never logged into the database you will need to fill in the following data:

- **User Name** This must be of the form *firstname.lastname* with a period separating the first and last names. This must be your name as in the club membership roster.
- **Email** Again this is your email as listed in the club membership roster. This data is used to ensure that you are logging into the correct members data.
- **New Password** Since this is your first login, you have no existing data, enter a password.
- once these three fields have data, the **New Login** button is enabled. Press it to create the login.

What could go wrong: your name or email do not match the membership roster (you used a nick name instead of the full name in the roster).

If you already have a login you only need to enter the **User Name** and **Password** and then press the **Existing Login** button. You did remember to write down your password.

Why do I need a password?

This database contains a generous amount of information on a lot of club members. Club members gave that information on the assumption that it would only be used for club purposes. The user name/password combination discourages random viewers from taking the data.

Members: Entering Guests

The first page of the **Members** tab is shown in the image below with the first row used to insert a new entry. The "members" data base has always contained other non-members who are relevant to NBATC. The new role "Guest" allows entries for non-member hike participants.

The screenshot shows the 'Members' tab interface. At the top, there are navigation tabs: Login, Members, Scheduled Hikes, Midweek Hikes, Work Hikes, Participants, Summaries, and Numbers. Below these are alphabetical filters: AB, CD, EFG, HIJK, LMN, OPQR, STUV, and WXYZ. The main form has the following fields:

- Add:** Insert button
- Name(Last, First):** Doe, Jane
- Membership:** not member (dropdown)
- Unlisted:** NL
- Email Address:** (empty)
- Phone:** (empty)
- Mobile:** (empty)

Below the form is a table of existing members:

Name(Last, First)	Membership	Email Address	Phone	Mobil	Roles
Adams, Terry	individual	terryladams@comcast.net	434-384-0389		
Albers, Andrea			434-384-6373		
Alcock, Liz	family	dancingfeet21@juno.com	434-946-5680		NBATC Member, Hike leader,
Alcock, Robert	family	dancingfeet21@juno.com	434-946-5680		NBATC Member, Maintainer,
Alexandria, Dr.	individual				

The full list of members is available as a read-only table. Hike leaders will be able to enter a new Guest. Please verify that the guest you are entering has not been on another hike and is already in the database. As shown in the example, enter the hikers name as *lastname, firstname* and the press the **Insert** button.

This method can be used to create guest entries for very new members not in the database. Their hiker miles will be recorded and then transferred with their name when their membership status is changed.

Scheduled Hikes Tab

This tab holds an on-line copy of the Outing Committee's hike schedule. The Outing Committee or the hiker miles administrator can up-date this on-line data as needed for changes.

The screenshot shows the 'Scheduled Hikes' tab interface. At the top, there are navigation tabs: Login, Members, Scheduled Hikes, Midweek Hikes, Work Hikes, Participants, Summaries, and Numbers. Below these are filters for months: All 2012/2013, Oct 2012, Nov 2012, and Dec 2012. The main form has the following fields:

- Add:** Add new button
- Hike#:** (empty)
- Title/Meeting Point:** (empty)
- Date:** 2012-11-12
- Time:** (empty)
- Level:** Easy (dropdown)
- Hk Miles:** (empty)
- Drive:** (empty)
- Type:** Scheduled Hike (dropdown)

Below the form is a table of existing hikes:

Update	Hike#	Title/Meeting Point	Date	Time	Level	Hk Miles	Drive	Type
Update	5497	First Friday Art Jaunt	2012-11-02	17:30:00	Easy	3	0	Scheduled Hike
	Finished	TBA or Other	T. Upshur, tupshur4@aol.com					
Update	5498	Otter Creek Trail	2012-11-03	08:00:00	Moderate	7	40	Scheduled Hike
	Finished	Boonsboro Shopping Center	Larry Scott, scottl@cvcc.vccs.edu					
Update	5499	Balcony Falls and Belfast Trails	2012-11-04	08:00:00	Moderate-Strenuous	8	80	Scheduled Hike
	Finished	Boonsboro Shopping Center	Eric Anderson, eric.melba.anderson@gmail.co					

Mid-week Hikes Tab

The mid-week hikers run their own hikes independent of the Outing Committee. The designated hike leader or the hiker miles administrator enters their hikes.

Login Members Scheduled Hikes Midweek Hikes Work Hikes Participants Summaries Numbers							
Add	Title	Date	Time	Level	Hk Miles	Drive	Type
<input type="button" value="Add new"/>	<input type="text"/>	2012-11-12	<input type="text"/>	Easy	<input type="text"/>	<input type="text"/>	Thursday(EM)
<input type="button" value="Open"/>	Leaders <input type="text"/>						
<input type="button" value="All 2012/2013"/> <input type="button" value="Oct 2012"/> <input type="button" value="Nov 2012"/> <input type="button" value="Dec 2012"/>							
<input type="button" value="Update"/>	Piney Ridge Trail	2012-11-01	08:30:00	Easy	7	0	Thursday(MS)
<input type="button" value="Finished"/>	Leaders <input type="text" value="Bev Voigt, bevvoigt@gmail.com"/>						
<input type="button" value="Update"/>	Andy Lane Trail to McAfee Knob parking	2012-11-02	08:00:00	Moderate-Strenuous	13	0	Friday Hikers
<input type="button" value="Finished"/>	Leaders <input type="text" value="Bev Voigt, bevvoigt@gmail.com"/>						
<input type="button" value="Update"/>	Harkening Hill and the Johnson Farm Tra	2012-11-08	08:30:00	Easy	4	0	Thursday(EM)
<input type="button" value="Finished"/>	Leaders <input type="text" value="Bev Henderson, hendersons2@verizon.net"/>						

For a new mid-week hike entry, the hike leader enters the data (title, date, time, level) and themselves as leader (the hiker miles administrator would do this from an email posting after the hike). Once the new data is entered in the fields, then press the corresponding **Add new** or **Update** button to record the data.

Work Hikes Tab

Work hikes are entered in a manner similar to the mid-week hikes. Work hikes and mid-week hikes are kept in separated tabs to ensure that the correct hike type is entered.

Login Members Scheduled Hikes Midweek Hikes Work Hikes Participants Summaries Numbers							
Add	Work Description	Crew leader	Crew	Date	Wrk Hrs	Miles	Admin Hr
<input type="button" value="Add new"/>	<input type="text"/>	<input type="text"/>	Maintainer	2012-11-12	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Open"/>	A.T. - VA 56 to Overlook						
<input type="button" value="All 2012/2013"/> <input type="button" value="Oct 2012"/> <input type="button" value="Nov 2012"/> <input type="button" value="Dec 2012"/>							
<input type="button" value="Update"/>	Bryant Ridge shelter, felled 2 dead hemlocks. AT from Jenning Creek south, 14 in oak	Eric Anderson, eric.melba.anderson@gm	Wednesday Crew	2012-10-03	6	9	0
<input type="button" value="Finished"/>	A.T. - Button Hill Trail to Bryant Ridge Shelter						
<input type="button" value="Update"/>	Replaced a railing on the Foot Bridge, cleaned the AT from the Bridge to the Shelter	Joe Chavez, pdjc@verizon.net	Maintainer	2012-10-16	6	4	0
<input type="button" value="Finished"/>	A.T. - US 501/VA 130 - James River to Matts Creek Shelter						
<input type="button" value="Update"/>	Cleared 14 trees on the blue trail Rt. 501 to Matt's Creek shelter reported by Coby	Mike Rieley, mrieley@aol.com	Wednesday Crew	2012-10-17	7	5	0
<input type="button" value="Finished"/>	US 501 to A.T.						

The work hours (Wrk Hrs) and administrative hours (Admin Hrs) are not used at this point. They are included in the form for future integration of the clubs database. As for all of the hike tables, once new data is entered in the fields, press the corresponding **Add new** or **Update** button to record the data.

Participants Tab

With the data entry for each hike already created, this tab is used to enter one or more participants to the hike.

The screenshot shows the 'Participants' tab in a web application. At the top, there are navigation tabs: Login, Members, Scheduled Hikes, Midweek Hikes, Work Hikes, Participants (selected), Summaries, and Numbers. Below these are month filters for Oct 2012, Nov 2012, and Dec 2012. A list of hikes is displayed as title bars, including Hike#5499, Hike#Maintainer, Hike#Thursday(EM), Hike#5500, Hike#5501, and Hike#5502. The selected hike, Hike#5502 -- Flat Top 2012-11-17, is expanded to show a table of participants. The table has columns for Add/Update, Participant, Leader, Miles, Phone, Email, Delete, Hike Status, and Hike Report. One participant, McCormack, Mike, is listed as the leader with 5 miles. There are 'Update' and 'Add new' buttons for each row. A dropdown menu is open for the 'Add new' button, showing a list of names: Phillips Catherine, Phillips John (highlighted), Phillips Joshua, Phillips Trudy, and Phillips Van. A note on the right side of the form reads: 'If you have guest or brand new members, use Members tab to Insert them into the database. Remember to press the Add new button for your last entry.'

The entered hikes are shown as a list of hike title bars by month. Clicking on any title bar opens up the list of participants for that hike. The hike leader and co-leader are always list.

Individual Participants

Club members can add themselves to a hike. Here the hope is to move toward an on-line hike registration. If this new feature is used, please contact the hike leader by phone or email to confirm their intention to join the hike.

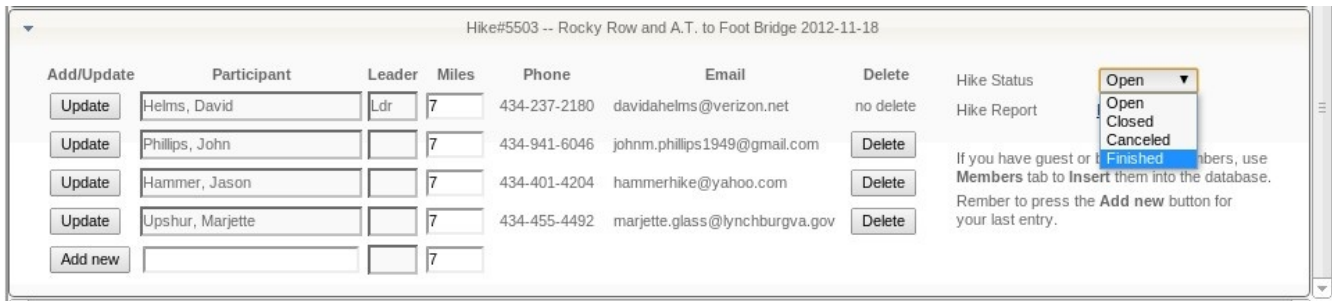
Hike leader / Co-leader

In the future, it is hoped that either the leader or co-leader will have internet access and be able to manage the data for their hike. Either before or after the hike the hike leader enters a participant by typing the first 2 or 3 letters of the participants last name. This will pop-up a short selection list of names.

This screenshot shows the participant entry form for Hike#5503 -- Rocky Row and A.T. to Foot Bridge 2012-11-18. The form is similar to the previous one, with columns for Add/Update, Participant, Leader, Miles, Phone, Email, Delete, Hike Status, and Hike Report. One participant, Helms, David, is listed as the leader with 7 miles. The 'Add new' button is active, and a dropdown menu is open, showing a list of names: Phillips Catherine, Phillips John (highlighted), Phillips Joshua, Phillips Trudy, and Phillips Van. A note on the right side of the form reads: 'If you have guest or brand new members, use Members tab to Insert them into the database. Remember to press the Add new button for your last entry.'

Click on the correct name to file in the participant field, verify the default miles from the hike definition, and then press the **Add new** button. The line for that participant will be added and a new blank line will be added to the list.

The completed participant list should include all hikers and a blank **Add new** line. The last step is to change the status from **Open** to **Finished**.



Add/Update	Participant	Leader	Miles	Phone	Email	Delete	Hike Status	Hike Report
<input type="button" value="Update"/>	Helms, David	Ldr	7	434-237-2180	davidahelms@verizon.net	no delete	Open	
<input type="button" value="Update"/>	Phillips, John		7	434-941-6046	johnm.phillips1949@gmail.com	<input type="button" value="Delete"/>	Open	
<input type="button" value="Update"/>	Hammer, Jason		7	434-401-4204	hammerhike@yahoo.com	<input type="button" value="Delete"/>	Open	
<input type="button" value="Update"/>	Upshur, Marjette		7	434-455-4492	marjette.glass@lynchburgva.gov	<input type="button" value="Delete"/>	Open	
<input type="button" value="Add new"/>			7				Open	

If you have guest or members, use Members tab to Insert them into the database. Remember to press the Add new button for your last entry.

The hike status settings are:

- open any one can be added to the hike,
- closed hike has reached a maximum limit as 10 for a wilderness hike,
- canceled hike has been canceled, no sign-up is allowed
- finished hike leader has review the participant list and mileages.