

# NEW WEBSITE IS GETTING READY TO LAUNCH

## Here's What You Need to Know

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**O**UR NEW WEBSITE HAS BEEN A LONG TIME COMING—but we expect that it will be up and running by mid-April! We're very excited to share it with everyone. There are new features which will enhance our website. We expect that it will also improve how we engage with the broader community, so they can learn more about the Obsidians and how to get involved with the Club.

As part of this transition, we have transferred members' personal information, including trips taken, from our current website to the new one. A small group will be testing the new site to identify any issues that need to be addressed before it is accessible to everyone. We suspect that as we move forward, we will discover glitches that will need to be addressed, and we hope to find most before the site goes live. The committee has worked hard on an extremely challenging undertaking. Please be patient!

### ***What You Will Need to Do***

When we are ready to move forward, we will post this information on our current website. In addition, all members will be sent an email. This will have a link to sign-in on the new website and you will be asked to create a password. This email will be sent to the email address you use on our current website. If you don't receive an email, be sure to check your spam folders.

Please log in to the new system within a week of receiving the email. This will ensure that you have successfully set up your new password and will give you a chance to familiarize yourself with the new website and how to sign up for a trip. We recommend that passwords be strong—at least 12 characters including upper and lower case letters, numbers, and symbols. If you intend to sign up for Summer Camp, it is especially important that you reset your password and familiarize yourself with the new site before May 11.

### ***How to Sign Up for an Activity***

When you are ready to sign up for an activity, select *Login*, located at the top of the page, in the navigation bar. The default page for members is the list view of the calendar. Scroll through and find the trip that you want to take. You can also search by entering the activity type such as hike, climb, Summer Camp, etc. in the search bar and press enter. If you prefer, you can view the calendar in month or day view.

### ***Select the Activity You Want to Join***

When you click on the activity you want to attend, it will bring up a page with the description and all the details of the event. After reviewing this information, if the trip is available for signup, there will be a Sign Up button in the top right corner of the page. You will then be asked to check the Release of Liability box, because we will no longer use paper signup sheets.

Your emergency contact information will be transferred from our current website and added automatically to each trip you sign up for. You cannot sign up for a trip if your emergency contact information is missing. Either type in the correct or missing information on the signup page or go to your User Dashboard (in the login bar at top of page) and then to Account Profile. Type it in and then choose Update at the bottom of the page.

### ***Prerequisites***

When signing up for an activity, you will also need to check that you meet the prerequisites. Prerequisites will be listed on the trip description page and apply primarily to climbs, more difficult hikes, and snow activities. This will help ensure that everyone has a safe and successful activity.

### ***Leaders and Committee Chairs***

The process for creating trips will be considerably different. There will be a steep learning curve for both leaders and committee chairs, but as is true with any new endeavor, practice will make it easier. There will be additional training sessions for both leaders and committee chairs, and we also hope to produce some YouTube videos.

### ***What If I Need Help?***

We know this transition may be challenging for many of our members. We will have help sessions at the Lodge to help you log in, get familiar with the website, and answer your questions. We will also have resource people available for you to call if you are running into problems. Finally, we may even have Zoom sessions. Watch the website for details. Thank you for your patience as we all learn to navigate this new website!

If you need help, please contact:

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