

Account Access and Use of the Obsidian Online Trips System

Accessing

- Users can access interactive schedules, their account information, online signup for trips and trip reports by clicking on the 'Online System Access' link on the Obsidian home page (www.obsidians.org) then logging in with their user name and password on 'Obsidian Online System Login' page shown here:

Obsidian Online System Login

Please enter your User Name and Password below and then click the 'Login' button to access your account where you can:

- Signup for Obsidian trips/activities
- View a current interactive schedule
- View/edit your account information (address, phone, email, etc)
- View trip reports of completed trips
- Leaders may access trips they are leading

If you are a nonmember/guest and do not have a user name and password yet, you may register to get one at the 'Registered' link below.

User Name Password

Obsidian members should all have been provided a user name and password or obtained it as a nonmember/guest prior to joining the Obsidians.

Forgot your User Name and/or Password? Click here: [Retrieve Credentials](#)

Not Registered: Before nonmembers/guests can signup for an activity, you must register with us. After you register, nonmembers/guests are welcome to sign up for trips and other activities. To register for online access, click here: [Register](#)

To access PDF help files with nonmember registration help, account access help or leader access help: [click here](#)

Other problems?: Please contact onlineobs@gmail.com

- When entering your credentials use care and remember that while the User Name is not case sensitive, the Password is.
- Obsidian members should all have been provided a user name and password or obtained it as a nonmember/guest prior to joining the Obsidians. Before nonmembers/guests can sign up for an activity, they must register with us. For help with guest/nonmember registration, see the 'Guest Registration' in the Obsidian Online System guidelines.

Use Of the Tab Interface

- Upon logging in with your user name and password, you will go to the 'Activities Signup' page of your account shown here:

Obsidian Online Activities Signup

John Jacobson - john.jacobson@comcast.net Please click 'Exit' when finished -->

Available online for signup: View signup sheets or sign up for trips/activities that are currently available for online signup. Trips will become available 3 weeks before their go date and will be removed shortly before their departure time.

Date	Activity	Event Name	Leader	Dist	Elev	
Wed 8/31/2011	Tri Mnt	Spencer Butte	Bell, Matthew			<input type="button" value="View"/> <input type="button" value="Sign Up"/>
Fri 9/2/2011	Hike	U of O Campus	Jacobsen, Janet	3.0	0	<input type="button" value="View"/> <input type="button" value="Sign Up"/>

- Below your name and email address are tabs for various functions – click on a tab to access a function:
 - Online Signup (the active tab at login) – Access signup sheets, sign up for trips and cancel your signup if necessary.
 - Account Info - View and edit select account information such as address, phone number, email address, user name, password, emergency contact, etc.
 - Trip Reports – Access and view trip reports of trips you have taken, trips you have led and other trips filtered to your specified criteria.

Online Signup Tab

The screenshot shows the 'Activities Signup' page for John Jacobsen. The page has a blue header with the Obsidian Online logo and the title 'Activities Signup'. Below the header, the user's name and email are displayed, along with an 'Exit/Log Off' button. The main content area is divided into three tabs: 'Online Signup', 'Account Info', and 'Trip Reports'. The 'Online Signup' tab is active, showing a list of available trips and a section for trips the user is currently signed up for.

Available online for signup: View signup sheets or sign up for trips/activities that are currently available for online signup. Trips will become available 3 weeks before their go date and will be removed shortly before their departure time.

Date	Activity	Event Name	Leader	Dist	Elev		
Wed 8/31/2011	Tri Mnt	Spencer Butte	Bell, Matthew			<input type="button" value="View"/>	<input type="button" value="Sign Up"/>
Fri 9/ 2/2011	Hike	U of O Campus	Jacobsen, Janet	3.0	0	<input type="button" value="View"/>	<input type="button" value="Sign Up"/>
Sat 9/ 3/2011	Bk Pk	Golden Lake	Lipton, Becky	17.0	1500	<input type="button" value="View"/>	<input type="button" value="Sign Up"/>
Sat 9/ 3/2011	Hike	Ridgeline Trail	Jacobsen, Janet	6.2	900	<input type="button" value="View"/>	<input type="button" value="Sign Up"/>
Tue 9/ 6/2011	Water	Women's Hosmer Lake	Esch, Patricia			<input type="button" value="View"/>	<input type="button" value="Sign Up"/>
Wed 9/ 7/2011	Ext Trp	Mt. Hood	Sanders, Joe			<input type="button" value="View"/>	<input type="button" value="Sign Up"/>
Fri 9/ 9/2011	Bk Pk	Jefferson Park	Hovis, Scott	17.0	2000	<input type="button" value="View"/>	<input type="button" value="Sign Up"/>
Fri 9/ 9/2011	Hike	Get Acquainted Hike AM -	Jacobsen, Janet	2.5	300	<input type="button" value="View"/>	<input type="button" value="Sign Up"/>

Signed up for: View signups or remove (Cancel) yourself from trips/activities you are currently signed up for:

Date	Activity	Event Name	Leader	Dist	Elev		
Wed 8/31/2011	Tri Mnt	Spencer Butte	Bell, Matthew			<input type="button" value="View"/>	<input type="button" value="Cancel"/>

- The 'Online Signup' tab is split into an upper and lower portion, with upper part listing trips/activities that are currently available for online signup. Trips will become available for online signup approximately 3 weeks before their go date. The lower portion lists any trips you may currently be signed up for.
- For trips that are available for signup in the top list there are two buttons at the end of each trip's line, clicking the 'View' button will bring up the signup sheet where you can read information about the trip as well as the participants that have already signed up. A second button, 'Sign Up', is available which you may click if you want to sign up for the trip.
- If you click the 'Sign Up' button, you will be taken to a confirmation form where you can enter transportation needs and then have the choice of submitting the signup request or cancelling the request. If you click the 'Submit', you are taken to the Signup Sheet for the trip and your name will have been added to the participant list.
- For trips you are currently signed up for on the lower portion of the tab, there are two buttons also: the same 'View' button as in the upper portion and a 'Cancel' which if clicked will cancel you from a trip (remove you from the signup sheet).

Account Info Tab

- Pressing the second tab, 'Account Info' on the 'Activities Signup' page takes you to the 'Account Info' form where you can edit your account information, such as address, phone number, email address, user name and password and emergency contact. Upon submitting any changes, a page will be presented listing the changes you are making where you may either 'OK' the changes or cancel the changes.
- Any changes you make to your account information results in a change directly in the Obsidian Membership Database, so it is not necessary to contact the Membership Chairperson with changes of address etc.

Trip Reports

- Pressing the third tab, 'Trip Reports' on the 'Activities Signup' page takes you to the 'Trip Report Access' form shown below where you can view reports of completed trips:

Obsidian Online

Trip Report Access

John Jacobsen - johnwjacobsen@comcast.net

Please click 'Exit' when finished --> [Exit/Log Off](#)

Online Signup | Account Info | **Trip Reports** | Full Schedule

Trips I've Taken

Trips I've Led

For now we only have detailed participation data for trips back thru 2006.

We have trip reports that extend back to 1972 (participant data is in the trip description verbiage only). To access all available trip reports and to perform complex filtering of them, click the 'Report Filtering' button below.

Report Filtering

	Date	Activity	Event Name	Leader
View	8/ 7/2011	Hike	Get Acquainted Hike PM -	Jacobsen, Janet
View	8/ 5/2011	Hike	Get Acquainted Hike PM -	Jacobsen, Janet
View	6/21/2011	Hike	Mt. Pisgah Solstice	Jacobsen, Janet
View	3/18/2011	Hike	Get Acquainted Hike AM -	Jacobsen, Janet
View	6/18/2011	Hike	Get Acquainted Hike PM -	Jacobsen, Janet
View	6/17/2011	Hike	Get Acquainted Hike PM -	Jacobsen, Janet
View	6/ 4/2011	Trl Mnt	Spencer Butte Litter/Brush	Jacobsen, Janet
View	5/30/2011	Hike	Ridgeline Trail Shuttle	Jacobsen, Janet
View	2/26/2011	Hike	Willamette Confluence Tour	Gilman-Garrick, Lyn
View	2/22/2011	Bus	Eagles 'N More	Reanier, Liz
View	1/29/2011	Trl Mnt	Spencer Butte	Bell, Matthew
View	1/ 1/2011	Hike	Spencer Butte	Jacobsen, Janet
View	12/21/2010	Hike	Mt. Pisgah	Jacobsen, Janet
View	10/30/2010	Trl Mnt	Spencer Butte	Bell, Matthew
View	9/25/2010	Trl Mnt	Spencer Butte	Bell, Matthew

- Here you can access trip reports for completed trips that have been approved by the sponsoring committee. Buttons along the left side provide several options:
 - The top button, 'Trips I've Taken', will list those trips that we have a report for that you have taken.
 - The next button, 'Trips I've Led', will list those trips for which you were the leader.
 - The bottom button, 'Report Filtering', will take you to a form where you will have extensive filtering criteria such as by date, trip name, leader, etc.
- Trips that meet your criteria will be listed to the right. Click on the 'View' button at the front of the trip's line to read that trip's report.
- Note: Trips Reports will not be available for listing nor viewing, until the sponsoring committee has reviewed and approved the trip report, which could be a week or more after the trip's completion.

Full Schedule

- An interactive schedule is available by clicking the 'Full Schedule' button (button not available when in the 'Account Info' tab). You can filter the list by clicking on the item you wish to filter by. For instance if you want to see just the easy trips, find an easy trip in the list and then click on the word 'Easy' in that trips row – likewise if you want to see Saturday trips, click on the word 'Sat'.

Obsidian Online

Activities Signup

John Jacobsen - johnwjacobsen@comcast.net

Please click 'Exit' when finished --> [Exit/Log Off](#)

Online Signup | Account Info | Trip Reports | **Full Schedule**

Available online for signup: View signup sheets or sign up for trips/activities that are currently available for online signup. Trips will become available 3 weeks before their go date and will be removed shortly before their departure time.

When Finished

- When you are finished with online signup, accessing your account information or checking trip reports, please click the 'Exit/Log Off' button on the upper right of the page. Doing this rather than clicking the 'Back' button or jumping to another web page logs you out, thus opening up a limited number of logins for another user.

Trip Leader Access

- Obsidian trip leaders have access to the trips they lead in order to edit trip information. Help for 'Leader Access to Obsidian Online Trips System' is available in a separate help document.