Campfire Events How-To

Thanks for using the new [Campfire Events tool](#)! Campfire Events will let you create an event that is then displayed throughout the Club's online pages. This will include showing up on AddUp, sierraclub.org, and Chapter/Group webpage calendars. We have reconfigured the old events tool to make it more compatible with our new constituent system (Salesforce). If you have difficulties, please refer to this help page. If you still have problems, email campfire.events@sierraclub.org.

Example of a published Event page with registration:

Campfire is at:

https://campfire.sierraclub.org

Campfire

If you are new to Campfire, you need to register first. You can do this if you meet the following:

1. You hold some kind of leadership position with the Sierra Club (chair, outings chair, outings leader, treasurer, excom, staff, records manager, etc) that is reflected in our volunteer leader system.
2. Your email is associated with your leadership position.

To register for the first time, click on "Register for Campfire" on the login page. Instructions on registering for Campfire can be found at the end of this document.

Campfire Events Home Page
When you first log in to Campfire Events, you will see three tab buttons that will allow you to create a new event, take attendance for an event, and do some administration tasks.

You will also see a listing of events that have already been created for your entity. This list of events will show events that were created for your entity and any child entities. For example, if you are a leader of a Chapter, you will see your Chapter, the Groups that belong to your Chapter, and any Activity Sections. If you are National Staff, you will see events created by National (your entity is CLUB).

You can sort this list by clicking on the column header. The event displayed are all future events and events going back a month. If you want to see older events, use the FILTER OPTIONS.

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Event Entry

What follows is a description of the various fields used to create a new event.

There are three tabs initially displayed when you create a new Event:
1. **Event Details**: This tab contains the event information, location, and publication options, as well as info on the leader(s) and participants.
   ○ All required fields are located within this tab, so to create a simple event, this is the only tab you'll need to use!
2. **Full Description**: This tab allows you to add some flavor to your Event with text and photos
3. **Registration Options**: Access OARS' new suite of powerful registration tools

A fourth tab is displayed after the Event has been saved:
4. **Preview**: This tab (actually a link!) will allow you to preview your Event RSVP page while you're building it.

Event Details

Event Information

Club Entity: Choose your chapter, group, or other entity from the dropdown list. This will autofill the **Sponsor Description** field, but you can edit that value if you choose.

Sponsor Description: This will autofill automatically based on the Club Entity when you save if you do not provide a custom value.

Event Name: This is the name of the Event as it will be displayed to the user.

Begins / Ends: Starting date and time are required. These are "date-time" fields that collect all information in a single field.

- Selecting **Time** or **Date Tentative** will display this information alongside the date and time on the Event RSVP page.

Event Category / Type: Choose what kind of event will be offered. The Type options will change depending on the category selected.

- Categories:
    - Activist event
    - Club support event
    - Outing
    - Social event

- If "Outing" is selected as the category, two additional fields will display:
    - **Level**: Easy / Moderate / Strenuous
    - **Entity-specific level**: This is a free text field where you can enter a code or value used by your entity to communicate difficulty/level.

Club Activity? Uncheck only if creating an event for a partner organization or similar.

Short Description: This field has several uses. In addition to displaying the short description in the OARS interface (Club calendars), it also serves as the default text when the Event RSVP page is shared on social media or AddUp. Additionally, the short description will be used on the RSVP page if no value (or just an image) is entered in the Full Description.

Additional Info URL / URL Description: Optionally include a URL to a page with more information about your Event, its location, etc.

Status: The event will not be published until Status is set to Active. The Event will begin as "In Development." To set to Active, you must add a Primary Leader via the related lists on the view page. Additionally, your entity may require approval for outings.

- The statuses "Cancelled" and "At Capacity" can only be selected after the Event has been made Active.

Marketing Interest: Optionally pick a related interest for your Event. These are used by AddUp to display your Event alongside relevant content.

There are several additional fields brought over from the original OARS, including:

- **Cost:** Is there a cost associated with the event? (Note that OARS cannot process payments at this time.)

- **Signup Restrictions**: Are there specific criteria for attending this event?

- **Signup Instructions**: Are there additional steps to sign up beyond submitting the RSVP?

- **Bring**: What do participants need to bring with them to the event?

- **Additional Directions**: A link with directions is provided if you complete the Location fields, below. What else do participants need to know about getting to the event?

- **Carpool**: Per Club policy, we do not organize carpools, but participants may self-organize if you provide details here.

- **Cancellation Policy**:
    - Any rain cancels
    - Steady rain cancels
    - Heavy rain cancels
    - Activity is held rain or shine, but may be altered due to inclement weather
    - Other (be sure to describe in the Full Description)

Unpublished Notes: Any notes entered here will only be visible to Campfire users with access to this event (usually Outings chairs, chapter staff and other leaders of the Event.)

Repeats

Placeholder for Repeats instructions

Reporting Attributes

Placeholder for Attributes instructions

Location

Show on map? Uncheck if you would prefer this event not to be displayed on the OARS map view.

Location Description: Describe where the event will be held.

Latitude/Longitude: Use the "Map it" button to determine this information via a Google Maps interface.

Publication

Begin Publication: The date the event will begin appearing in OARS listings on calendars and web pages. This will default to the current date when the Event is saved if no value is entered.

Limit Publication to Sponsoring Entity: Check to hide your event from calendars other than your own that appear throughout Sierra Club websites and AddUp.

Display Method:
- Construct page from entered information on tabs: This is the default and will build an RSVP page with the information you provided

- Use external URL: If checked, an **External URL** field will appear. No RSVP page will be generated, and OARS listings will link directly to the external URL. Note that you cannot accept registrations if you use this option. You should not used External URL unless you want to direct people to a third party site (community site, other organization, etc).

URL to Share: When you save an Event with Active status, this field will be populated with a URL link to the event you created.

Leaders

You must assign a Primary Leader to an Event before it can be made Active.

Find Existing Leader: Use this button to look up a leader currently in our system. You can search on name, address, email, and/or phone. If you receive too many results, try adding a city or state (spelled out), or enclosing the full name in quotes.

Add Leader: Use this button to add a leader not currently in our system. Note that this information does not add the leader in our system.

Leader information added or changed within the table displayed here will not update the leader's record within our system.

Registered Participants

Add Participant: This button will take you to the RSVP page, where you can register a participant manually for the Event by completing the form.

Download: Download the list of registered participants as a CSV file. This file also includes all the information submitted by the participant on the RSVP form.
- ● Note: this is an easy way to get a list of email addresses for your participants!

Status:
- ● Registered: The default status when a participant completes the RSVP form

- ● Attended: Can be set after the event to keep track of attendance

- ● Canceled: For cancellations, no-shows, or participants not accepted to an Event

Note that you can click on the participant's name in the table to see a full list of all of their responses.

Full Description

Full Description: The description that will be shown to users on the published Event details page. This should include any image you want to display on the details page, as well as text with a call to action to encourage users to RSVP for and/or attend the event. This field is a WYSIWYG editor, which allow you to apply formatting, bullet points, etc. to your text.

Important note on Pasting into the WYSIWYG

If you paste text into the WYSIWYG editor from a Word document, webpage, or other pre-formatted source, that formatting will be retained. You can use CTRL+SHIFT+V to "paste as plain text" which will remove formatting. Please note that there is no option to edit HTML.
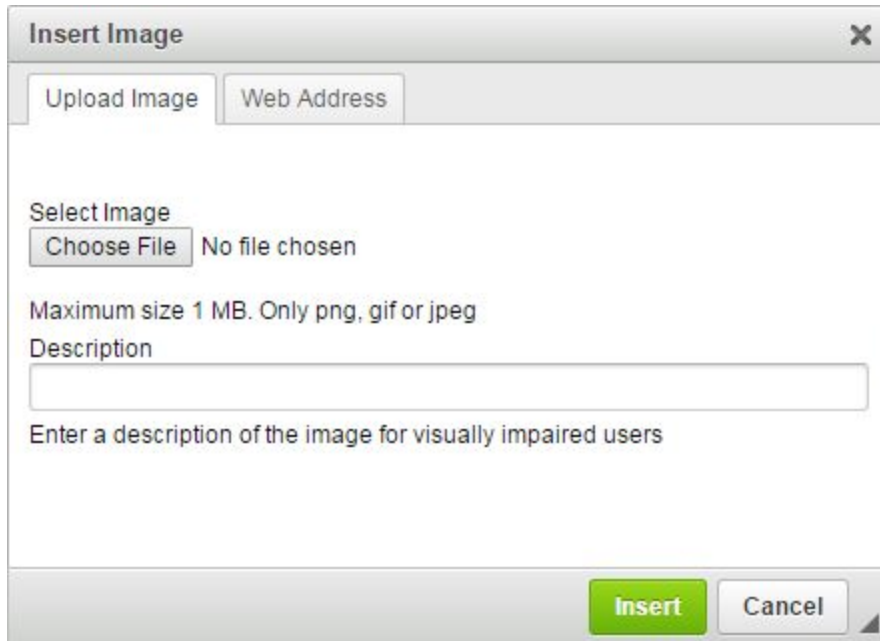
WYSIWYG editor toolbar

Buttons from L to R:
- Undo
- Redo
- **Bold**
- *Italics*
- Underline
- ~~Strikethrough~~
- Insert link

- Insert image
- Justify (left, center, right)
- Bullet points
- Outline
- Indent / Remove indent

Adding an image: Click the Insert Image button in the WYSIWYG editor. A smaller window will open:

From this window you can:

- Upload an image from your computer

    - Allowed formats are PNG, GIF, and JPG

    - Keep image file sizes as small as possible to allow the pages to serve up quickly. Maximum size is 1MB, but try to keep them under 500KB if possible.

    - As always, be sure you have permission to use the image

    - Be sure your image has a good file name using hyphens and keywords for SEO

        - Good: new-orleans-katrina-10-commemoration-rally.jpg

        - Bad: NOkatrinaSierraClub15.jpg

- Pull in an image from online (Not recommended)

    - You must use an image from a secure (https://) source

    - Again, you must have permission to use the image

Registration Options

Registrations Accepted: If unchecked, there will be no option for users to RSVP, but an Event Details page will still be created.

- NOTE: None of the other options on this page can be used unless Registrations Accepted is enable.

Registration Cutoff: Choose a date after which the option to RSVP for the Event will be removed. (Optional)

Send RSVP notifications to Leader: If selected, the Leader(s) will receive an email anytime a participant registers for the Event.

Phone / ZIP / Address / Mobile / Additional Attendees: Choose which pieces of information you want to ask the user for. You can also make these fields required.

Custom Fields: Ask up to 5 custom questions to the user. Consider designing your question to be closed-ended (requiring a yes/no answer, a number, etc. versus a longer response). After adding the question label, you will need to check the box to display the question on the published Event details page. These fields can also be required.

Taking Attendance and Electronic Waivers

For instructions, please go to:

https://docs.google.com/document/d/1gHkKme82LihKfevzbq1-fCvAUL0EGvcWEBXRgmBhoOM/edit?usp=sharing

Registering for Campfire

If you are new to Campfire, you need to register first. You can do this if you meet the following:

1. You hold some kind of leadership position with the Sierra Club (chair, outings chair, outings leader, treasurer, excom, staff, records manager, etc) that is reflected in our volunteer leader system.
2. Your email is associated with your leadership position.

To register for the first time, click on "Register for Campfire" on the login page.

You will be asked to enter your email address. Use the email address that you normally use with the Sierra Club and click the "Look me up" button.

You will be presented with your info and ask if you want to create a profile. Click on that box.

Once you click Create New User, you will be sent an email with instructions.

If your email address is associated with two leadership records (maybe you and your partner), then you must select which one you are.

EXPLORE, ENJOY AND PROTECT THE PLANET

Campfire

Email Address:

gatorlily@gmail.com

Look me up

We found multiple individuals in our records listed under this email address. Please confirm your name from the list below. If you are not sure which option to select, or if your details are not listed here, please contact us.

	First Name	Postal Code
Choose	Lil	
Choose	Libby	94533-6442

After you choose a record, you will be prompted to create a new user.

If you get the angry red box that says "Email address not found", you should check with either the Chair or Outings Chair of your Chapter/Group. This message means that either we can't find you in our records as holding a leadership position or we don't have your email address on your record. Your Chair or Outings Chair can fix either one of these problems.
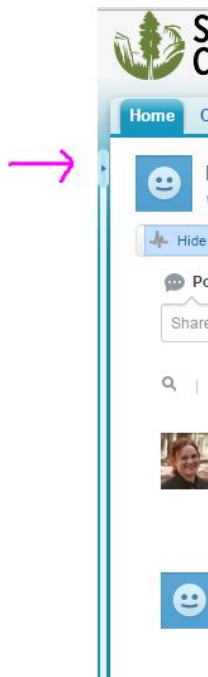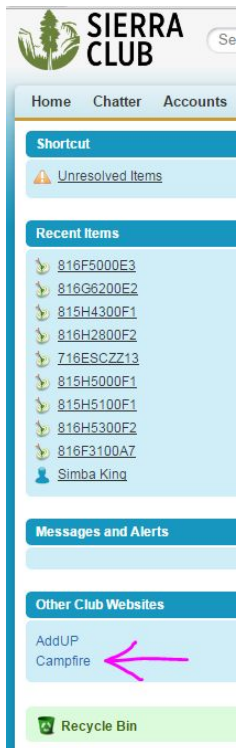
If you are a Salesforce user, you must enter Campfire through Salesforce. There is a little arrow at the left when you are on the HOME screen:

Click it to expand that section to reveal your recent items and the link to campfire.

You don't need further log-in info.

Deleting an Event

Instructions are at [How to Delete an Event](#)