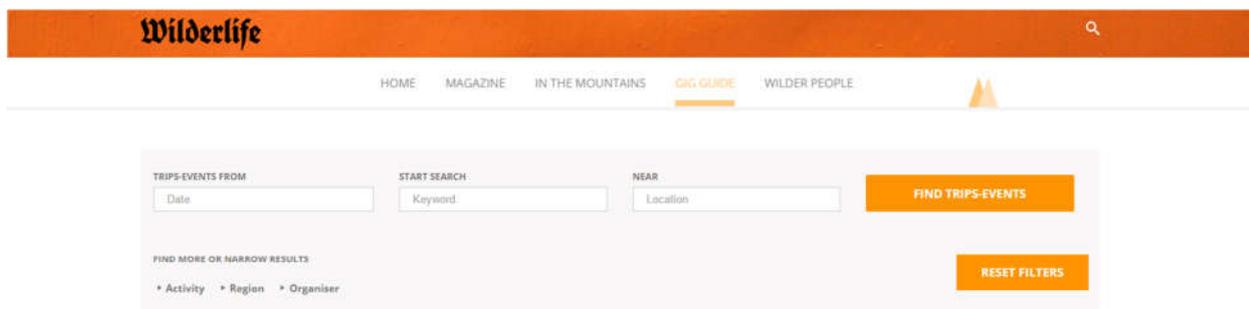


Do you have a trip you want to share with the world? To have a chance to promote your club and all the wonderful things you get up to? Share it on the Wilderlife Gig Guide. This is a new opportunity to show the wider community all the fantastic outdoor opportunities clubs provide as well as encouraging more people to participate in the outdoors through clubs. For the first time, club activities are being presented alongside other outdoor events.

You don't need to enter every trip on your trip-list, but it would be fantastic if you could include one or two a month, especially if you have upcoming trips you would like to use to attract new members or trips which are particularly interesting.



The screenshot shows the Wilderlife website's navigation bar with the logo on the left and a search icon on the right. Below the navigation bar, the 'GIG GUIDE' menu item is highlighted. The main content area features a search form with three input fields: 'TRIPS-EVENTS FROM' (Date), 'START SEARCH' (Keyword), and 'NEAR' (Location). A 'FIND TRIPS-EVENTS' button is positioned to the right of the 'NEAR' field. Below the search form, there is a section for 'FIND MORE OR NARROW RESULTS' with filter options for 'Activity', 'Region', and 'Organiser', and a 'RESET FILTERS' button.

### Upcoming Trips-Events



**28-30**  
Apr 2017

Wellington  
Tramping and  
Mountaineering  
Club  
Howletts Hut



**13-14**  
May 2017

Otago Tramping  
and  
Mountaineering  
Club



**19-21**

Wellington  
Tramping and  
Mountaineering  
Club

To start go to <https://wilderlife.nz/>

Click on 'Gig Guide' – highlighted in the screen shot above. From this screen you can read about the other exciting upcoming trips and outdoor events around the country, use the search options to search upcoming trips or you can enter your trip by scrolling down to the bottom of the Gig Guide page and clicking on '**+ Add Your Own Trip-Event**'.

If you haven't logged on to Wilderlife before, you will need to start by Registering. Click on 'Register' then choose a Username and Email. A confirmation email will be sent to you, allowing you to complete the registration process and choose a password. If you have already registered, you can log straight in.

Once you have logged in, you should see the screen opposite.

To enter your trip details fill in the fields on the webpage.

**Trip Event Name** – This is the first thing people will read about your trip

**Description** – write a brief description about your trip or event, where you are going and what route you intend taking.

**Organiser** – scroll down to find your club or ‘create an organisation’ if your club isn’t on the list

**Region Details** – scroll down to find your region

Add the **Time and Date** of the activity. If this is a series of events, click ‘**Schedule Multiple Events**’. Add more details about future occurrences.

Click on applicable **Activity** check boxes.

**Featured Image** – click on ‘Choose File’ to browse for photo file and upload. Images need to be JPEG or PNG formats and no larger than 2MB.

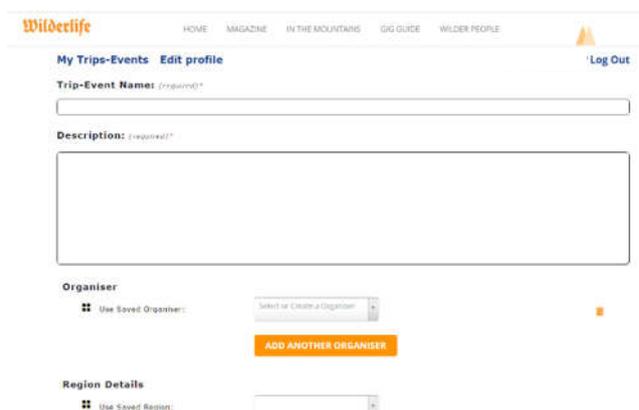
**Additional Fields** – Here you can add your club night and a Contact Phone Number

Lastly, to save your trip and share it with everyone, click ‘**Submit Trip-Event**’. You can now view or edit your trip, or submit another trip or event. Once your club has trips entered, readers can choose to see your club’s (organisers) page which displays all your upcoming trips on Wilderlife. If you supply a brief club profile (a paragraph or two promoting the club), we can add this to your page.

If you want to edit your trip or event at a later date, log back in and click on ‘+ **Add Your Own Trip-Event**’ and click on ‘**My Trips-Events**’. The next screen will show your trips. From this screen you can also ‘Edit Your Profile’, including your Region, Organiser, website, phone number and club night

You are able to request particular trips displayed as “featured trips” (such as those in the screen shot on the previous page) in the Gig Guide by emailing [eo@fmc.org.nz](mailto:eo@fmc.org.nz). Featured trips need an image selected.

This is your chance to showcase your club within the newest meeting space for New Zealand’s Outdoor Community.

The screenshot shows the 'My Trips-Events' form on the Wilderlife website. At the top, there is a navigation bar with 'Wilderlife' logo and links for HOME, MAGAZINE, IN THE MOUNTAINS, GIG GUIDE, and WILDER PEOPLE. Below the navigation, the page title is 'My Trips-Events' with an 'Edit profile' link and a 'Log Out' button. The form fields include: 'Trip-Event Name' (required), 'Description' (required), 'Organiser' (with a dropdown menu and an 'ADD ANOTHER ORGANISER' button), and 'Region Details' (with a dropdown menu). There are also checkboxes for 'Use Saved Organiser' and 'Use Saved Region'.