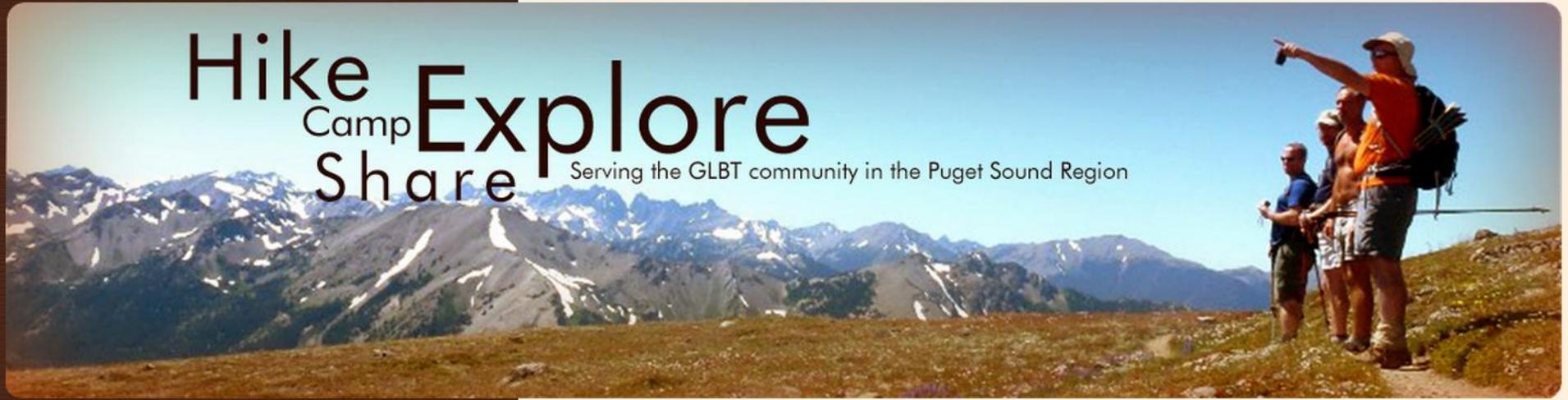


[Home ▾](#)[About Trips ▾](#)[About OV ▾](#)[Photos](#)[Calendar ▾](#)[Join Us](#)

OutVentures Help File

This file is intended to give some basic help to some of the most common tasks.

Please feel free to use the Contact Us page to request more help!



Welcome to the Members Area!
Return to Website Help Email
Contact OutVentures

My Membership Information... (Test Member)
Member, Test
123 Any Street
Seattle, WA 98123
Home Phone:
Alt Phone:
jeffreyscellphone@gmail.com
Member Information
Change Contact/Profile Info
Additional Individuals attached to this Membership
Upload/Change Photo
Change Username/Password
Billing Information
Membership Status/Billing Info
Other Info
My Invitations

Members Area Features...
Information Resources
Member Lists
Classified Ads
Photo Album
Calendar of Events
Event Registration
Event Invites
Submit New Event
Submit Photo
Elections
Trip Reports

The "Members Area" button will return you to this screen.

Welcome message. Let's you know you are logged in.

My Membership area lets you change personal information and view invitations to events sent by other members.

The Members Area Features allows you to access everything you need from one place. Submit photo's, wrtie trip reports, submit new events... Everything is right here!

QUICK ACCESS

Quick access to add events and invitations to RSVP.

The screenshot shows the OutVentures website interface. At the top left, the logo "OutVentures" is displayed. In the top right corner, there are buttons for "Log Out" and "Members Area". A navigation menu includes "Home", "About Trips", "About OV", "Photos", "Calendar", and "Join Us". The "Calendar" menu is open, showing options for "Calendar", "Add Event", and "My Invites". Three red arrows point from a text box on the right to these three menu items. Below the navigation is a large banner image of hikers on a mountain trail with the text "Hike Explore Camp Share" and "Serving the GLBT community in the Puget Sound Region". Below the banner, a white box contains the text "Welcome to the Members Area!". At the bottom of this box are two links: "Return to Website" and "Contact OutVentures".

Log Out Members Area

Home About Trips About OV Photos Calendar Join Us

Calendar Add Event My Invites

Hike Explore Camp Share
Serving the GLBT community in the Puget Sound Region

Welcome to the Members Area!

[Return to Website](#)

[Contact OutVentures](#)

After you log-in, to quickly add an Event or access Invites, simply click on the Calendar drop down menu.

EVENTS

To submit a new event. This process is self explanatory so we didn't do a screen-by-screen process. But here are a few:

****Note - This module should only be used for events that DO NOT require cash handling for reservations or paying for services where OutVentures manages your money for you. Those would be considered an "advanced" event. Please contact a member of the Board via our Contact Us page or email for more information on these types of events.**

My Membership Information... (Jeff King)

King, Jeff
1851 S Weller St
Seattle, WA
Home Phone: 206-913-9876
Alt Phone: 206-324-6230
jeffinthenorthwest@msn.com

Member Information
Change Contact/Profile Info
Additional Individuals attached to this Membership
Upload/Change Photo
Change Username/Password

Billing Information
Membership Status/Billing Info

Other Info
My Invitations

Members Area Features...

Information Resources

- Member Lists**
view membership reports, rosters, and more
- Photo Album**
view our photo album
- Submit Photo**
edit photo albums
- Classified Ads**
view items/services for sale

Events

- Event Registration**
register and pay fees for upcoming events (0 avail.)
- Calendar of Events**
view upcoming events
- Submit New Event**
submit a new calendar event
- Event Invites**
use to view status and re-send invites after you edit or change an event

Interaction

- Elections**
vote in current elections
- Trip Reports**
submit a trip report

Click here to submit a new event

You can also select "Add Event" in the Calendar drop down menu

Follow the easy step-by-step instructions

EVENTS

After you fill out the main event details, you will need to send invitations so members get an email about your event.



Calendar Submission - OutVentures

Thank you!

Your event information has been sent to the calendar editor.

**You're almost done! You must send invitations for your event...
please use the button below to send an invitation**

[Click here to send an invitation](#)

[Click here to submit a **new** event](#)

[Click here to submit a **similar** event](#) (copies info previously entered)

****Invites are what sends an email to all members.**

This process used to be automatic, but now has to be manually done.

Don't worry, it's easy!

EVENTS

Here most items fill themselves in, you just need to choose if you want to get an email as Members RSVP.

Invitation Details

Event (message subject):
Test Trip

Host (Person sending the Invitation):
Jeff King
recommend using first and last name only (ex: John Smith) in order to lessen the likelihood of being identified as spam

Host Email:
jeffinthenorthwest@msn.com

Send Notifications to Host Email?:
If checked, as invitees respond, notifications will be sent to the host email:

Open Event:
If checked, uninvited people can 'invite themselves' via the event info page:

Message to Invitees:
NOTE: do NOT copy and paste text from other applications, this can cause problems with spam filters/recipient clients.

Event Description:
asdfasdfasdf

<< Back Continue >>

These items will pre-populate

Choose if you wish to get emails as members RSVP.
We recommend YES!

Ignore this if present

This edit box should pre-populate for you.
It is presented here as a reminder. You may change text here if you like, but it will NOT change the event information previously entered. It will only go out on the Invite email.

EVENTS

You have to add all members to the list, then hit continue!

Recipients: Members

To send an invitation to all full members of the organization, use the button below to add them to the recipients list.

Then, click on the continue button at the bottom-right to review the message and send.

Members Selected to Invite: (0)

[Add Full Members to List >>](#)

[<< Back](#)

[Continue >>](#)

(Be sure to add recipients, by clicking on the Add Full Members to List Button; before clicking continue)

To add members to the invite list, you must click the "Add Full Members to List" button.

Then, a list of names will appear in the box.

One names show in the box, click the "Contiune" button.

****This process used to be automatic.**

EVENT Emails

Once you hit "Continue" everyone will be sent an email, with a link to RSVP right in the email.

OutVentures



Hike



Camp



Explore



Share

Serving the GLBT community
in the Puget Sound Region



(To respond to the invitation or learn more, click on the link at the bottom)

Jeff King would like to invite you to...

Test Trip

02/10/14

12p-1p

Location: Volunteer Park

[Click here to respond to this invitation](#)

(Please do not share this link, it is encoded just for your use)

Event Description:

test test test test

[Click here to respond to this invitation.](#)

(Do not share this link)

If you no longer wish to receive these messages, please [click here to unsubscribe](#)

Survey sent by Jeff King < jeffinthenorthwest@msn.com >

OutVentures

powered by



PICTURES

To submit a new photograph of an event:

My Membership Information... (Jeff King)

King, Jeff
1851 S Weller St
Seattle, WA
Home Phone: 206-913-9876
Alt Phone: 206-324-6230
jeffinthenorthwest@msn.com

Member Information

[Change Contact/Profile Info](#)
[Additional Individuals attached to this Membership](#)
[Upload/Change Photo](#)

[Change Username/Password](#)

Billing Information

[Membership Status/Billing Info](#)

Other Info

[My Invitations](#)

Members Area Features...

Information Resources



Member Lists
view membership reports,
rosters, and more



Photo Album
view our photo album



Submit Photo
edit photo albums



Classified Ads
view items/services for sale

Events



Event Registration
register and pay fees for
upcoming events (0 avail.)



Calendar of Events
view upcoming events



Submit New Event
submit a new calendar event



Event Invites
use to view status and re-send invites after you edit or change an event

Interaction



Elections
vote in current elections



Trip Reports
submit a trip report

Click on
Submit Photo
to add new
Photo's or
photo albums

PICTURES

Add a New Volume (Album)

The screenshot shows the 'Photo Album Editor - Volume List' page. At the top, there is a navigation bar with 'Home', 'About Trips', 'About OV', 'Photos', 'Calendar', and 'Join Us'. A 'Members Area' button is in the top right. Below the navigation is a large banner image of hikers on a mountain trail with the text 'Hike Explore Camp Share Serving the GLBT community in the Puget Sound Region'. The main content area is titled 'Photo Album Editor - Volume List' and contains instructions on how to organize photos by volume. A table lists the current volume: 'Snowshoe to Snow Lake/Source Lake' with 5 photos and options to change, delete, or edit photos. A 'Help' link is visible on the right side of the instructions. At the bottom, there is a button to 'Add New Volume'.

Photo Album Editor - Volume List

▼ Main Menu

Help

Organize your photos by volume (we recommend 1 event per volume).
Drag and drop your photo volumes to re-order them if necessary.
Once you've created a volume, click on 'edit photos' to add photos to that volume.

[Add Volume at Top](#) | [Add Volume at Bottom](#)

NOTE: Your photos will be automatically published when they are uploaded

Number Records: 1

title/caption	photos	functions
Snowshoe to Snow Lake/Source Lake	5 Photos	change delete edit photos

[Add New Volume](#)

Always add your photo albums at the top, this way the most recent stay on top.

PICTURES

Name your new Album (volume) and add a description:

Home ▾ About Trips ▾ About OV ▾ Photos Calendar ▾ Join Us

Hike Explore

Camp Share

Serving the GLBT community in the Puget Sound Region

Add/Change Photo

[Back to List](#)

Volume Name:

Description:

Name your new album and add a description

PICTURES

After you name your album, you must add photo's to it:

The screenshot shows the 'Photo Album Editor - Volume List' page. At the top, there is a navigation menu with links for Home, About Trips, About OV, Photos, Calendar, and Join Us. Below the menu is a large banner image of hikers on a mountain trail with the text 'Hike Explore Camp Share' and 'Serving the GLBT community in the Puget Sound Region'. The main content area includes instructions on organizing photos by volume, a 'Main Menu' dropdown, and a table of existing photo volumes. An orange arrow points from a text box on the right to the 'edit photos' link in the table.

Home ▾ About Trips ▾ About OV ▾ Photos Calendar ▾ Join Us

Hike Explore

Camp Share

Serving the GLBT community in the Puget Sound Region

Photo Album Editor - Volume List

▼ Main Menu Help

Organize your photos by volume (we recommend 1 event per volume).
Drag and drop your photo volumes to re-order them if necessary.
Once you've created a volume, click on 'edit photos' to add photos to that volume.

[Add Volume at Top](#) | [Add Volume at Bottom](#)

NOTE: Your photos will be automatically published when they are uploaded

Number Records: 2

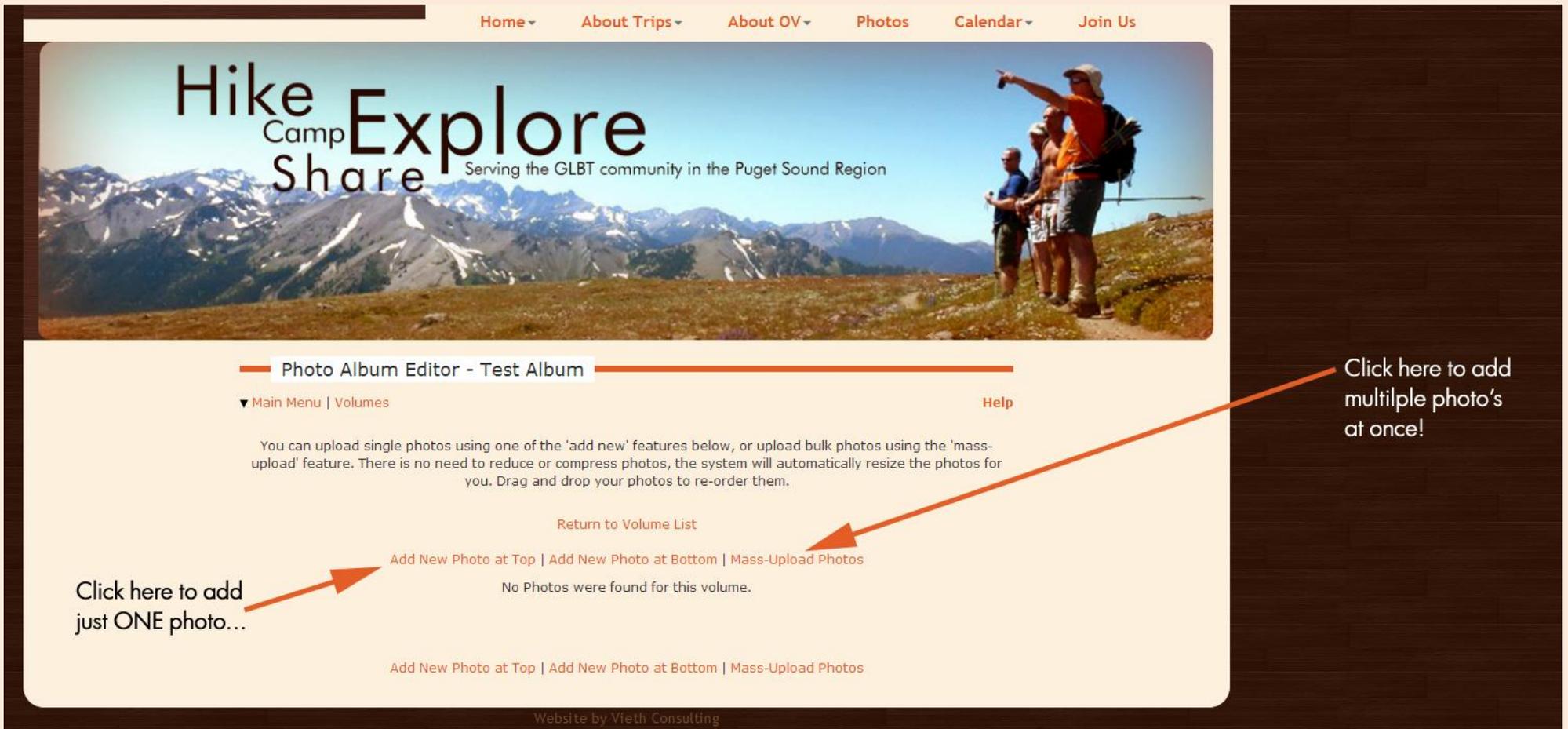
title/caption	photos	functions
Test Album A trip on the Test Trail	(no photos) edit photos	change delete
Snowshoe to Snow Lake/Source Lake	5 Photos edit photos	change delete

[Add New Volume](#)

Once you create your album, you then must add pictures to it.

PICTURES

After you click “edit photos” you can choose to upload a single picture or multiple photo’s:



The screenshot shows a web interface for a photo album editor. At the top, there is a navigation menu with links: Home, About Trips, About OV, Photos, Calendar, and Join Us. Below the menu is a large banner image of hikers on a mountain trail. The banner contains the text: "Hike Camp Share Explore" and "Serving the GLBT community in the Puget Sound Region".

Below the banner is a section titled "Photo Album Editor - Test Album". It includes a "Main Menu | Volumes" link and a "Help" link. A paragraph of text explains the upload process: "You can upload single photos using one of the 'add new' features below, or upload bulk photos using the 'mass-upload' feature. There is no need to reduce or compress photos, the system will automatically resize the photos for you. Drag and drop your photos to re-order them."

Below the text are three links: "Return to Volume List", "Add New Photo at Top | Add New Photo at Bottom | Mass-Upload Photos", and "No Photos were found for this volume." At the bottom of the editor are two more sets of links: "Add New Photo at Top | Add New Photo at Bottom | Mass-Upload Photos" and "Website by Vieth Consulting".

Two orange arrows point to specific links with text annotations:

- An arrow points to the "Add New Photo at Top" link with the text: "Click here to add just ONE photo..."
- An arrow points to the "Mass-Upload Photos" link with the text: "Click here to add multiple photo's at once!"

PICTURES

Navigate to your pictures, select them and click “open”, the upload will start automatically:

The image shows a screenshot of a website's photo upload interface overlaid with a Windows file explorer window. The website, titled "Hike Camp Explore Share", has a navigation menu with "Home", "About Trips", "About OV", "Photos", "Calendar", and "Join Us". The upload interface includes a "Back to List" link, "Mass Uploader Instructions Here", and a "Max Filesize Per File: 250MB" limit. A "Add files..." button is highlighted with an orange arrow and the text "Click here to add multiple photo's". The file explorer window, titled "Open", shows the "OUTVENTURES" folder containing several photo files (3446, 3447, 3448, 3449, 3450) and other documents. An orange arrow points from the "Add files..." button to the selected photo files in the file explorer. The file name field in the explorer shows "3450" "3446" "3447" "3448" "3449".

Website by Vioth Consulting

Click here to add multiple photo's

Navigate to your pictures and select as many as you like.

*Note - you do NOT need to compress your photo's, as the website will reduce them for you; however, large files will take MUCH longer to upload.

PICTURES

Once they all upload, return to the volume (album) list:

Upload Photos - Test Album

[Back to List](#)

Mass Uploader Instructions Here

Max Filesize Per File: **250MB**

+ Add files... Cancel upload

	3446.jpg	382.83 KB
	3447.jpg	396.02 KB
	3448.jpg	412.19 KB
	3449.jpg	122.40 KB
	3450.jpg	257.60 KB

[Click here to return to volume list](#)

Once all your photo's are uploaded, click here to return to the list.

**Note: You do NOT need to reduce your photo's before uploading them. However, larger files will take much longer to upload. Consider reducing them to save yourself some time, but the website will automatically adjust them for you.

PICTURES

After the upload, you can re-order, edit or delete photo's. Or just click on the Photos link to view your album:

OutVentures Members Area

Home - About Trips - About OV - **Photos** - Calendar - Join Us

Hike Explore Share

Serving the GLBT community in the Puget Sound Region

Photo Album Editor - Test Album

▼ Main Menu | Volumes Help

You can upload single photos using one of the 'add new' features below, or upload bulk photos using the 'mass-upload' feature. There is no need to reduce or compress photos, the system will automatically resize the photos for you. Drag and drop your photos to re-order them.

[Return to Volume List](#)

[Add New Photo at Top](#) | [Add New Photo at Bottom](#) | [Mass-Upload Photos](#)

Number of Records: 5

Title / Caption	Actions
 3446.jpg	change delete
 3447.jpg	change delete
 3448.jpg	change delete
 3449.jpg	change delete
 3450.jpg	change delete

Once at this screen you can choose to click on the photo link to view the album or...

...you can return to the main list to add other photo's or...

...you can change or delete photo's you just uploaded.

OR, you can drag them to put them in a new order.

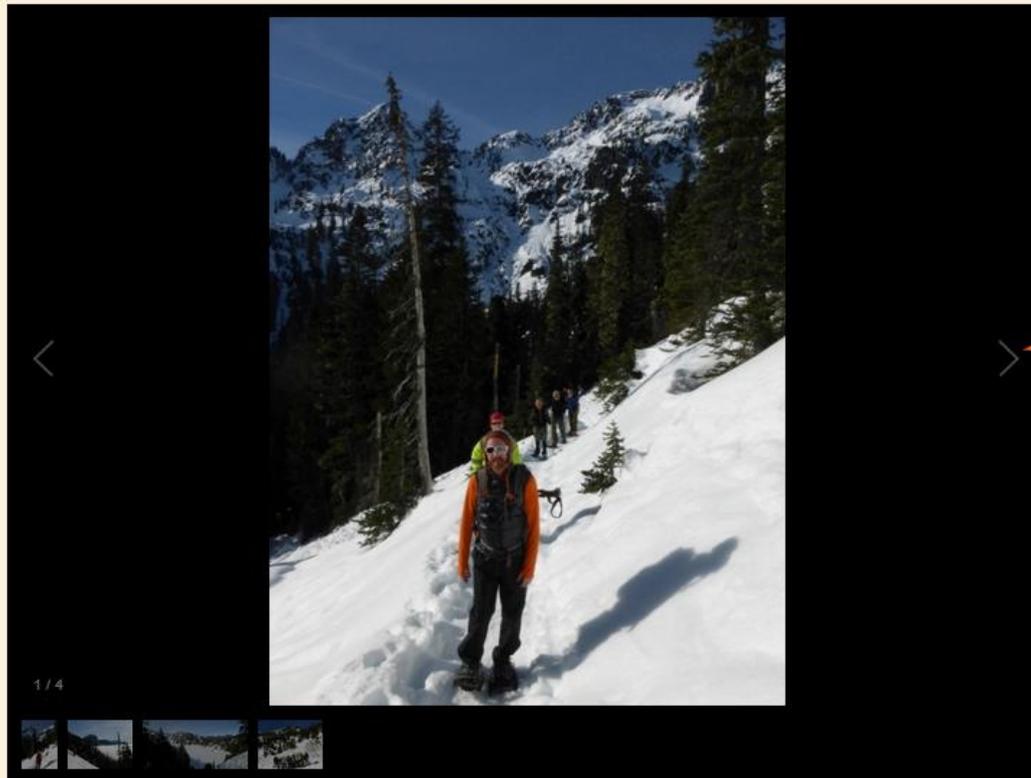
PICTURES

Click on an album or any thumbnail and you'll get the photo viewer:



Photo Galleries

[Return to Thumbnails](#) | [Return to Volumes](#)



Once you click on an individual thumbnail, this full view appears.

Simply click on the arrows to advance through the photos

TRIP REPORTS

Click on Trip Reports to enter a new Trip Report:

My Membership Information... (Jeff King)

King, Jeff
1851 S Weller St
Seattle, WA
Home Phone: 206-913-9876
Alt Phone: 206-324-6230
jeffinthenorthwest@msn.com

Member Information

[Change Contact/Profile Info](#)
[Additional Individuals attached to this Membership](#)
[Upload/Change Photo](#)

[Change Username/Password](#)

Billing Information

[Membership Status/Billing Info](#)

Other Info

[My Invitations](#)

Members Area Features...

Information Resources



Member Lists
view membership reports,
rosters, and more



Photo Album
view our photo album



Submit Photo
edit photo albums



Classified Ads
view items/services for sale

Events



Event Registration
register and pay fees for
upcoming events (0 avail.)



Calendar of Events
view upcoming events



Submit New Event
submit a new calendar event



Event Invites
use to view status and re-send invites after you edit or change an event

Interaction



Elections
vote in current elections



Trip Reports
submit a trip report

Click here to
add a new
Trip Report

TRIP REPORTS

Add a headline, teaser and the main report:



Trip Reports - Edit/Add

Use the form below to submit a report, or click on a link to edit a recent submissions.

[2014-02-06 Snowshoe to Snow Lake/Source Lake](#)

Submission Date: 02/08/14

Expiration Date: 03/10/14

Headline:

Blurb:
(Brief intro text about
submission)

Body:

Optional URL:

Add a short headline
for your report

Add a short "teaser"
for your report (optional)

Add your complete
report about your trip.

*This report will filter
to the Home Page

TRIP INVITATIONS

Click on Trip Invitations to view or RSVP for posted trips:

The screenshot shows the members area of the OutVentures website. At the top, there is a navigation bar with links for Home, About Trips, About OV, Photos, Calendar, and Join Us. The Calendar dropdown menu is open, showing options for Calendar, Add Event, and My Invites. The main content area is titled "Welcome to the Members Area!" and includes links for "Return to Website" and "Contact OutVentures". Below this, there is a section for "Members Area Features..." which is divided into three categories: Information Resources, Events, and Interaction. The Events category contains three items: Event Registration, Calendar of Events, and Submit New Event. The Interaction category contains two items: Elections and Trip Reports. A large orange arrow points from the "My Invites" option in the calendar dropdown to the "Event Invites" link in the Events section. Another orange arrow points from the "Event Invites" link to a text box on the right side of the page that says "Click here to view any current Trip Invites and to RSVP." The background of the website features a scenic image of hikers on a mountain trail.

Home ▾ About Trips ▾ About OV ▾ Photos Calendar ▾ Join Us

Calendar ▾
Calendar
Add Event
My Invites

Welcome to the Members Area!

[Return to Website](#)

[Contact OutVentures](#)

Members Area Features...

Information Resources

- Member Lists**
view membership reports, rosters, and more
- Photo Album**
view our photo album
- Submit Photo**
edit photo albums
- Classified Ads**
view items/services for sale

Events

- Event Registration**
register and pay fees for upcoming events (0 avail.)
- Calendar of Events**
view upcoming events
- Submit New Event**
submit a new calendar event
- Event Invites**
use to view status and re-send invites after you edit or change an event

Interaction

- Elections**
vote in current elections
- Trip Reports**
submit a trip report

Click here to view any current Trip Invites and to RSVP.

Website by Vieth Consulting

TRIP INVITATIONS

Choose the Trip from the list and add your RSVP and comments, click "Respond"...simple!

The screenshot shows the OutVentures website interface. At the top left is the logo 'ntures' (part of 'OutVentures'). To the right is a 'Members Area' button. Below the logo is a navigation menu with links: Home, About Trips, About OV, Photos, Calendar, and Join Us. The main banner features a scenic mountain landscape with the text 'Hike Camp Share Explore' and 'Serving the GLBT community in the Puget Sound Region'. Below the banner is a section titled 'OutVentures - Event Information' for an event named 'Valentine Happy Hour'. The event details include: 'Join us for a drink', 'You buy your drinks, we'll buy the food.', 'Parking, no special equipment...unless you have your own "beer glass".', 'Date: 02/14/14', 'Time: 5pm', and 'Contact: Jeff King <jeffinthenorthwest@msn.com>'. A 'Message:' field contains the event description. Below this is a 'Your Response' section with radio buttons for 'Will you attend?' (Yes, No, Other) and a text box for 'Comments:' containing the text 'I could use a ride to the event!'. A 'Respond' button is at the bottom of the response section.

ntures

Members Area

Home About Trips About OV Photos Calendar Join Us

Hike Camp Share Explore
Serving the GLBT community in the Puget Sound Region

OutVentures - Event Information

Event: Valentine Happy Hour

Join us for a drink

You buy your drinks, we'll buy the food.

Parking, no special equipment...unless you have your own "beer glass".

Date: 02/14/14

Time: 5pm

Contact: Jeff King <jeffinthenorthwest@msn.com>

Message: Event Description:

Join us for a drink You buy your drinks, we'll buy the food. Parking, no special equipment...unless you have your own "beer glass".

Your Response

Will you attend?: Yes
 No
 Other

Comments: I could use a ride to the event!

Respond

A review of the trip information

Your RSVP and any comments you feel are needed.

The Trip poster will receive an email that you have signed up!

Others that "view" the event invite will be able to see your RSVP and comments.

TRIP INVITATIONS

Here is how the RSVP system looks:

OutVentures - Event Information

Event: Valentine Happy Hour

Join us for a drink

You buy your drinks, we'll buy the food.

Parking, no special equipment...unless you have your own "beer glass".

Date: 02/14/14

Time: 5pm

Contact: Jeff King <jeffinthenorthwest@msn.com>

Message: Event Description:

Join us for a drink You buy your drinks, we'll buy the food. Parking, no special equipment...unless you have your own "beer glass".

Current Invitees

Yes	No	No response
Member, Test [Y N ?] <i>I could use a ride to the event!</i>		

Counts	
Yes:	1
No:	0
Other:	0
No Response:	0
Total:	1

A sample of how the RSVP system will look.

FOR MORE ASSISTANCE

Use the Contact Us page for more help or information.

The screenshot shows the OutVentures website interface. At the top left, the logo 'OutVentures' is displayed. In the top right corner, there are buttons for 'Log Out' and 'Members Area'. Below the logo, a navigation menu includes 'Home -', 'About Trips -', 'About OV -', 'Photos', 'Calendar -', and 'Join Us'. A dropdown menu is open under 'Home -', with 'Contact Us' selected and highlighted by an orange arrow. The main banner features a scenic mountain landscape with the text 'Hike Camp Exp Share' and 'Serving the GLBT community in the Puget Sound Region'. Below the banner, there are sections for 'Welcome to the Members Area!' and 'My Membership Information... (Test Member)'. The 'Members Area' section includes links for 'Return to Website', 'Contact OutVentures', and 'Help Email'. The 'My Membership Information' section lists member details and provides links for 'Member Information' (Change Contact/Profile Info, Additional Individuals attached to this Membership, Upload/Change Photo) and 'Billing Information'.

Use the "Contact Us" page if you need help or have any questions.