

# Guidance for trip leaders: Using online sign-up to organise club trips

Page 1: The basics: What you need to do as a trip leader

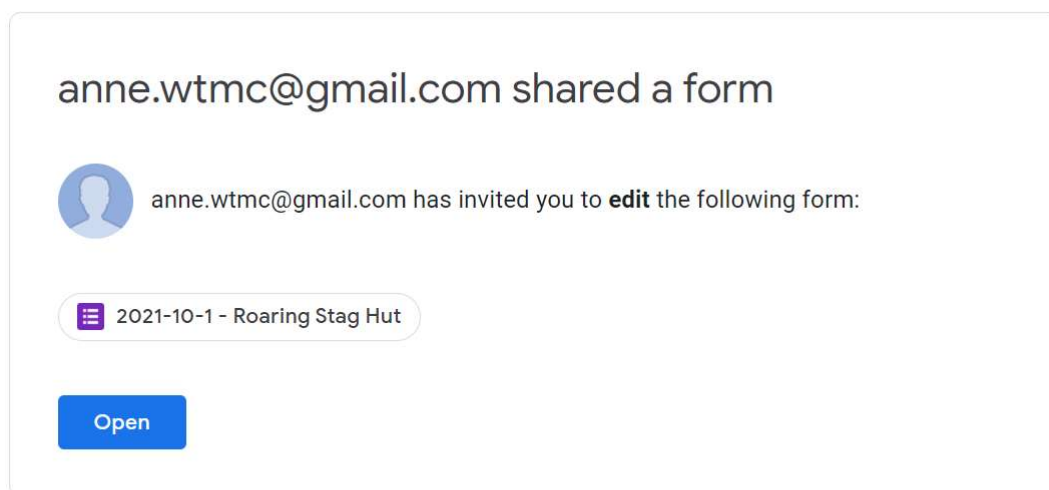
Page 2: Make changes to your online form

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If you have more questions about online sign up, please contact [chiefguide@wtmc.org.nz](mailto:chiefguide@wtmc.org.nz)

## The basics: Online sign up for trip leaders

- You will receive a link when the new trip schedule is published. The subject of the email will be: *"Form shared with you: Date - Name of your trip"*.
- This email includes an administrator link to the online form for your trip, which allows you to edit the form and access responses from people who signed up.  
(Note: the trip schedule contains a different link, which allows punters to sign up to your trip)
- A few important things to note:
  - By default, you will not receive notifications about people signing up. If you want to activate notifications, see (7) below
  - As a trip leader, you are responsible for knowing when sign up closes and getting in touch with punters. The closing date is indicated on the [trip schedule](#) and in the online form for your trip.  
Sign up usually closes 3 weeks before the trip for a North Island trip, and 4 weeks before a trip on the South Island.



## Making changes to the form for your trip

Once you open the administrator link, you can:

- (1) Edit the description or the questions**  
Simply make changes and the form saves automatically
- (2) Add new questions**  
Click the (+) sign
- (3) Access responses**  
Click the 'Responses' tab at the top of the screen

The screenshot shows the administrator interface for a trip form titled "EM Tramp: Roaring Stag Hut". At the top, there are three tabs: "Questions", "Responses" (with a notification badge showing "9"), and "Settings". The "Responses" tab is highlighted with a red box and labeled with a red "(3)". On the right side, there is a vertical toolbar with several icons: a plus sign (+) in a circle (highlighted with a red box and labeled with a red "(2)"), a document icon, a "Tr" icon, a camera icon, a play icon, and a list icon. The main content area contains the following text:

Leader: (Leader's name)  
Start Date: 1-Oct  
Nights: 1  
Cost: Members \$47 / Non-Members \$57

Roadend: [Putara Rd](#)

Description: Leave Saturday morning. Sat walk in via Roaring Stag track, optional trip to hidden lake. Sun back out to road end (1)

Sign-up closes: 15 Sept

DISCLAIMER:  
The information that we are asking you to provide is needed by the trip leader primarily for safety purposes, but also for catering for the communal dinner on the trip.

All the information collected will be stored confidentially.

If you do get a place on the trip, the trip leader will get in touch with information about how to pay the trip fee, and may also contact you if they require further information for a particular trip

Email \*

Valid email

This form is collecting emails. [Change settings](#)

## Accessing and saving responses from people who signed up

First, open the 'Responses' tab (see (3) above). Once opened, you can:

**(4a) and (4b): access all responses or individual responses**

Simply select the appropriate tab

**(5) Close sign-up**

This will prevent new people to sign up for your trip

**(6) Save all responses in an Excel spreadsheet**

Click on the green cross and follow the prompts

## Activating email notifications

First, open the 'Responses' tab (see (3) above). Once opened, you can:

**(7) Activate notifications to receive an email every time someone signs up**

Click on the three dots, and select 'Get email notifications for new responses'

