

# Quick Start - Organization Setup on TrailHUB

## Step 1: Planning

### A. Organization Administrator

- For this login account, use a generic email address and make sure you have access to it. Ex. info@yourhikingclub.org

### B. Organization Trustees/Super Trustees

- Trustees are anyone you trust to help manage and maintain trail conditions. You should be a trustee, along with others from your organization.

### C. Prepare the Trails Import Spreadsheet.

- Download this sample to PC. [http://bit.ly/trails\\_import](http://bit.ly/trails_import)
- Open sample, add your trails and save to your PC.

### D. Trustees sign-up as TrailHUB Member.

- Trustees are existing TrailHUB members that will be invited by the Organization Administrator login account.

The Organization Admin account is the core of your TrailHUB setup.

The Org Admin account has rights to import/add/removes trails, manages trustee assignments, add/change website links and has access to all other features like the conditions widget code, etc...

	A	B	C	D
1	Trail Name	Trail Status	Trail Notes	Trail Length
2	Aerial Tram	Open	Lift	0
3	Bonaventure Quad	Closed	Lift	0
4	Flyer Express Quad	Caution	Lift	0
5	Jet Triple Chair	Closed	Lift	0
6	Metro Quad	Open	Lift	0
7	Stateside Moving Carpet	Open	Lift	0
8	Aligator Alley	Open		3.1
9	André's Paradise	Open		3.4
10	Angel's Wiggle	Open		5
11	Beaver Pond Glade	Open		3
12	Bonaventure Glade	Open		2

Sample Import Spreadsheet (above) Just add your Trails.

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## Step 2: Register as Organization

### A. Fill out all required fields.

- Don't forget use a generic email address and make sure you have access to it. Ex. info@yourhikingclub.org
- All Values and Links can be changed at anytime, don't worry. You can add/update links, even the login email address anytime.

### B. Optionally, you can skip to save time.

- If time is critical, you can skip some of the fields.
- Login with your Org Admin anytime and update missing links for food, accommodations, etc..

### C. Check your email – verify registration.

- Similar to when you register as a member – we need you to verify your Organization. Check your Org Admin email account and click the verification link.

Are you a large Organization spread across a large territory?

We suggest using regions or chapters - register each region/chapter and its trails separately . (This will help with Trustee delegation, trail mgmt AND link flexibility)

TIP! Do you have local services that support you?  
Use the Food & Accommodations links to promote local businesses who support you.

Links can be pointed to any website you want, and can be changed anytime.

TrailHUB helps you build community around your Trails. Talk-it-up encourage people to set favorites for your Org & Trails. TrailHUB keeps fans connected to your Trails!

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## Step 3: Import Trails & Invite Trustees

### A. Import Trails on Org Admin Dashboard

- Click "Import Trails" – Browse to the Excel Spreadsheet.
- That's it. (Now the world can search, see your Trails and set Favorites to receive alerts when your Trustees update Trail conditions)

**NOTE:** The Excel Spreadsheet can be updated and imported again anytime. If you start with a few trails for testing, you can add and import again anytime. The system will not overwrite duplicates.

Organization Details Import Trails Sample CSV | Change Password | Edit

First Name:	John <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">Org Admin</span>	Country:	USA	Trails Total:	9
Last Name:	Carse	DOB:		Open:	4
Email:	carse@trailhub.org	Gender:		Close:	2
Mobile No.:	(802) 555-1212			Caution:	3
Non-Profit?:	<input checked="" type="checkbox"/>			No. of Trustees:	2

ORG DETAILS
MANAGE TRUSTEE
MANAGE TRAILS

ADD TRAILS
ETRAIL WIDGET
IMPORT TRAILS
SAVE



### B. Invite Trustees - Manage conditions.

- If they haven't already, make sure everyone you know registers on TrailHUB.org as a member. Set Favorites too!
- Click the "Manage Trustees" TAB, Org Admin Dashboard.
- In the Search box, type the email address of desire trustee. (You can have multiple trustees – invite all of them + your personal membership account too.)
- Click the correct person & click "Send Invite". That's it. (The System will send an invite and ask them to login and associate to accept the invite. After they click the associate checkbox, they instantly will have a "Manage Trails" option (upper right by Dashboard link) Try it!

ORG DETAILS MANAGE TRUSTEE MANAGE TRAILS

Trustees "T2s" must be invited by Org Admin "OA" (T2s help maintain trail status.)

Search

First Name:  
Last Name:  
Email:

SEND INVITE

**Trustee Assignment** (Trustee's update Trail Status and Notes)  
(Super Trustee's update Trail Status/Notes AND Post Info Alerts)

First ▲	Last ▲	Email ▲	Trustee?				
			Approved	Declined	Pending	Super	Delete
Shanno	King	sking@trailhub.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tom	Stuess	tom@vmba.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

