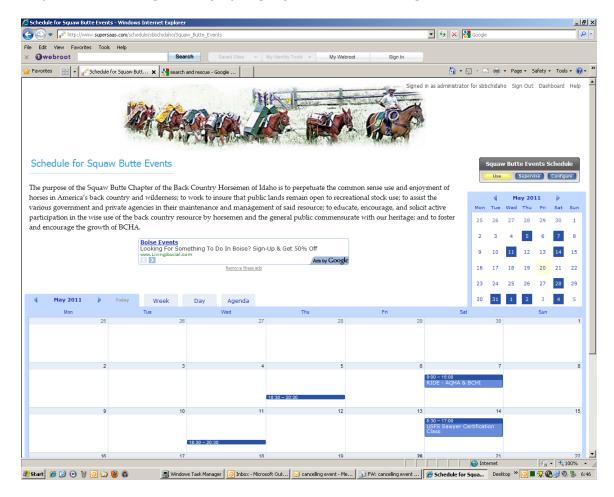
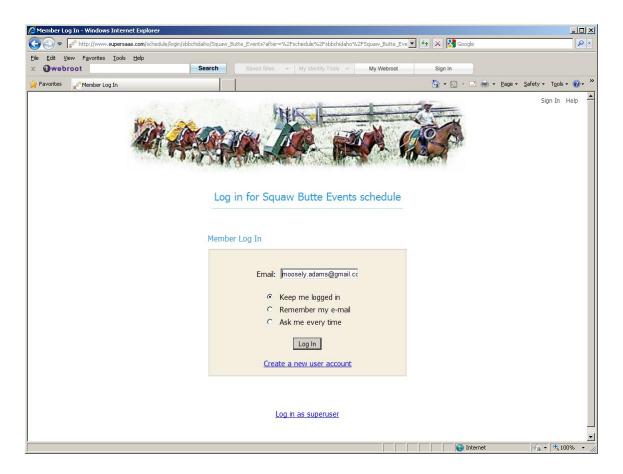
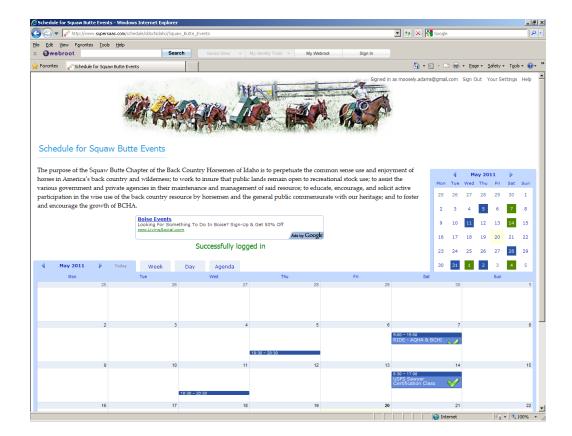
## http://www.supersaas.com/schedule/sbbchidaho/Squaw Butte Events

The main screen is a calendar with all the scheduled events, projects, and rides. To sign up you need to log on to the system. Clicking on any event or "Sign In" (top right) will load the log on screen.

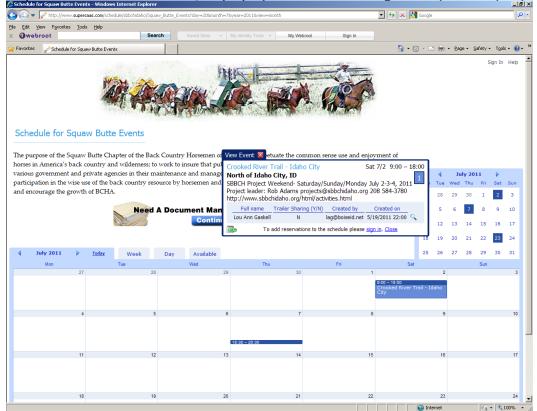




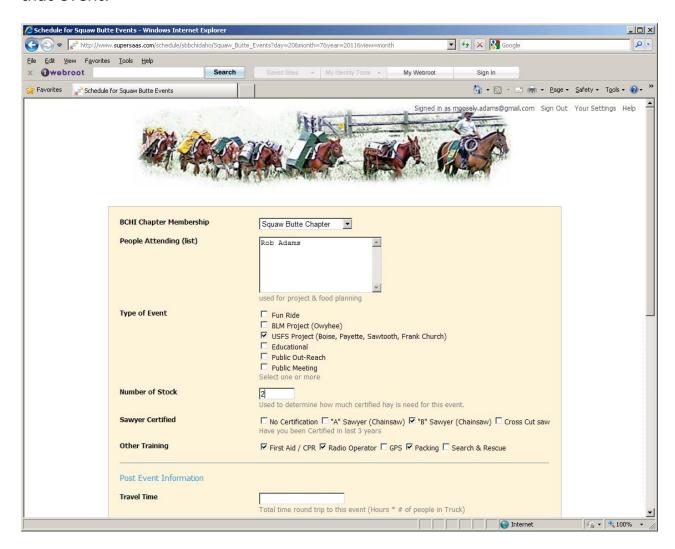
If you have not sign on before, a new account screen will request your email address, name, and phone number. The calendar will then show all events you have signed up for in Green. No password is required for members to see their own reservations.



If you click on an event, a popup of who has signed up is displayed.

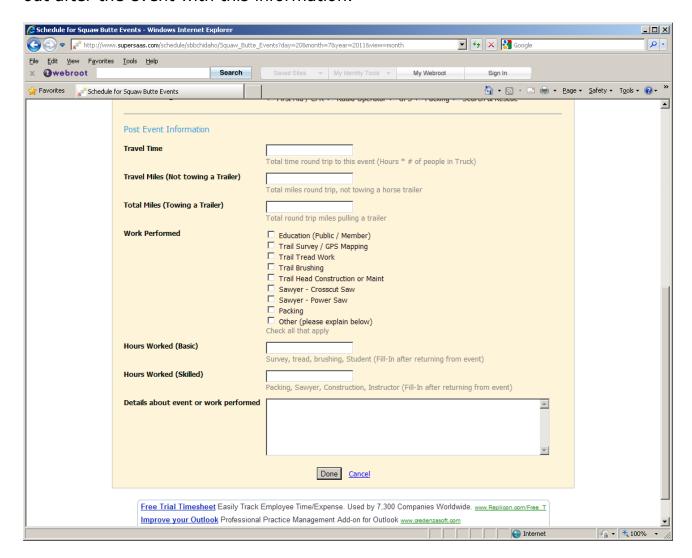


A form with ask for a bit more information and your all signed up for that event.

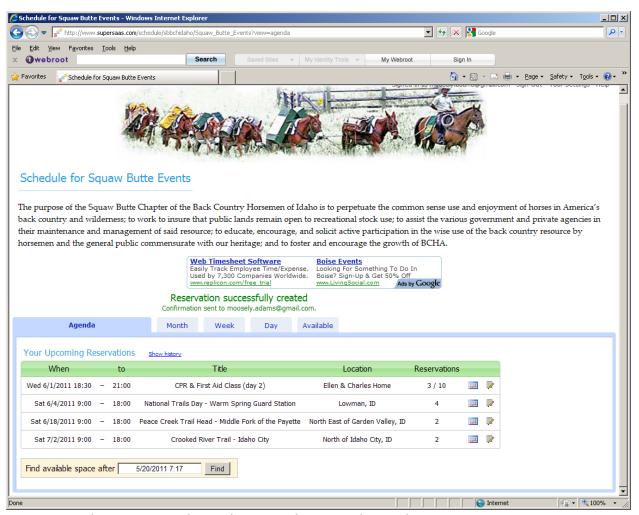


An email will be sent to your account confirming the reservation. Two days before the event a reminder email will be sent. If you need to cancel, please log on to the system and delete your reservation.

We need you to keep track of travel time and miles, as well as what you did while on the project. The second section of the form is filled out after the event with this information.



A list of all events you have signed up for is also available, and is a great place to add "post event" information or to cancel an event if you need to.



## You can edit an event by selecting the note/pencil icon



You can edit a reservation by selecting the note/pencil icon



You can see who has signed up for each event and their email address.

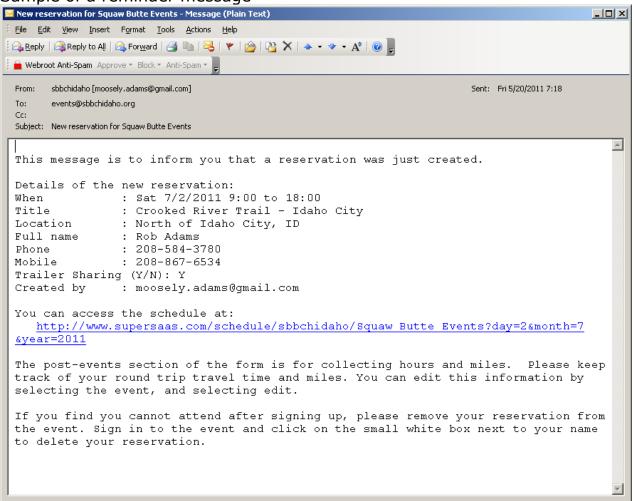
Then click on the form icon to edit the attached form.

Edit Reservation 🛭	utlery.com / adm 5/25/2011 7:18 📝
Full name	Rob Adams
Phone	208-584-3780
Mobile	208-867-6534
Trailer Sharing (Y/N)	
Confirm	☐ Send e-mail
Created on	6/1/2011 14:48 by moosely.adams@gmail.com
	Update Reservation Delete Reservation Close

## Fill in post event infromation, like hours and miles traveled.

Post Event Information	
Travel Time	40 Total time round trip to this event (Hours * # of people in Truck)
Travel Miles (Not towing a Trailer)	24 Total miles round trip, not towing a horse trailer
Total Miles (Towing a Trailer)	Total round trip miles pulling a trailer
Work Performed	☑ Education (Public / Member) ☐ Trail Survey / GPS Mapping ☐ Trail Tread Work ☐ Trail Brushing ☐ Trail Head Construction or Maint ☐ Sawyer - Crosscut Saw ☐ Sawyer - Power Saw ☐ Packing ☐ Other (please explain below) Check all that apply
Hours Worked (Basic)	3 Survey, tread, brushing, Student (Fill-In after returning from event)
Hours Worked (Skilled)	Packing, Sawyer, Construction, Instructor (Fill-In after returning from event)
Hours Power Equipment	Hours running Chain Saw or other power equipment
Hours on the trail	How many hours did you spend in the saddle
Number of Stock used	Riding & Pack Stock
Details about event or work performed	Day one of a two day First Aid / CPR class

Sample of a reminder message



If you have any questions about using this system, send your email to events@sbbchidaho.org