CAMPFIRE INTRODUCTION
ACCESSING CAMPFIRE Logging in

Campfire is a suite of tools for engaging with the Sierra Club that can include access to Campfire Community, an intranet portal containing relevant information and documents to Sierrans which replaced Clubhouse; Campfire Events, a tool to create events and registration pages for Sierra Club events that automatically posts those events to Sierra Club hosted websites; and Campfire Learning, an online learning management system that offers courses on various Sierra Club topics.

Angeles Chapter has created these How-To's based on National's docs. Ours are:
1. **Accessing Campfire**
2. **Creating Events**
3. **Registration Function in Campfire Events**
4. **Taking Attendance**

Questions to ask before you get started:
1. **Do you have an account?** If you don't already have a way to log in to Campfire Events, look below in this doc tailored for Angeles Chapter users, especially outings folks. See also Contacts at the end.

2. **Any Sierra Club member can access parts of Campfire by creating a user account, but if you want to access resources specific to Chapter leadership and your Chapter in Campfire Community or post Events for your Chapter and/or Group in Campfire Events, you must officially hold a leadership position with the aforementioned Chapter or Group.** These leadership positions ("roles") include but are not limited to Chair, Outings Chair, Outings Leader, Treasurer, Executive Committee or Chapter staff and this role must be connected to the email address associated with your membership in Sierra Club databases. If unsure, see **Contacts** at the end of this doc.

   a) **For Angeles members:** If you are unsure of your Sierra Club contact information, first contact Chapter Leadership or OMC (outings). See Contacts at end of this doc.

   b) **Angeles Outings Leaders!** To post outings in Campfire, first contact the Outings Chair of the entity you lead for. This also applies to provisional leaders. Outings Chairs may want to post your event themselves, or may give you "permission" by adding you to their leaders list in the system. (Outings Chairs: you add your leaders in the LEADERS Database.)

   c) For non-outings events such as social events, you may want to be sure your entity knows what you want to post.

Login to Campfire here: https://campfire.sierraclub.org/

Table of Contents:

A. If you cannot see any links once logged into Campfire

Getting Started: Accessing Campfire Events

To register, visit Campfire at https://campfire.sierraclub.org. At the bottom of the gray box on the left hand side of the page, select the link to Register for Campfire.

On the next page, enter in text box the email address you use for Sierra Club business. Click the blue "Look me up" button.

If you see a green box that indicates you can complete the process to register for Campfire, it will look like the following. If you do not, skip down to the section below that describes your issue.

The green box will read "Welcome to Campfire. You should receive an email shortly with a link to verify your account and set your password."
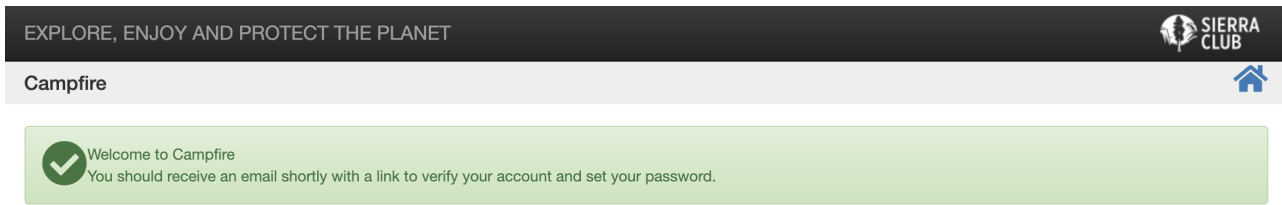
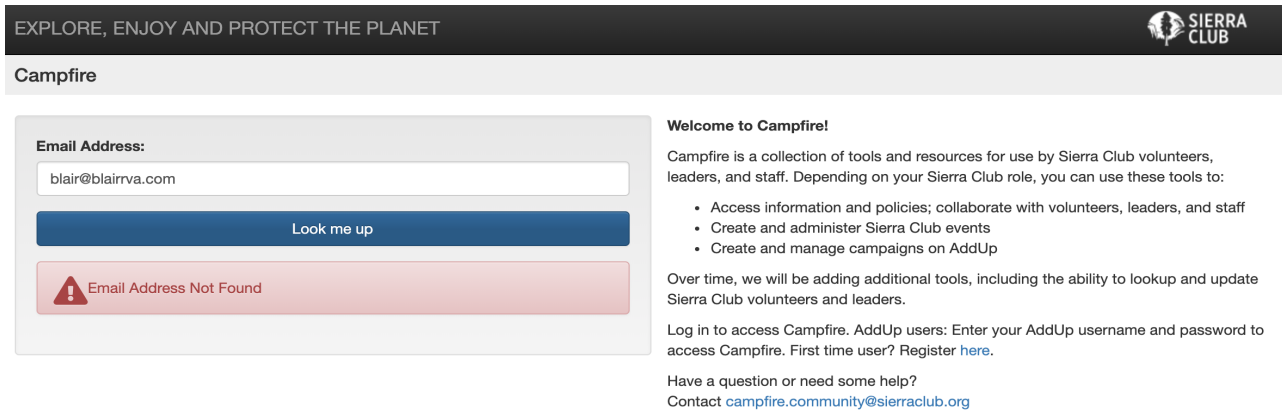Follow the instructions in the email you received to confirm your email and create a password. You will then be able to log into Campfire!

Email address not found

If you receive a red box that says Email Address Not Found, it will look like the following.

This means you do not hold a record or leadership position at that email address in the database sufficient to access Campfire.

- If you believe your record may be under another email address, you can try that email address.
- If you believe that this is in error, contact the leadership and/or records manager of your local Chapter or Group. See Contacts.

Multiple records found

If you are given the option to select from multiple records associated with your name and email in our database, it will look like the following.
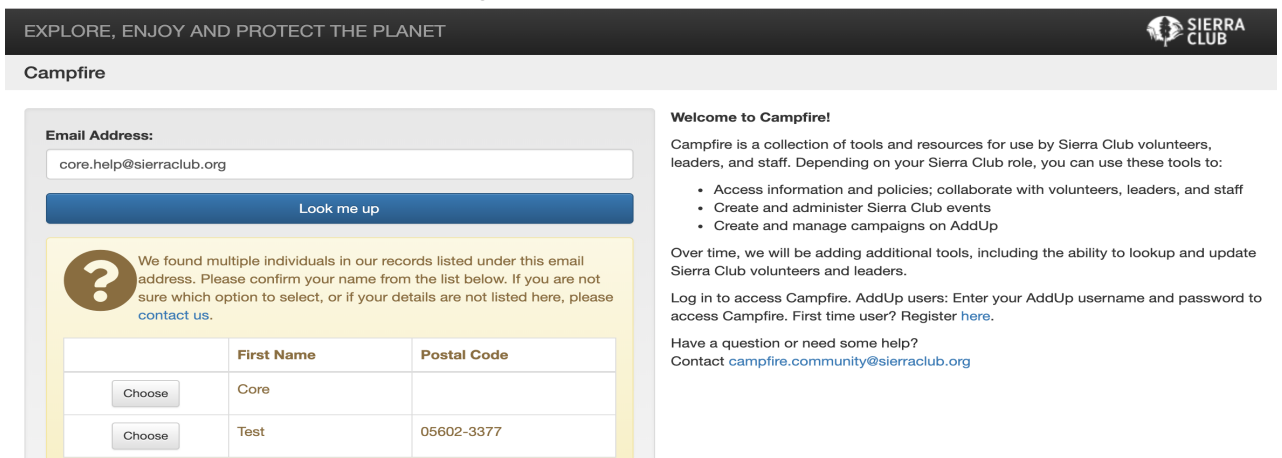
**If this happens, please do not proceed.** This means that you have duplicate records in our database that need to be corrected. Please contact campfire.community@sierraclub.org to gain access to Campfire. Please also cc one of us under Contacts.

Email Address Taken

If you are given a red box indicating there is already a Campfire user at your email address, it will look like the following.

The box will read There already is a User with the Email Address you entered. Log in or request a password reset for that account. If you cannot remember your password, follow the steps for a password reset by selecting the link that is the phrase password reset.
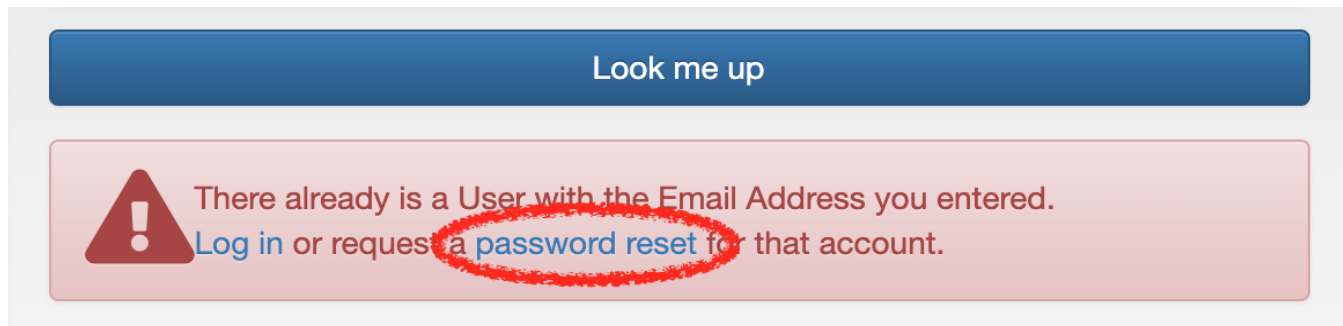
If you do not receive a password-reset email within a few minutes, check your spam filter. If the email is still not present, contact campfire.community@sierraclub.org to regain access to Campfire.

Logging into Campfire after registration

Once you've successfully registered for Campfire, the best way to get back to it in the future is to bookmark the login page at https://campfire.sierraclub.org/

If you misplace or forget your password, you can use the "Forgot Campfire Password?" link on the Campfire login page at https://campfire.sierraclub.org/ to change it and regain access to your account.

Troubleshooting

If things go halfway or almost correctly, one of these situations may happen.

If you cannot see any links once logged into Campfire

Sometimes when viewing a new Campfire account, it will look like the following.
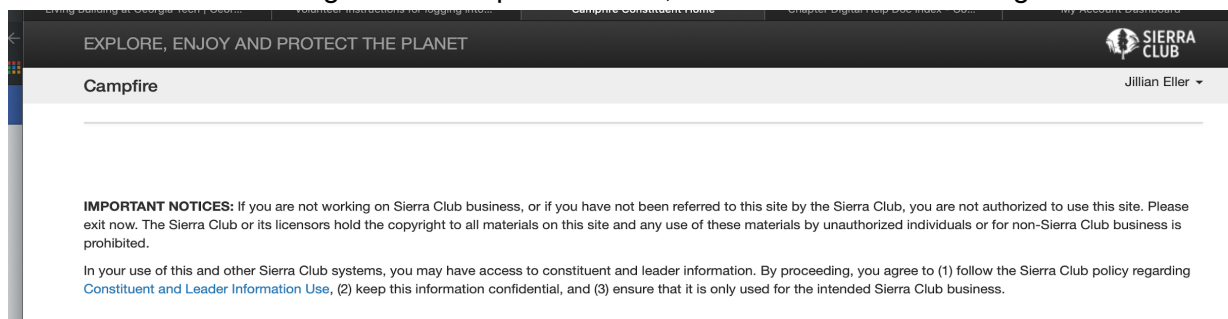
If this occurs, contact the leadership and/or records manager of your local Chapter or Group and ensure your email address used for Campfire is the same as the one that has your leadership record. See Contacts below.

ANGELES CHAPTER CONTACTS:
Sr. Chapter Director Morgan Goodwin,
Communications & membership questions Jonathan Howard
Outings OMC Chair Will McWhinney or OMC@Angeles.SierraClub.org
Campfire Liaison, Jane Simpson
LTC Admin ltcangeleschapter@gmail.com

National help / Digital Strategies core.help@sierraclub.org
Campfire.events@sierraclub.org

> **I*f you use Salesforce/CORE, you already have access to Campfire.** You will use your Salesforce credentials to log into Campfire at https://campfire.sierraclub.org. If you cannot access parts of Campfire when this occurs, contact your Chapter Digital Representative at core.help@sierraclub.org. You may still need to have a Chapter or Group leadership position*.

Outings Chairs:
If you want your leaders to enter their own events for you to approve

1. That leader must first be designated a leader at the Chapter level by LTC / Safety (they do his in LEADERS)
2. You then add them in LEADERS to your outings leaders list by finding and adding them as leaders for your entity.
3. See LEADERS Training.