*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; **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.*

CREATING EVENTS IN CAMPFIRE

Campfire Events is one of the strongest and most versatile tools available to Sierra Club leaders. By creating self-service registration forms, a leader can streamline a participant's experience to better provide them with information about the Event while eliminating data entry needs for themselves!

Questions to ask before you get started:

1) **Do you have access?** If you don't already have a way to log in to Campfire Events, view "Accessing Campfire, Doc #1" or contact us. **See Contacts at end of this doc.**

2) **Can you use Campfire Events?** Even if you have a User Account able to interact with Campfire, you will only be able to use Campfire Events if you have a leadership position, e.g. Chair, Outing Chair, Outings Leader, Treasurer, Executive Committee Member or Chapter staff. These positions must reflect the email address associated with your membership in Sierra Club databases. If you are unsure, or you changed your email, see Contacts at the end of this doc.
   a) **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 (you can ask LTC Admins for help). Outings Chairs may want to post your event themselves, or may give you "permission" by adding you to their leaders list in the system.
   b) **Outings Chairs**: add new leaders in the **LEADERS Database**. See LEADERS Training.
   c) For non-outings (social events), be sure your entity knows about what / when you want to post.

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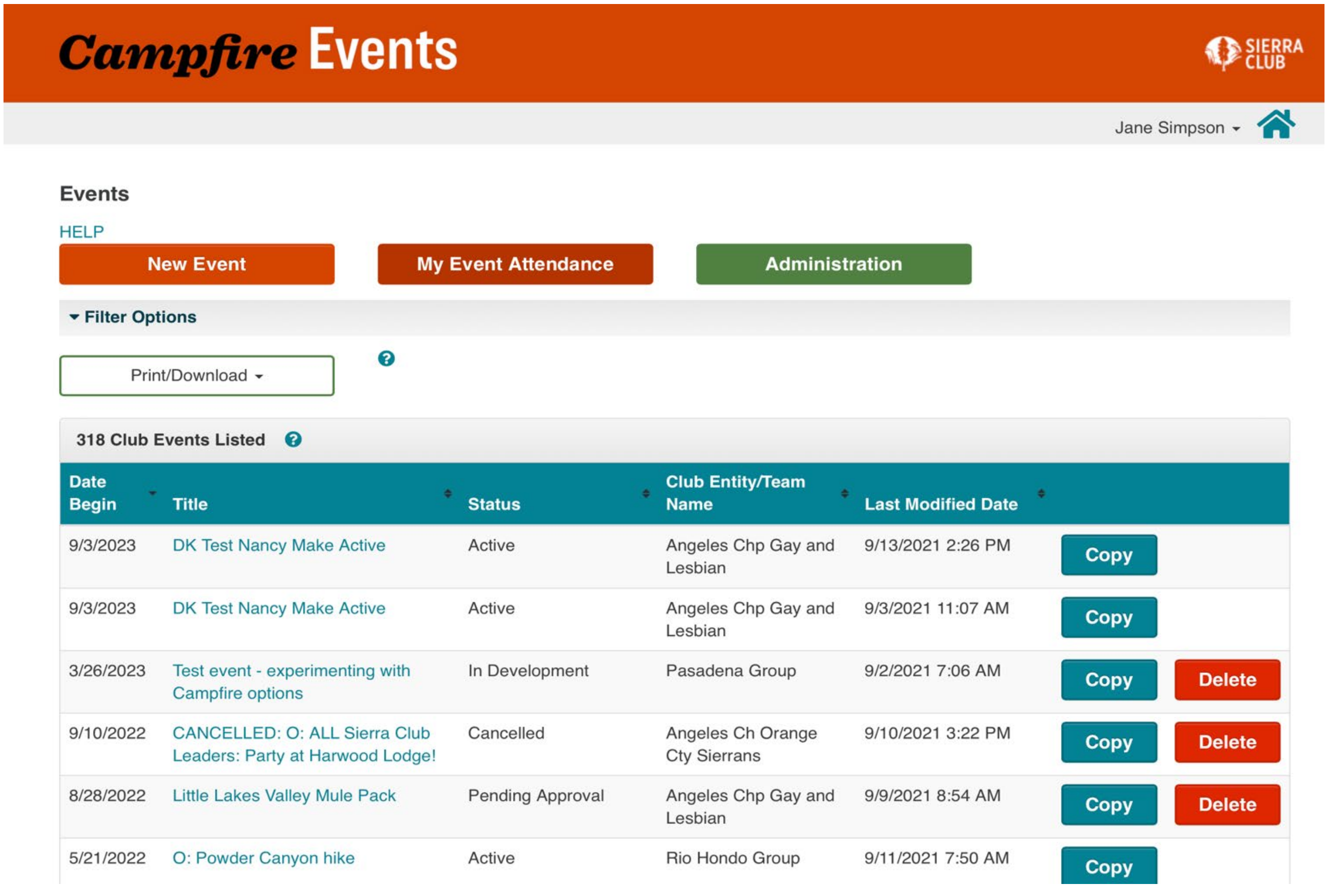
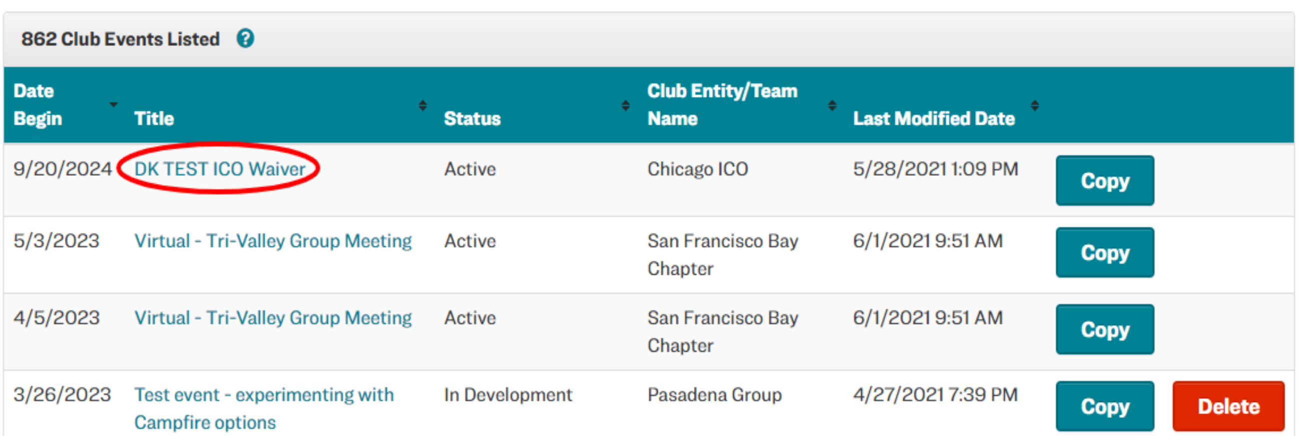
Getting Started

To get started, log into Campfire Events at https://campfire.sierraclub.org and select Events. You will be presented with a list of Events created by all Entities you can create Events for.



Date Begin	Title	Status	Club Entity/Team Name	Last Modified Date		
9/3/2023	DK Test Nancy Make Active	Active	Angeles Chp Gay and Lesbian	9/13/2021 2:26 PM	Copy	
9/3/2023	DK Test Nancy Make Active	Active	Angeles Chp Gay and Lesbian	9/3/2021 11:07 AM	Copy	
3/26/2023	Test event - experimenting with Campfire options	In Development	Pasadena Group	9/2/2021 7:06 AM	Copy	Delete
9/10/2022	CANCELLED: O: ALL Sierra Club Leaders: Party at Harwood Lodge!	Cancelled	Angeles Ch Orange Cty Sierrans	9/10/2021 3:22 PM	Copy	Delete
8/28/2022	Little Lakes Valley Mule Pack	Pending Approval	Angeles Chp Gay and Lesbian	9/9/2021 8:54 AM	Copy	Delete
5/21/2022	O: Powder Canyon hike	Active	Rio Hondo Group	9/11/2021 7:50 AM	Copy	

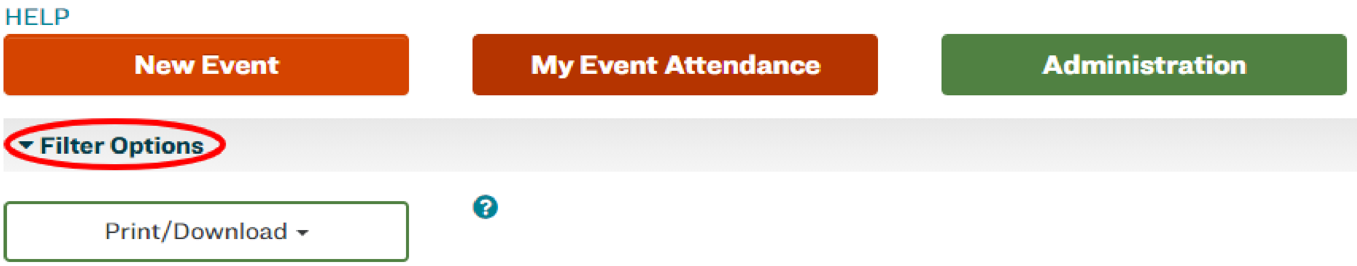
To access an Event that already exists to edit it or view who has registered, click its name.



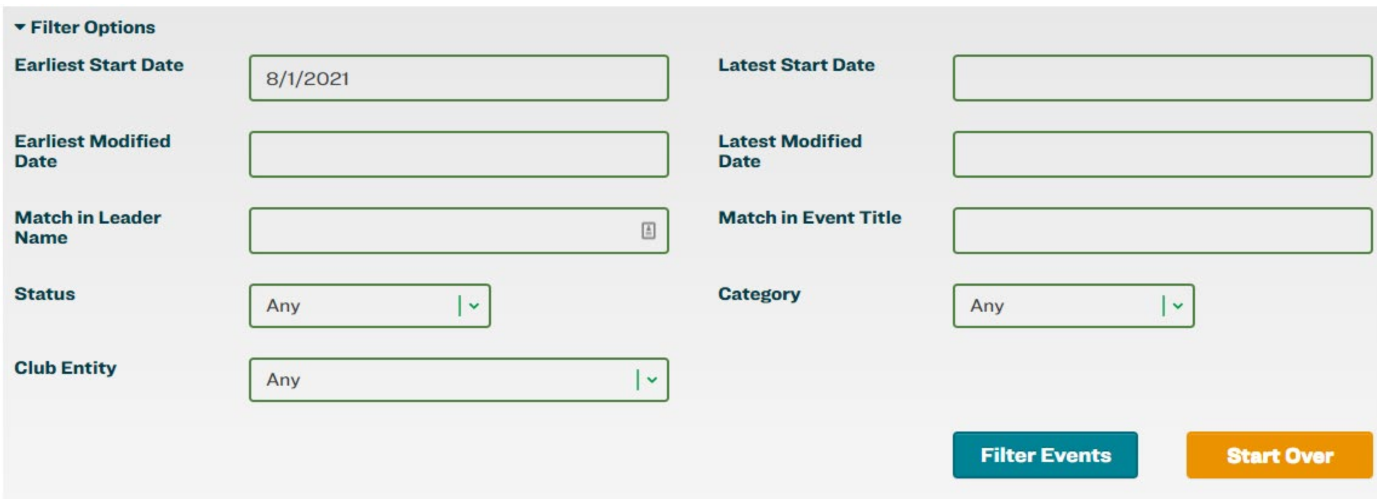
Date Begin	Title	Status	Club Entity/Team Name	Last Modified Date		
9/20/2024	DK TEST ICO Waiver	Active	Chicago ICO	5/28/2021 1:09 PM	Copy	
5/3/2023	Virtual - Tri-Valley Group Meeting	Active	San Francisco Bay Chapter	6/1/2021 9:51 AM	Copy	
4/5/2023	Virtual - Tri-Valley Group Meeting	Active	San Francisco Bay Chapter	6/1/2021 9:51 AM	Copy	
3/26/2023	Test event - experimenting with Campfire options	In Development	Pasadena Group	4/27/2021 7:39 PM	Copy	Delete

Searching/Filtering in Campfire Events

To find specific Events, select Filter Options.



Here, you can make various changes to what is displayed only on the backend of the Campfire Events creation tool.



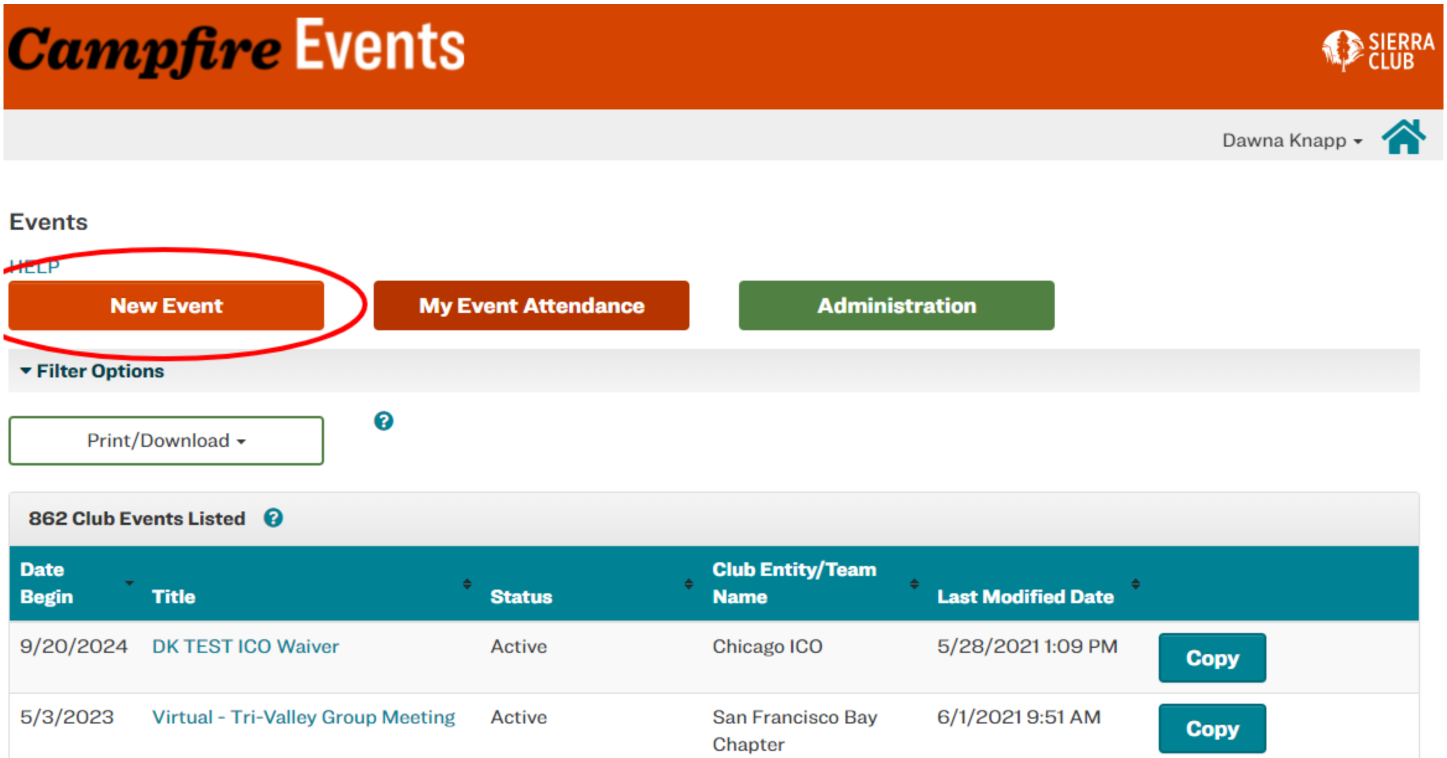
Tips for Filtering in Campfire Events:

- If you want to see older events, change the **Earliest Start Date**. (Note: there are limits as to how far back you can search. Campfire Events only went live in 2018.)
- You can also change the **Modified Date**. This is when the event was last changed.
- If you want to narrow down to just show later dates, you can specify a **Latest Start Date**.
- You can find events led by a specific leader using **Match in Leader Name**.
- You can find events with a specific title using **Match in Event Title**.
- You can find only events that are a specific **Status** (Active, Cancelled, etc).
- You can find events in a **Category** (Outing, Activist Event, etc).
- You can find events sponsored by a specific **Club Entity**. This is a drop down that shows the different entities to which you have access. (Note that Angeles Chapter entities all start with an “0400” number.)

After selecting the options you would like to search, click the blue Filter Events button to apply the selections you’ve made.

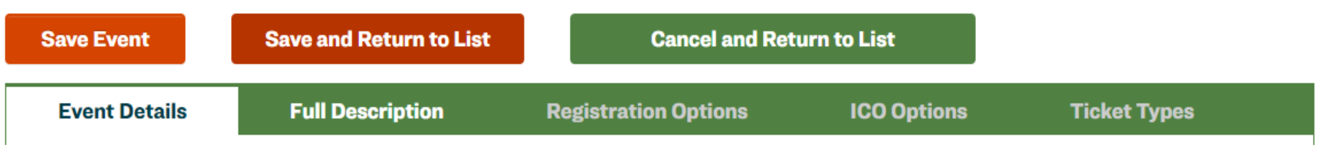
Creating an Event

To create a new Event, select the blue **New Event butto**n on the Event display page of Campfire Events.

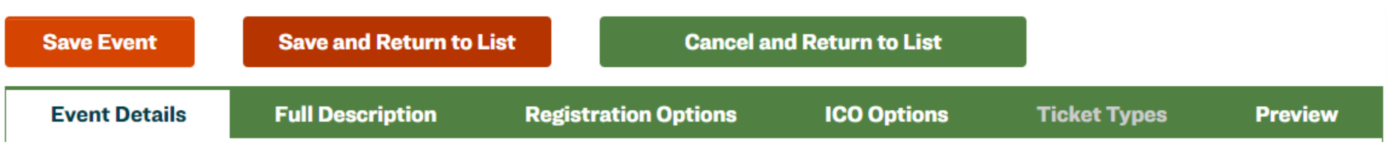


You will see the **Event creation screen**. This screen has many tabs available, but two are available by default for Chapters and Groups and others are greyed out. These tabs are:

- **Event Details**, which contains the Event information, location, publication settings as well as the leader and participants. **All required fields are inside the Event Details tab.**
- **Full Description** tab, which lets you add rich text, photos and links to an Event's description. Use this after you have entered the main event details, at least one leader and saved.
- Tabs that are greyed out (Registration Options, ICO Options and Ticket Types) are activated by choices made in the Event Details tab, detailed below.



After your Event is saved for the first time, the Preview tab appears, which allows you to preview your Event's registration page before the status of your Event is set to an [Event Status of Active.]



Event Details

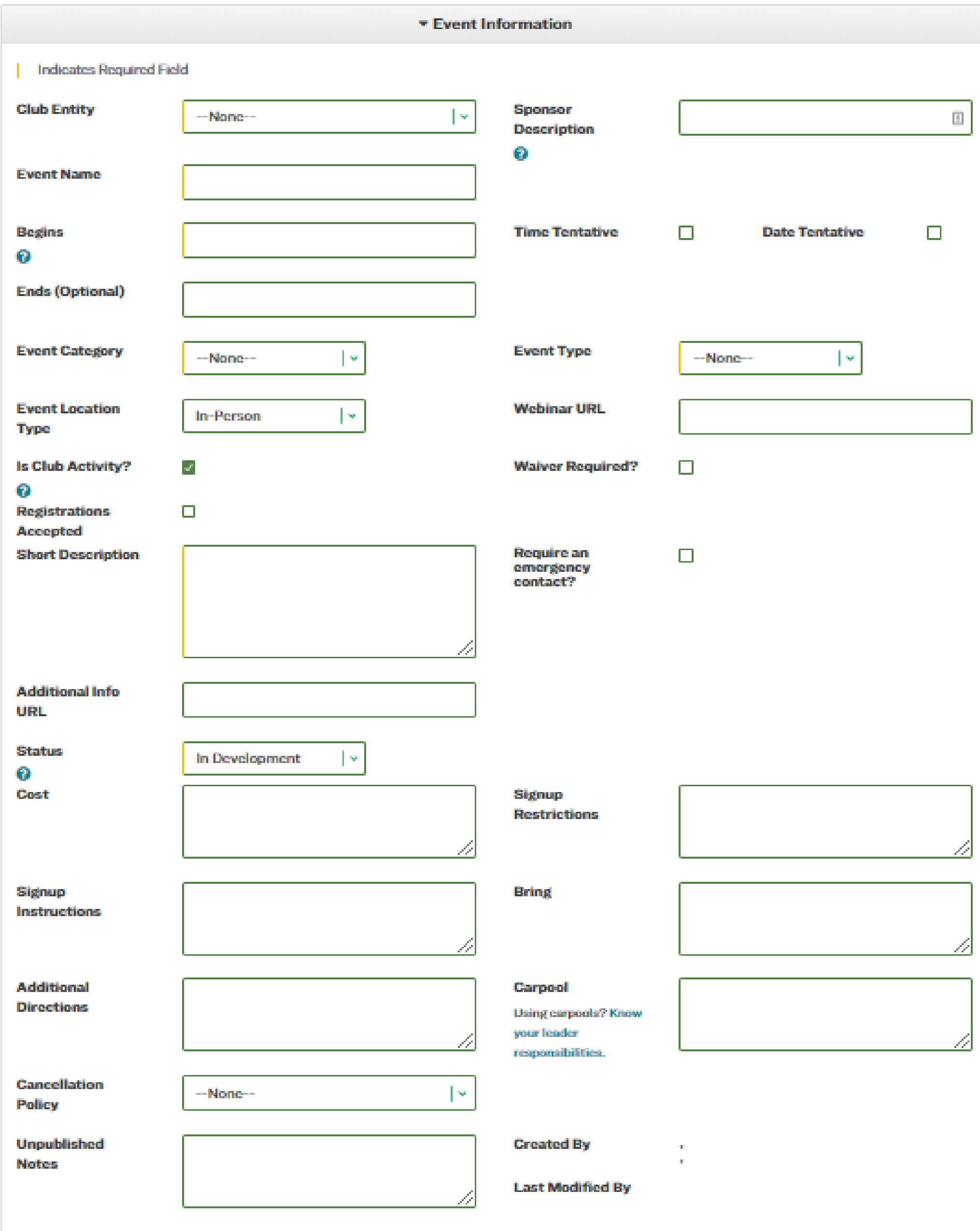
The Event Details tab contains all the vital information regarding your Event.

Event Information

In the Event Information module, you will set the most basic details regarding your Event.

- *Angeles Chapter entities have Entity Codes in the 0400 number range, with 0400 the default. You may be listed in the master database as part of several entities and these choices will appear in the dropdown menu.*
- *Only Records Managers (such as Safety Comm or LTC Admin) should see an entire list of Angeles entities and their codes and be able to edit any of the entries..*

Begin by selecting the appropriate **Club Entity** for your Event. This will be your Chapter, Group or Activity Section. (see note above about Angeles entities, we have a lot!).



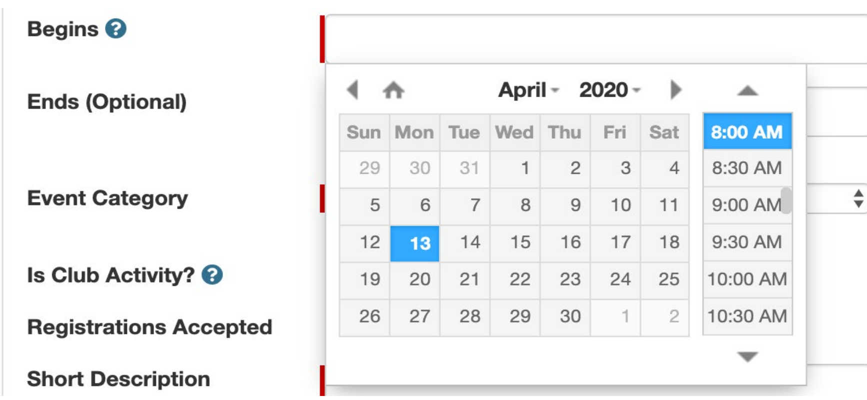
When you select your appropriate Club Entity, this will automatically fill in the **Sponsor Description** field. For most Events, this will be appropriate– your Entity, which you selected, will be putting on the Event. However, if this is another Entity's Event, you should amend the Sponsor Description.

- You can also add a **Co-Sponsor** in the **Sponsor Description field**.
    - Example: Wilderness Travel Course and Hundred Peaks.

Following that, you are required to name your event in the **Event Name** field. Use something descriptive so that folks know what your Event is about!

- **Note: Angeles Outings have basic level ratings**: O, I, M, E. Outings leaders, Outings Chairs, Leadership Training and Safety can help you choose the correct one. It's a good idea to add the level in the Event Name, e.g "O: Griffith Park Hike," or "O-2: Kelly's Camp Backpack", etc.

Then mark when your Event will begin by clicking into the **Begins** box and using the calendar and time selector by clicking on the appropriate date and time the Event will begin.



TENTATIVE STATUS If you are not sure of the Event's date and time, make your Event with the best estimate of the date and time. After you've saved your Event, you can edit it and check the **Time Tentative** and/or the **Date Tentative** checkboxes to set the time and date, respectively, of the Event as tentative.

- If **Date Tentative** is checked, the Event Name will automatically update to include "TENTATIVE:" at the beginning once the event becomes Active. "Date Tentative" is a good way to signal that the event may be moved. If so, you'll need to ensure that the Outings Chair and Safety Committee are aware of changed dates to ensure that your certifications are current.

If your Event has an end date and time, clicking into the **Ends** box will provide you with another calendar and time selector. *(Note: The Ends calendar and time selector will not let you select a time or date before the time and date in the Begins box)*

Event Category field is where you will choose what kind of Event this is. The options in the **Event Type** field will change depending on the Event Category selected. The four Event Category types available are listed below. Depending on the type of access you have to Campfire Events, you may have just three Event Category types. **To create outings in Campfire, you must hold a position of certified Outings Leader, Webmaster, Newsletter Editor, Outing Chair, Outings Record Manager or Campfire - Outings. (Provisional Leaders may have access, ask us.) If you believe you should have access to create Outings, but don't, see the Access doc and see Contacts at end of this doc.**

Event Category	Explanation
Activist Event	These are Events put on to further a cause, like testifying at a hearing or a rally.
Club Support Event	These are Events done to support the Sierra Club, like general or committee meetings or fundraisers.
Outing	These are Events that require special training to put on that involve going outside and doing cool things.
Social Event	These are Events for celebrating other Sierrans' company like Sierra & Beer or Potlucks

Use the **Event Location Type** dropdown menu to select the appropriate choice from the chart below.

Event Location Type	Meaning/Effect
In-Person	This Event is strictly face-to-face and will not be held online.
Virtual	This Event is strictly online and will not be held face-to-face.
In-Person/Virtual	This Event will be held both face-to-face and online.
Local Virtual	This Event will be held online but only available to a select geographic area.

Webinar URL. You can also add video conferencing information in the field **Webinar URL.** This will be included in the confirmation email sent directly to constituents (participants) after they register and will be available on the confirmation page upon registration.

The following **Is Club Activity?** checkbox signifies whether or not what you're creating is sponsored by the Sierra Club. This is to be used sparingly and unchecked only if creating an Event for a partner organization.

Waivers The **Waiver Required?** checkbox adds a digital version of the Sierra Club Participant Agreement (liability waiver) to your Event. Constituents can either sign the waiver online or declare that they will submit a paper waiver. For Events in the Event Category of Outing, this will be checked by default and cannot be unchecked. **Check this box sparingly for other Events when you believe that you should waive liability**.

The next option is **Registrations Accepted**– utilizing this box is highly recommended, as it allows for self-service registration to be available to constituents, highly simplifying data collection and entry. This will also unlock the Registration Options tab.

The **Short Description** is a text-only descriptor of your Event which will appear on website calendars, as the default text on your Event's page if you do not fill anything in under Full Description, when your registration page is shared on social media, or when it is syndicated on AddUP.

You can also require a registrant to **Require an emergency contact?**, this will add required fields to the registration page for Emergency Contact Name, Emergency Contact Relation and Emergency Contact Phone. These are extremely useful for Outings!

If more information is available elsewhere than Campfire Events, load the URL of that page into the **Additional Info URL** field. When the Additional Info URL field is filled in, the **URL Description** field will appear, where you can describe what's at that URL. Examples include "More Information".

The **Status** of your event is required– in short, the Event will not be published or available for registration until the Status is set to Active. All events should begin as In Development. Status categories include the following:

Status

Status	Meaning
In Development	When the event is still being created. Will not appear on website calendars, etc. Events in this Status can also be deleted.
Pending Approval	Because Outings Leaders must have their Outings approved by the Outings Chair of their entity, Outings should be set to this Status when ready to be approved. ***Angeles Chapter Outings Chairs****: When you receive a notification of a Pending Approval posting, be sure to check leaders' current certifications and membership status before you make it Active..*
Changes Required	If an Outing Chair does not think an Outings Leader's Event is ready to publish, they can set this Status. The Outing Chair may leave comments in the Unpublished Notes field. *(Safety Comm & LTC can do the same thing if needed.)*
Disapproved	If an Outing Chair does not think an Outings Leader's Event will be suitable to go on, they can set this status. The Outing Chair may leave comments in the Unpublished Notes field. *(Safety Comm & LTC can do the same thing if needed.)*
Active	When the Event is in use, normal operation. Will appear on website calendars, etc. ***For Angeles Outings:*** *Chapter Safety Committee is automatically notified when any Outing is made Active. They may review, disapprove or ask for changes.*
At Capacity	When the Event has reached its capacity. Will appear modified and not allow any further registration on website calendars, etc.
Cancelled	When the Event has been Cancelled. Will appear modified and not allow any further registration on website calendars, etc. If the Event's Status is changed from Active to Cancelled, "CANCELLED:" will automatically be added to the beginning of the Event Name. If there are no registrations, the Event can also be deleted.

The following are simple fields- if you fill something in, it will display with a header on your registration page:

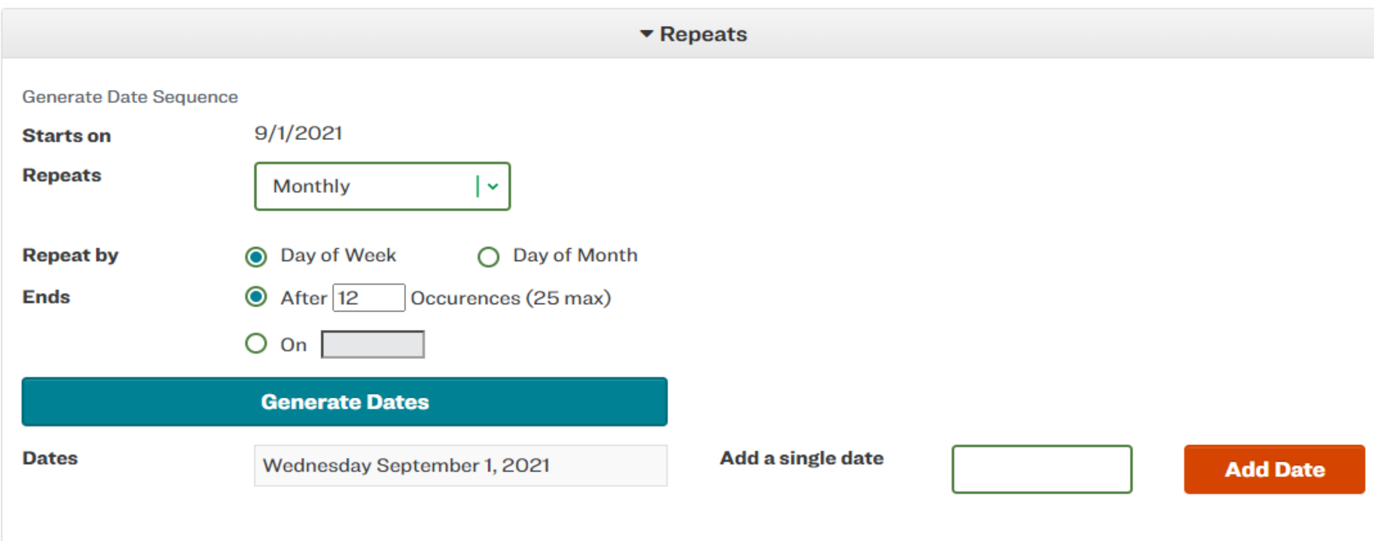
- **Cost** allows you to list any costs associated with the event, like parking or entry fees at a park.
- **Signup Restrictions** allow specific criteria to be set for attending this event, like a minimum age.
- If further steps are required beyond a normal RSVP, add context to the **Signup Instructions**.

- If equipment is needed or encouraged for the event, tell participants to bring it with them using the **Bring** field.
- If the fields you will set in Location are insufficient to get a participant to the Event, add **Additional Directions**. While the Sierra Club doesn't organize carpools, you can provide details in the **Carpool** field for participants to self-organize efforts.
- For Events occurring in weather-sensitive places (like outside!), you should set a **Cancellation Policy.** Choices in the menu include Any rain cancels, Steady rain cancels, Heavy rain cancels, Activity is held rain or shine, but may be altered due to inclement weather and Other. By selecting Other, the **Cancellation Policy Description** field will appear, where you can set your own Cancellation Policy.

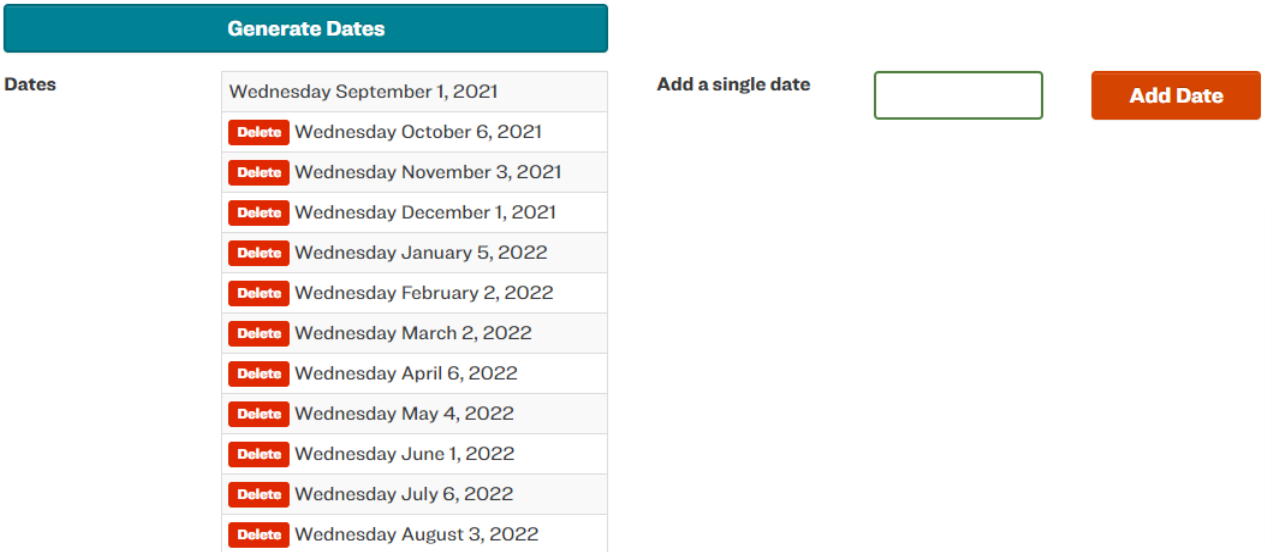
Finally, the **Unpublished Notes** field will let you create notes visible to other Campfire users with access to this Event. This is a fantastic place to collaborate with others on your Event!

Repeats

The Repeats module can be used to create a Recurring Event while creating your Event. If you wish to make a one-time Event, skip this section and move to Reporting Attributes. ***Note: You cannot use the Repeats generator after the Event has been created.***



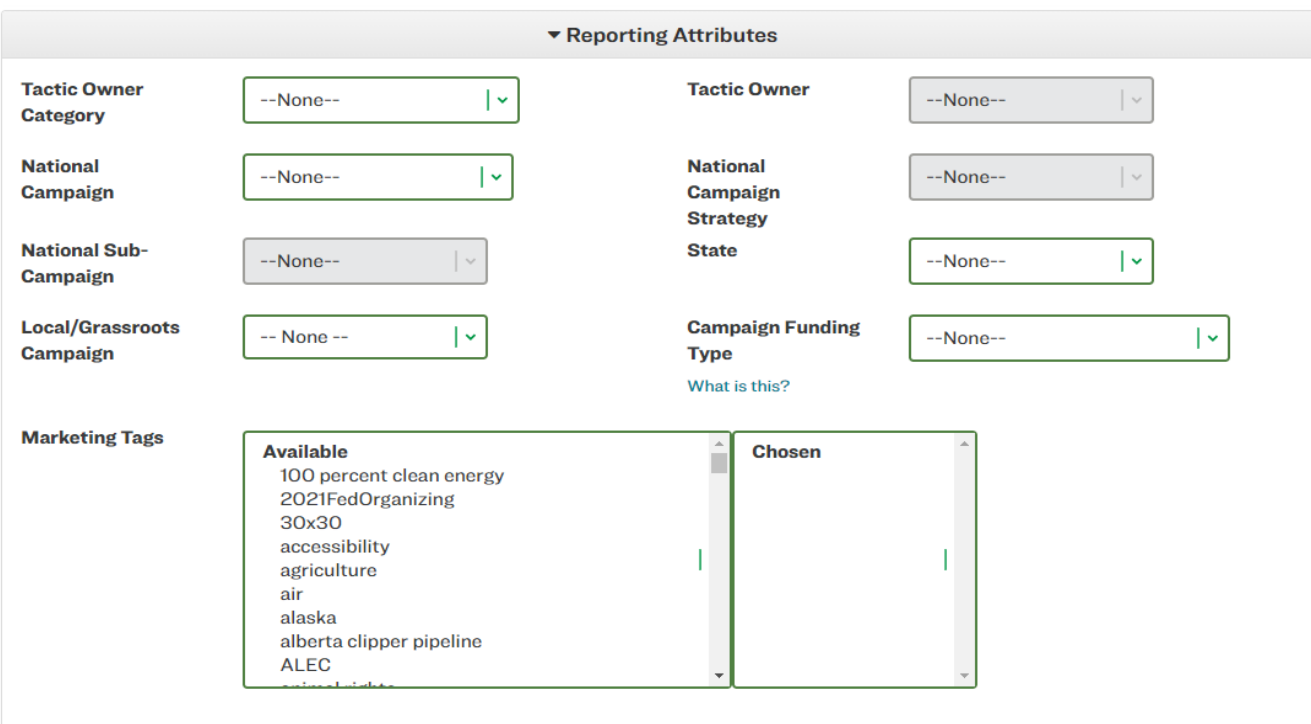
- The **Starts on** field will automatically fill in with the date chosen in Begins. This signifies the first Event in the series.
- Use the **Repeats** field to set the frequency of the repeats for the Event– monthly, weekly or daily.
- Choose a method in **Repeat by**. Choose Day of Week to have your Event repeat every month on a Monday or choose Day of Month to have your Event repeat on the 5th day of every month.
- Choose the number of occurrences for the repeating Event in **Ends** by either selecting a number of occurrences up to 25 or by selecting an end date for the Event.
- Once your options are selected the way you would like, press the **Generate Dates** button. This will create a list of event dates that your Event will repeat on. You can use the **Add a single date** field to add one specific date to the list that will be generated. The Events will be created when your Event is saved.



Click the Delete button next to any occurrence to prevent it from being created when you save.

Reporting Attributes

Reporting and Marketing Attributes are what make data smart! By filling out these fields you create essential meta data about your advocacy form and the actions taken by the constituents that use it. Always fill out your Reporting Attributes! ***More on this coming soon....***

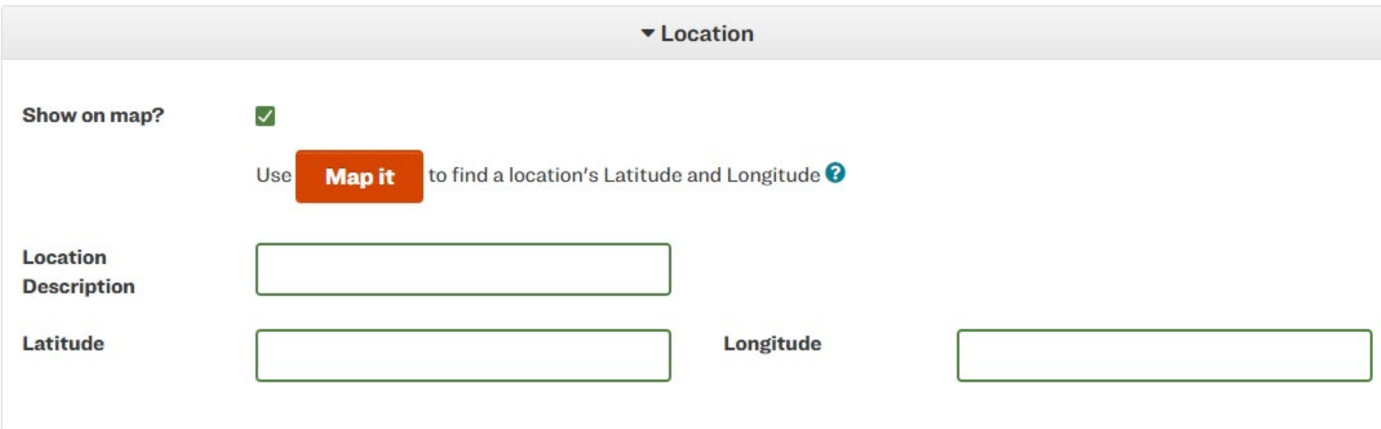


- Select the **Tactic Owner Category** as Volunteer or Local Entity, and then set the **Tactic Owner** to Chapter or Group.
- Select the **State** relevant to the Entity (Chapter or Group) for which the Event is being created.
- You can leave **National Campaign**, **National Campaign Strategy** and **National Sub-Campaign** blank.

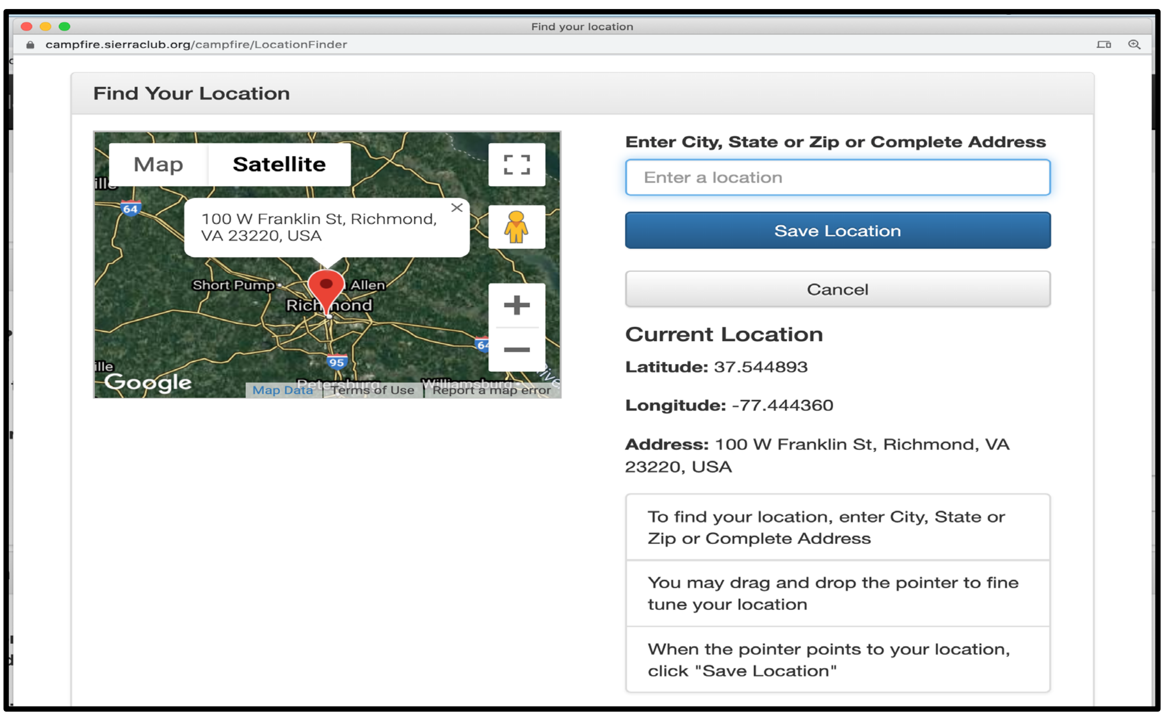
- Select a **Local/Grassroots Campaign** if they have been set up.
    - ***More information on this coming soon!***
- Select 3-7 **Marketing Tags** relevant to your Event in the list and move them into the Chosen column. These are essential to help the entire Sierra Club understand what Events are important to people and relevant to them into the future.

Location

The **location module** lets you select where the Event will take place physically. If the **Event Location Type** selector is set to Virtual, these fields will not appear.



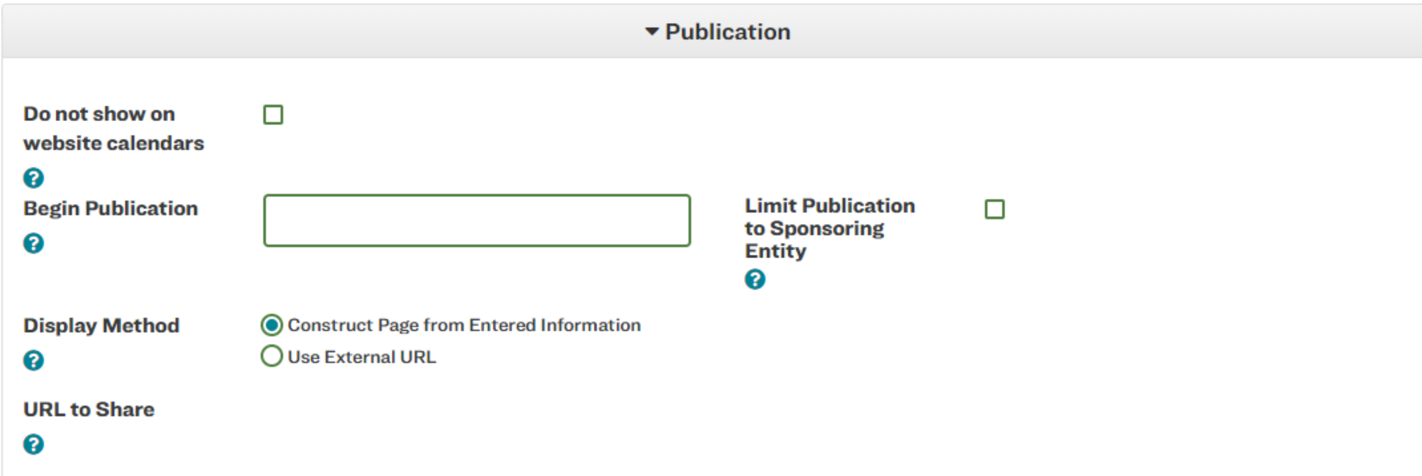
The best way to fill out these fields is to click the **Map it** button, as that utility will find the **Latitude** and **Longitude** for you, as well as set the **Location Description**.



Enter the location where your Event will occur in the **Enter a location** box and select the correct location from the list, or press enter. You can move the map pin to fine tune the location. When it is ready, press the Save Location button. All fields will now be filled in.

Publication

The publication settings control who sees your Event and where they see it.



If you select **Do not show on website calendars**, the Event will not be shown on any Sierra Club calendars. *Note: Once an Event is saved with its Status as Active, the "Do not show on website calendars button" will no longer appear. If you'd like this setting applied after saving an event as Active, a Salesforce user can check the box in Salesforce. See Contacts.*

Similarly, if you **Limit Publication to Sponsoring Entity** then the Event will only show up on the calendar of the Entity selected in **Club Entity**, and will not show up on other Sierra Club websites or on AddUP. If you would not like this to be seen immediately upon setting the Event Status to Active, select the date to **Begin Publication**.

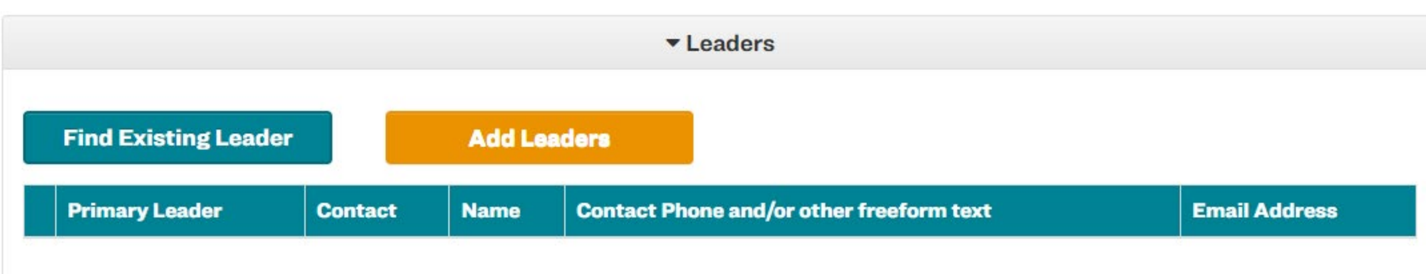
You can use the **Display Method** selector to choose between the default Construct Page from Entered Information on Tabs, which will build a page from the information and selections you have made thus far, or Use External URL, with which you can select a URL to send people to instead. The Use External URL option should be used sparingly, only in cases where you do not need to accept registrations and want to direct people to a third party website. This is not encouraged.

Finally, once you save your Event with the Event Status set to Active, you will be able to have your **URL to Share**, which is how you and others can access the registration page you've created.

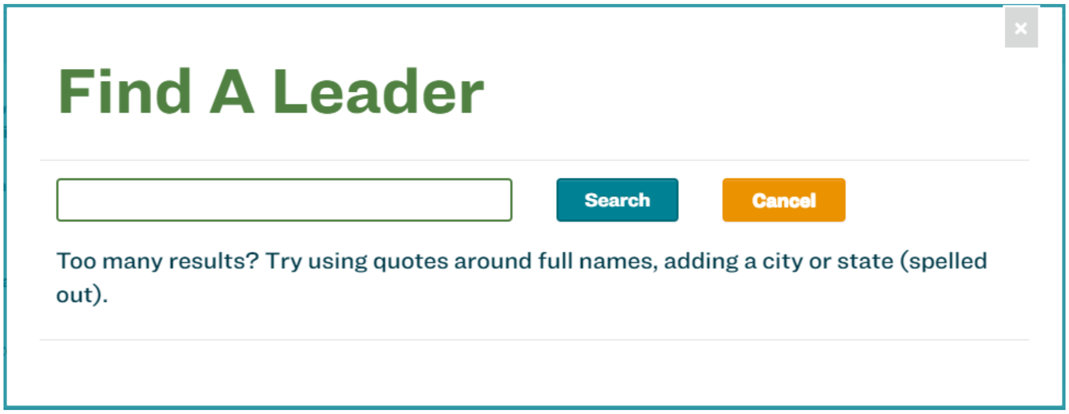
Leaders

Every Event needs at least one Leader before the Event Status can be set to Active. Leaders are people with authority during and before the Event.

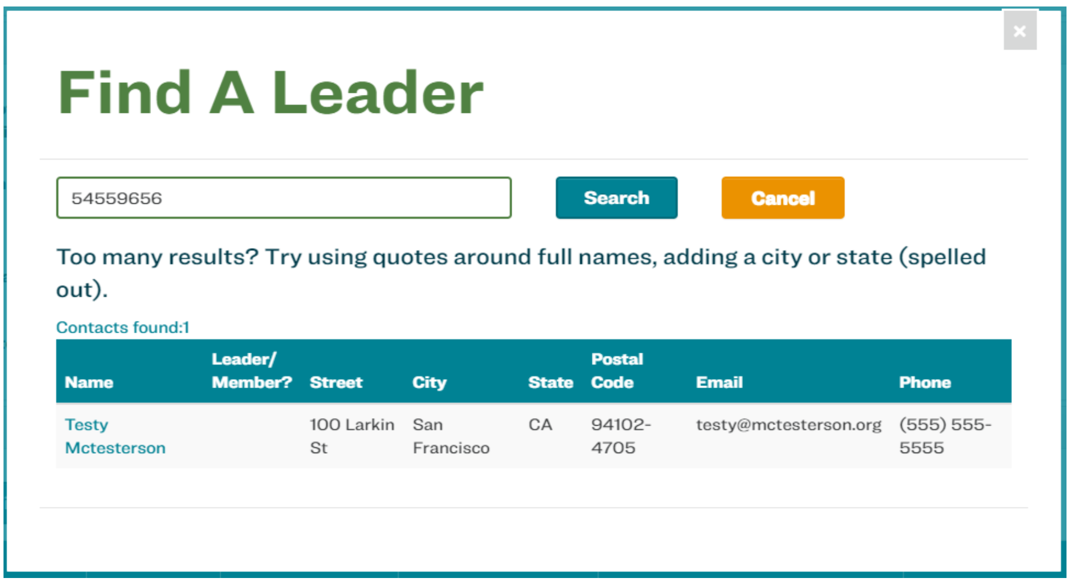
- **If this is an Outing, Angeles Chapter requires two appropriately rated outings leaders**



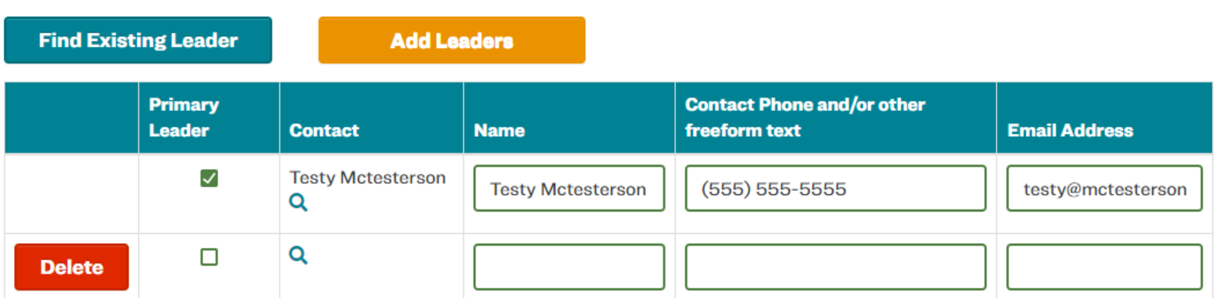
Most of the time, you can set a Leader by using the **Find Existing Leader** button. This will work for all folks in our database.



Search in the box by name, address, email and/or phone. It's recommended that you search by email address, as you will more often get the correct result. You can also narrow the search by city. Once the desired record is found, click the name of the record to add the information to your Event.



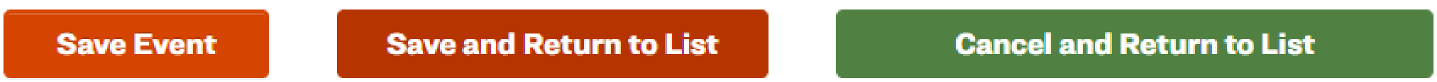
You can also add a blank row for an individual not already in our database by clicking the **Add Leader** button. Once added, leaders will look like the following, the top being a leader from the Find Existing Leader button, the second being a blank row added with the Add Leader button. ***Note that you can also add an expert you have engaged to be at your event here.***



The information in these fields is editable and will not change the leader's information in the Sierra Club databases. Each Event must display either an **Email Address** or **Contact Phone and/or other freeform text** for each Leader.

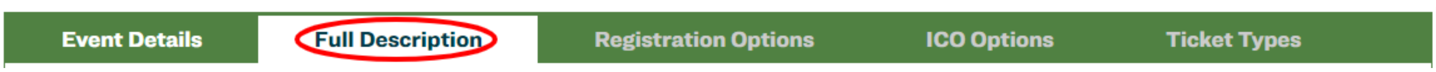
You can use the Contact Phone and/or other freeform text field to customize the contact information for the Leader that will be available to all Event registrants. It is a free-form text field, so you can use it to insert email, phone number, and/or a short note on how best to contact the trip leader. *Note: The information in the Contact Phone and/or other freeform text field will be inserted into event registration confirmation emails, so make sure that the contact information is correct and is the information that is meant to be shared with all event registrants.*

Your Event is now complete! **Press the Save and Return to List button if you're finished editing this Event, or Save Event if you'd like to make further edits**. *Note: At this stage, press either Save button only once. Pressing Save multiple times will create multiple events.*

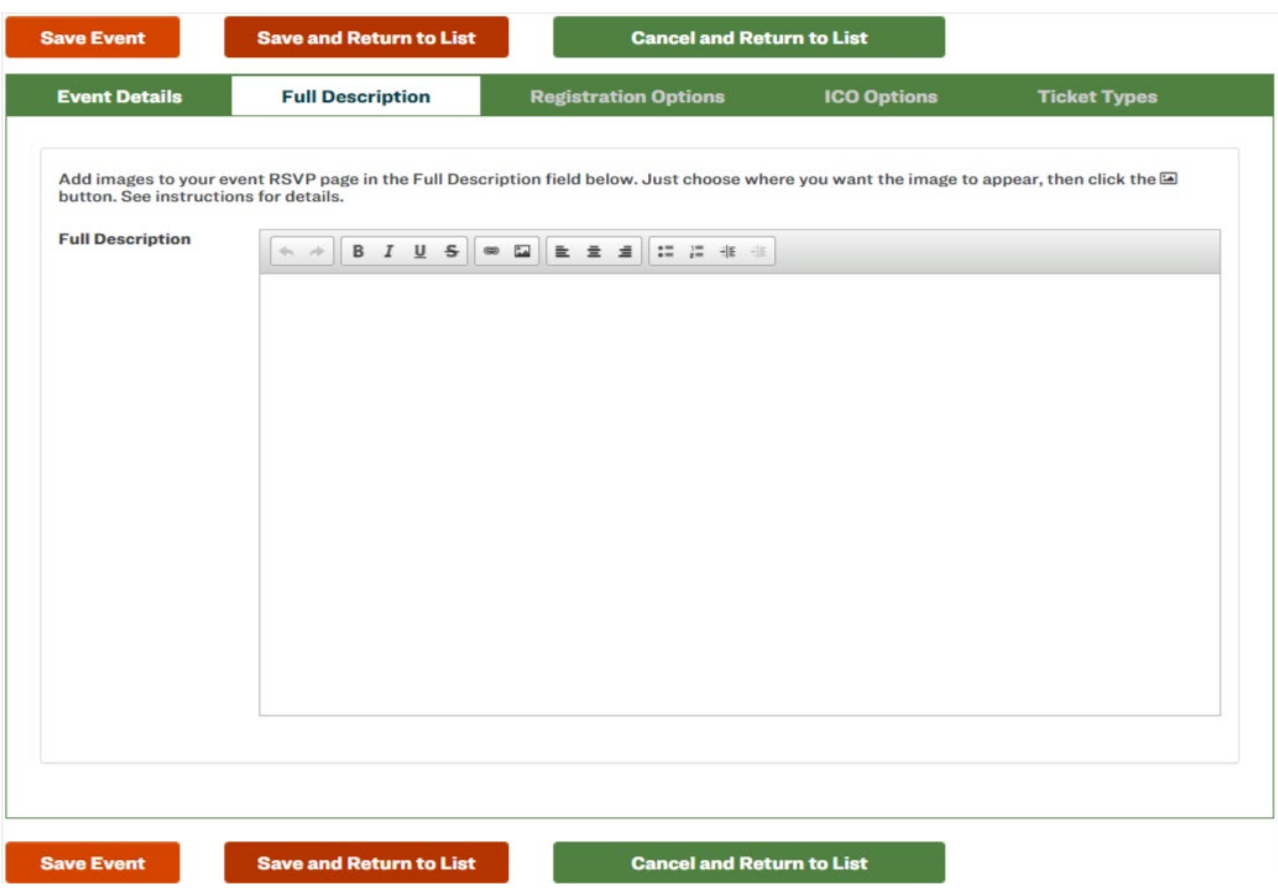


Full Description

After saving, if you'd like more in your description, including rich text, links and pictures, navigate to the Full Description tab.



The full screen will appear as the following - a **WSIWYG Editor.**

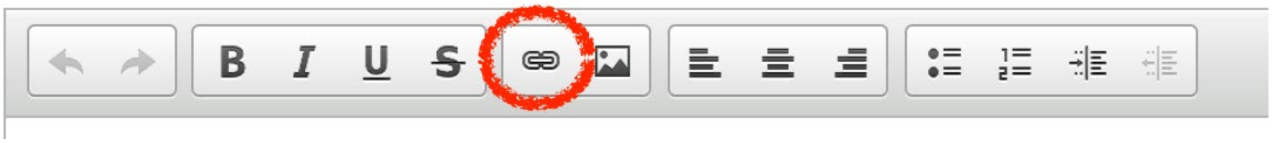


This area allows you to apply some formatting, bullet points, etc. to your text in a What You See Is What You Get, or WYSIWYG, editor.

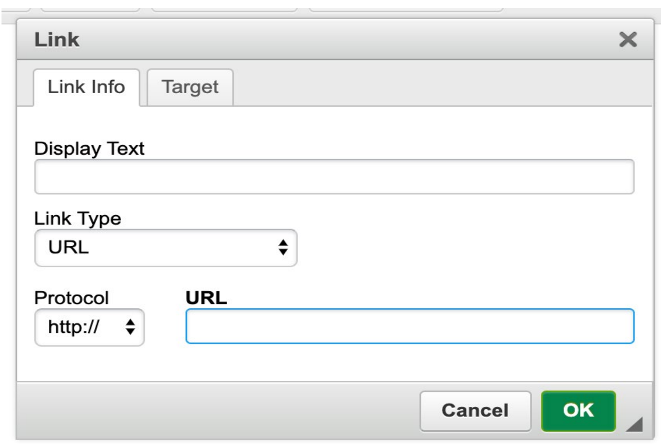
Note: If you paste text into the WYSIWYG editor from a Word document, webpage, or other pre-formatted source, that formatting will be retained. You must use Ctrl+Shift+V (Cmd+Shift+V on Mac) to "paste as plain text" which will remove formatting, or paste into a plain text editor like Notepad or Text and then copy and paste from there into the WYSIWYG. Please note that there is no option to edit the HTML in this and all other WSIWYGs on this page.

Adding links

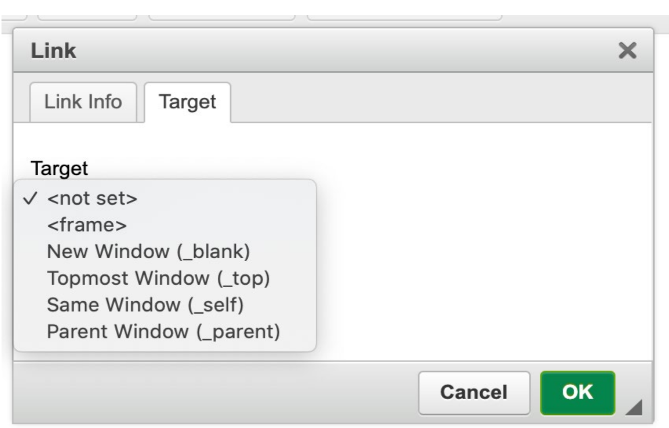
To add a link to your event description, click the link icon in the WYSIWYG bar.



In the Link Info tab, fill out the **Display Text** field with what you'd like the link to display. Then pick the correct Link Type. Finally fill out the **Protocol** and enter the **URL**.



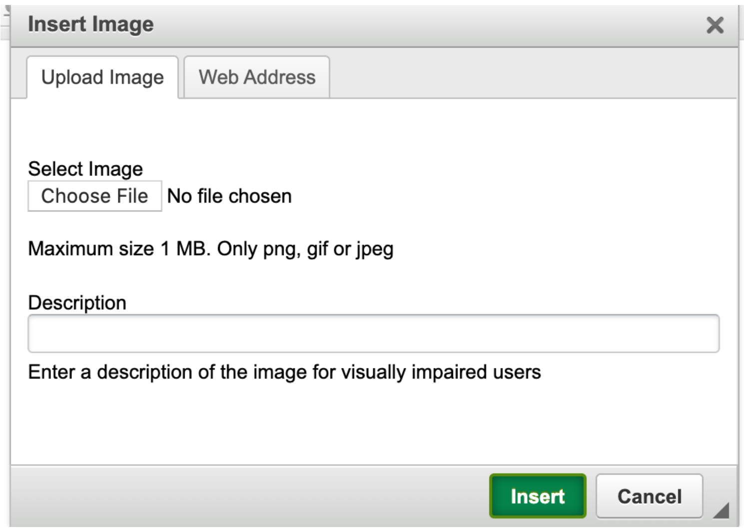
If you'd like to control where the URL opens in the constituent's browser, adjust the **Target** field in the Target tab.



Adding photos

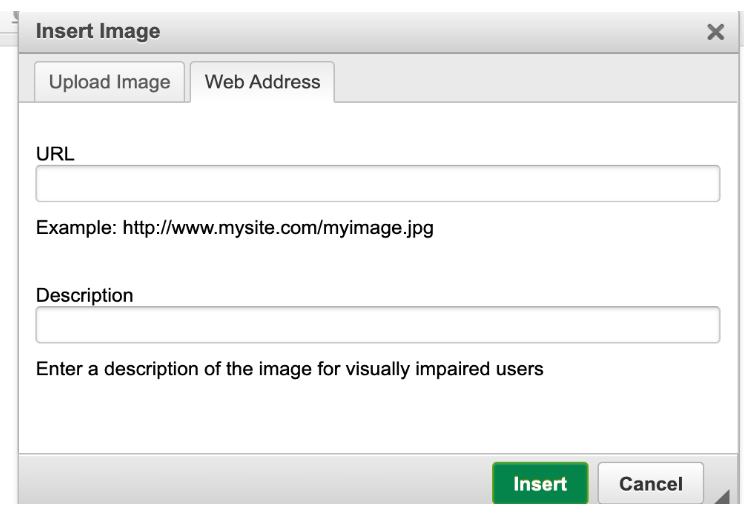
To add an image to your event description, click the image icon in the WYSIWYG bar.

In the popup window, you can select the method you'd like to provide the image. In the **Upload Image** tab, you can upload a file up to 1MB in size that you have permission to use by clicking **Choose File**. *(Note, if this is not working, we also recommend embedding a photo from a secure off-site account such as Flickr or other hosting service. See below about pulling an image already uploaded somewhere.)*



Make sure you include a **Description** of your image for those who need it.

If you'd like to pull an image from a source that's already uploaded, you can use the **Web Address** tab.



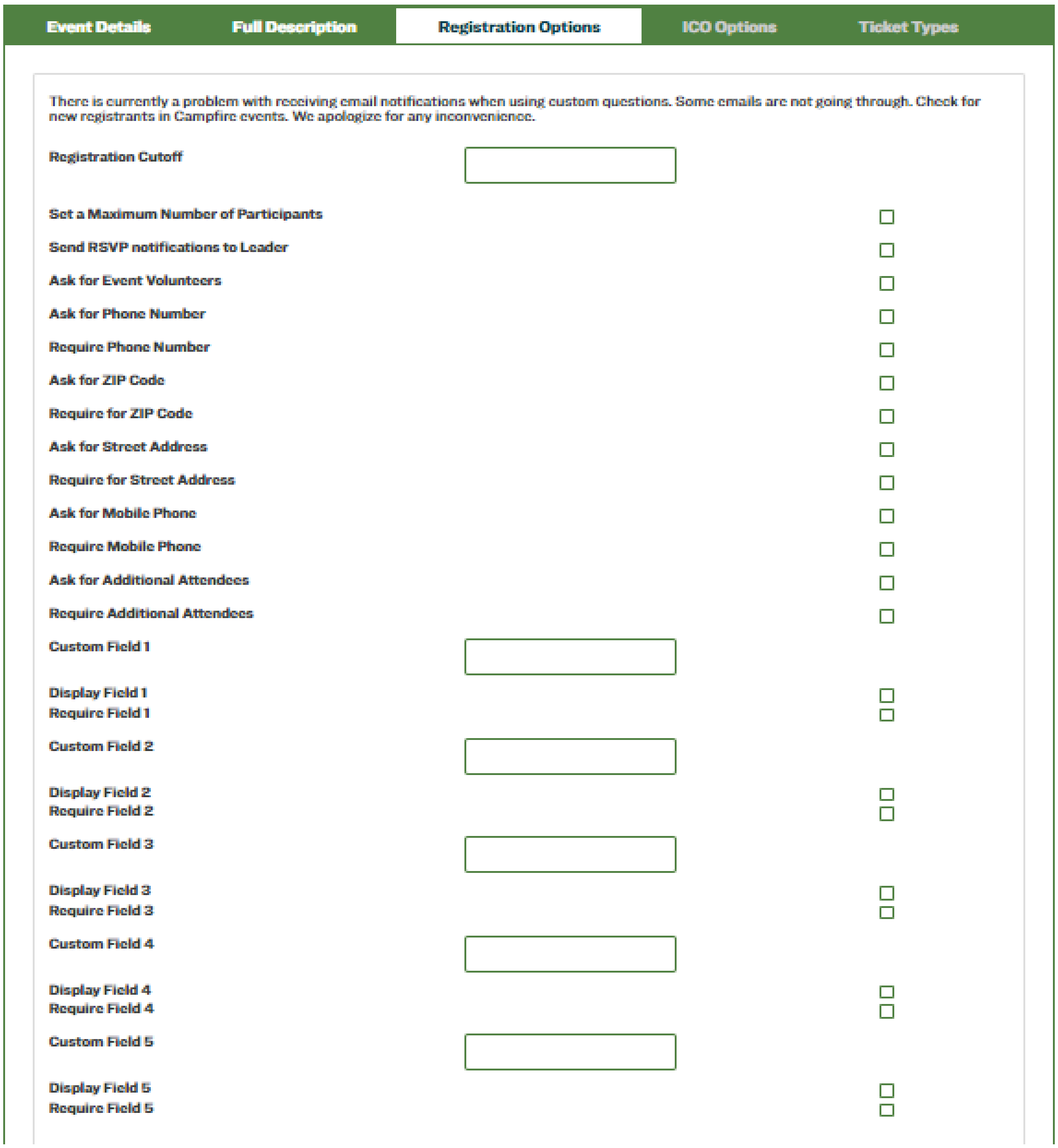
Enter a **URL** from a secure (https://) source. (Again, you must have permission to use the image!)

- Make sure you include a **Description** of your image for those who need it.
- Whichever method used, when finished, click **Insert** to add the image. When your Full Description has been completed, click **Save Event** to save your progress!

Registration Options

The last major tab of creating events is the **Registrations Options** tab, where you can customize your registration page. Access the Registration Options tab through the top menu.

You will then be presented with the Registration Options:



CUSTOM FIELDS: this is where you can ask things like survey questions, e.g. “Are you familiar with Zoom?” Or, “Have you attended a ___ event before?” Or, “Do you have your own tent?” etc.

Note: None of these options will be available unless Registrations Accepted is checked under Event Details.

You can select a **Registration Cutoff** to end registrations for the Event before the event occurs. Similarly, you can set a cap on the number of registrants that are accepted by checking **Set a Maximum Number of Participants**. The **Maximum Number of Participants** field will then be presented.

If you select **Send RSVP notifications to Leader**, the Leader(s) will receive an email anytime a participant registers for the Event. ***We recommend choosing this.***

To insert a checkbox in the registration form with a note that reads: “Volunteer at Event?”, check **Ask for Event Volunteers**. You can use this to help identify volunteers who can help with tasks at your Event. When you download the list of registrants, there will be a column labeled “Volunteer at Event” and all registrants who checked this box will have a “Yes” in their row.

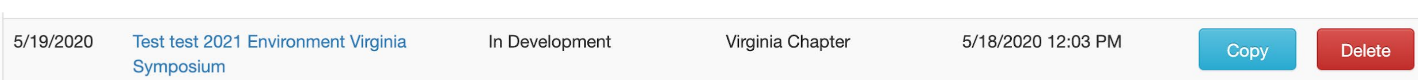
You can also ask for and/or require **Phone Number, ZIP Code, Street Address, Mobile Phone or Additional Attendees** as part of your form. If these fields do not provide all the information you need, you can also set up to five **Custom Fields**. We recommend designing your question to be closed-ended (requiring a yes/no answer, a number, etc. versus a longer response that could exceed 255 characters). After adding the question label, you will need to check the corresponding **Display Field** box to display the question on the published Event details page. These fields can also be required by checking the **Require Field** box. *Note: Answers to Custom Questions cannot exceed 255 characters.*

Ticket Types

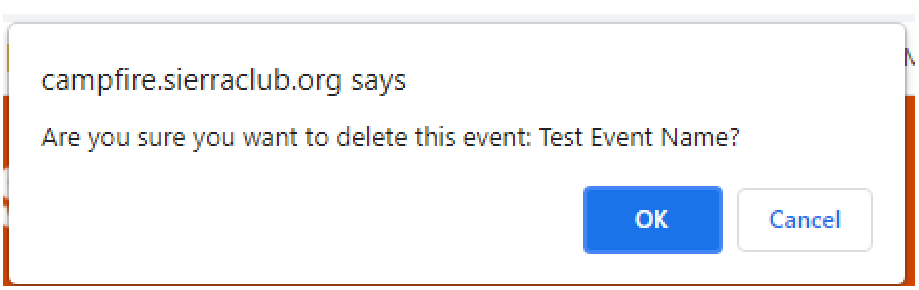
For more information on the Ticket Types tab, visit the guide [How to use the Paid Events features in Campfire Events (for Chapters)].

Deleting an Event

If you would like to delete an Event that has been created, you can do so from the Event List. The Event must have an Event Status of In Development or Cancelled and no participants must have registered. If these criteria are met, the red **Delete** button will appear on the right hand side of the screen. Press the button to delete the Event.



Then confirm the deletion by pressing OK on the dialog box that appears.



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If you believe you should have access to create Outings, but don't, contact one of us or your Chapter Digital representative at https://sc.org/ChapterDigital.

Next How-To is all about the Registration function