

Maintaining the Intermountain Chapter Calendar (new admin)

We'll begin by setting up your account on the development site at dev.IntermountainHOG.com with access to maintain the Chapter calendar. This environment lets you safely practice everything related to calendar maintenance. Log in using the same credentials you use on the production site.

The development site is synchronized one way from the production site. Nothing you do on the development site can affect the production site, so feel free to experiment. When you're ready to go live, we'll apply the same changes to the production environment.

Accessing Calendar Tools

After logging in, you'll see a small menu in the top-left corner with Home, Add Contents, and HOG[SCAN]. Under Add Contents, you'll find the Event option — this is the primary tool you'll use to create new calendar entries.

Selecting Event opens a form where you'll enter the details for the new event. Most fields are straightforward, but the Body section deserves special attention. It offers three editing modes:

- HTML Editor
- HTML Code
- Plain Text

In most cases, you'll use HTML Editor when creating or editing an event.

Critical Warning: Never Delete Events

Do not delete events. Ever.

Deleting an event can corrupt the database because RSVPs or check-ins may already be attached to it. Instead, mark the event as Cancelled, Postponed, or update it with a new date. You may safely change the title, date, and content — just keep the event record intact.

Formatting Standards

All Chapter events follow a uniform layout consistent with National HOG guidelines:

1. Intermountain Chapter #1255 (first line)
2. Chapter logo (from shared/logos, set width to 200px; height auto-scales)
3. Event or Ride Name
4. Event details — when, where, what, description
5. Contact information — first name, last initial, and email only
 - Avoid phone numbers since the calendar is publicly visible.

For dealership events, use the dealership logo and follow the same layout, but omit the chapter identification line.

Editing and Cloning Events

You can edit any event you create. The webmaster can edit all events.

To save time, you can clone an existing event. For example, when adding monthly General Meetings, clone a previous meeting and update the date and any details that changed.

Avoid using the Repeat radio button when entering dates — it creates complications when changes are needed later.

Ride Lead Calendar Entries

Events that involve Volunteers, Ride Leads, Mids, or Sweeps must also be added to the Ride Lead Calendar. These entries allow the HOG[SCAN] app to check in participants and award points. Note that the HOGScan app only displays the last couple of weeks and the month ahead events.

To access the Ride Lead Calendar:

- Go to About Us
- Open the Ride Leads dropdown
- Select Ride Lead Calendar

Clone the appropriate Ride Lead entry and update only the title and date. All other information remains unchanged.

Points are assigned by the dealership at the start of each year and remain constant. Do not modify point values.

The File Browser

From the main menu, select My Account and File browser. You have read/write access to the Shared directory. As the name implies, the shared directory is visible to others with assigned roles. There are several subdirectories here for filing images and content for the calendar and the website. The most useful subdirectories for maintaining the calendar will be the Calendar_Images and Logo subdirectories. It is recommended that you name your image something recognizable so others will not accidentally remove the image.

Exercises

1. Add a new calendar entry using the standard format and include the correct Event Type and points.
2. Enhance text by adjusting font sizes, make certain text bold, colorize the text for emphasis, create a hyperlink for a web address, and email address.
3. Add Date, Meet Location, Ride Leads, etc. in the body just after the event name.
4. Clone an existing calendar entry and place it on a new date.
5. Select the event coordinator from the team member dropdown.

6. Discover the shared file system and directory structure. Add an image to the Calendar_Images shared directory.
7. Add an image from the shared directory to the body of your calendar entry.
8. Add corresponding Ride Lead events to the Ride Lead Calendar.
9. Practice adding start and end dates to an event.

Our Gmail Account

When a member fills out the Calendar Build Form, an email is generated that goes to the Chapter Gmail account. Additionally, a file in the Google Drive for our Chapter Google account is updated with the response from the form. As these emails come in, I will forward them to you so you will know there is something to be added to the calendar. I will share access to our Google account documents for the **Calendar Build Form Responses**. You will have editor privileges for this file, allowing you to continue using the highlighting method we rely on to track which events have already been posted to the calendar.

Additional Notes

Occasionally, and primarily for overnight rides, we have been instructing members to RSVP by contacting the Ride Lead. In these cases, I will need to remove the RSVP button from the calendar item. Similarly, for calendar entries for special lunch rides that the chapter is paying for and for which we need a reliable headcount (e.g., Riders in the Sky), we will remove the RSVP button and add instructions in the body to tell members how to RSVP. Usually, this is a Google Form that I will need to create for you.

For these special events, please notify me so I can add the necessary code to disable the RSVP button.