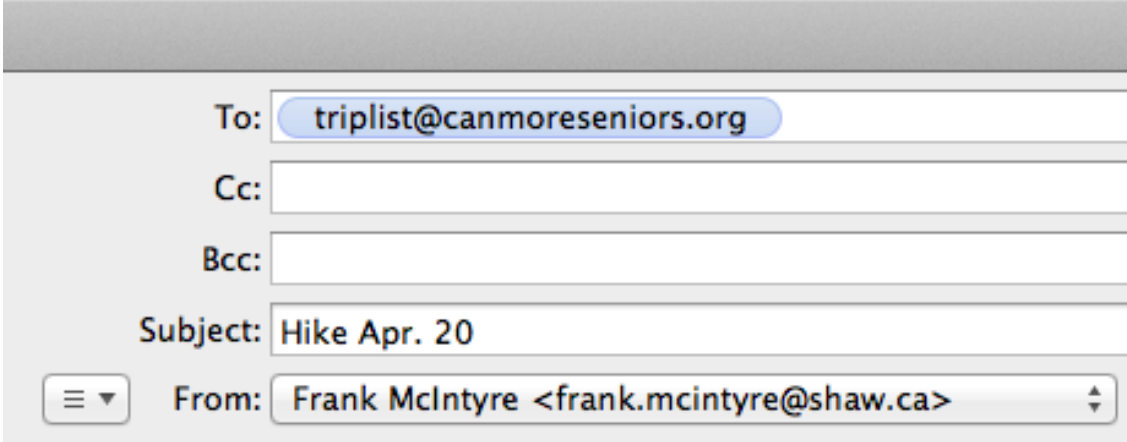


Meanderthals 2017 Season - Examples For Hike Listing EMAIL FORMAT USED TO LIST A HIKE

Please include units in lower case. Leave items blank that you don't want to appear on your listing. Send the email to triplist@canmoreseniors.org
(Your computer may allow auto-address of email by clicking <mailto:triplst@canmoreseniors.org>)

Example Email



The image shows a screenshot of an email composition window. The 'To' field is filled with 'triplist@canmoreseniors.org'. The 'Cc' and 'Bcc' fields are empty. The 'Subject' field is filled with 'Hike Apr. 20'. The 'From' field is filled with 'Frank McIntyre <frank.mcintyre@shaw.ca>'. There is a menu icon to the left of the 'From' field.

Date: Wed. Apr. 20

Activity: Hike

Level: B

Destination: Grotto Midline

Approximate Distance: 7.4 km

Est. Elevation Gain: 495 m

Est. Max. Elevation: 1720 m

Approx. Duration of Activity: 5 hrs

Participant Limit: 15

Time of Departure: 9:30 am


Gas Contribution: \$0

Special Instructions: steep ascent, some exposure

Leader: Frank McIntyre

Sign-up email Address: frank.mcintyre@shaw.ca

This listing will then appear on the Meanderthal Hike Listing page as:

Wednesday Apr 20									
	Hike	B	Grotto Midline	7.4 km	495 m	1720 m	5 hrs	15	
	9:30 AM	\$0	steep ascent, some exposure					Frank McIntyre	
	MUST SIGN-UP	frank.mcintyre@shaw.ca					Click to EASY ADDRESS email		

Pick up a blank “Outdoor Activities Participant List” from the Seniors Centre when convenient, but before sign-up begins.

Note: In emergency the form can be downloaded from: <http://canmoreseniors.org/download/Leader%20Record.pdf>

OUTDOOR TRIP PARTICIPANT LIST

Date: (yy/mm/dd) 20____/____/____ Level:_____

TYPE OF TRIP (Check) HIKE [] HIKE incl Mtn CLIMBING [] BIKE [] XC SKI [] SNOWSHOE []

Trip Destination: Locality _____ Trail _____

Trip Leader: **IF DESTINATION CHANGED from trip list, call CSA office (403) 678-2457 & leave a message before departing.**

Distance [_____ Km] Elevation Gain [_____ m] Max. Elev [_____ m] Total Trip Duration [_____ hr] Max Group [_____ #]

Departure Time [_____] Gas Contribution [\$ _____] Meet: Behind Save-On-Foods @ N end gravel RV lot 15 min Before Depart Time.

Leader(s) _____ Phone Number (_____) _____ - _____

NOTES _____

	Name	CSA #	Phone or Other Contact
01			

Fill in details before hike day.

When the sign-up emails arrive, print the hiker's names in the order of arrival in the first column of the the form, CSA# in 2nd column, and phone # if available.!

"Reply" to the email - sending a quick note (Accepted, Waiting List, or Sorry, unable to include you) to each hiker.

If you need to modify or cancel a hike, send an email to triplist@canmoreseniors.org any time before 07:30 am on the morning of the hike, so the listing can be updated. Remember to include "URGENT _ UPDATE" in the Subject line.

On hike day: Remember to take the form with you to the meeting place!!