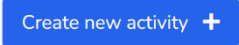
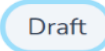


Sutherland Bushwalking Club

How to Create an Activity - Bilby Guidelines



- Log into the Sutherland Bushwalkers Bilby Site
<https://sutherlandbushwalkers.mybilby.com/activities>
- Click on your profile pic (top right) and select 'My Account'.
- Select  **Activities** from the menu on the left.
- Click on the  button on the right.
- A New Activity Form will be displayed with various settings & boxes to enter information:
 - Select an appropriate '**Activity Type**' - default is 'Day Walk'.
The **Title** has a standard format: **Note: Don't include & symbol or "" marks.**
Main location (ie NP or Track Name) – Other locations – Grade (in brackets)
Eg **HEATHCOTE NP - MIARA POOL AND SCOUTERS MOUNTAIN (Grade 3)**
Please look at the layout & format of other activities and follow the standard format.
 - The **Description Box** has the usual paragraph of information about the activity with approximate distance near the end. Please leave a blank line after the description, then add a final line with the following key details in standard format:
Grade (lower case) - Activity Organiser (capitals) - Members Only or Open to Public
Eg **Grade 3 - Activity Organiser KEN NEWMAN - Members Only**
Note: Activity Organisers who want **Phone or Email Bookings Only** must also include this request in the Description Box. The Program Secretary will set Bilby Bookings to '**Closed**'.
 - Start Date** is compulsory, but **Times** are optional. If included, the finish time can only be an approximate and MUST be after the start time - otherwise an error is generated.
 - Tags** - You may select up to five tags to highlight features of your activity (optional).
 - Keep **New Booking Status** as 'Pending', so you have control over who comes on the activity.
 - Maximum Participants** is optional. If < 10 spots left, the spots left will be displayed.
 - Then check all settings and information then click: 
- If your activity fails to process, an error message appears and the activity will probably need a finish time later than the start.
- Your activity can be edited in the future by following the first 3 steps above and then clicking  button.
- Once the activity has been successfully created, some more **menu tabs** will appear at the top of the activity:

- Select the '**Details**' tab to include the 'Grade' and 'Distance' (if applicable to the Activity Type). These key details should also be included in the 'Description'.
- '**Media**' and '**Maps**' are optional. You can upload a picture file to display with your activity (Media) or place a pin on a map to indicate the meeting/starting point for your activity (Maps).
- Don't forget to hit the '**Save**' button once you have finished.
- Now click on the  button at the top and set it to '**Review**' for the Program Secretary (Activity Officer) to review the content & format before publishing it to Upcoming Activities.

More information can be found on the Bilby information wiki: <https://wiki.mybilby.com/>

Or ask for specific help via our Bilby Support Email: Bilbysupport@sutherlandbushwalkers.org.au