

Sutherland Bushwalking Club



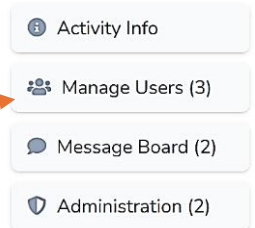
How to Manage an Activity - Bilby Guidelines



- 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.

All of the activities that you have created will now show and you can choose to manage different aspects of the

activity from the menus on the right (some options won't appear until you have participants (users) or messages).

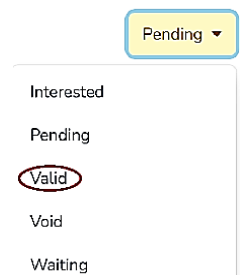


Managing Bookings

When a club member (*participant*) wants to attend an activity, they will request this via Bilby and you will receive an email from the Bilby system. Follow the email link to the Bilby activity or log into Bilby, as above, to view that activity and **manage users**. To accept a booking click on '**Pending**' and change it to '**Valid**' (or waiting if the activity is full). At this point you can also add a note for (or reply to a note from) the person who made that booking by typing in the box that says '**Add note for this participant ...**'. These notes are only available within the Bilby system but it generates an email to notify the participant that a note has been left. The email from Bilby is titled 'There was an update to your booking' with a link to view their booking in Bilby and any note. Notes to participants can only be seen by that participant and the activity organiser ('owner').

The participants contact details, including emergency contact details can be found by selecting the '**Booking info**' tab. This info can be recorded as you would have previously, or you can download all participants information later via a spreadsheet file.

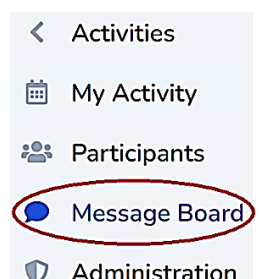
You can add yourself to the list of participants via the '**+ Add Me**' button. Navigate to your activities following the steps at the top of the page and click the **Activity Info** button for your activity. When you click the **Participants** button, all the participants will show, and you now have some '**Actions**' buttons. This will allow you to use the '**+ Add Me**' function and you can also add your friends, that you know are coming with you, via the '**Add Participant**' button. This option can also be used if someone emails you directly.



If a booking comes through with a status of '**interested**' it is not really a booking, just someone who wants more information before booking and the status of '**void**' can be used to cancel a booking.

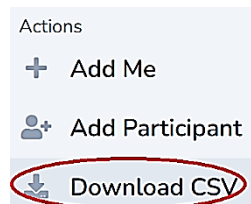
Communicating with Participants

You can communicate with participants by adding a note for the person who made that booking, as described above, by typing in the box that says '**Add note for this participant ...**'. This note is only between you and that particular participant and no-one else can see it. To send out information to all participants, there is an activity '**Message Board**'. This menu can be found on the left when looking at '**Activity info**'.



Type in any activity information, what to bring, weather etc. This would typically be used in the days before the activity. Other participants could do the same to organise carpools. This message board should be checked by all participants just before the walk. If you start your message with **@everyone**, then everyone on the activity will also get an email reminder about the message. When you type '@' a list of participants should come up, so you can choose '@everyone' or '@' a particular participant. All participants can see and use the Message Board, using '@' will also generate emails for those who have been tagged. This email from Bilby is titled 'You were tagged on a note for an upcoming activity' and the message also appears within the email as well as in Bilby.

Printing the Participant List



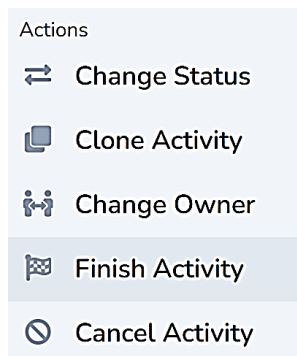
Before setting off on your activity make sure that you have all the participants contact details and emergency contacts. This can be done manually as you get bookings or by printing a list from a download. Navigate to the Participants page of your activity as outlined in '[Managing Bookings](#)' above. Click on

'Download CSV'. A csv file will be downloaded to your computer in the

downloads folder. Open this folder and open the first file '[bilby-report-participants](#)'. The file will open in a spreadsheet like Excel or Numbers. The list can be tidied up by deleting unnecessary columns and making columns wider so that the contents can be more easily seen. Print this document using the normal print commands for your device. Unfortunately, we have no 'Print participant list' button yet – but hopefully that will come!

Completing the Paperwork After the Activity

After the activity, you need to finalise the paperwork. Log back into the activity you are completing and click on the  **Activity Info** button. You might need to click the **Past Activities** button first to find the activity. There is a **'Finish Activity'** button on the left. Follow the prompts to confirm attendance of each participant and hit 'Next'. Comments for yourself to remember for next time could also be added, as you can use the '[Clone Activity](#)' button next time you run the activity – this will save you some work next time!



Finally, use the **'Administration'** button on the left to leave a note about the activity for the activity officer by typing [@Trip-Reports](#) in the add note box, then state whether there were any incidents that happened on the walk and how many participants attended – this will replace the trip report.

Now click the **Finish Activity** to finalise the walk. This will serve as your 'Trip Report'.

Remember that if there is an incident on the walk, an incident report will need to be completed and signed. Send incident reports to the Club Secretary via PO Box 250, Sutherland or scanned/electronic ones can be emailed to tripreports@sutherlandbushwalkers.org.au

Thank you! Without members volunteering to be activity leaders, we don't have a club!

More information can be found on the Bilby information wiki.

<https://wiki.mybilby.com/activity-guides/bookings/manage-bookings/>

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