

# Process for Building and Maintaining the IHC Hike Schedule

Revised April 26, 2024

**Overview of Process:** The Indianapolis Hiking Club (IHC) publishes a combination hike schedule and newsletter six times a year, starting with the October and November schedule to kick off the new Club fiscal year and followed every two months with a new schedule listing all of hikes for the next two months. The final schedule is in the form of a MS Word document (.docx file) which is saved on the Club website ([www.indhike.org](http://www.indhike.org)) as a .pdf file (most of our members view it here) and sent via email to the Publications chairperson to have it printed and distributed to members who have requested a paper schedule, about ¼ of the membership.

The weekend and weekday Pathfinders are responsible for building the new hike schedule on the website, using special software for building the new schedule. The process of building the new schedule starts about 6 weeks before the effective date of the new schedule, with a request to all members (Broadcast email) to send their hike requests to the weekend and weekday Pathfinder. The Pathfinders will enter the hikes one at a time into schedule build tables on the website. Once the Pathfinders have entered all the proposed hikes into the database (upwards of 350), a listing of all the requested hikes is copied from the database into a Broadcast email which is sent to all hike leaders for review. After hike leader corrections and additions have been incorporated, the new schedule will be copied from the database into a Microsoft Word document template which will be augmented with other text, including Presidents remarks, news items, future events, list of new members, recent mileage awards and member news. The almost final schedule now in the form of a Word document (.docx) will be emailed to the Board of Directors for a final review and corrections. The final schedule will be approved at a monthly board meeting which is scheduled prior to the effective date of the new schedule (i.e., September board meeting for the October and November schedule). The final schedule is now ready to be published and loaded on the website.

Once the newly approved schedule has been saved on the website and mailed to members wanting a printed schedule, further changes to the new schedule are still possible, including hike cancellations, hike changes (e.g., revised start time) and adding a new hike. These additions to the approved schedule are the responsibility of the webmaster and details will only be available to the membership on the website calendar function.

## **BUILDING THE NEW SCHEDULE:**

### **Requesting Hikes from the Membership:**

Approximately one month prior to the board meeting that the final schedule will need to be approved, the Pathfinder will send out a Broadcast email to the entire club requesting hikes for the next schedule. Something like the following, which was sent out to request December and January hikes:

*Subject: Requesting December 2022 and January 2023 Hikes*

*Hike Leaders and Wanabee Leaders,*

*Jean Ballinger and I are requesting the hikes you wish to lead during December 2022 and January 2023. Please send your weekend hike requests to Jean at [jeanballinger77@gmail.com](mailto:jeanballinger77@gmail.com) and your weekday hike requests, future events and member news updates to me at [ewright@indyhike.org](mailto:ewright@indyhike.org). Although sooner is always appreciated, we request your replies by Thursday, November 10. Ed*

The new schedule typically includes as many as 350 hikes from upwards of 40 different hike leaders, including some new, but mostly recurring hikes. There is an understanding between the Pathfinders and many of the hike leaders that their recurring hikes will continue unchanged from the past and thus those leaders usually do not respond to the request for hikes. Other leaders respond by email with something like “Please continue my Friday hike, no changes from the past.” or “Change the parking location to ...for my Wednesday hike” Others send email responses asking for a new hike and most often they supply most of the required information, such as hike date, hike name, hike description including driving directions to the venue, start time and leader’s name and phone number. Any missing information or lack of clarity will usually require back and forth emails between the Pathfinder and the leader. Several regular leaders need to be reminded by email (some several times) to send in their hike requests; typically, it is the same leaders.

### **Building the New Schedule on the Website:**

The Pathfinders use special software on the Club website ([indyhike.org](http://indyhike.org)) to build the new schedule in a temporary holding area, called the *Schedule Build* relational DB table. One time and recurring hikes are entered one at a time. The Pathfinders start the schedule build process by accessing a list of database functions that is saved on the website, using the following query [www.indyhike.org/tables.html](http://www.indyhike.org/tables.html). This entry is password protected and available to a limited number of members authorized to build a new or modify the existing schedule. The response to this entry looks like the following:

### **Useful management links**

<b>Link</b>	<b>Description</b>
<a href="#"><u>Edit HikeDetail2024</u></a>	Edit HikeDetail2024. Pathfinders use this to make changes to current FY schedule.
<a href="#"><u>Add Hike to HikeDetail2024</u></a>	Add a hike to the current FY schedule. Only Pathfinders should use this.
<a href="#"><u>Mileage Entry</u></a>	Mileage Entry app for hike leaders   shortcut: <a href="http://indyhike.org/mileageEntry.html">http://indyhike.org/mileageEntry.html</a>

<a href="#"><u>hikelocations.cgi</u></a>	Edit or add hike locations table which displays in (Map #xx)
<a href="#"><u>homemsg</u></a>	Edit Home Page News (homemsg)
<a href="#"><u>PhPMyAdmin</u></a>	phpMyAdmin editing tool for MySQL database
<a href="#"><u>Mileage Lookup</u></a>	App to look up mileage for a hiker
<a href="#"><u>Dashboard</u></a>	Mileage Dashboard - list of current year hikes with and without mileage

### **Creating a New Schedule**

<a href="#"><u>Manage Recurring Hikes</u></a>	Edit, add, and delete recurring hike templates (HikeDesc)
<a href="#"><u>Build a schedule</u></a>	Build a schedule for the next 2 months.
<a href="#"><u>Print full schedule to the screen</u></a>	Generate a new schedule with a full listing
<a href="#"><u>Generate abbreviated schedule</u></a>	Used to request leader approval of draft schedule build the MS word schedule.

### **Review & Test**

<a href="#"><u>Generate Abbreviated Schedule</u></a>	<p>New version with table formatted output.</p> <p>-- Copy table displayed and paste into Word using Paste-Special-HTML Format.</p> <p>-- Expand the time column in Word by grabbing the right edge of the first time entry and drag the edge to the right .</p>
<a href="#"><u>Website Requests &amp; Actions</u></a>	View, edit, add, and delete requests for website support and actions taken related to those requests.

Selecting *Build a schedule* (located under the Creating a New Schedule heading) from the prior menu will activate the following link: <http://indyhike.org/cgi-bin/buildSchedule.cgi>. And the response to this entry looks like the following, except date range will be for the current schedule period:

### **Build a Schedule for February 2023 - March 2023**

- [Create a Hike from a Recurring Template](#)
- [Create a New Hike](#)
- [View All Hikes](#)
- [View All Hikes Abbreviated](#)
- [View All Recurring Hikes](#)
- [Manage Recurring Hikes](#)

Current starting month is February (2)

[Change starting month](#)

Before the first hike can be entered the Pathfinder will need to confirm that the *Schedule Build* table is empty (i.e., initialized for the new schedule) and the schedule period is correct. They use *View All Hikes* link to confirm that the *Schedule Build* table is empty (it is if the response says 0 hikes). The Mileage officer is responsible for emptying the *Schedule Build* table after the newly approved schedule has been uploaded to the

website. If the table is not empty, the Pathfinder will need to contact the Mileage Officer (DB Administrator) to empty it. If the *Current starting month* still reflects the prior schedule period (e.g. February (2) in the example above), then they would need to change the starting month to the effective date of the new schedule, e.g., for the April-May schedule, you click on *Change Starting Month* and enter 4 for April. Once the schedule build table is empty and the starting month for the new schedule is correct, the Pathfinder is now ready to enter the first hike.

### Process of Adding a New Hike:

To add a new hike into the *Schedule Build* table (in this example the first hike) the Pathfinder would select *Create a New Hike* from the prior display, which produces the following fill in the blank template. Note, there is another option, *Create a Hike from a Recurring Template*, but we will discuss that in the next section.

**Create a new hike listing**

**Hike ID**

**Hike Name**

**Description**

**(Continue)**

Into this template the Pathfinder would enter the hike name (each must be unique unless the hike is recurring) and hike description from the information that the leader supplied and then press continue. The response you receive will look like the following, which includes a unique Hike ID that has been assigned by the software and will be used during the schedule build process:

**HikeID** 2  
**HikeName** BROAD RIPPLE ON SUNDAY MORNING  
**Day**  
**Date**  
**Time** 12:00 AM (default start time assumed by the software)  
**LeaderName**  
**LeaderID** 0  
**Description** Meet in front of 6220 Carrollton Ave for a guided 6-mile

hike with option for up to 4 additional (self-guided) miles. Parking lot is no longer free so please park on the street south of Broad Ripple Ave using the 6100 & 6200 blocks of Carrollton Ave. Repeats each Sunday in February and March. Use 6220 Carrollton Ave for GPS address. (Map #16)(F,PS,3-3.25) Leader: Kathy Whalen (317-409-3265)

[Delete Hike](#) | [Reuse Hike](#)

You would next select *Time* and enter the correct starting time of the hike, as follows:

**HikeID** 2

**HikeName** BROAD RIPPLE ON SUNDAY MORNING

**LeaderID** 0

**LeaderName**

**Time** 12:00 AM

**Day**

**Date** 0000-00-00

**Description** Meet in front of 6220 Carrollton Ave for a guided 6-mile hike with option for up to 4 additional (self-guided) miles. Parking lot is no longer free so please park on the street south of Broad Ripple Ave using the 6100 & 6200 blocks of Carrollton Ave. Repeats each Sunday in February and March. Use 6220 Carrollton Ave for GPS address. (Map #16)(F,PS,3-3.25) Leader: Kathy Whalen (317-409-3265)

**Time:**  **Update the time**

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With this done you will next need to assign the hike leader, which must match a current active member in our member database table. Click on *Leader Name* and the response will be as follows:

**HikeID** 2

**HikeName** BROAD RIPPLE ON SUNDAY MORNING

**LeaderID** 0

**LeaderName**

**Time** 9:00 AM

**Day**

**Date** 0000-00-00

**Description** Meet in front of 6220 Carrollton Ave for a guided 6-mile hike with option for up to 4 additional (self-guided) miles. Parking lot is no longer free so please park on the street south of Broad Ripple Ave using the 6100 & 6200 blocks of Carrollton Ave. Repeats each Sunday in February and

March. Use 6220 Carrollton Ave for GPS address. (Map #16)(F,PS,3-3.25) Leader: Kathy Whalen (317-409-3265)

**First enter the last name of the hike leader**

Whalen

(Search)

The process of selecting the leader is like checking or updating a member's mileage on the website, in that you enter the last name of the hike leader (or partial name) and receive a list of potential matches to what you entered; then you select a match (i.e., correct leader's name) from the response. After the leader's name has been selected the response will look like the following. Note the response includes a unique leader ID, assigned by the software from the member DB table.

**HikeID** 2

**HikeName** BROAD RIPPLE ON SUNDAY MORNING

**Day**

**Date**

**Time** 9:00 AM

**LeaderName** Kathy Whalen

**LeaderID** 988

Meet in front of 6220 Carrollton Ave for a guided 6-mile hike with option for up to 4 additional (self-guided) miles. Parking lot is no longer free so please park on the street south of Broad

**Description** Ripple Ave using the 6100 & 6200 blocks of Carrollton Ave.

Repeats each Sunday in February and March. Use 6220 Carrollton Ave for GPS address. (Map #16)(F,PS,3-3.25) Leader: Kathy Whalen (317-409-3265)

[Delete Hike](#) | [Reuse Hike](#)

The only thing left to do is to assign a date to the hike or multiple dates if it is recurring hike, which this example is. Select the *Date* field on the prior example. And you will receive a response that looks like the following:

**HikeID** 2

**HikeName** BROAD RIPPLE ON SUNDAY MORNING

**LeaderID** 988

**LeaderName** Kathy Whalen

**Time** 9:00 AM

**Day**

**Date** 0000-00-00

**Description** Meet in front of 6220 Carrollton Ave for a guided 6-mile hike with option for up to 4 additional (self-guided) miles.

Parking lot is no longer free so please park on the street south of Broad Ripple Ave using the 6100 & 6200 blocks of Carrollton Ave. Repeats each Sunday in February and March. Use 6220 Carrollton Ave for GPS address. (Map #16)(F,PS,3-3.25) Leader: Kathy Whalen (317-409-3265)

February 2023							
Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4	5
5	6	7	8	9	10	11	6
12	13	14	15	16	17	18	7
19	20	21	22	23	24	25	8
26	27	28					9
March 2023							
Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4	9
5	6	7	8	9	10	11	10
12	13	14	15	16	17	18	11
19	20	21	22	23	24	25	12
26	27	28	29	30	31		13

You will note that a two-month calendar for the schedule build period is displayed. Select the first or only date the hike is to appear on the schedule, which in this example is February 5, the first Sunday in February. The response you will receive looks like the following (although it will be clearer on your screen):

**HikeID** 2  
**HikeName** BROAD RIPPLE ON SUNDAY MORNING  
**Day** Sun  
**Date** Sunday, February 5  
**Time** 9:00 AM  
**LeaderName** Kathy Whalen  
**LeaderID** 988  
**Description** Meet in front of 6220 Carrollton Ave for a guided 6-mile hike with option for up to 4 additional (self-guided) miles. Parking lot is no longer free so please park on the street south of Broad Ripple Ave using the 6100 & 6200 blocks of Carrollton Ave. Repeats each Sunday in February and March. Use 6220 Carrollton Ave for GPS address. (Map #16)(F,PS,3-3.25) Leader: Kathy Whalen (317-409-3265)

[Delete Hike](#) | [Reuse Hike](#)

If the hike were not recurring you would now be done (i.e., all the required information for the hike has been saved in the *Schedule Build* table) and could move on to entering the next hike. However, since in this example the hike is recurring you will need to add it to the additional Sundays in both months (8 in total). You do this by selecting *Reuse Hike* from the last line of the response; from which you will receive a response like this:

**HikeID** 3

**HikeName** BROAD RIPPLE ON SUNDAY MORNING

**Day**

**Date**

**Time** 9:00 AM

**LeaderName** Kathy Whalen

**LeaderID** 988

**Description** Meet in front of 6220 Carrollton Ave for a guided 6-mile hike with option for up to 4 additional (self-guided) miles. Parking lot is no longer free so please park on the street south of Broad Ripple Ave using the 6100 & 6200 blocks of Carrollton Ave. Repeats each Sunday in February and March. Use 6220 Carrollton Ave for GPS address. (Map #16)(F,PS,3-3.25) Leader: Kathy Whalen (317-409-3265)

[Delete Hike | Reuse Hike](#)

**HikeID** 2

**HikeName** BROAD RIPPLE ON SUNDAY MORNING

**Day** Sun

**Date** Sunday, February 5

**Time** 9:00 AM

**LeaderName** Kathy Whalen

**LeaderID** 988

**Description** Meet in front of 6220 Carrollton Ave for a guided 6-mile hike with option for up to 4 additional (self-guided) miles. Parking lot is no longer free so please park on the street south of Broad Ripple Ave using the 6100 & 6200 blocks of Carrollton Ave. Repeats each Sunday in February and March. Use 6220 Carrollton Ave for GPS address. (Map #16)(F,PS,3-3.25) Leader: Kathy Whalen (317-409-3265)

From this response you will notice that the hike is now displayed twice, once on Sunday, February 5 and again at the top with no date, but a unique Hike ID (in this case 3) has been assigned by the software. Click on *Date* in top occurrence and a calendar for the months of February and March will be redisplayed. Select the second Sunday (in this example Sunday, February 12) and the same display will reappear. Select *Reuse Hike* again and the response will now show three hikes, one on Sunday, February 5, one on February 12 and the one on the top will have no date assigned. Repeat this process again by selecting *Reuse Hike* on the first hike and then the 3<sup>rd</sup> Sunday in February. Continue this process until the hike appears on every Sunday in February and March (8 Sundays). Now you have completed the entry of this recurring hike into the database.



To inspect the results of what you have entered into the *Schedule Build* table thus far, go back to the *Tables* display shown on page 2 and select *Schedule Build* and then select *View All Hikes Abbreviated* and you will receive a response that looks like this:

**2 Hikes Recorded**

Autokey	HikeName	Day	Date	Time	LeaderID	LeaderName	Description
<b>Sunday, February 5 (2023-02-05)</b>							
2	BROAD RIPPLE ON SUNDAY MORNING	Sun	Sunday, February 5	09:00:00	988	Kathy Whalen	Meet in front of 6220 Carrollton Ave for a...
<b>Sunday, February 12 (2023-02-12)</b>							
3	BROAD RIPPLE ON SUNDAY MORNING	Sun	Sunday, February 12	09:00:00	988	Kathy Whalen	See Sunday, February 5

You will note that at the top of the display it says that 2 hikes have been entered reflecting the first two Sunday's we added during the example to February 5 and 12. The first hike has been assigned HikeID #2 (same meaning as *Autokey*) by the software and the 2<sup>nd</sup> hike has been assigned HikeID #3. These numbers will become meaningful if you need to go back and make corrections to a particular occurrence of a hike. If we had completed the process of adding Kathy's hike on all Sundays in February and March there would have been 8 hikes displayed, one for each Sunday in both months.

Once the Pathfinders have entered all hike requests for both months the total number of *Hikes Recorded* in the previous display would be upwards of 350. You will note in the above example that the first hike on February 5 includes the complete hike description appears (in this instance it has been truncated for clarity), but in the second and subsequent occurrences show *See Sunday, February 5*, just like it does in the final schedule for repeating hikes. The software did this. If you had used the entry *View All Hikes* to display all hikes in the *Schedule Build* table, the full hike description (not *See..*) would have been displayed in all hikes.

**Creating Recurring Hike Templates:**

Knowing that most hikes in the finished schedule will be recurring (most appearing on the same day and same time each week), the software permits you to create templates of each recurring hike, housing all the information but the date. Using recurring hike templates gives the Pathfinder the option to save the hike on the same day of the week in both months, as long as all of the information on each occurrence is identical, except for the date. Using the *Create a New Hike* entry did not give us the same option to save the same hike on multiple days, so we were required to go through the process of using

the calendar to save the hike one day at a time (e.g., enter Kathy's Broad Ripple hike on 8 Sundays).

Here is how you would set up Kathy's hike as recurring hike template in the database (Recurring Hike templates are saved in a different place from the *Schedule Build* table). Pull up *Useful Management Links* using the entry [indyhike.org/tables.html](http://indyhike.org/tables.html) resulting in the display that is on Page 2. From this display select *Manage Recurring Hikes* under the heading of *Creating a New Schedule* and you will receive the following response:

### **Manage recurring hikes (HikeDesc)**

[Create a New Recurring Hike](#)

[View All Recurring Hikes](#)

Click on *Create a New Recurring Hike* and you will receive the following response:

**Create a new hike listing**

<b>Hike Name</b>	<input type="text"/>
<b>Description</b>	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>

**(Continue)**

Enter the Hike Name and Description into the recurring hike template and then press continue. You will receive a response like the following (staying with the example of Kathy Whalen Sunday morning hike):

### **Modify a Recurring Hike**

**Change the values of a recurring hike**

<b>Autokey</b>	214
<b>HikeName</b>	BROAD RIPPLE ON SUNDAY MORNING
<b>Description</b>	Meet in front of 6220 Carrollton Ave for a guided 6-mile hike with option for up to 4 additional (self-guided) miles. Parking lot is no longer free so please park on the street south of Broad Ripple Ave using the 6100 & 6200 blocks of Carrollton Ave.

Repeats each Sunday in December and January. Use 6220 Carrollton Ave for GPS address. (Map #16)(F,PS,3-3.25) Leader: Kathy Whalen (317-409-3265)

[LeaderName](#)

LeaderID 0

[Tm](#) 00:00

[Day](#)

[Delete This Recurring Hike](#)

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Complete the recurring hike template by entering the *Leader Name* and *Hike time*, the same way you did when creating a new hike on page 4 and 5. You are now done creating a recurring hike template. The weekend and weekday Pathfinders have saved more than 50 recurring hike templates in the database, one for each regularly recurring hike.

**Using a Recurring Hike Template to Create a Hike:**

From the initial *Useful Management Links* screen select *Build a Schedule* and you will get the following response (same response shown on page 2):

**Build a Schedule for February 2023 - March 2023**

[Create a Hike from a Recurring Template](#)

[Create a New Hike](#)

[View All Hikes](#)

[View All Hikes Abbreviated](#)

[View All Recurring Hikes](#)

[Manage Recurring Hikes](#)

Current starting month is February (2)

[Change starting month](#)

Now let's create Kathy's hike from the new Recurring Hike template we just created. Select *Create a Hike from a Recurring Template* on the prior response. Note in the previous example we created Kathy's hike by selecting *Create a New Hike* from the same screen. You will receive the following response.

**Use a Recurring Hike**

**Enter a part of a recurring hike name or hike leader**

Partial name of a recurring hike

(Search Hike)

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You can locate a recurring hike template in one of two ways, hike name or leader last name. I usually find it more convenient to use the last name of the leader, but both work. In the prior example if we entered Broad Ripple we would have received a list of all the recurring hike templates that included the words Broad Ripple in the hike name, quite a few. In this example we will use Kathy Whalen's last name. If we entered her last name above the response might look like the following:

AutoKey	Day	Tm	HikeName	LeaderID	LeaderName	Description
<a href="#">60</a>	Sun	10:00	BROAD RIPPLE ON SUNDAY MORNING	988	Kathy Whalen	Meet at 6602 Carrollton Ave ...
<a href="#">136</a>	Tues	13:30	BUTLER-TARKINGTON NEIGHBORHOOD WALK	988	Kathy Whalen	Meet at Universalit Church....

Luckily Kathy has only two recurring hike templates stored under her name, if on the other hand we had entered a more common name like Smith, we would have received a list of many templates that have been saved for all members whose last name was Smith.

To create a recurring hike in the *Schedule Build* table from a displayed template, select the proper template number (displayed under *AutoKey*). If there were more recurring templates displayed (like if the name was Smith) you would need to scroll down until you identified the proper template for the proper leader. In this example we are going to create a recurring hike using template #60, which will give us the following response (again would look clearer on your screen):

**Autokey** 60

**HikeName** BROAD RIPPLE ON SUNDAY MORNING

Meet in front of 6220 Carrollton Avenue for a guided 6-mile hike with option for up to 4 additional (self-guided) miles. Parking lot is no longer free so please park on the street south of Broad Ripple Ave using the 6100 & 6200 blocks of Carrollton Ave.

**Description** Use 6220 Carrollton Ave for GPS address. Repeats each Sunday in December and January. Note time change for all remaining Sundays. (Map #16) (F,PS,3-3.25) Leader: Kathy Whalen (317-409-3265)

**LeaderName** Kathy Whalen

LeaderID 988

[Tm](#) 10:00

[Day](#)

[Delete this recurring hike](#)

### Insert Hikes on Multiple Days

[\(Every Sunday\)](#) [\(Every Monday\)](#) [\(Every Tuesday\)](#) [\(Every Wednesday\)](#) [\(Every Thursday\)](#) [\(Every Friday\)](#) [\(Every Saturday\)](#)

Or choose a date for this hike.

February 2023							
Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4	5
5	6	7	8	9	10	11	6
12	13	14	15	16	17	18	7
19	20	21	22	23	24	25	8
26	27	28					9
March 2023							
Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4	9
5	6	7	8	9	10	11	10
12	13	14	15	16	17	18	11
19	20	21	22	23	24	25	12
26	27	28	29	30	31		13

### Updating the Template:

Before we can copy the hike template into Sundays of both months, we need to review the text in the saved template (mainly hike description) to see if anything needs to be updated. In this instance we need to change the repeat dates that appear in the hike description from December and January (were valid in the previous schedule, but not the new one), to February and March. Most recurring hike templates will require similar updates before they can be used to create new hikes. To update the hike description, select *Description* and make the necessary changes. In a similar manner you may need to change the *Hike Name*, *Leader Name* or *Tm* (start time) in the template before you use it to build new hikes in the *Schedule Build* table. Please be aware that the hike leader's name appears as a separate field with associated member number and again at the end of the free form hike description followed by the phone number (current convention). If the hike has a new leader, you will need to make the change in both places and revise the phone number too. Once you have made all appropriate changes to the *Recurring Hike* template (after each change the template is saved) you are ready to create new hikes.

### **Using a Recurring Hike Template to Add a Hike on the Same Day of Every Week:**

You will notice from the previous response that you have two options to build new hikes, select a date from the calendar display or click one of the *Every* buttons that appear just above the calendar display. Clicking one of the *Every* buttons will add a hike to the same day of the week in both months. In the previous example click on *Every Sunday* and Kathy Whalen's hike will be replicated in the *Schedule Build* table eight times, each occurrence with a unique *Hike ID*. In this example we are now done and can move on to adding the next hike.

### **Handling Irregular Repeat Dates:**

What if in the prior example Kathy had requested that her hike appear every Sunday, but only in February. The Pathfinder now has two options. They could have selected the calendar option when building the hike from the saved *Recurring Hike* template, versus one of the *Every* buttons, in which case you would have to repeat the process of adding the hike 4 times, just like when we created a new hike back on pages 6-8. Or, if you had chosen the *Every Sunday* option you would have to delete the last four occurrences of the hike in March, by using the process described in the next section **Making Changes to Previously Entered Hikes**. Select *View all Hike Abbreviated* (from the display shown on page 3) to view all the hikes in the *Schedule Build* table. Scroll down until you find the first occurrence of Kathy's hike on the first Sunday in February (luckily all the hikes in the *Schedule build table* are sorted by day). Kathy's hike would be listed with all the other hikes on the 1<sup>st</sup> Sunday in February. Click on the *Auto Key* (now the same as *HikeID*) of the first occurrence of Kathy's hike and a list of all the hikes in the *Schedule Build* table with the same hike name (i.e., *Broad Ripple on Sunday*) would appear. You would then have to scroll down to the last four occurrences and delete each one individually.

You handle similar cases of irregular hike schedule dates in a very similar manner. Leaders sometimes request "Add my hike to every other Tuesday" or "I want my hike to appear only on the following days June 4, June 10 and July 20" or other irregular combination of dates often occur. So, the tools available to the Pathfinder are either using a saved *Recurring Hike* template and then using it to add the hike to an odd combination of days, using either the *Every Day* option and then going back and deleting the days when the hike shouldn't appear on; or the calendar option and repeating until you have the hike on all of the days it should appear. The other option available to the Pathfinder is to *Create a New Hike* (previously described on page 3) to build a hike from scratch and use the associated calendar function to add the hike on the appropriate days.

The process of adding hikes with irregular occurrence sounds complex by once the Pathfinder gets used to it the process becomes routine.

### **Making Changes to Previously Entered Hikes:**

Occasionally a hike leader will request (usually via email) a change to some information on a hike that the Pathfinder has already entered into the *Schedule Build* table, like start

time (occurs frequently) or parking location or hike date to avoid a conflict with another hike already scheduled on the same day. Sometimes they will change hike leader name (e.g., “Mary Ann Layman will now lead my hike”.) Very rarely does the Pathfinder receive a request to change the hike name (each hike name must be unique), but it does happen.

Making the requested changes requires that the Pathfinder locate the hike(s) in the *Schedule Build* table and make the corrections, most often to the hike description but sometimes to the other fields as well. To locate the hike the Pathfinder uses the entry *View all Hikes*, after selecting the *Schedule Build* option from the *Useful Management Links* display (see page 2). The resulting display will list all the hikes in the *Schedule Build* table; upwards of 350 when the schedule is almost complete, starting with all hikes on the first day of the schedule build period (e.g., February 1 in all examples thus far). The hikes will be listed in their entirety (i.e., no shortened hike description) in the order they were entered, not yet sorted by hike start time. The Pathfinder would need to scroll down to the appropriate date that contains the hike needing to be changed and locate the specific hike and then use the associated *Auto Key* to retrieve the first occurrence of the hike. The resulting display will list all the recurring hikes in the *Schedule Build* table with a matching *Hike Name*. The Pathfinder would then make the correction(s) to the first hike and each recurring hike with the same name. This is usually straight forward if the change is to any field other than *Hike Name*, in that the Pathfinder can step down through the list of hikes to make the same change to each. Stepping though won't work if the *Hike Name* is being changed, you will need to go back and repeat the entry *View All Hikes* and search for the old hike name.

### **Entering a Non-hike into the Schedule**

Occasionally it is desirable to insert text into the schedule that is not related to a hike to better explain what follows, like a Multi-Day Trip explanation or the Club Picnic or the Winter Banquet. To prevent this entry from being considered a hike, which will require mileage entry, the software is programmed to look for NON-HIKE at the start of the hike title and upon finding it the entry is not added to the list of hikes requiring mileage entry. All the fields normally required for a hike are still required, the hike start time and the NON-HIKE will not display on the screen or on the *Generate Abbreviated Schedule* entry, except the start time will be used to position the entry in the proper sequence.

### **Requesting Hike Leader Review:**

Once all the requested hikes have been entered into the *Schedule Build* table (again about 350 total), about a week to ten days before the approval Board meeting, it is time to ask the hike leaders to confirm the accuracy and completeness of what is in the database and resolve any scheduling conflicts. This is done via a Broadcast email to all Club members, listing all the hikes in the *Schedule Build* table sorted by date and hike start time, which turns out to be a very long email. To achieve this the Pathfinder goes back to the initial *Table of Useful Database Links* (shown on page 2) and selects *Generate Abbreviated Schedule*, which provides a listing of all hikes as they will appear in the final schedule, sorted by date and time. The Pathfinder then cuts and pastes this

response into a Google Groups Broadcast email that is then sent to all hike leaders. Following is what this email looks like:

*Subject: Please Review Your December 2022 and January 2023 Hikes|*

*Hike Leaders and Wanabee Leaders,*

*Following is a list of all the hike requests that Jean and I have received for the upcoming December 2022 and January 2023 hike schedule. Please review your hikes including repeat dates for accuracy and completeness and get back to Jean at [jeanballinger77@gmail.com](mailto:jeanballinger77@gmail.com) with updates to weekend hikes or me at [ewright@indyhike.org](mailto:ewright@indyhike.org) with updates to weekday hikes, Future Events and Member News. Not too late to add new hikes or move hikes around. We would appreciate your response by Monday, November 14. Ed*

*Thursday, December 1*

*9:00 AM THE OTHER THURSDAY MORNING HIKE Meet at the Walmart located at 5550 Fall Creek Pkwy N Dr at the corner of 56th St and Fall Creek Pkwy. To find the main entrance to WalMart, turn south off 56th St onto Fall Creek Pkwy and then turn right into the parking lot. Park in the rear of the Walmart lot behind Starbucks. This is usually a 6-mile self-guided hike north on the Fall Creek Trail to Skiles Test Park and back, however, from time to time the leaders may change the route. Hike repeats every Thursday in December and January. (Map #45)(F,PS,3-3.5) Leader: Tish Brafford (317-251-8907, 317-531-6700 cell)*

*9:30 AM EASY AT EAGLE CREEK - FIVE MILE This is the first of four very popular hikes in Eagle Creek Park ....*

*.... followed by all of the remaining hikes for both months (usually 350 or more) listed in date and hike start time order.*

Most hike leaders will do as requested and verify that their hikes are properly represented. Those that have recurring hikes will need to scroll through the very long email to view all their hikes including repeat dates (luckily shortened to See....). Many leaders will confirm that what is in the database is correct. The Pathfinder will assume that no response from a hike leader is a concurrence that what was listed for the leader is correct. Some leaders will provide corrections, request changes (e.g., new start time, change date or new driving directions) or add new hikes. All of which will require the weekday and weekend Pathfinders to make corrections or to add a new hike to the *Schedule Build* table using the processes previously described.

### **Copying the Hike Schedule into a Word Document:**

As we said in the initial overview, the final schedule takes the form of a Microsoft Word Document, which includes news items, president's remarks, future events, a list of new members, a list of Mileage Awards, member news as well as a list of all hikes for the two-month schedule period, sorted by month, day, and hike time. One of the two Pathfinders (currently Ed Wright, Weekday Pathfinder) currently has the responsibility for building the draft word document, a process that usually runs in parallel to the schedule build process.



The word document development starts with copying the most recently approved schedule (also a word document) and giving it a new name. For example, if the last approved schedule saved on the Pathfinder's PC is entitled 22.Dec.Jan.final.docx (current convention), it will be copied and given a new unique name, such as 23.Feb.Mar.working.docx. The header of the word document, which includes the logos and the date range of the most recently approved schedule, is changed to reflect the date range of the new schedule. Each subsequent page header is also updated to include the date range of the new schedule. A watermark *Draft* is added to every page, since until Board approval this document is still considered a draft.

Much of the content on the first few pages of the schedule is copied from past schedules (usually the same schedule from a year earlier), including the following paragraphs:

- Winter Hiking disclaimer - always included in the Dec-Jan and Feb-Mar schedule and copied from the same schedules one year ago.
- Annual Dues and Winter Banquet Invite – included in the Oct-Nov schedule.
- Annual Dues Reminder – included in the Dec-Jan schedule.
- Mailed Roster and Trail Blazer Notice – included in the Feb-Mar schedule.
- List of Nominated Officers – included in the Aug-Sep schedule.
- New Elected Officers – included in the Oct-Nov schedule.
- Picnic, Winter Banquet and General Assembly reminders.
- New club rules and important Board Decisions that affect members.
- New Schedule Highlights – hikes of note in this schedule (done after the schedule of hikes is added)
- Whatever else is considered timely at the time the schedule is prepared.
- President's Remarks – obtained from the current Club president each schedule.

The last few pages of the schedule usually look the same and include the following:

- Future Events – leaders supply the Pathfinder responsible for assembling the final schedule with information on planned trips and events.
- New Members - extracted from an email sent by the Membership officer every month.
- Mileage Awards – copied from an email sent by the Mileage officer every two months.
- Member News – from information provided by various members covering the past two months.
- Want More Information? – always the same.

At times (infrequently) there will be addendums added after the last page of the schedule, such as a proposed amendment or to the Club Constitution.

After the hike leaders have had several days to review their hikes for accuracy and have emailed corrections to the Pathfinder (see **Requesting Hike Leader Review** on page 15), it is time to copy the hikes from the *Schedule Build* table into the word document, which has been prepared in parallel. To accomplish this, the Pathfinder who is

preparing the word document (presently Ed Wright) uses the same entry that was used to build the email that was sent to hike leaders to review their hikes, i.e., from *Table of Useful Database Links*, select *Generate Abbreviated Schedule*. This provides a listing of all hikes in date, hike start time order, including an abbreviated hike description for all but the first occurrence of a recurring hike (e.g., See Tuesday, February 3).

The result of this query produces a list of hikes about 15 pages long which is now cut and pasted into the word document after the President's Remarks and before Future Events. The format of what was copied must be tweaked (change font and type size) to match the rest of the text in the word document. Next notable holidays that appear in the calendar are added to the word document on the appropriate days (e.g., Thanksgiving, New Years Day, etc.). Finally, the schedule is augmented on appropriate days with information that is not hike related and thus was not included in the *Schedule Build* table but clarifies what is in the schedule. An example would be adding driving directions and hotel information for an away trip, like the Smokies, or date specific details about the Club Picnic, Winter Banquet or General Assembly.

### **Dual Updates Required (i.e., Keeping the Word Document and Schedule Build Table in synch)**

After the hikes have been copied from the *Schedule Build* table into the word document, it is important to note that until the final schedule is approved by the board and loaded on the website, dual updates will be required for any last-minute changes received from hike leaders to both the *Schedule Build* table and the word document. Since the Board of Directors must still review and approve the new schedule and the Mileage officer then needs to copy the *Schedule Build* table onto the website database tables, the elapsed time from when the database was first copied into the word document and the schedule is loaded onto the website can be a week or more. Luckily these double updates do not occur often, but there are usually several instances with each new schedule where this happens. The Pathfinder who has responsibility for building the word document also has responsibility for making the changes in both places. The other Pathfinder will need to keep their partner aware of what changes are required.

### **Board Review and Schedule Approval:**

A copy of the almost finalized (still considered a draft) word document is now emailed by the Pathfinder to the Board of Directors, several days before the next Board Meeting. Along with a request that they review the schedule for errors and omissions, especially the first and last few pages since hike leaders have already been given the opportunity to review their hikes. The Board Members are requested to respond the day before the Board meeting. Compliance with this request to review the schedule is usually hit and miss, with only a few Board members taking the time to review the Word document and then responding by email. Usually, this leads to a few corrections to improve the clarity of the document, although errors always manage to slip through.

At the Board Meeting the schedule is discussed and approval given. Often based on discussions at the Board Meeting there are minor changes required to the word document, like changes to the December and January schedule for the upcoming

Winter Banquet. The Pathfinder will then make the necessary changes to the schedule (usually same day) and change the name of the draft word document from working to final (e.g., 23.Feb.Mar.final.docx) and remove the watermark *Draft*. The final schedule now in the form of a Microsoft docx file is then emailed to the following officers: Publications Chairperson - who is responsible for having the schedule printed and mailed; the Publicity Chairperson - who is responsible for interacting with the media regarding the upcoming schedule and updating Meetup with selected hikes (a social media website that our club currently participates in); the other Pathfinder - who saves a copy and who currently updates the hike leader index which is saved on the website; and the Mileage Officer - who is also the database administrator and is responsible for uploading the new schedule from the *Schedule Build* table into the Hike detail table on the Club website. This facilitates both the website calendar function (i.e., Today's Hikes, Tomorrow's hikes etc.) and mileage entry capability for hike leaders for the two new months. The Mileage Officer is also responsible for clearing out the *Schedule Build* table, so the next two-month schedule can be built. The Pathfinder who was responsible for producing the final schedule now hands it off to the Webmaster (currently the same person, Ed Wright) to upload the final schedule onto the Club website as a .pdf file. All these activities usually occur within one day after the Board Meeting.

**Webmaster Uploads the New Schedule to the Club Website:**

The webmaster first saves the .docx version of the final schedule word document on their personal computer as an archive. The webmaster has archived all schedules dating back the past 15 years. Then the document is saved as a .pdf file in their PC download directory and assigned a name that is unique (current convention is 23.Feb.Mar.final.pdf). Then the webmaster logs onto the Club website, which requires an authorized login and password. Currently only three Club members are authorized to update the website and thus have logins and passwords: Ed Wright (webmaster), Bob Hackenberg and Paul Klimowitch (software developers). It is up to the owner of the website, currently the webmaster, to authorize additional logins and passwords.

Once on the website the webmaster selects *File Manager*, from a display of website management options, which produces a directory display that looks like the following. This response currently includes a list of 8 file folders and about 50 HTML files, only the first 2 of which are included in following truncated display:

<a href="#">articles&amp;archives</a>	775	indyhike/indyhike	Oct 24 16:58	-
<input type="checkbox"/> <a href="#">Awardwinners</a>	775	indyhike/indyhike	Dec 10 2021	-
<input type="checkbox"/> <a href="#">boardarchive</a>	775	indyhike/indyhike	Nov 18 12:43	-
<input type="checkbox"/> <a href="#">cgi-bin</a>	755	indyhike/indyhike	Oct 03 10:10	-
<input type="checkbox"/> <a href="#">docs</a>	775	indyhike/indyhike	Sep 22 20:30	-
<input type="checkbox"/> <a href="#">experiments</a>	775	indyhike/indyhike	Apr 02 2011	-
<input type="checkbox"/> <a href="#">hikeschedules</a>	775	indyhike/indyhike	Nov 18 12:08	-
<input type="checkbox"/> <a href="#">images</a>	775	indyhike/indyhike	Oct 29 14:27	-
<input type="checkbox"/> <a href="#">about.shtml</a>	664	indyhike/indyhike	Dec 21 2014	745B
<input type="checkbox"/> <a href="#">about.txt</a>	755	indyhike/indyhike	Oct 22 14:06	22.6K

.... followed by a list of 50 or more .shtml and .txt files

The file folder entitled *hikeschedules* contains the current and historical hike schedule .pdf files dating back to 2009. This is where the webmaster must upload the newly approved schedule. Displaying the *hikeschedules* folder will produce a scrollable display that looks like the following:

<input type="checkbox"/>	<a href="#">09.Aug.Sep.final.pdf</a>	775 indyhike/indyhike	Jun 04 2010	343.7K
<input type="checkbox"/>	<a href="#">09.Dec.Jan.pdf</a>	775 indyhike/indyhike	Jun 20 2011	320.3K
<input type="checkbox"/>	<a href="#">09.Feb.Mar.final.pdf</a>	775 indyhike/indyhike	Jun 04 2010	346.8K
<input type="checkbox"/>	<a href="#">09.Jun.Jul.final.pdf</a>	775 indyhike/indyhike	Jun 04 2010	374.8K
<input type="checkbox"/>	<a href="#">09.Oct.Nov.pdf</a>	775 indyhike/indyhike	Jan 31 2010	316.5K
<input type="checkbox"/>	<a href="#">10.Apr.May.pdf</a>	775 indyhike/indyhike	Mar 24 2010	447.0K

.... (all of the schedules between 2010 and 2022)

<input type="checkbox"/>	<a href="#">22.Aug.Sep.final.pdf</a>	775 indyhike/indyhike	Sep 19 17:02	410.8K
<input type="checkbox"/>	<a href="#">22.Dec.Jan.final.pdf</a>	755 indyhike/indyhike	Nov 24 10:23	376.4K
<input type="checkbox"/>	<a href="#">22.Feb.Mar.final.pdf</a>	775 indyhike/indyhike	Mar 24 17:23	455.1K
<input type="checkbox"/>	<a href="#">22.Jun.Jul.final.pdf</a>	775 indyhike/indyhike	May 11 09:53	467.4K
<input type="checkbox"/>	<a href="#">22.Oct.Nov.final.pdf</a>	775 indyhike/indyhike	Sep 27 16:39	414.3K

## Tools

**Upload files/folders:**

**Create directory:**

**Create file:**

Using the *Upload files/folders* tool in the prior display the webmaster then identifies the file they want to upload (already set up in the above display) in this case *23.Feb.Mar.final.pdf* and then selects the *Upload Files* option, in which case the .pdf file would be uploaded from the webmaster's PC download folder to the *hikeschedules.txt* folder on the Club website. This process only accomplished loading the new schedule onto a website file folder, but the webmaster must still modify the website to display it.

Note, the process just described is the same process the webmaster uses to upload new or revised forms (also pdf's) currently saved in the *docs* file folder, or a copy of the revised Club Constitution or 65<sup>th</sup> Anniversary Book (both pdf's) which are saved in the *articles&archives* file folder. Other documents (pdf's and text files), like Hike Leader Guidelines are uploaded the same way.

## Modifying the Website to Display the New Schedule:

One of the files listed in the truncated the website directory display, which appears on page 19, is the *hikes.txt* text file (below the *about.txt file*), one of many such.txt files that

contain HTML statements. When displayed on a PC browser the *hikes.txt* file looks similar to this:

### ***HIKE SCHEDULE***

[Today's Hikes](#) | [Tomorrow's Hikes](#) | [Calendar](#)  
[Future Events](#) | [Google Map of Hike Meeting Locations](#)  
[Hike Leader Guidelines](#) | [Hiker Guidelines](#)

To see a list of scheduled hikes and other events, select the desired month below. Also, check out [future events](#) for a preview of activities and trips planned in future months

[December 2022 and January 2023](#)      [October and November 2022](#)      [Old Schedules](#)

The February and March 2023 hike schedule should be available around January 20.

Hike schedules are PDF files and you will need Adobe Reader on your computer to view them. See below for instructions on how to download.

Guests are welcome on all hikes as are children under 18 years old as long as an adult is willing to take responsibility for them. You do not have to be invited to join us and there is no fee. Simply show up for any hike at least 10 minutes before the scheduled start time.....(rest of display has been truncated)

---

However, when the contents of the *hikes.txt* file are displayed from within the website it looks like the following collection of HTML statements:

```
<center>
<H3><b><i>HIKE SCHEDULE</i></b></h3>
</center>
<center>
<a href= cgi-bin/calendar.cgi?timeref=today>Today's Hikes</a> |
<a href= cgi-bin/calendar.cgi?timeref=tomorrow>Tomorrow's Hikes</a> |
<a href= cgi-bin/calendar.cgi?timeref=calendar>Calendar</a>
<br>
<a href = future.shtml>Future Events </a> |
<a href =http://indyhike.org/locations.shtml>Google Map of Hike Meeting Locations</a>
<br>
<a href = docs/HikeLeaderGuidelines_August2022.pdf>Hike Leader Guidelines </a>|
<a href = hikeschedules/GuidelinesforHikers.shtml>Hiker Guidelines</a>
<br>
</center>
```

To see a list of scheduled hikes and other events, select the desired month below. Also, check out [future events](#) for a preview of activities and trips planned in future months.

```
<p>
<center>
```

```

<table width = 95%>
<tr align = center>
  <td>
    <b>
      <a href = hikeschedules/22.Dec.Jan.final.pdf target=new>December 2022 and
      January 2023</a>
    </td>
    <td>
      <b>
        <a href = hikeschedules/22.Oct.Nov.final.pdf target=new>October and November
        2022</a>
      </td>
      <td>
        <b>
          <a href = schedulearchive.shtml target=new>Old Schedules </a>
        </b>
      </td>
    </tr>
</table>

```

<p>  
 The February and March 2023 hike schedule should be available around January 20.  
 </center>

<p>  
 Hike schedules are PDF files and you will need Adobe Reader on your computer to view them. See below for instructions on how to download....  
 .... (rest of the display truncated for clarity)

I do not expect the reader to be very familiar with HTML statements which a website Browser interprets and creates a website display, but the webmaster must be familiar enough with HTML to make changes to the txt.file lines highlighted in blue each time a new schedule is approved (every two months). To update the HTML the webmaster displays hikes.txt file (same display as above) and modifies the first highlighted HTML statement as follows:

```

<a href=hikeschedules/23.Feb.Mar.final.pdf target=new>February and March
2023</a>.

```

The second highlighted line will also need to be changed to reference the December 2022 and January 2023 schedule (similar <a href = statement). The prior reference to the October and November schedule will be pushed off the screen to Old Schedules.

The third highlighted line will need to be changed to indicate that “The April and May 2023 schedule should be available around March 20.”

I won't bore you with describing the change that also needs to be made to the *schedulearchive.txt* file included on the same directory as *hikes.txt* (see page 19), which includes the HTML statements to display all of the past date schedules and the *hike leader index.pdf* (index to past hike schedules). It will have to be updated to reference

the Oct and Nov schedule that was pushed off the *hikes.txt* screen, by inserting a new `<a href= ...line.`

HTML is unforgiving and format errors are easy to make. Thus, the webmaster will need to confirm that all changes were made correctly by displaying the *hike schedule page* and *Old Schedule page* on the website. If the displays do not look correct, the webmaster would need to go back and make corrections to the HTML statements.

### **Advising the Membership that the New Schedule is Available:**

Now all the changes to display the newly approved schedule have been made to the website, except the membership hasn't been advised yet. This requires that the webmaster do two additional things.

First task is to send a Broadcast email to all members advising them that the new schedule is available on the website, e.g. the following email was sent out recently.

IHC Members,

The December 2022 and January 2023 hike schedule and newsletter is now available on the club website ([www.indyhike.org](http://www.indyhike.org)) hike schedule page. The calendar and mileage entry for these two months will be available shortly.

The second task is to update the website *Home Page News* with the same information, that the new schedule is now available. This is done by accessing the table of *Useful Management Links* (see page 2) and selecting *homemsg* to add a news item to the website home page. The following news item was added to the Home Page news to advise that the new schedule is now available.

#### **December 2022 and January 2023 Schedule Now Available**

The hike schedule and newsletter for December 2022 and January 2023 is now available on the [Hike Schedule](#) page of this website. The calendar function and mileage entry for these months is also available.

### **Updating Future Events:**

The final task for the webmaster regarding the new schedule is to update the *future.txt* file saved in the same directory as the *hikes.txt* file. (see page 19). This provides a separate display of Future Hiking Club Events on the club website (versus going to the end of the .pdf file which has also been saved on the website. This requires that the current Future Events section toward the end of the final schedule (saved in the folder *hikeschedules* e.g., 23.Feb.Mar.final.pdf) be copied and pasted into a blank .txt file which has been given the name *future.txt*. Appropriate HTML formatting characters, such as `<p>` and `<b>` need to be added to the .txt file so the future events will display on the website properly. The *future.txt* file which looks like the following, needs to be uploaded and replace the current *future.txt* file on the main directory.

```
<center>
```

```
<h3><b><i>FUTURE EVENTS FOR DECEMBER 2022 AND BEYOND</i></b></h3>
```

</center>

<p>

<b>WINTER BANQUET - Sunday, December 4</b><br>

We will have our catered annual banquet again Nativity Catholic Church on Sunday afternoon. We will honor 2022 Achievement Award winners and new 25-year members. You should have received a reservation form in the mail for this year's banquet. Please return the form and your check in the self-addressed envelope that was provided no later than November 18.

<p>

<b>WINTER WEEKEND - ABE MARTIN LODGE in BROWN COUNTY STATE PARK - March 3-5, 2023</b><br>

We will be going to a new location in 2023 for our traditional Winter Weekend. To make your reservations, call.... (rest of the display has been truncated)

This completes the process of developing the new schedule, loading it on the website and advising the membership that it is available. The following sections relate to the processes required to make changes to the current schedule after it has been approved.

#### **CHANGES TO THE APPROVED SCHEDULE:**

Modifications to the hike schedule after it has been approved, including cancellations, revised start times or meeting locations, and new hikes are only reflected on the website and reported to the membership via Broadcast email and the website home page news. They are not reflected in the printed schedule, or the pdf copy of the schedule saved to the website Hike Schedule page. The webmaster is responsible for these processes.

#### **Cancelling Hikes and Adding Messages to the Home Page News**

The most common change to the approved schedule is cancelling a hike. This requires that all members be notified by a Broadcast email; cancelling the hike in the website database; and adding a hike cancellation message to the website home page news. The hike leader is responsible for accomplishing these steps; however, the webmaster often assists, especially if a new hike leader is involved.

Sometimes a member (usually a new leader) will contact the webmaster by email or phone asking them to cancel a hike. The webmaster then sends the Broadcast email to inform the membership, on behalf of the leader announcing the cancellation, and advises the leader that the next time this occurs that they (not the webmaster) should send the Broadcast email and cancel the hike in the database. The webmaster next goes ahead and cancels the hike in the database (usually a leader responsibility). This is accomplished by selecting the *Mileage* link on the website home page then selecting the *Mileage Entry or Cancel Hike* link (at the top of the response). This will display a calendar display of future and past dates. The webmaster then selects the date of the hike to be cancelled from the calendar display and a list of all hikes scheduled on that day is displayed in start time order. The hike to be cancelled is then accessed and at the top of the mileage entry display is an option to cancel the hike. The webmaster (or hike leader) selects this option. When this is done, the hike is flagged as cancelled



when displayed by the website calendar function (i.e., Today's Hikes, Tomorrow's Hikes ..... ) and mileage for this hike cannot be entered. Note, the hike cancellation indicator in the database can be reversed if the hike was cancelled by mistake or was reinstated because another leader stepped up.

Cancelling a hike in the database also causes an advisory message to be automatically added by the software to the home page news (*homemsg* table) indicating that the hike has been cancelled. This entry includes the name of the leader, the hike title and the date and scheduled start time of the cancelled hike. When the home page is displayed the automated news entry for a cancelled hike will look like the following:

*EXPLORE FISHERS IN THE EVENING* hike cancelled on Monday, April 1  
 Rick Braun has cancelled the *EXPLORE FISHERS IN THE EVENING* hike scheduled for 6:00 PM on Monday, April 1.

On bad weather days or because of a leader illness, quite a few hikes may be cancelled, perhaps for several days in a row. This creates a corresponding number of home page news entries for each cancelled hike that looks like the above example. This can cause the Home page news to look very cluttered. The few times a year that we have such events, the webmaster will usually update the *homemsg* table to consolidate the individual cancelled hike entries into one consolidated news entry, that might look like the following:

All *GREENWOOD MALL* Hikes Cancelled in February and March  
 Because of doctor's orders regrettably Glee Crowder has ceased leading all *GREENWOOD MALL* hikes on Monday's, Wednesday's and Saturday's at least though the rest of February and March and likely in future months as well.

Updating the *homemsg* (website Home Page news) is straightforward but restricted to the webmaster and a few others authorized individuals. To update the Home Page news you select *homemsg* from the *Table of Useful Links* (described on page 2). A display of the Homepage News table might look like the following;

[Insert a record into homemsg](#)

id	title	msg	active	expireDt
<a href="#">841</a>	<i>B&amp;O TRAIL AND SPEEDWAY NEIGHBORHOODS</i> hike cancelled on Tuesday, March 26	Because of illness Pat Lawler has cancelled the <i>B&amp;O TRAIL AND SPEEDWAY NEIGHBORHOODS</i> hike scheduled for 9:00 AM on Tuesday, March 26.	1	2024-03-26
<a href="#">773</a>	April and May Hike Schedule Now Available	The April and May hike schedule and newsletter is now available on the <a href="#">Hike Schedule</a> page. The website calendar function and mileage entry for these two months is also available. Subsequent additions and changes to the finalized April and May hike schedule will	2	2024-05-01

only be reflected on the website calendar function.

<a href="#"><u>842</u></a> <i>EXPLORE FISHERS IN THE EVENING</i> hike cancelled on Monday, April 1	Rick Braun has cancelled the <i>EXPLORE FISHERS IN THE EVENING</i> hike scheduled for 6:00 PM on Monday, April 1.	1	2024-04-01
--	---	---	------------

**(Insert Record)**

All Home page news items are added in the same manner: title, news text, display priority and expiration date of the news item followed by selecting *Insert record*. In this example ID's 841 & 842 are examples of a hike cancellation entry automatically inserted into the *homemsg* table by software when a hike has been cancelled. Hike cancellations, hike changes and new hike additions (see following sections) are always given display priority 1 (active int), which will float them to the top of the display. The last field is an expiration date input when the entry is inserted. News entries are automatically purged from the *homemsg* table on the day following the expiration date. For a hike cancellation the expiration date is always the date of the cancelled hike (e.g., 2024-03-26 in the first example).

**Modifying Hikes in the Current Schedule:**

A slightly more involved process is required to change something for a hike already scheduled, like start time, parking location or driving directions. Luckily changes like this do not occur frequently, only several times during a schedule period.

Changing information for an already scheduled hike is a three-step process all of which must be accomplished by the webmaster: 1) update the hike in the database; 2) adding a news entry to the home page news; and 3) sending a Broadcast email to all members advising them of the change. Note the change will only be reflected on the website calendar function and Home Page news and not in the pdf copy of the schedule saved on the Hike Schedule page or the printed schedule.

The first step in the process is to update the hike saved in the database, which impacts both the website calendar display and mileage entry. To accomplish this, you go back to the table of *Useful Management Links* (see page 2) and select *Edit Hike Detail 2024* ( or whatever the current year is), which will produce a very large scrollable display of all the hikes in the database (i.e., *HikeDetail2024* table) since the start of the Club fiscal year on October 1, sorted by day. Based on the current database design at the start of the new fiscal year October 1, a new hike detail table for the following year (currently 2024) is created and the first schedule (i.e., all Oct and Nov hikes) is loaded into the new hike detail table. The prior year hikes table (e.g., *HikeDetail2023* is archived).

Let's assume the hike being changed is scheduled to occur on January 31, 2024 and the hike will be saved in a table entitled *HikeDetail2024*. The response to the *Edit Hike Detail 2024* link will look like the following but will be clearer on your screen.

## HikeDetail2024

HikeID	Day	Tm	Dt	HikeName	Leader ID	LeaderName	Members	Cancelled	Comments	Description
<a href="#">320</a>	Sa	07:45:00	2023-10-01	INDIANAPO LIS HALF-MARATHON	384	Julie Litten	1	0		See www.indyhalfmarathon.com for details on ... Leader: Julie Litten (317-407-4652-cell or littenjulie@gmail.com)
<a href="#">320</a>	Sa	08:00:00	2023-10-01	WESTSIDE PARK, GREENWOOD	134	Glee Crowder	4	0		This will be a 7-8 mile hike with a 5 mile option .... (F,PS,3) Leader: Glee Crowder (317-859-8159)
<a href="#">320</a>	Sa	10:00:00	2023-10-01	TEN AT TEN	337	Rick Kinnaman	14	0		Meet at Broad Ripple... Leader: Rick Kinnaman (317-407-9746)

...  
(scroll down through hundreds of hikes between Oct 1 and Jan 31)  
...

<a href="#">3959</a>	Tue	09:30:00	2024-01-31	FORT HARRISON STATE PARK	1337	John Schlechte		0 0		Enjoy a 5-mile hike .....(Map #18) (M,NS,2.5) Leader: John Schlechte (317-294-2021 cell)
<a href="#">3960</a>	Tue	09:30:00	2024-01-31	MERIDIAN WOODS	134	Glee Crowder		0 0		Join us for a 4-5 mile south ... and January. (F,PS,3) Leader: Glee Crowder (317-859-8159)
<a href="#">3972</a>	Tue	16:30:00	2024-01-31	SOUTHPORT ROAD	134	Glee Crowder		0 0		Meet behind (north side) Dollar Tree ....(F,PS,3) Leader: Glee Crowder (317-859-8159)

You will need to scroll down to the date of the hike requiring a change, which could be a very long scroll. Luckily all the hikes in the current schedule will appear at the end of the display; then search for the desired hike. When you locate it, let's say Hike ID 3959 in the above example - John Schlechte's Fort Harrison hike on Tuesday, January 31, 2024. Select the Hike ID and you will receive the following display:

### Edit a record

#### HikeDetail2024

HikeID int(11)	3959
Day text	<input type="text" value="Tue"/>
Tm time	<input type="text" value="09:30:00"/>

Dt date	<input type="text" value="2024-01-31"/>
HikeName text	<input type="text" value="FORT HARRISON STATE PARK"/>
LeaderID int(11)	<input type="text" value="1337"/>
LeaderName text	<input type="text" value="John Schlechte"/>
Members int(3)	<input type="text" value="0"/>
Cancelled tinyint(1)	<input type="text" value="0"/>
Comments text	<input type="text"/>
Description text	<div style="border: 1px solid gray; padding: 5px;">         Enjoy a 5-mile hike on forested trails. From I-465 NE go east on 56th St and turn left       </div>

**Submit**

Change any field in the above template to whatever the requested change is, that is unless the request is to change the hike leader in which case you will need to change three things: the hike leader name; and hike leader ID and name and phone number in the description. In this example suppose you were requested to change the hike start time to 10:45 a.m. Then you would need to change the time field (TM) to 10:45 and select *Submit*. If this were a recurring hike and there were additional appearances of the hike in the DB, each occurrence would also need to be changed. Luckily changes to recurring hikes in the current schedule are very infrequent. I finish by adding a comment ahead of the text in the hike description describing the change and then highlighting it in blue.

The start time of this hike has been changed from 9:30 a.m. on December 20. It will only appear only on the website calendar function and not on the pdf schedule on the Hike Schedule page or printed schedule.

I always verify that I made the changes correctly by displaying the appropriate website calendar display and mileage entry screen. The first step in the process is now complete (i.e., updating the DB).

Process steps 2 & 3 of making a change to a hike are identical to what was described for cancelling a hike, i.e., update Home page News and send out Broadcast email to the membership announcing the change.

### Adding New Hikes to the Current Schedule:

When the Pathfinder or webmaster receives a request to add a hike to the current schedule (usually by email), they first determine if the request will be honored (i.e., the request is at least 3 days before the effective date of the hike; the hike is for one day only (i.e., no recurring hikes); and the information supplied is adequate. The process of adding the hike is similar to making a change to an existing hike (see last section) and involves a three-step process all of which need to be accomplished by the webmaster: 1) add a new hike to the database 2) announce the hike addition on the Home Page news 3) send out a Broadcast email to the club announcing the new hike.

The first step is to add the hike to the database, to accomplish this go back to the table of *Useful Management Links* (see page 2) and select *Add a Hike 2024* (or whatever the current year is), which displays the following fill in the blank template:

[Create a New Hike](#) | [Search Similar Hikes](#)

**Create a new hike listing**

<b>Hike Name</b>	<input type="text"/>
<b>Description</b>	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>

(Continue)

Enter a unique hike name and description and select *Continue*, which will produce a new template requesting the start time and leader name (which you enter same as in the prior examples). The last thing is to select the date for the hike, which will display a calendar of the current schedule period (e.g., Feb and Mar). Only one date selection is permitted (i.e., no recurring hikes), which adds the hike to the current database on the date selected. Once in the database, the hike will automatically be included in proper time sequence in both the website calendar display and mileage entry screens. Like highlighting a change to an existing hike, I always include the following statement highlighted in blue at the top of the new hike description.

The following hike was added on December 20 and will only appear on the website calendar function and not in the pdf schedule on the Hike Schedule page or the printed schedule.

Note, it is important to display both the calendar function and Mileage entry screens on the website to verify you did everything properly.

The remaining two process steps are the same as described in the last section (**Modifying Hikes in the Current Schedule**); that is: add a comment to the Home page news (the expiration of the news item should be the same as the new hike date) and send a Broadcast email to the entire club announcing the new hike.

**END OF DOCUMENT**