

Colorado Mountain Club Olympian Web Instructions

Lesson 6: Cancelling a course

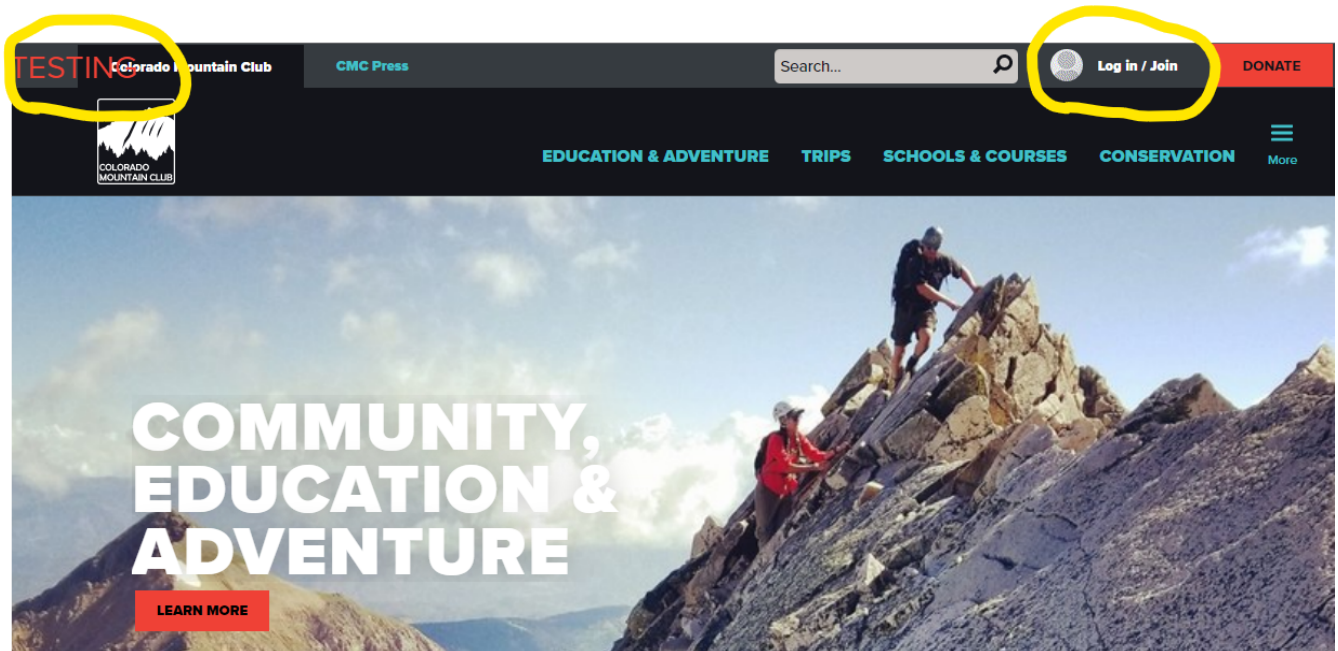
Pre Lesson: Prior to starting Lesson 6 you should have taken Lessons 1-5.

Lesson 6: Cancelling a course

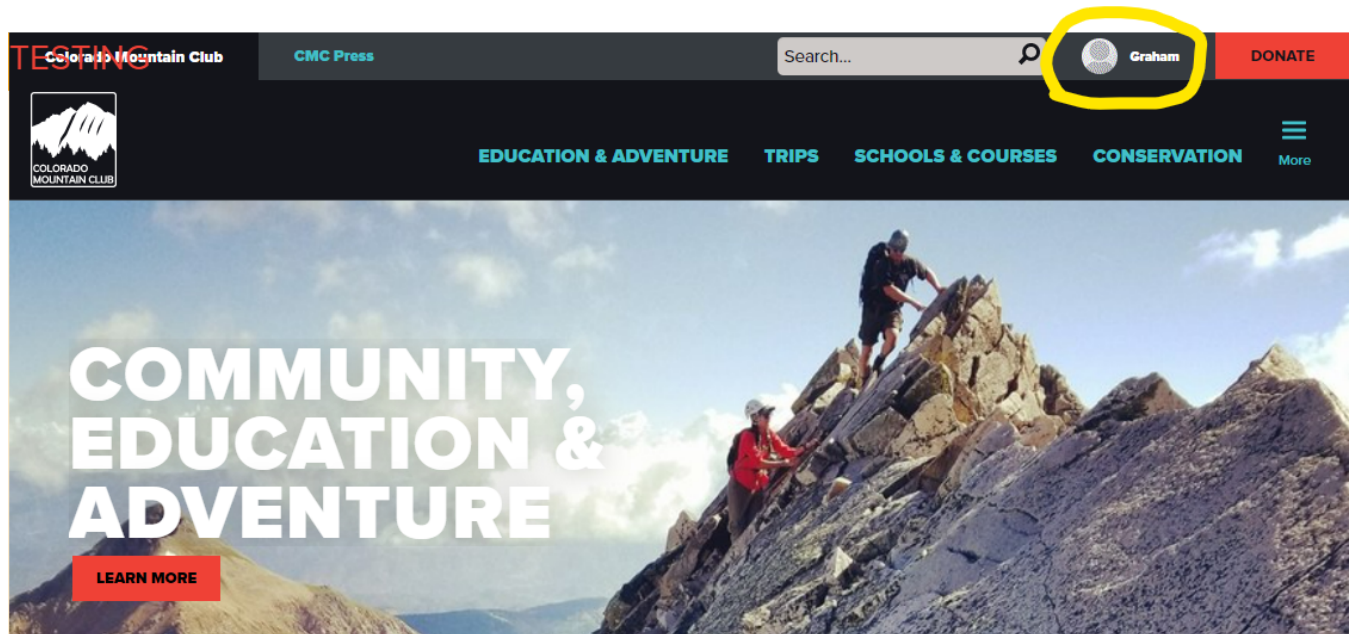
Lesson Description: This lesson will take you through the steps of canceling a course.

You are welcome to skip to step number 7 for content specific to lesson 6.

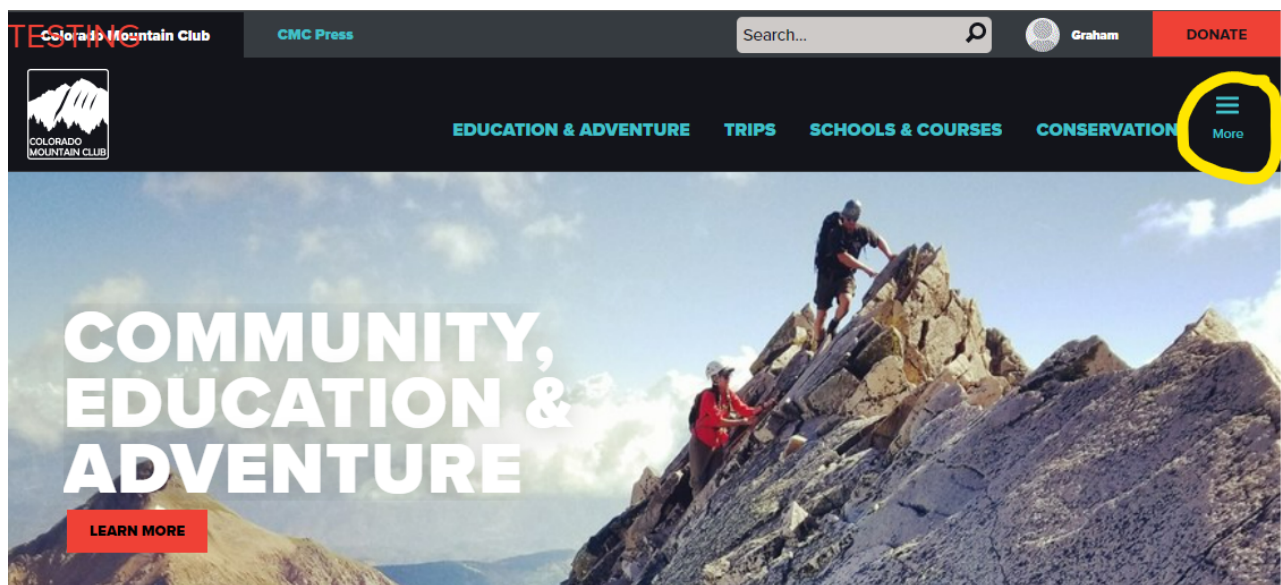
1. **To login:** navigate to cmc.jazkarta.com. Then, navigate to the top right bar and **select/click** on “Login/Join”. You will also see the word “TESTING” in the top left which indicates you are in the right place.



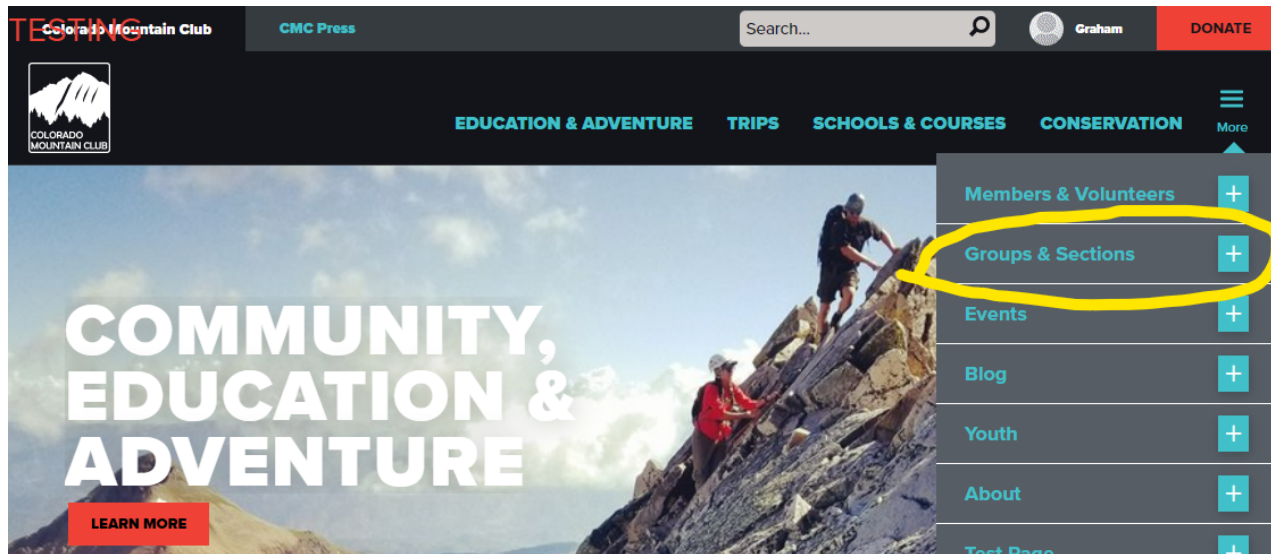
2. After successfully logging in you will see the words “Log in / Join” change to the username you entered for your profile (e.g. “Graham”)



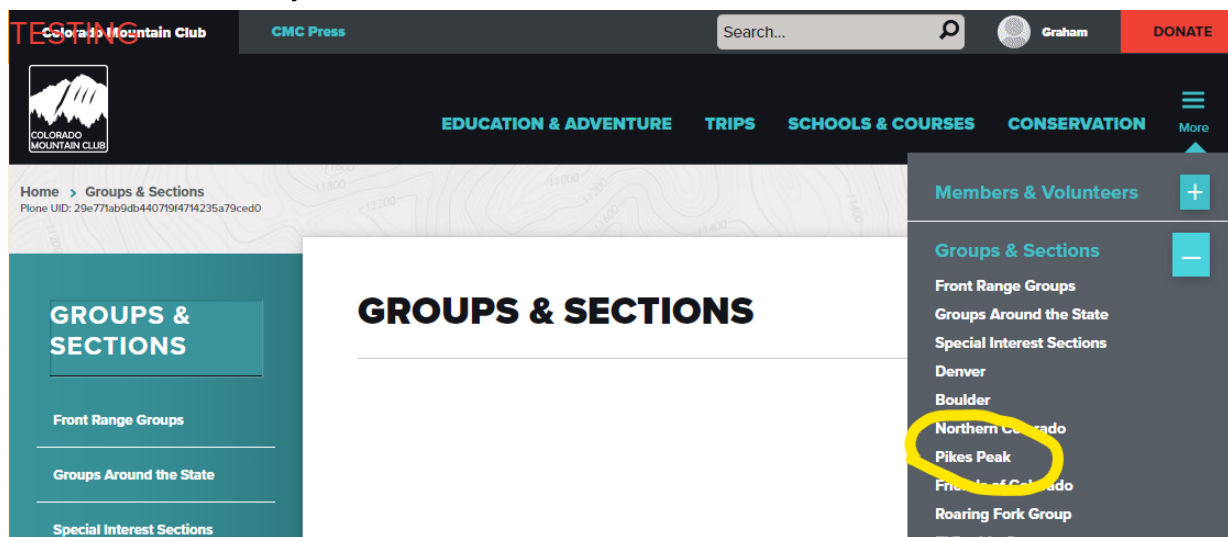
3. Navigate to the three blue bars on the far right above the word “More” and **select/click** on them



4. You will see a drop-down menu:

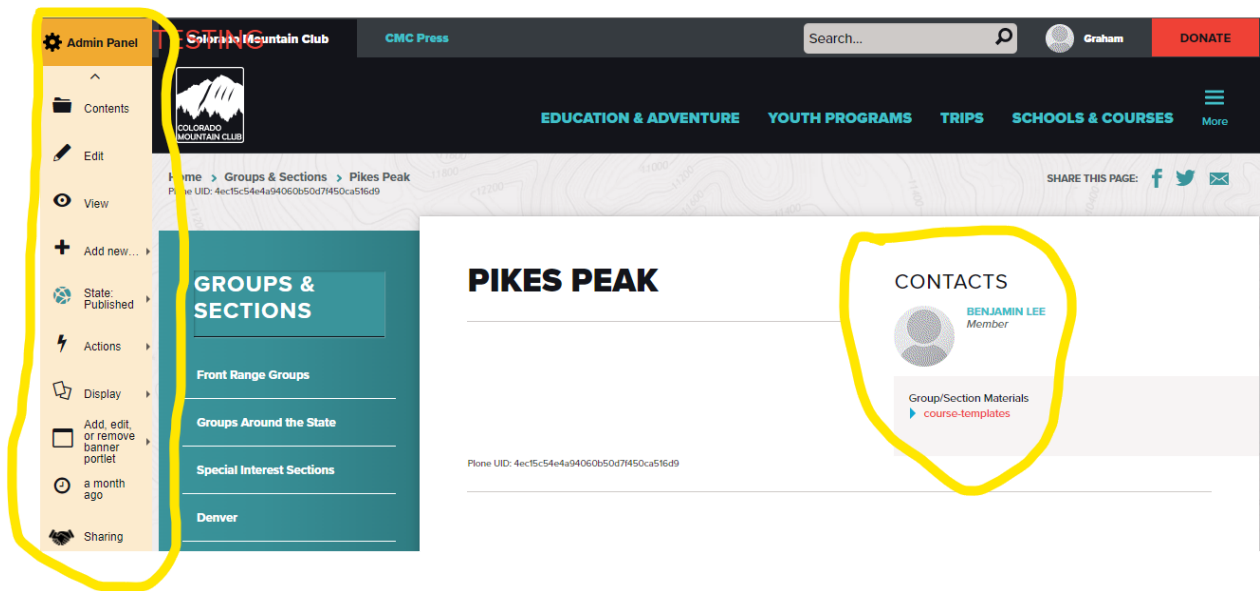


5. **Select/click** on the second option from the top “Groups & Sections”. You will see 15 options starting with Front Range Groups at the top. Select or click on the group you most commonly associate with.

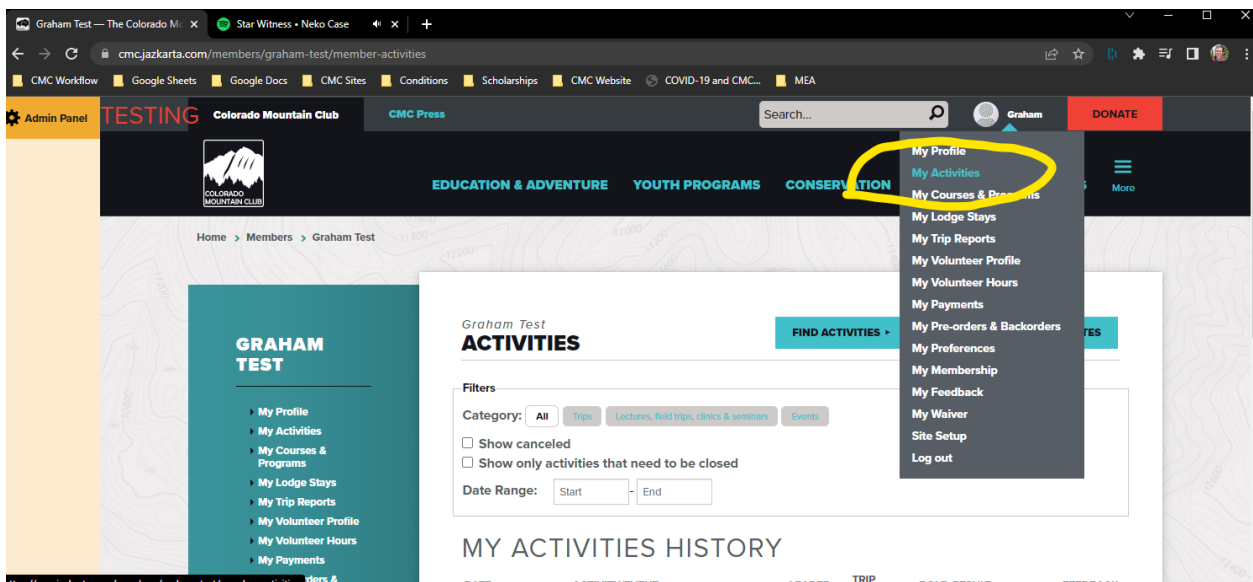


6. You will see this page which includes the Admin Panel on the left. This admin panel will only be visible for the groups you work with. If you aren't associated with a group you

won't have access to make edits there. Note: *It is possible to be approved for multiple groups (E.g. Denver, & PPG)*



7. You then need to **select/click** on “My Activities” that is found in the dropdown menu when you hover over your Name in the Upper Right corner.



8. When you **select/click** on “My Activities” you will see a list of past and future activities that you are registered for. Select the Activity that you would like to manage. Note that

your role must be as _____. If you are not a Leader you will not have the permissions to manage the roster.

GRAHAM TEST

- My Profile
- My Activities
- My Courses & Programs
- My Lodge Stays
- My Trip Reports
- My Volunteer Profile
- My Volunteer Hours
- My Payments
- My Pre-orders & Backorders
- My Preferences
- My Membership
- My Feedback
- My Waiver

GRAHAM TEST ACTIVITIES

Filters

Category: **All** Trips Lectures, field trips, clinics & seminars Events

☐ Show canceled

☐ Show only activities that need to be closed

Date Range: Start - End

MY ACTIVITIES HISTORY

DATE	ACTIVITY/EVENT	LEADER	TRIP RESULT	ROLE: RESULT	FEEDBACK
May 6, 2022	Field Component of Multipitch - El Cap - Battle Mtn	Graham Test	Successful	Primary Leader: Successful	
Apr 20, 2022	101 Lecture - Underwater Basket	Graham Test		Primary Leader: Successful	
Apr 14, 2022	Lecture 101 - Knuckle Crack	Graham Test		Primary Leader: Waitlisted	
Wed-Apr 13-20, 2022	Nordic Skiing - Black Bear, Deer Creek Cyn	Ben Lee	Successful	Participant: Needs Improvement	

9. When you **select/click** on the activity you would like to manage, you will see at the bottom of the sidebar on the right a heading “Manage Activity”. Under this heading you will see six buttons with options that include: Manage Roster, Email Participants, Edit Activity, Close Activity, Cancel Activity, & Lead Activity Again. **Select/Click** “Cancel Activity”.

MANAGE ACTIVITY

REPORTS

REPORT AN INCIDENT

MANAGE ACTIVITY

MANAGE ROSTER

EMAIL PARTICIPANTS

EDIT ACTIVITY

CANCEL ACTIVITY

REQUIRED EQUIPMENT

Go to BentGate Mountaineering

10. You will see a roster page with different functions available. To cancel your activity **click/select** everyone that the trip is cancelled for.

[+ ADD PERSON TO ROSTER](#)

CAPACITY
AVAILABILITY
REGISTERED
CANCELLATION
PENDING
PAYMENT
PENDING
OFFERED
STANDBY

PARTICIPANTS
20
18
2
0
0
0
0

LEADERS & INSTRUCTORS (1)

<input type="checkbox"/>	NAME	PROFILE PRIVATE	GROUPS	ACTIVITY ROLE	REGISTRATION STATUS	REGISTRATION DATE	REGISTRATION NOTES	PARTICIPANT RESULT	PARTICIPATION NOTES	VOLUNTEER HOURS	SHOW AS CONTACT	ASSIGN BADGES
<input checked="" type="checkbox"/>	Graham Test	Edit or Cancel Review	Admins	Primary Leader		2022-04-21 04:00:01 PM		Successful		0	✓	

PARTICIPANTS (1)

<input checked="" type="checkbox"/>	NAME	PROFILE PRIVATE	GROUPS	ACTIVITY ROLE	REGISTRATION STATUS	REGISTRATION DATE	REGISTRATION NOTES	PARTICIPANT RESULT	PARTICIPATION NOTES	VOLUNTEER HOURS	SHOW AS CONTACT	ASSIGN BADGES
<input checked="" type="checkbox"/>	Ben Lee	Edit or Cancel Review		Participant		2022-04-21 04:05:12 PM		Needs Improvement		0		

Selected people: 2

SEND EMAIL

COPY EMAIL ADDRESSES

DOWNLOAD SELECTED

PRINT SELECTED

11. Follow these steps to prepare your activity roster for closing:

1. Choose a Trip Result. The Trip Result you choose will be entered as the Participant Result for all registered participants. If you need to cancel this activity, choose "Canceled" from the "Trip Results" drop-down below. The registration status for all participants will be changed to "Canceled," and we will send them an email notifying them that the trip was canceled.
 2. Enter the number of volunteer hours to assign to leaders and instructors. If the box is checked also participants will be assigned volunteer hours if they have none yet.
 3. Correct the Length, Length Units and/or Elevation Gain for your trip if needed (e.g. you turned around or added a side trip).
 4. Click the "Save" button (just below the "Elevation Gain" field).
 5. Correct individual records in the "Roster" section above as needed by clicking the "Edit or Cancel" link next to the person's name. For a given record, you may need to change the Participant Result, add a confidential note, or change the number of volunteer hours.
 6. Click the "Close Activity" button at the bottom left of this screen.
12. After following these steps an automated email will be sent out letting the participants know that the trip has been canceled and that they will receive a full refund. You can then

Post Lesson Assignment: After completing this module, send a screenshot to Graham (graham@cmc.org) of a roster you have created or modified demonstrating your familiarity with the lesson content.