

# Colorado Mountain Club Olympian Web Instructions

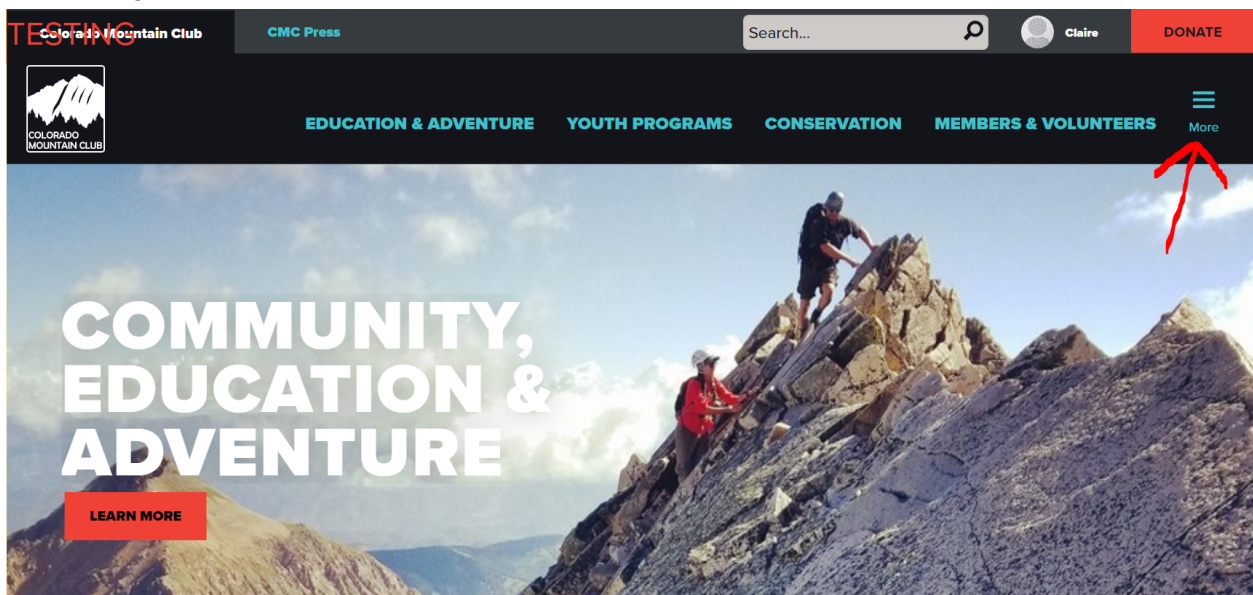
## Lesson 9: Setting permissions

Pre Lesson: Prior to starting Lesson 9 you should have taken Lessons 1-8.

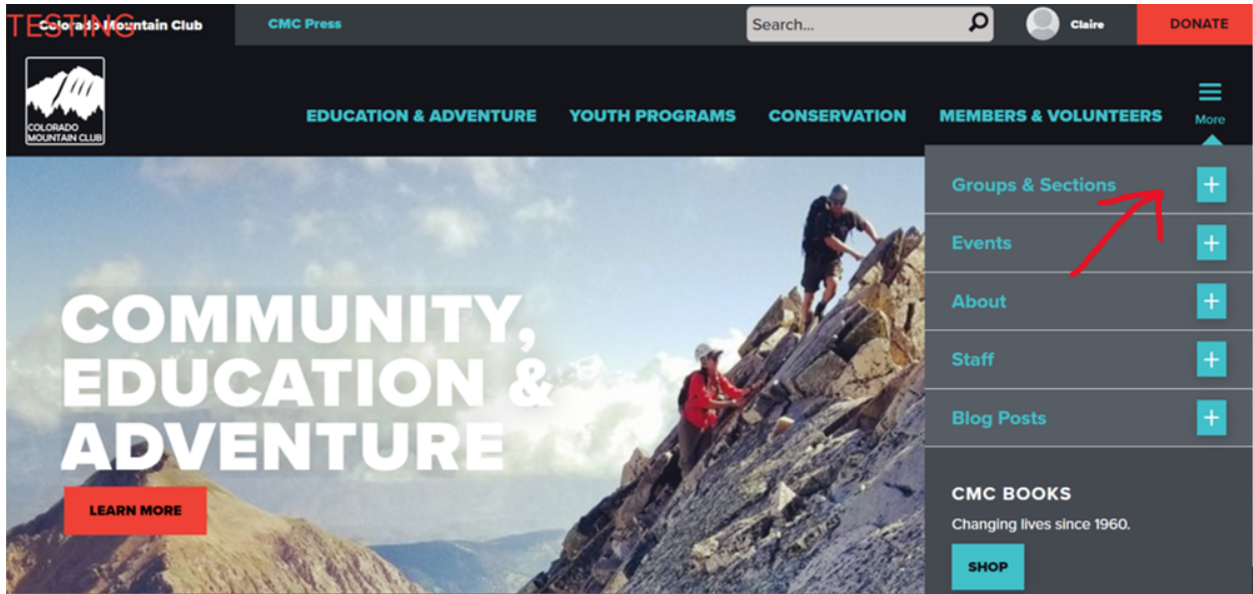
### Lesson 9: Setting Permissions

Lesson Description: This lesson will take you through the steps of setting permissions for activities. This is an action that will need to be done each time an activity is facilitated.

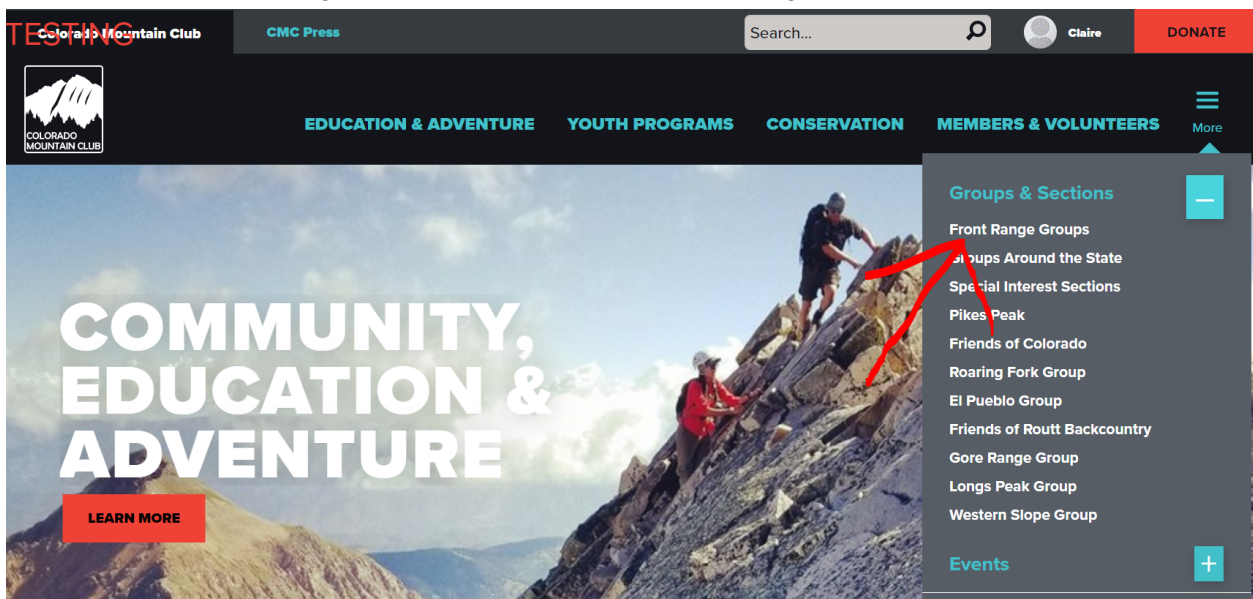
1. Login and select "More"



2. Select Groups & Sections



3. Select Front Range Groups (reminder, we are working in the test portal “Denver”)



4. Select Denver (reminder, we are working in the test portal “Denver”)

**GROUPS & SECTIONS**

Front Range Groups

- ▶ **Holder**
- ▶ **Denver**
- ▶ Boulder
- ▶ Northern Colorado

Groups Around the State

Special Interest Sections

Pikes Peak

Friends of Colorado

# FRONT RANGE GROUPS

Summary Coming Soon

Rich Text Coming Soon



Denver

— by admin — last modified May 13, 2022 07:42 AM

## 5. Select Roster

**GROUPS & SECTIONS**

Front Range Groups

- ▶ **Holder**
- ▶ **Denver**
- ▶ **courses-templates**
- ▶ Boulder
- ▶ Northern Colorado

Groups Around the State

Special Interest Sections

# DENVER

What is Lorem Ipsum? Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop



## CONTACTS

 **BENJAMIN LEE**  
Chair

- Test Portlet
- ▶ View
  - ▶ Edit
  - ▶ Contents
  - ▶ History
  - ▶ Sharing
  - ▶ **Roster**
  - ▶ Aliases

## 6. Select +Add Person to Roster



## ROSTER: DENVER

<input type="checkbox"/>	NAME	PROFILE PRIVATE	GROUPS	POSITION	LAST ACTIVITY LEAD	NOTES	SHOW AS CONTACT	GROUP/SECTION MEMBER EXPIRATION DATE	INSTRUCTOR EXPIRATION DATE	LEADER EXPIRATION DATE	MEMBERSHIP STATUS	MEMBERS EXPIRES
<input type="checkbox"/>	a keil	Edit	Admins, Leaders	Member	2022-05-21						Current	2023-03-3
<input type="checkbox"/>	Ben Lee	Edit	Admins, Instructors, Leaders	Member	2022-05-05						Current	
<input type="checkbox"/>	Benjamin Lee	Edit	Admins	Chair			✓				Current	
<input type="checkbox"/>	Brenda LeachTEST	Edit	Leaders		2022-04-28						Current	2022-09-3
<input type="checkbox"/>	Candace Winkle	Edit	Admins, Instructors, Leaders								Current	2022-07-3

## 7. In "Current Path" enter the username provided by the trip leader

### ADD PERSON TO ROSTER

■ = required field

**Name** ■  
Enter the first and last name of the person you are adding to the roster. It may take a few seconds for results to appear.

Current path:

ClaireTest

Claire Joseph (testing@cmc.org)

**Groups**  
Admins may edit the committee roster and manage courses. Leaders may schedule activities for your committee. Instructors are for your tracking purposes.

- Admins
- Committee Members
- Instructors
- Leaders

**Position**  
Choose a position if the person is part of the decision-making body of the committee. Most will probably be "Member."


**Notes**  
Optional. Enter any info that helps you track committee personnel. For example, "Seminar Coordinator. Leader status expires"

## 8. For TRIP LEADERS & INSTRUCTORS: Check off "Leaders" ONLY

### ADD PERSON TO ROSTER

■ = required field

**Name** ■  
Enter the first and last name of the person you are adding to the roster. It may take a few seconds for results to appear.

Current path: 

**Groups**  
Admins may edit the committee roster and manage courses. Leaders may schedule activities for your committee. Instructors are for your tracking purposes.



- Admins
- Committee Members
- Instructors
- Leaders

**Position**  
Choose a position if the person is part of the decision-making body of the committee. Most will probably be "Member:"



## 9. Scroll down and click save

Show as contact  
Check this box if this person should be shown as a contact on the committee roster.

**Committee Member Expiration Date**



 

**Instructor Expiration Date**

Prevent Assigning Instructor Badge ■

**Leader Expiration Date**

Prevent Assigning Leader Badge ■

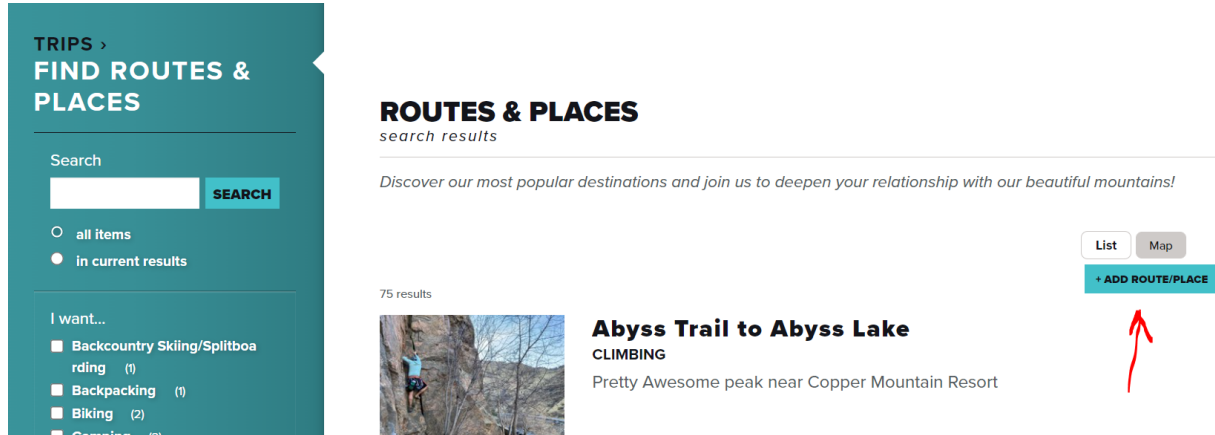
**SAVE**

## 10. Email the leader to alert them that they are set up with leader access.

11. They can test this by checking to see if they can view the following:

a. In Find Routes & Places:

“+ Add Route/Place” button



b. Once you click into a Route & Place (click Abyss Trail to test)

“Schedule An Activity” box

## SCHEDULE AN ACTIVITY

### What type of activity?

Trip

-- Pick a Group --

Course lecture or field trip

-- Pick a course --

Seminar or clinic

-- Pick a Group --

■ = required field

### Start Date ■

May 31, 2022



### End Date

Enter date...



BOOK

US