How to Post an Event on the WCA Website

One of the benefits of WCA membership is having the ability to post a WCA event and finding people to join you. Most WCA members live in Canada, with some from the United States and a handful from Europe.

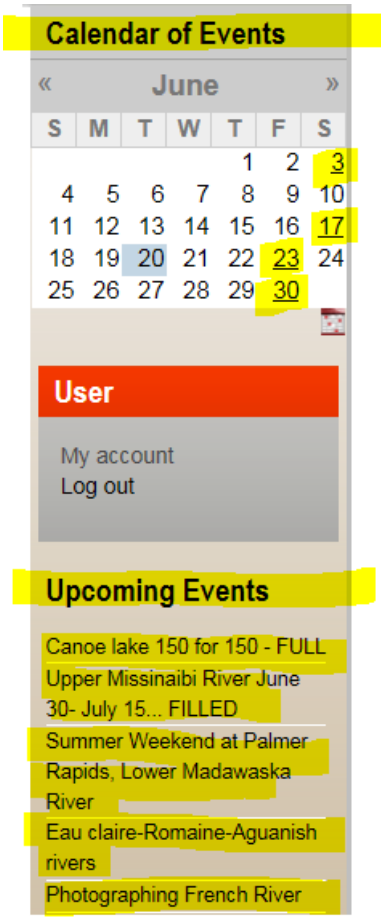
The second, sometimes over looked, benefit is that you, as a WCA event organizer, will be covered with the WCA liability insurance policy for the running of the event.

Any member can post an event on the WCA website. It is an excellent way to find fellow paddlers and kindred spirits in your area of the country. It could also be used initially to assess interest in a potential event "I am thinking about canoeing in Algonquin Park in July 2017 and looking for some people to join me." If the interest is there, you could develop a posted WCA outing.

The events are generally geared around spring, summer and fall paddle sports like canoeing and kayaking, both flat and white water. Members have also posted events based on skiing, snowshoeing, snowboarding, hiking, bird watching, sea kayaking, social gatherings and educational outings. The general guideline is any event is acceptable if the membership sees it as a worthy event and people sign up for it. However, there are a few events that are not covered by our insurance company and the outing committee chair would not be able to approve them. Some examples include; rafting, zip lining, alpine skiing, snowboarding, rock climbing, cycling, horse riding, , dog sledding, high ropes, tubing to name a few of the 23 activities listed.

The following step by step procedure will show you how to post an event on the WCA website.

If you have any questions, you can contact the WCA Outings Committee at outings@wildernesscanoe.ca



This procedure was compiled by;

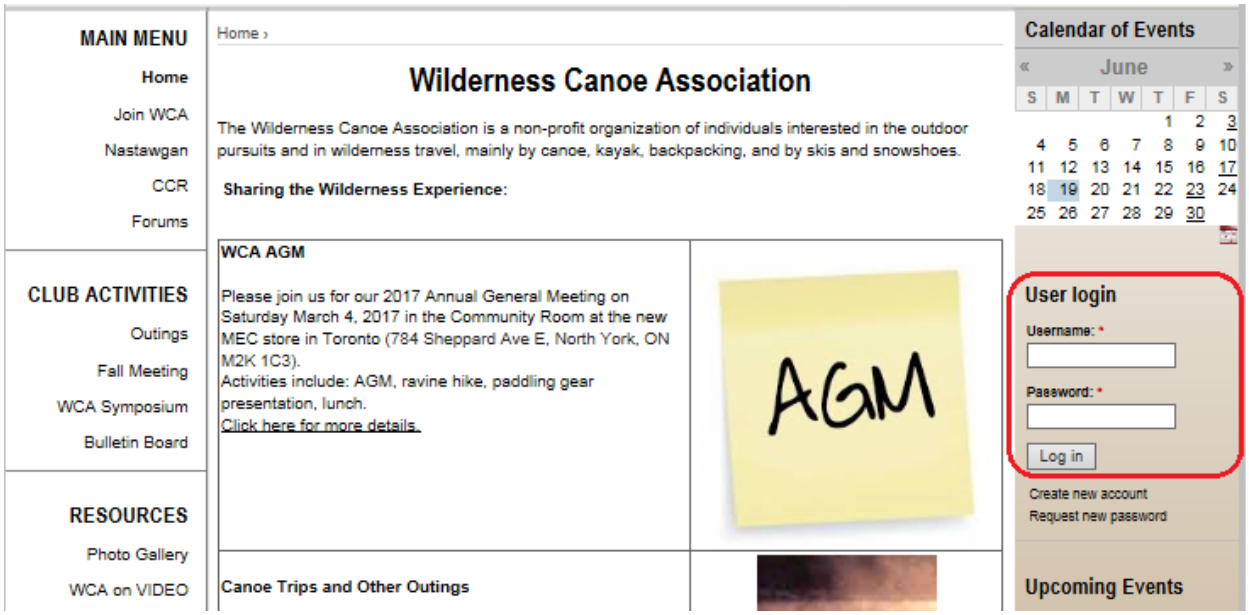
Gary Ataman

WCA Chair

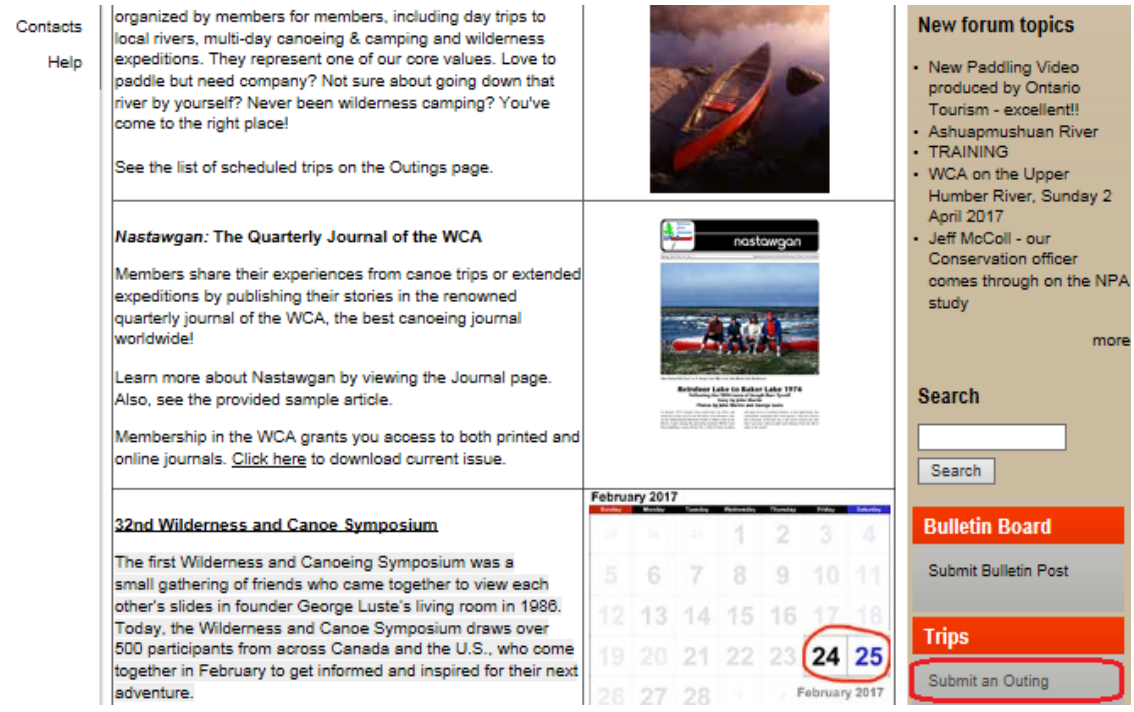
Created June 27, 2017

Revised Oct 6 ,2021

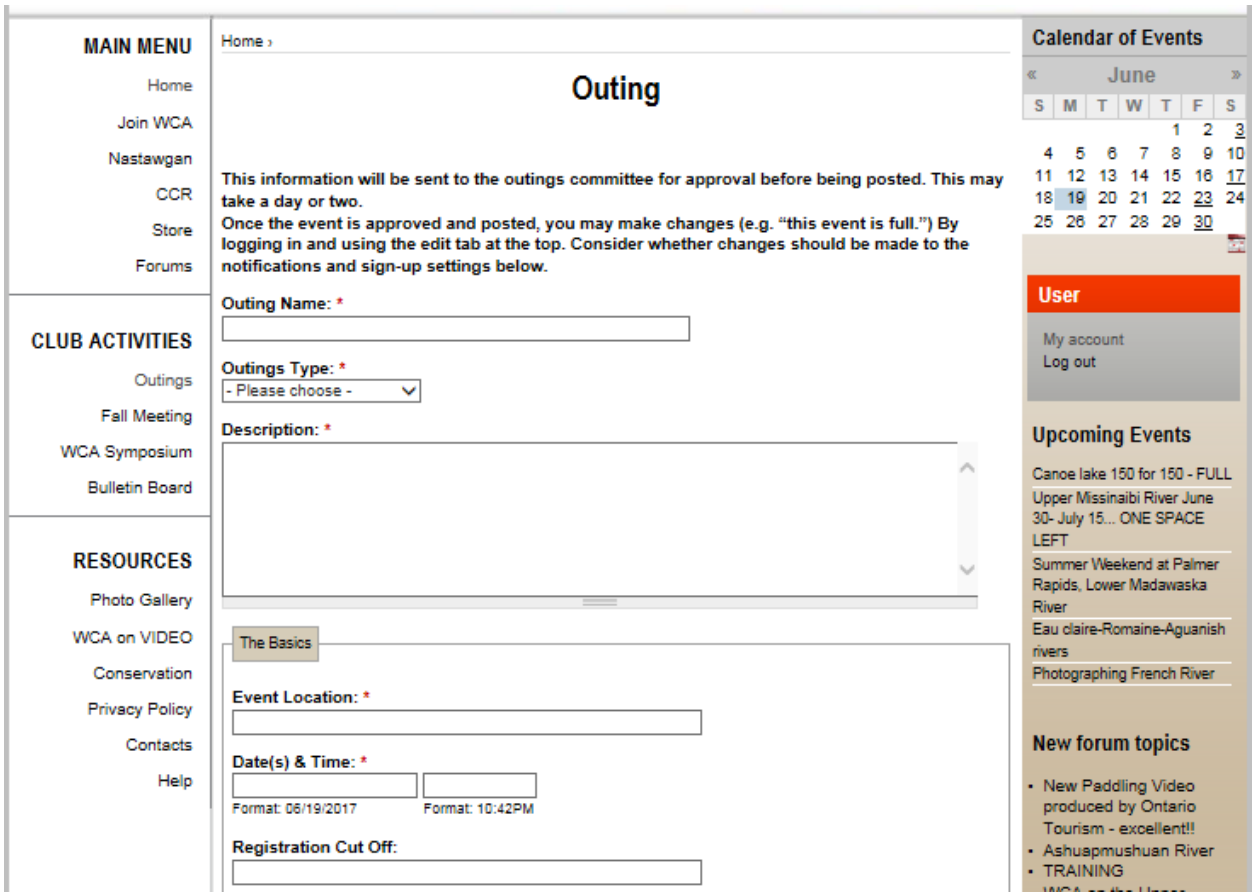
Step 1. Log on to the WCA website at https://www.wildernesscanoe.ca/ using your User login information. If you do not have one, then click on "Create new account". Write your user name and password down for future reference.



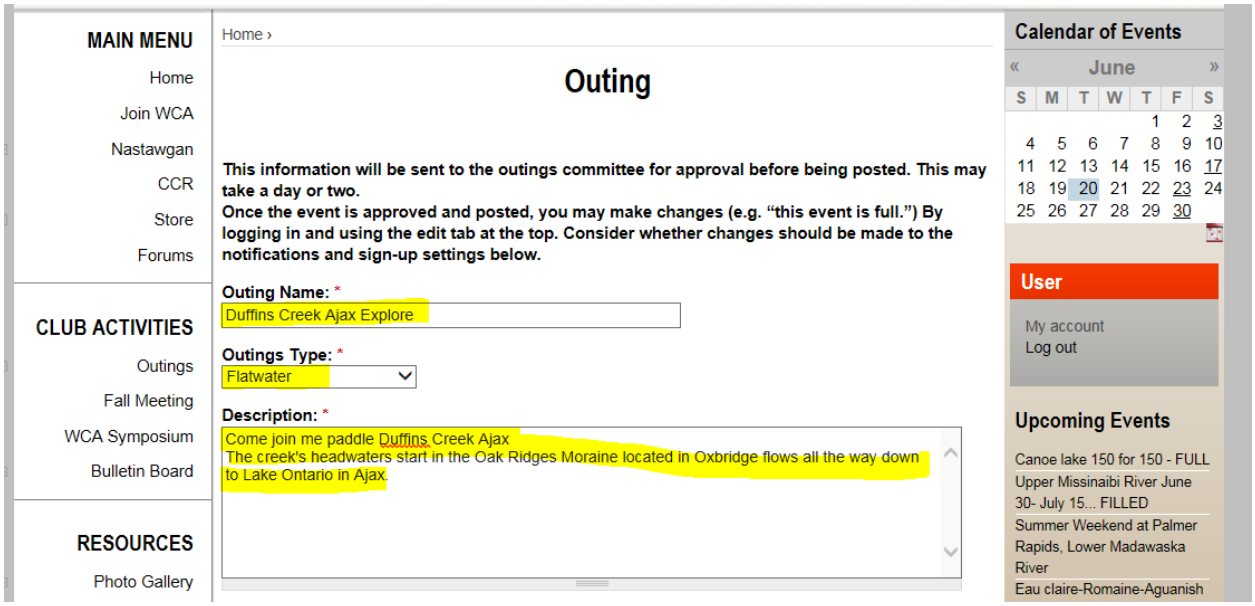
Step 2. Once you log onto the website, look down the right side of the web page and click on "Submit an Outing".



This will open the Outing page.



Step 3. Start populating the boxes to detail your event.



Note to format time. Defaults to PM when you first open the page. To select AM, type in 12:59. This will make the PM into an AM. Then update the hours and minutes of your event start time.

The Basics

Event Location: *
Rotary Park Ajax

Date(s) & Time: *
06/25/2017 10:00AM
Format: 06/20/2017 Format: 01:05PM

Registration Cut Off:
6/23/2017

Event Duration: *
3-4 hours

Difficulty Rating: *
Beginner

Participant Info

Who's Invited:
Members and guest with solo or tandem canoes and kayaks

Maximum Group Size:
6 boats
i.e. "6 boats"

Minimum Group Size:
1 boat

Itinerary

Itinerary description:
9:30 AM arrive and prepare your boat
10 AM Start and paddle around the marsh and look at wildlife. If Lake Ontario is calm we can do a short shore paddle explore. If not paddle up the creek and explore.
Noon time; We will find a nice place to stop and have a creek side lunch around noon time
1-2 PM return to Rotary Park Put In

rivers
Photographing French River

New forum topics

- New Paddling Video produced by Ontario Tourism - excellent!!
- Ashuapmushuan River
- TRAINING
- WCA on the Upper Humber River, Sunday 2 April 2017
- Jeff McColl - our Conservation officer comes through on the NPA study

more

Search
Search

Bulletin Board
Submit Bulletin Post

Trips
Submit an Outing

Required Items to Bring:

Flat water canoe or kayak and safety gear you and your partner need

Recommended Items to Bring:

Lunch and water

How to Get There

Event Directions:

Coordinates N43.818316, W79.033838
https://www.google.ca/maps/place/43%C2%B049'05.9%22N+79%C2%B002'01.8%22W/@43.818316,-79.0360213,467m/data=!3m2!1e3!4b1!4m5!3m4!1s0x0:0x0!8m2!3d43.818316!4d-79.033838

Carpool Info:

No Carpool

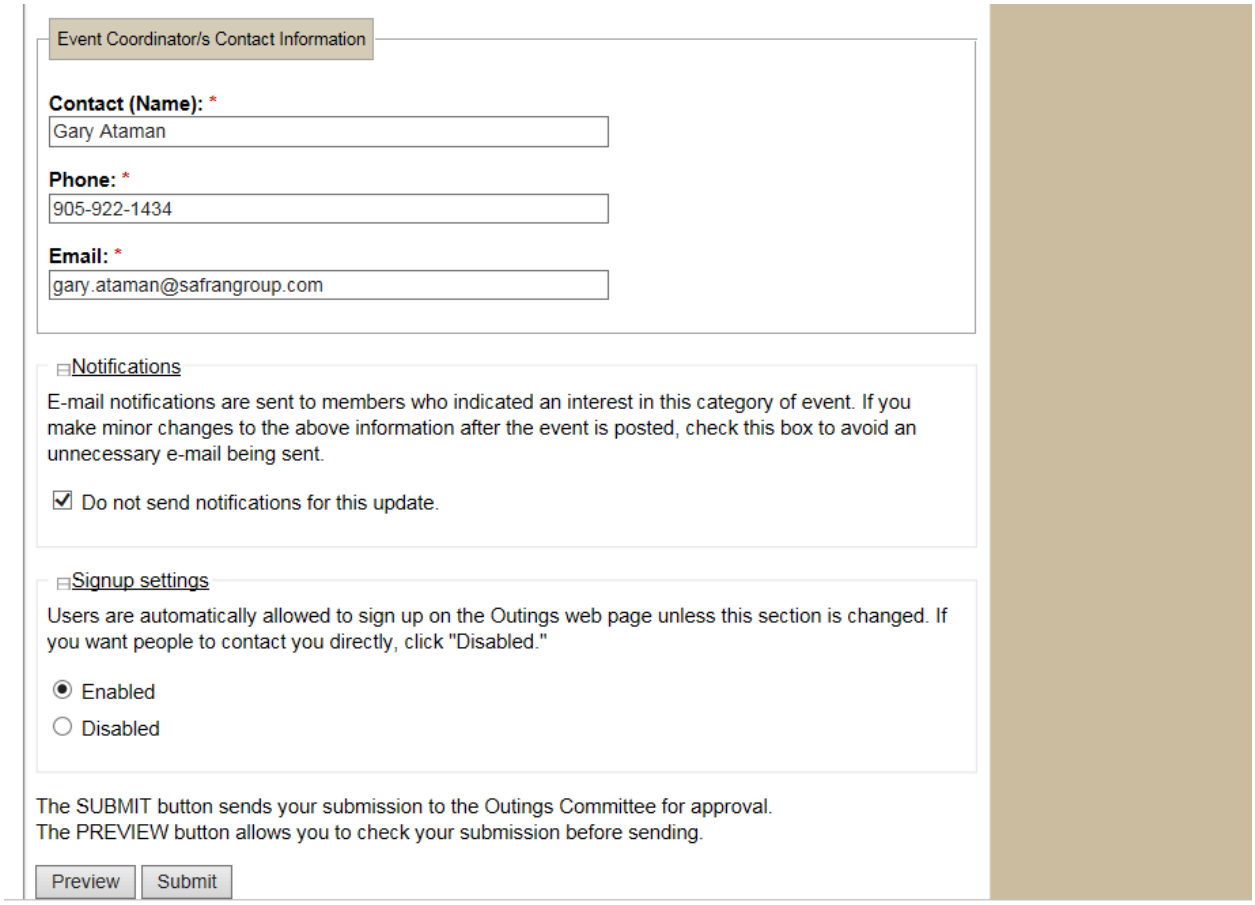
Other

Notes:

Parking is Free
Give me a call if you have any questions.

Cancellation Policy:

Only sign up if you plan to attend



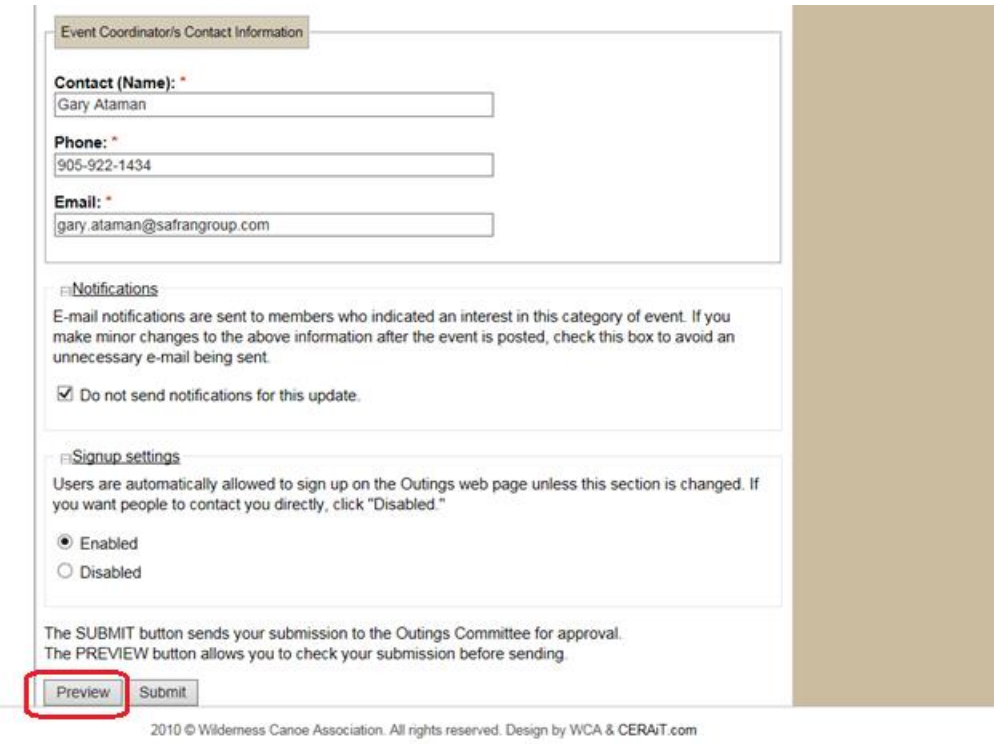
If you are concerned about privacy you can do the following to complete the form

- Change yourWCA User Name (**garyataman** to say **garya)**.
- Change your Contact(Name) (**garyataman** to say **garya**).
- Change Phone (**905-922-1434** to say **000-000-0000** or "**contact me by email**")
- Change your email (gary.ataman@safrangroup.com to say **GaryWCAemail@gmail.com, etc.**)

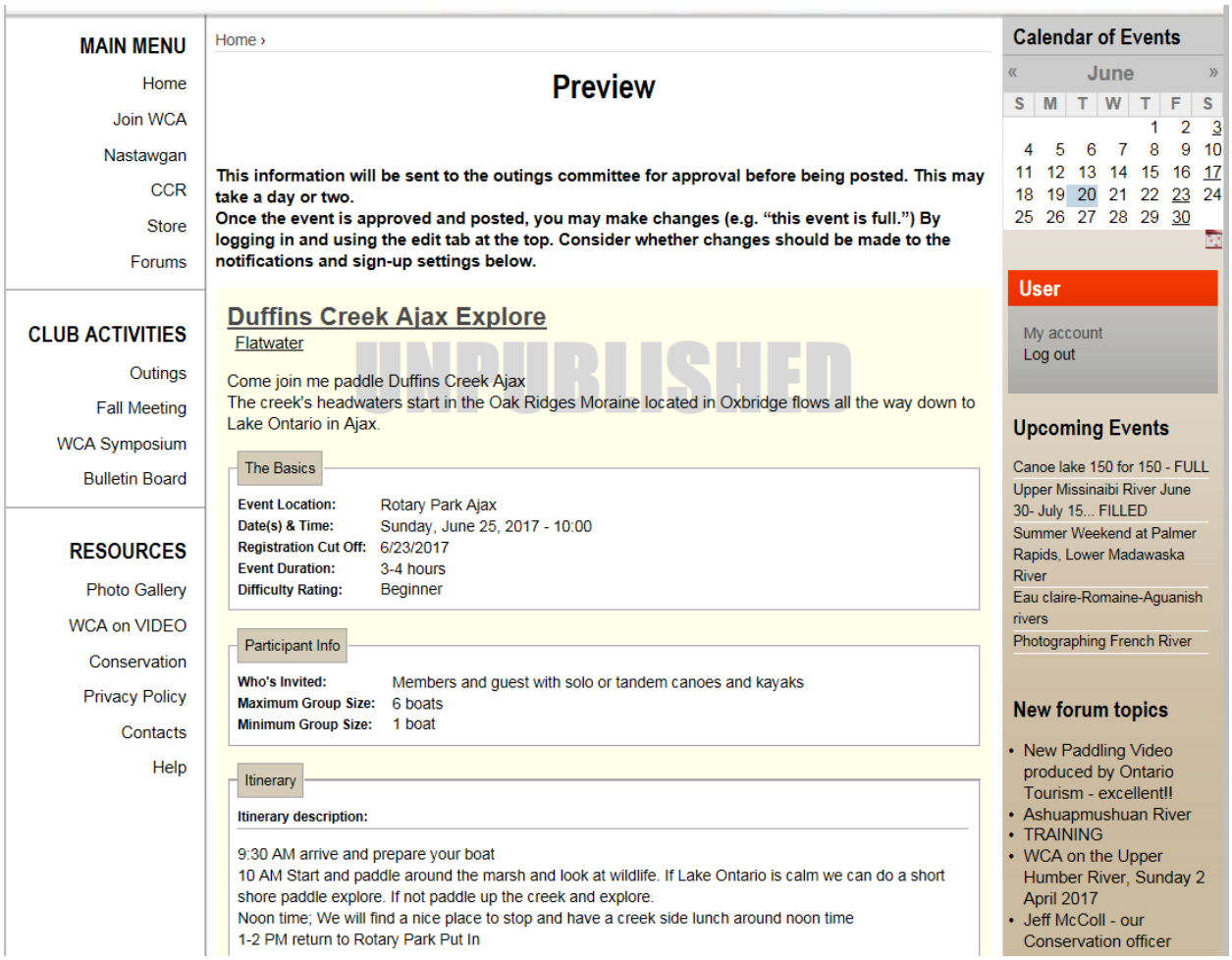
Step 4. Push "Preview" button.

You are still in the review cycle of cleaning up your posting (i.e. correcting typos), so select "Do not send notification for this update".

You have to decide how you want folks to sign up. Click "Enable" if you want the option which will allow Users to sign up on the Outings web page. The website will then automatically collect all the member names and contact information for you. If you want people to contact you directly, click "Disabled." This option will not allow online sign up. People will contact you via your contact info. You will then need to capture all the contact info of your group manually.



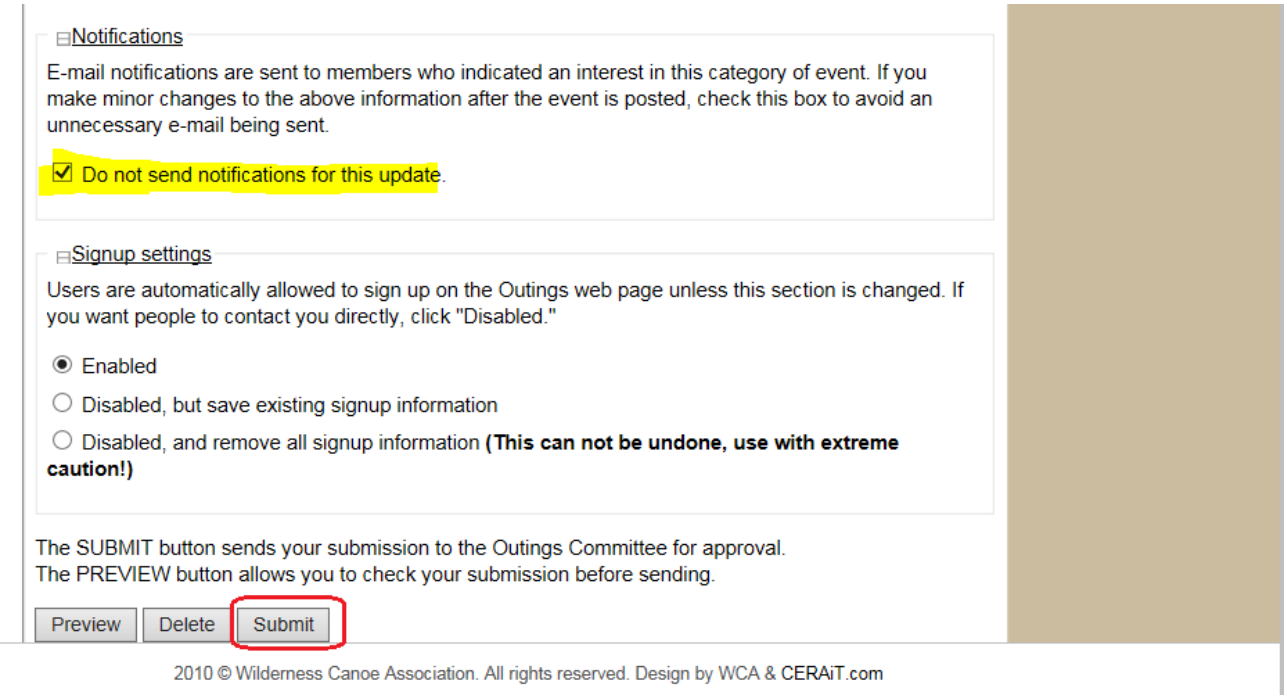
This preview screen will appear. Review it and correct all typo's etc. Press preview and edit as many times as you like to get it correct.



Note in "Preview" mode your event is not saved yet. You have to complete your editing and push the "Submit" to actual save your work. So it is recommended once the core event is created (even if it has some typo's) to push the "Submit" button.

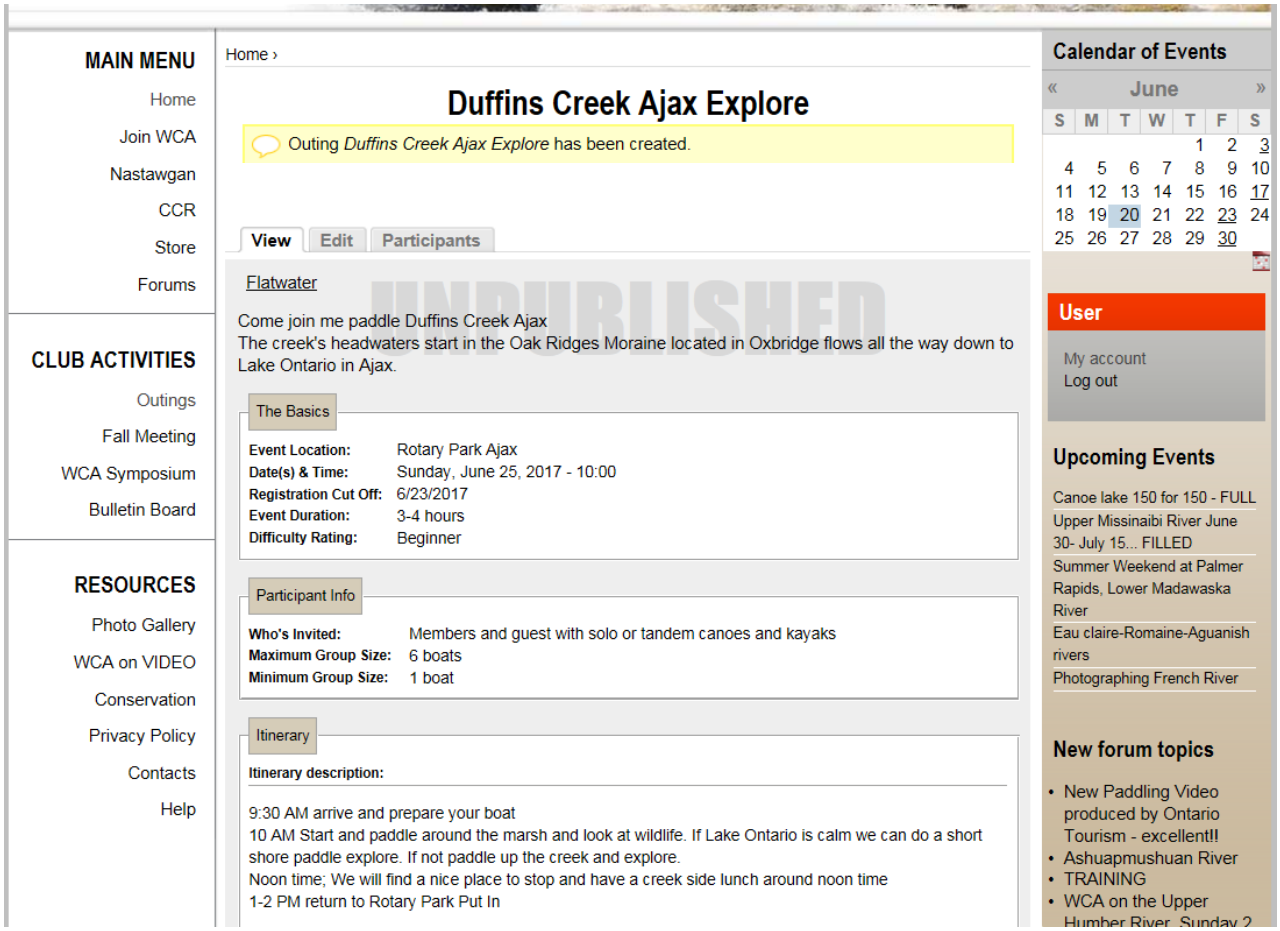
Step 5. Submit your event to the Outings Committee for approval

Make sure the "Do not send notifications for this event" is selected, as you are waiting approval and you are still proof reading your posting. You don't really want members to get a typo-filled version.



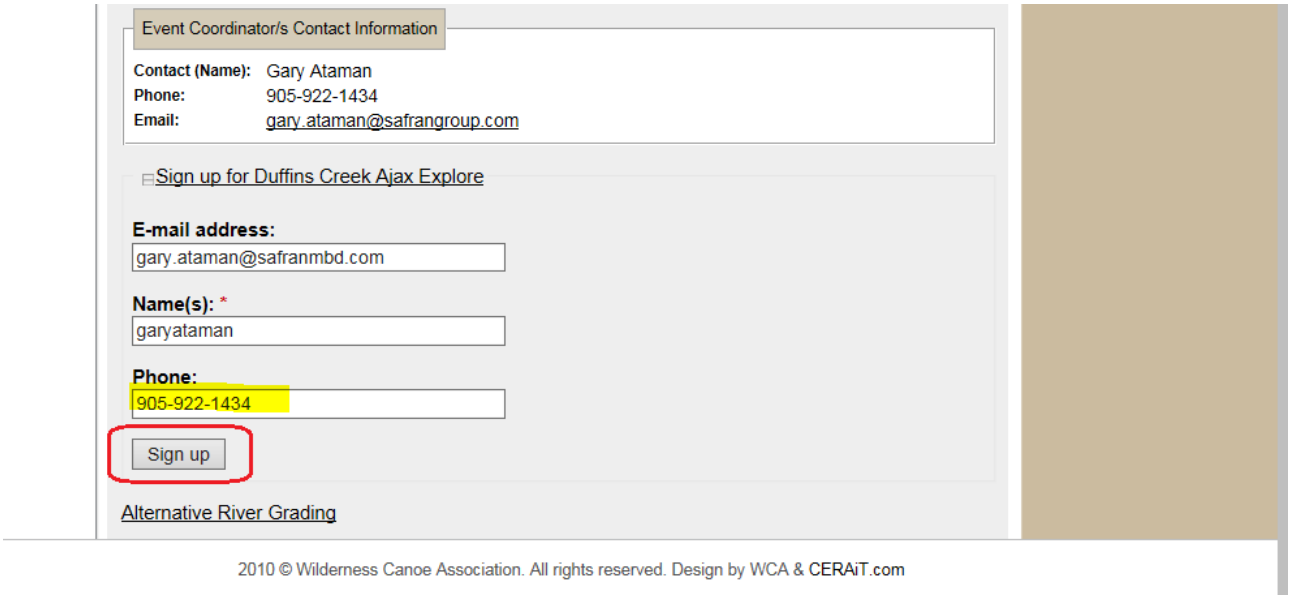
Step 6. Wait for the Outings Committee review and approval.

Generally this takes 1-2 days.

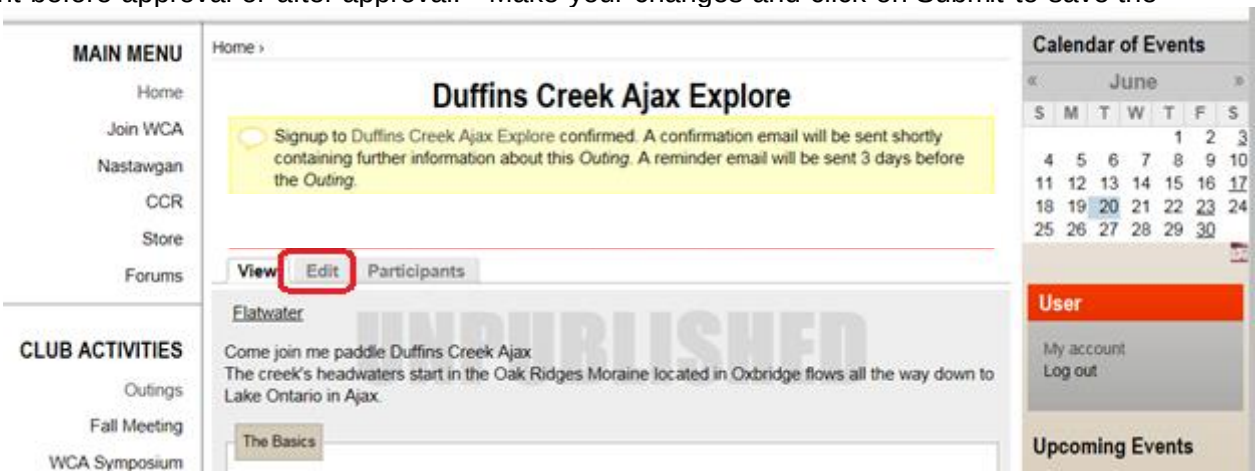


While you are waiting for approval, you can proceed to step 7. You as the event creator can sign in to your event. Your event will be sent out to other members once it is approved. Then other WCA members can sign up.

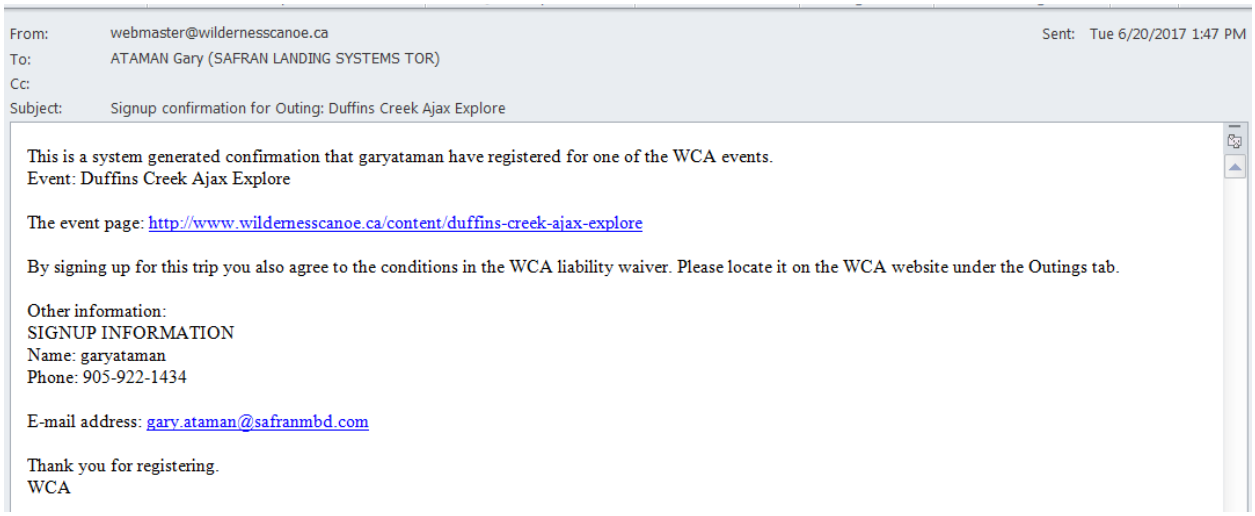
Step 7. Sign for your event. Type in your contact info and phone number (some info may auto fill)



You will receive this screen as the event creator. You can use the Edit tab to update or correct any typos to the event before approval or after approval. Make your changes and click on Submit to save the changes.



You will receive an email confirmation that you signed up for the event as a member.



From: webmaster@wildernesscanoe.ca
Sent: Tue 6/20/2017 1:47 PM
To: ATAMAN Gary (SAFRAN LANDING SYSTEMS TOR)
Cc:
Subject: Signup confirmation for Outing: Duffins Creek Ajax Explore

This is a system generated confirmation that garyataman have registered for one of the WCA events.
Event: Duffins Creek Ajax Explore

The event page: http://www.wildernesscanoe.ca/content/duffins-creek-ajax-explore

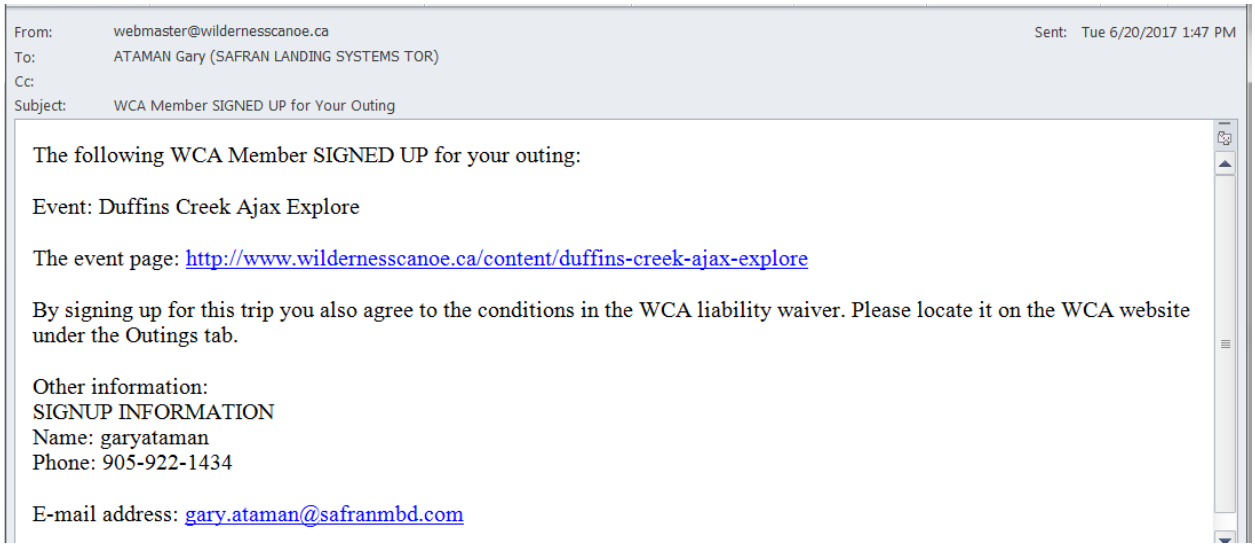
By signing up for this trip you also agree to the conditions in the WCA liability waiver. Please locate it on the WCA website under the Outings tab.

Other information:
SIGNUP INFORMATION
Name: garyataman
Phone: 905-922-1434

E-mail address: gary.ataman@safranmbd.com

Thank you for registering.
WCA

The event organizer will also receive an email with info about who signed up for your event.



From: webmaster@wildernesscanoe.ca
Sent: Tue 6/20/2017 1:47 PM
To: ATAMAN Gary (SAFRAN LANDING SYSTEMS TOR)
Cc:
Subject: WCA Member SIGNED UP for Your Outing

The following WCA Member SIGNED UP for your outing:

Event: Duffins Creek Ajax Explore

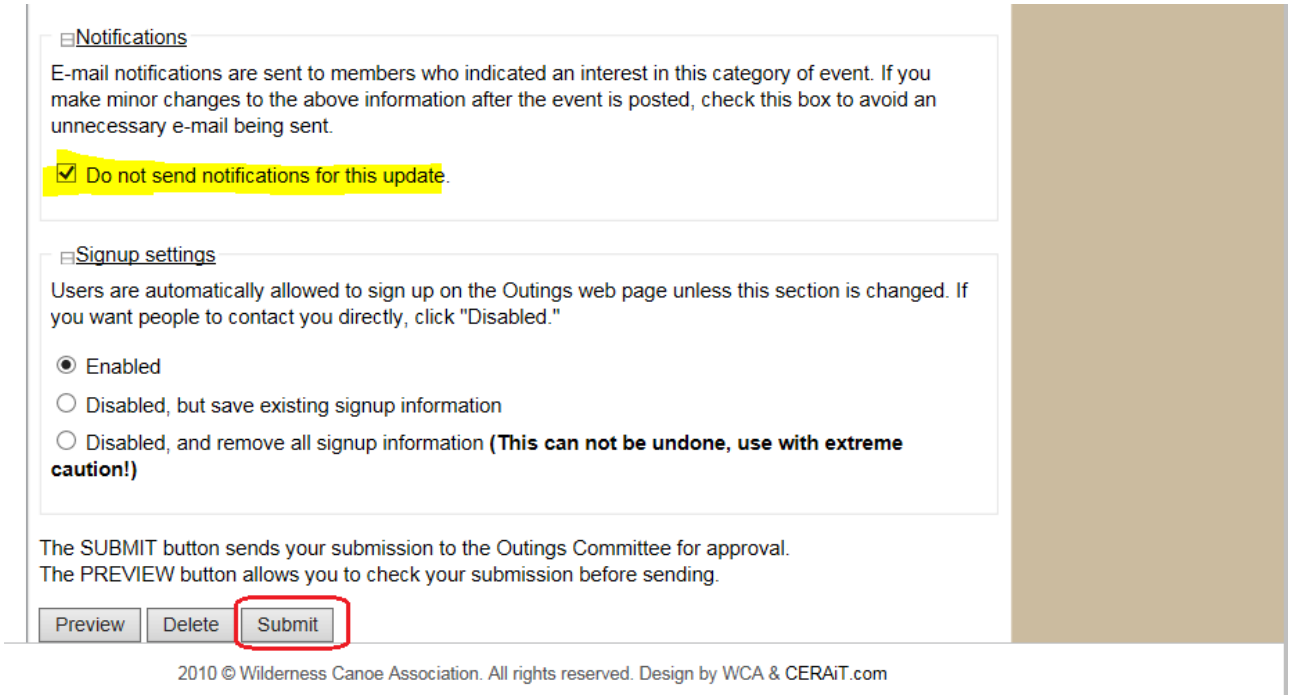
The event page: http://www.wildernesscanoe.ca/content/duffins-creek-ajax-explore

By signing up for this trip you also agree to the conditions in the WCA liability waiver. Please locate it on the WCA website under the Outings tab.

Other information:
SIGNUP INFORMATION
Name: garyataman
Phone: 905-922-1434

E-mail address: gary.ataman@safranmbd.com

While you are making these changes click on “Do not send notification for this update” or everyone will get notices of all your typo corrections. By default it should be clicked on.

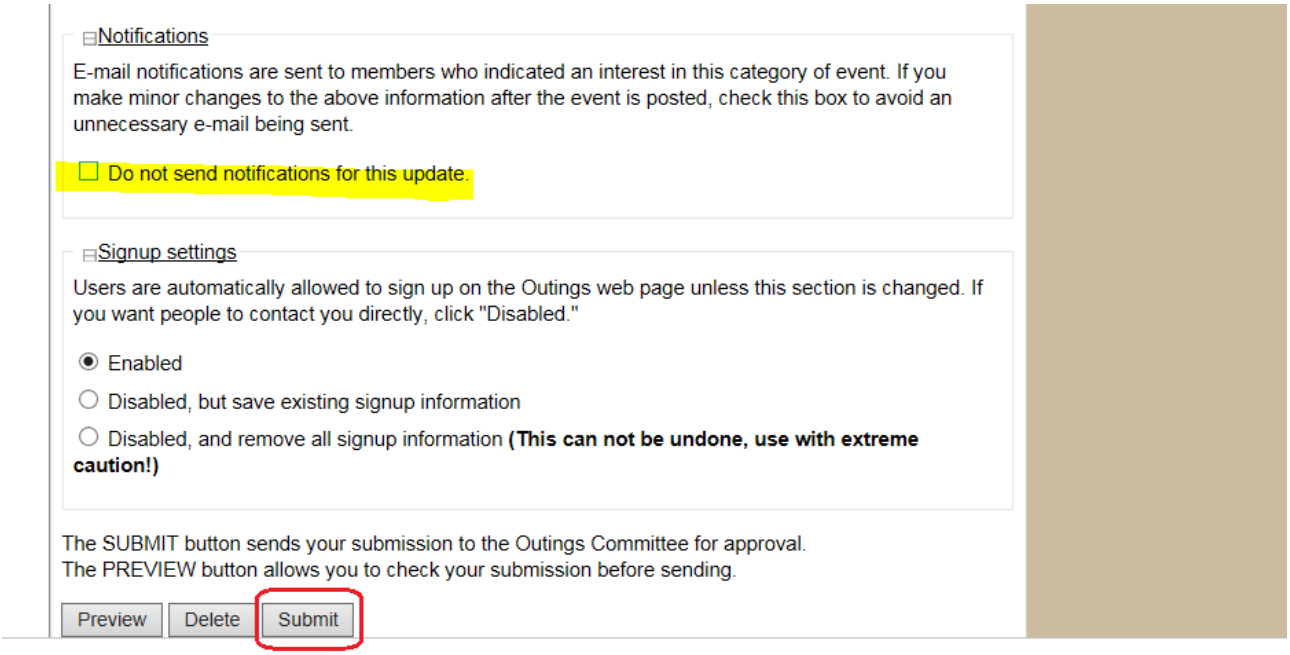


If you decide to delete the event at this point, click on the Delete button.

Once the event has been approved, you will receive a WCA content approval email

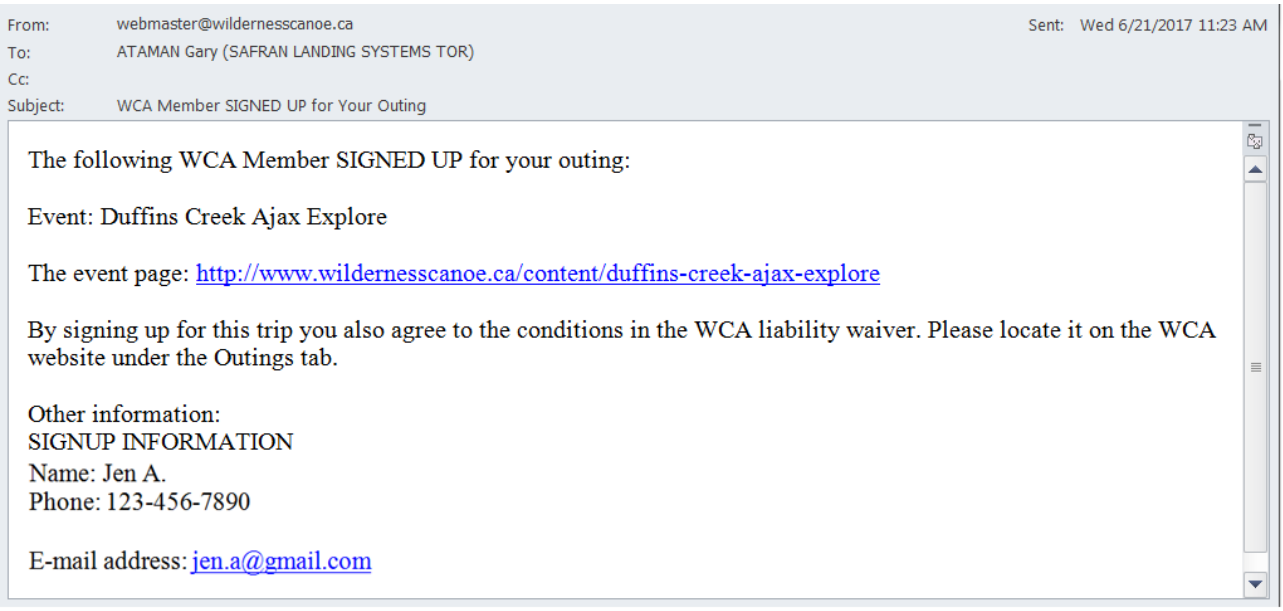
Members will then get the event announcement automatically the first time.

You can make changes as before and re-announce the event if there is some change (like event details or the event is FULL, etc.). Just make the changes and unclick “Do not send notification for this update” and click “Submit”. This will generate a new announcement of your event to all WCA members.



Step 8. Manage your event.

The WCA website will send you an email of members who sign up online.



From: webmaster@wildernesscanoe.ca
Sent: Wed 6/21/2017 11:23 AM
To: ATAMAN Gary (SAFRAN LANDING SYSTEMS TOR)
Cc:
Subject: WCA Member SIGNED UP for Your Outing

The following WCA Member SIGNED UP for your outing:

Event: Duffins Creek Ajax Explore

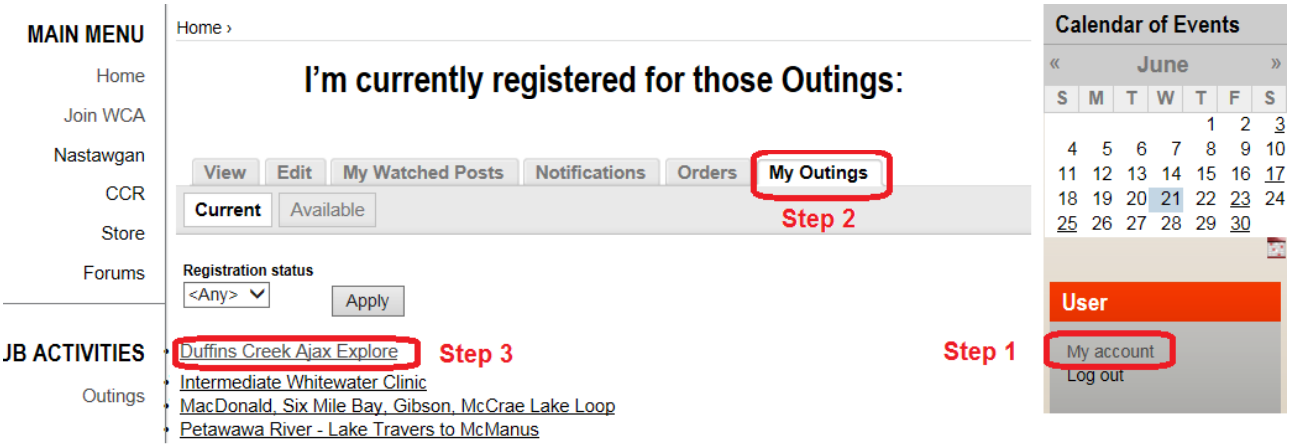
The event page: http://www.wildernesscanoe.ca/content/duffins-creek-ajax-explore

By signing up for this trip you also agree to the conditions in the WCA liability waiver. Please locate it on the WCA website under the Outings tab.

Other information:
SIGNUP INFORMATION
Name: Jen A.
Phone: 123-456-7890

E-mail address: jen.a@gmail.com

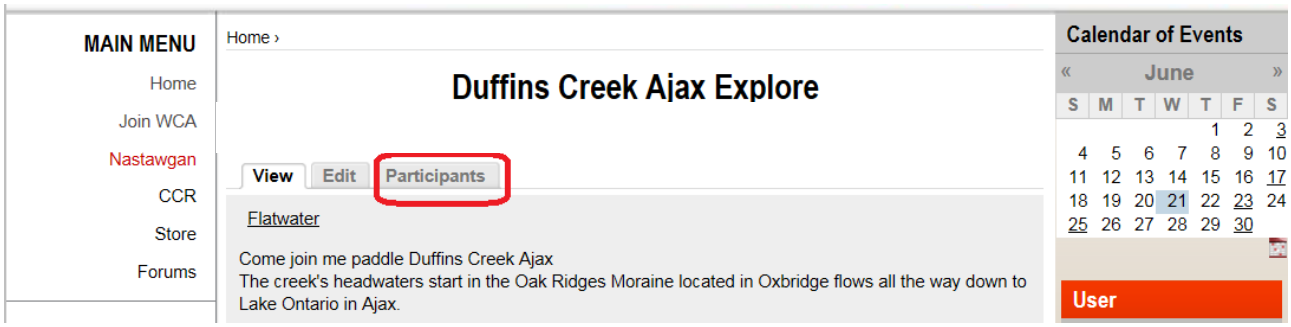
You can also manage your event from the WCA website. Login, then click "My Account" then click "My Outings" tab then click on the event "Duffins Creek Ajax Explore"



Publicising your event

Your WCA event could be included in our WCA monthly announcements and other social media (Meetup, Facebook, Twitter, etc.) announcements and calendars.

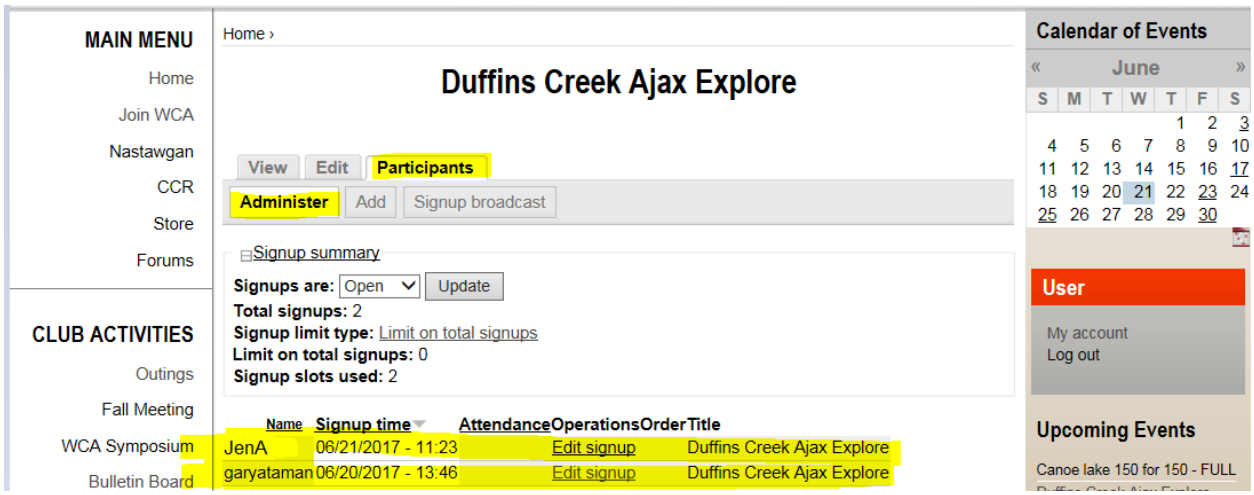
Click on Participants tab



Since you are the event administrator, you can see all the sign-ups for your event.

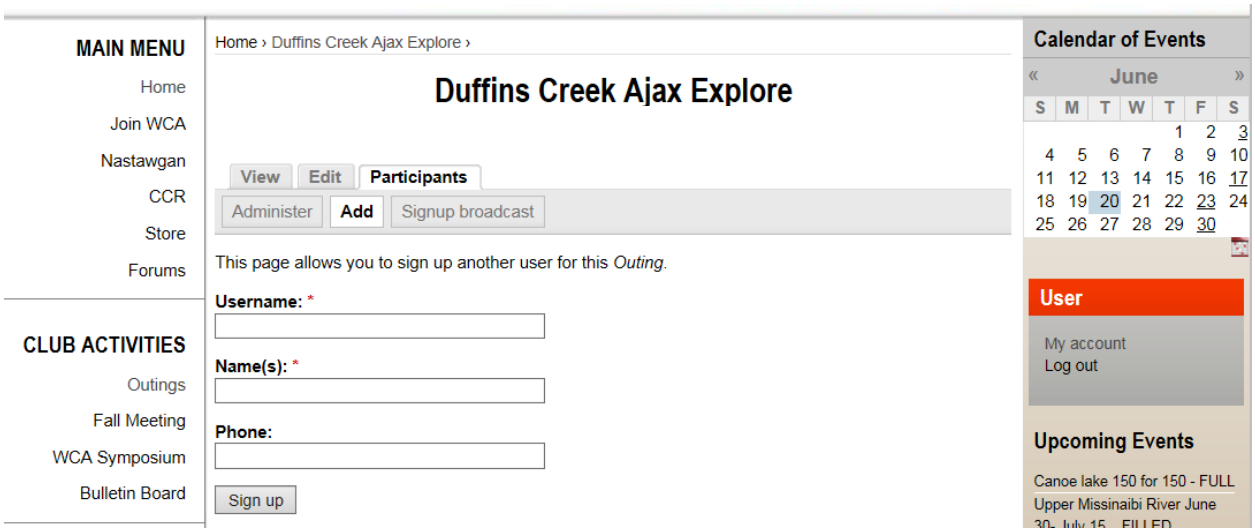
You can click on signup limit type to change your people limit for the event if you want.

You can Open or Close the electronic sign ups. Click on Update to save.

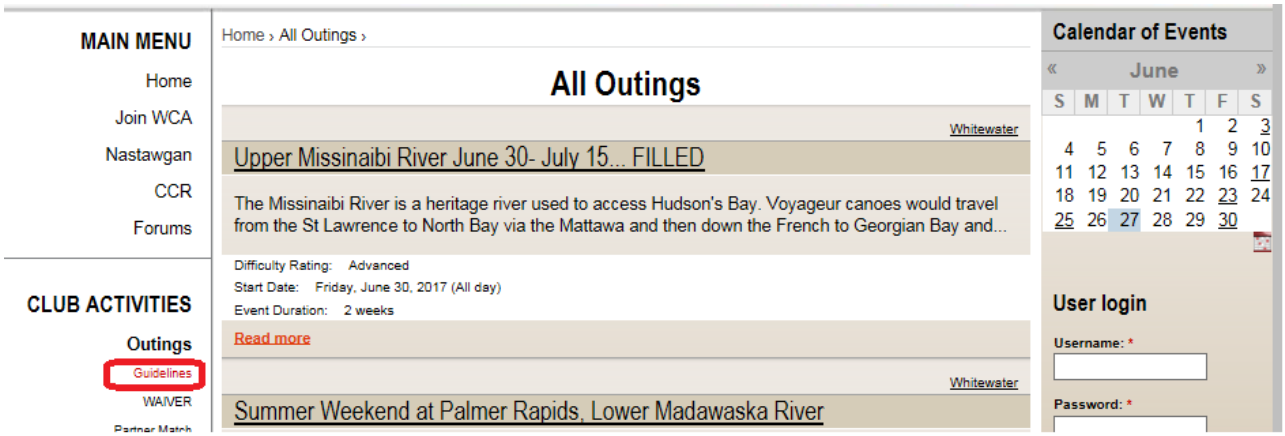


You can also add people as required. You will have to know their Username, Name and Phone number that they used on the WCA website. The website does not let you add guest names. You will have to keep track of these folks on a separate list.

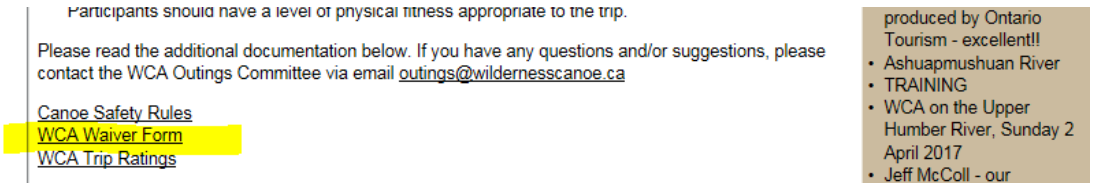
If you manually add folks, you will have to obtain a signed waiver from them. When members sign up online, the electronic sign up process counts as a waiver sign up process (so no additional waiver activities are required).



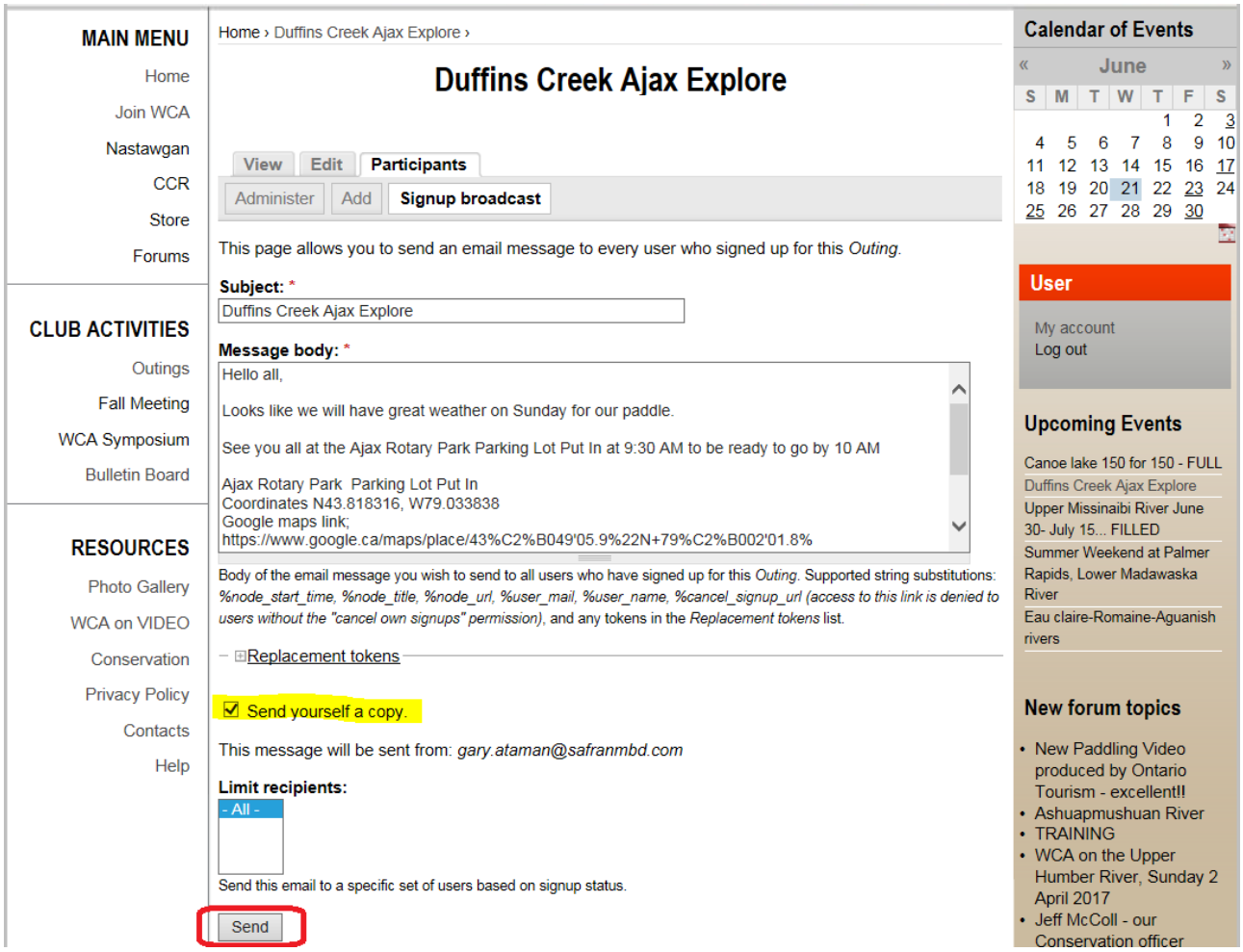
Waivers are available on the WCA website. Click on Outings, then Guidelines.



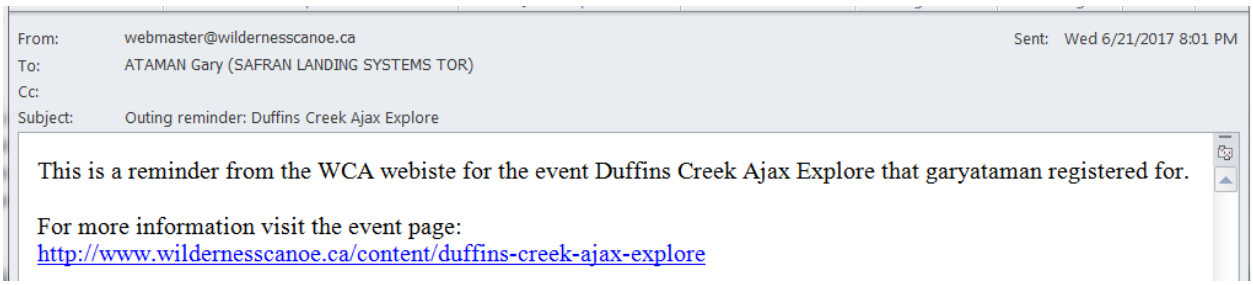
Then go to bottom of the guideline page and find a link to a Waiver file you can print out.



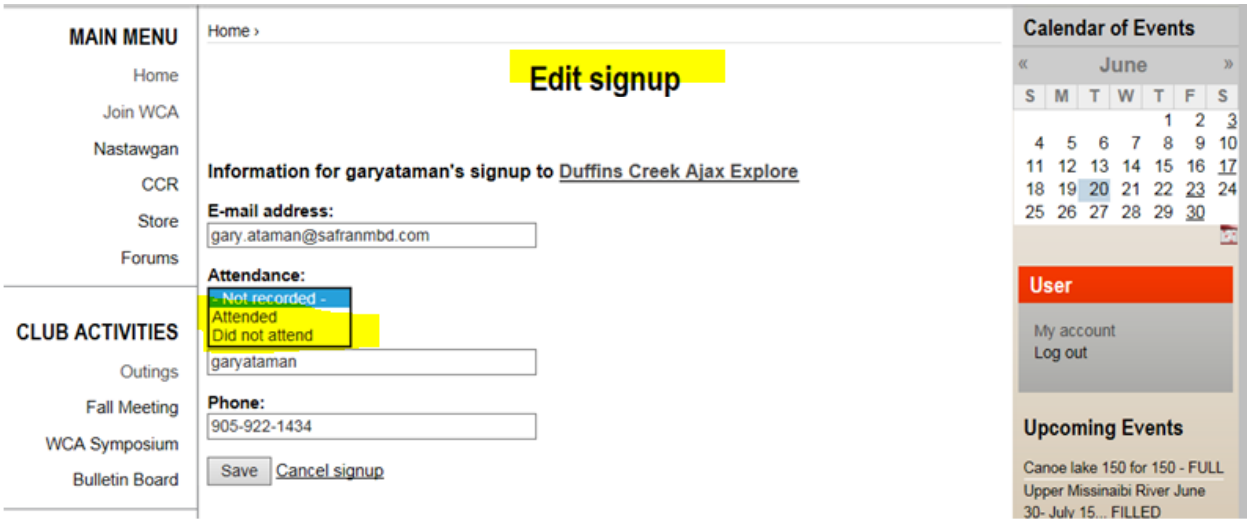
Once you get the event approved and you have your group, you can send out an event announcement "Signup broadcast" to all members in your group. Just fill it in and click on "Send" button. Send yourself a copy should be clicked on.



All members on the event will receive a reminder email a few days before the event.

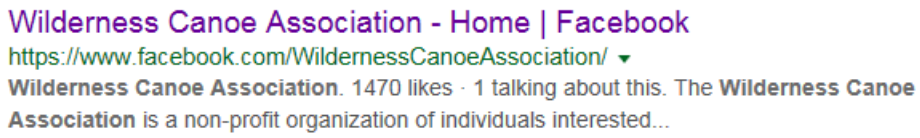


Step 9. After your event you can update the member attendance tab and click on Save



Step 10. After your event you can post photos on your Facebook site and videos on your YouTube and share a link on the Wilderness Canoe Association Facebook site. Just contact the WCA Facebook site administrator to get write permissions turned on for you. It's a great way show everyone the great time you had with other WCA members. It also helps you attract more kindred spirits for future trips since they see what kind of great trips you organize. It also puts your name out there to get invited on other great WCA trips.

Facebook



YouTube

Step 11. After the event
Send completed Waiver Forms to the Outing Committee after the event (outings@wildernesscanoe.ca)