

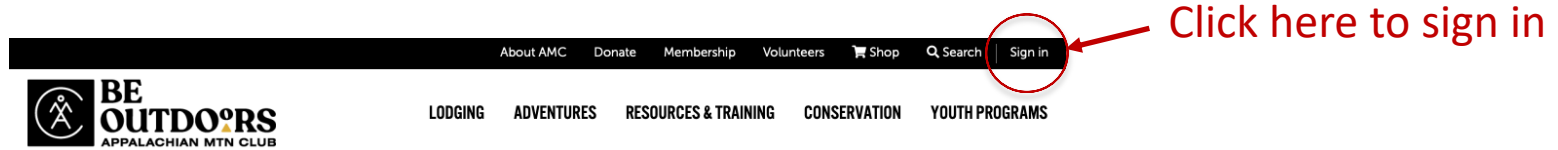
# How to Set Up Your AMC Activity Digest

- Tired of searching manually for your favorite AMC activities? Not knowing if or when your favorite trip has been listed?
- How about having a list delivered automatically to your email inbox?
- Read on for step-by-step directions:
  - Create your personal AMC online account – you need to be an AMC member to do this
  - Set up one or more activity digests – listings of just the activities you are interested in
  - Have them emailed to you automatically as often as you like: every day, week, month
  - See all newly posted activities since your last activity digest



# Log In to AMC Web Site

- Go to [outdoors.org](https://www.outdoors.org) from your browser.
- Best if done on a computer rather than a phone.



## HERE'S TO ANOTHER YEAR OF BEING OUTDOORS TOGETHER!

Many thanks for your continued support of AMC. Your contribution allows for the protection, enjoyment, and conservation of the natural world around you.

[Donate now](#)



### Weather & Trail Conditions

Updated daily by AMC guides on location in the backcountry >>



### Conservation Action

The tools you need to speak up—and out—for the outdoors >>



### Local Chapters & Events

Join in on all the latest happenings with AMC members near you >>



### Ski Sleep Repeat

Glide along freshly groomed trails by day and enjoy warm fires



# Log In to Your AMC Account

- On login page, fill in your user name and password, then submit.
- If you don't have an account, click **“Don't have an account”**



Log into your AMC Online Account where you can access MyOutdoors, update your profile, manage your activities and shop at the AMC Store.

Username must be in the format of an email address.

Username:

Password:

**SUBMIT**

[Reset Password](#)  
[Forgot Username](#)

[Don't have an account?](#)  
[Create one now](#)

## Note:

We recently updated our systems. If you created an account prior to 12/19/17, you'll have to reset your password the first time you log in. If your previous username wasn't in the form of an email address, it has been updated. Please use 'Forgot username' to recover it, or contact us directly using the contact information below.



Need Help? Email [amcinformation@outdoors.org](mailto:amcinformation@outdoors.org) or call us at 1-800-372-1758, M-F, 9 AM to 5 PM.

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**BE OUTDOORS**  
APPALACHIAN MTN CLUB

# Create an AMC Account

- If you already have an account, go to the next slide.
- To create an account, fill in the requested info:



Create your AMC Online Account where you can manage your activities, subscribe to email newsletters and shop at the AMC Store.

**Hold up!** Please make sure all required fields(\*) are completed

First Name*	City	
<input type="text"/>	<input type="text"/>	
Last Name*	Zipcode/Postal Code*	
<input type="text"/>	<input type="text"/>	
Email*	Country	State/Province
<input type="text"/>	<input type="text" value="--- Select ---"/>	<input type="text" value="--- Select ---"/>
Street Address	<input type="text"/>	
<input type="button" value="CREATE MY ACCOUNT"/>		

[Reset Password?](#)

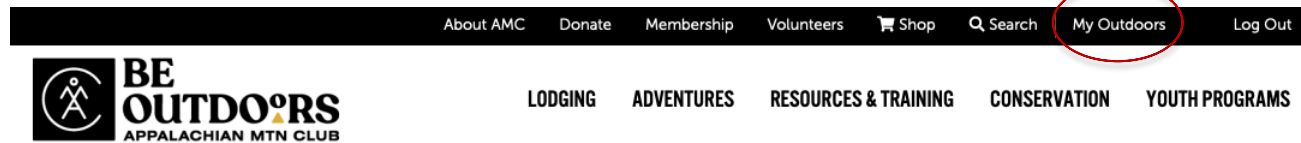
Need Help? Email [amcinformation@outdoors.org](mailto:amcinformation@outdoors.org) or call us at 1-800-372-1758, M-F, 9 AM to 5 PM.

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# Go to My Outdoors

- Once account is set up, click My Outdoors on home page:



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Many thanks for your continued support of AMC. Your contribution allows for the protection, enjoyment, and conservation of the natural world around you.

[Donate now](#)



### Weather & Trail Conditions

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### Ski Sleep Repeat

Glide along freshly groomed trails by day and enjoy warm fires



# Select Manage Activity Digests

- It doesn't look like a link, but it is!!

The screenshot shows the user interface for the 'MY OUTDOORS' section of the BE OUTDOORS website. The navigation bar includes links for 'About AMC', 'Donate', 'Membership', 'Volunteers', 'Shop', 'Search', 'My Outdoors', and 'Log Out'. The main navigation menu lists 'LOGGING', 'ADVENTURES', 'RESOURCES & TRAINING', 'CONSERVATION', and 'YOUTH PROGRAMS'. The 'MY OUTDOORS' page features a background image of a person in a blue jacket in a forest. The page is divided into several sections:

- Get Outdoors:** My Trips, Search thousands of activities: Hiking, Paddling, Cycle, [SEARCH ACTIVITIES](#)
- Save Today:** Save up to 20% on Lodges & Huts, Up to 20% off at our Online Store, [JOIN](#)
- My Profile:** Name: Joe Massery, Membership ID: 774300, Email: joe.massery@gmail.com, Membership Status: Current, Membership Expiration Date: 2019-12-31, Chapter: AMC Worcester Chapter, [EDIT PROFILE](#)
- Personalize Your Communications:** [Manage Activity Digests](#) (circled in red)
- AMC Subscriptions:** Appalachia
- More From AMC:** Lodges & Huts, Guidebooks and Maps, Gear and Merchandise
- Get Involved:** Conservation Action Network, Volunteer, Donate



# Begin Creating Your Digests

- This page lists all your previously created digests ... of course, your list won't show any yet.
- Click here to get started

About AMC Donate Membership Volunteers Shop Search My Outdoors Log Out

**BE OUTDOORS**  
APPALACHIAN MTN CLUB

LOGGING ADVENTURES RESOURCES & TRAINING CONSERVATION YOUTH PROGRAMS

HOME ACTIVITY SEARCH DASHBOARD ADMIN

Hello **Joe Massery** You will be automatically logged out in: 43:29

**Create/Manage Activity Digests**  
You are currently subscribed to 2 of 5 possible activity digests.

**Create new digest**

**Digests**

All Hiking	Edit	Delete
Worcester All	Edit	Delete

Digest emails are **enabled**. **DISABLE**

LOGGING ADVENTURES RESOURCES & TRAINING YOUTH PROGRAMS





# Begin Creating Your First Digest

BE OUTDOORS APPALACHIAN MTN CLUB

About AMC Donate Membership Volunteers Shop Search My Outdoors Log Out

LOGGING ADVENTURES RESOURCES & TRAINING CONSERVATION YOUTH PROGRAMS

HOME ACTIVITY SEARCH DASHBOARD ADMIN

Hello **Joe Massery** You will be automatically logged out in: 44:33

**My Dashboard**  
Registration Stats  
Manage Digest Emails  
Message Center  
Log Out

**Activities Admin**

**Activities Search**

**Custom Field Labels**

**Create New Activity Digest**

Enter your desired search criteria below. \* denotes required fields. At least one Group, Region or Activity must be selected as well.

\*Digest Name:

\*Email Frequency:

*Please note:*  
Your digest will only include trips matching your criteria chosen below.  
Generally speaking, more criteria = fewer trips returned.

Group/Chapter:

Region:   
Connecticut, East of River  
Connecticut, West of River  
Delaware  
International  
Maine, Downeast and Acadia  
Maine, Inland  
Maine, Southern and Mid-Coast  
Maine, Western  
Maryland, Capital Area (DC)

Activity:   
Backpacking  
Bicycling  
-Evening  
-Mountain  
-Road  
-Touring  
Birdwatching  
Camping  
Climbing/Mountaineering

\*Opt-in:  Yes! I'd like to receive an electronic digest of Group activity listings.

**CONTINUE**

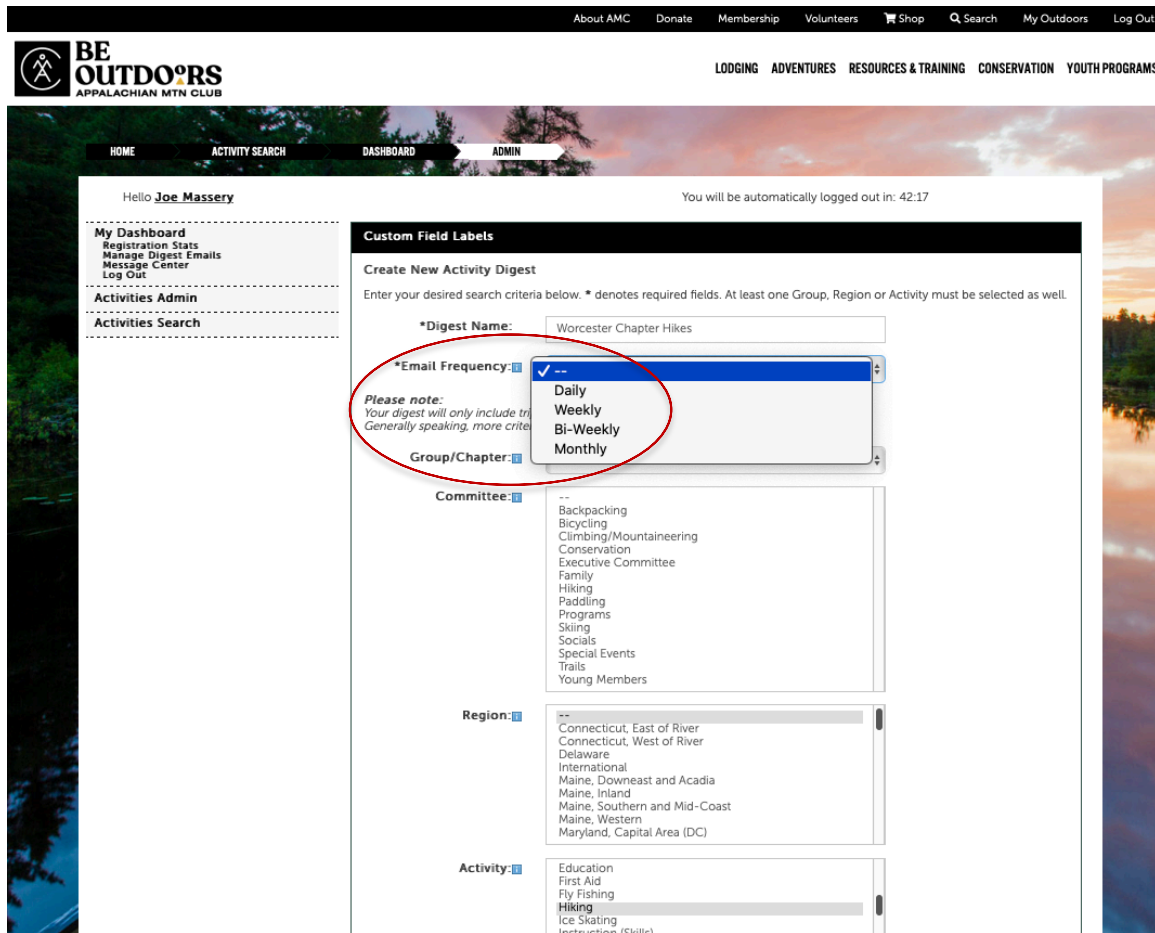
Pick a name for this digest – make it descriptive of the filters you set up in the next steps





# Select Frequency

- Decide how often you want to receive emails for this digest.
- When you receive a digest, it will contain all matching events posted since your last digest



BE OUTDOORS  
APPALACHIAN MTN CLUB

LOGGING ADVENTURES RESOURCES & TRAINING CONSERVATION YOUTH PROGRAMS

HOME ACTIVITY SEARCH DASHBOARD ADMIN

Hello **Joe Massery** You will be automatically logged out in: 42:17

**My Dashboard**  
Registration Stats  
Manage Digest Emails  
Message Center  
Log Out

**Activities Admin**  
Activities Search

**Custom Field Labels**

Create New Activity Digest

Enter your desired search criteria below. \* denotes required fields. At least one Group, Region or Activity must be selected as well.

\*Digest Name: Worchester Chapter Hikes

\*Email Frequency: **Daily**  
Weekly  
Bi-Weekly  
Monthly

*Please note:  
Your digest will only include the top 10 results.  
Generally speaking, more criteria will result in fewer results.*

Group/Chapter: --

Committee: --  
Backpacking  
Bicycling  
Climbing/Mountaineering  
Conservation  
Executive Committee  
Family  
Hiking  
Paddling  
Programs  
Skiing  
Socials  
Special Events  
Trails  
Young Members

Region: --  
Connecticut, East of River  
Connecticut, West of River  
Delaware  
International  
Maine, Downeast and Acadia  
Maine, Inland  
Maine, Southern and Mid-Coast  
Maine, Western  
Maryland, Capital Area (DC)

Activity: --  
Education  
First Aid  
Fly Fishing  
Hiking  
Ice Skating  
Instruction (Skills)



# Select Filtering Criteria

- Pick the features you are looking for in the activities you want to see in your digests
- Select a particular Chapter if you want, or leave it blank (the “- -” option at the top of the list) to cover all Chapters.
- Generally best to leave “Committee” blank.
- If the geographic location of the activity is important to you, select one or more. To select more than one, click while holding the Command key (Apple ⌘) or the Control key (PC Ctrl).
- Ditto for the Activity field.
- Screen shot on next slide.



# Selecting Filtering Criteria (cont.)

HOME ACTIVITY SEARCH DASHBOARD ADMIN

Hello **Joe Massery**

**My Dashboard**  
Registration Stats  
Manage Digest Emails  
Message Center  
Log Out

**Activities Admin**

**Activities Search**

**Custom Field Labels**

Create New Activity Digest

Enter your desired search criteria

**\*Digest Name:**

**\*Email Frequency:**

*Please note:  
Your digest will only include tri...  
Generally speaking, more crite...*

**Group/Chapter:**

- 
- AMC Adventure Travel
- AMC Staff
- Berkshire (Mass.)
- Boston
- Connecticut
- Delaware Valley (Pa.)
- Maine
- Mohawk Hudson (N.Y.)
- N.Y. - North Jersey
- Narragansett (R.I.)
- New Hampshire
- Potomac
- Southeastern Massachusetts
- Volunteer-led Camps and Cabins
- ✓ Worcester (Mass.)

**Committee:**

- 
- Backpacking
- Bicycling
- Climbing/Mountaineering
- Conservation
- Executive Committee
- Family
- Hiking
- Paddling
- Programs
- Skiing
- Socials
- Special Events
- Trails
- Young Members

**Region:**

- 
- Connecticut, East of River
- Connecticut, West of River
- Delaware
- International
- Maine, Downeast and Acadia
- Maine, Inland
- Maine, Southern and Mid-Coast
- Maine, Western
- Maryland, Capital Area (DC)

**Activity:**

- Education
- First Aid
- Fly Fishing
- Hiking
- Ice Skating
- Instruction (Skills)
- Leadership

Pick Worcester or leave blank

Leave blank for now

Select an area if you have a preference

Select one or more

Click "Continue" when done



# See Your Selections

- If you like what you see, click Submit.
- If not, hit Back button, and reselect.

The screenshot shows the BE OUTDOORS website interface. At the top, there is a navigation bar with links for About AMC, Donate, Membership, Volunteers, Shop, Search, My Outdoors, and Log Out. Below this is the BE OUTDOORS logo and a secondary navigation bar with links for LODGING, ADVENTURES, RESOURCES & TRAINING, CONSERVATION, and YOUTH PROGRAMS. The main content area features a navigation menu with HOME, ACTIVITY SEARCH, DASHBOARD, and ADMIN. The user is logged in as Joe Massery, and a message indicates they will be automatically logged out in 44:40. The 'Create New Activity Digest' form is displayed, with the following fields and values:

- \*Digest Name:** Worcester Chapter Hikes
- \*Email Frequency:** Daily
- Group/Chapter:** Worcester (Mass.)
- Region:** None Selected
- Activity:** Hiking
- \*Opt-in:** Receive Group activity listings: Yes

A yellow SUBMIT button is located at the bottom right of the form. A note below the form states: "Please note: Your digest will only include trips matching your criteria chosen below. Generally speaking, more criteria = fewer trips returned."



# Confirmation & Test

The screenshot shows the website's navigation bar with links for About AMC, Donate, Membership, Volunteers, Shop, Search, My Outdoors, and Log Out. Below the navigation is the BE OUTDOORS APPALACHIAN MTN CLUB logo and a menu with options: LODGING, ADVENTURES, RESOURCES & TRAINING, CONSERVATION, and YOUTH PROGRAMS. The main content area has a sub-navigation bar with HOME, ACTIVITY SEARCH, DASHBOARD (highlighted), and ADMIN. A white message box is overlaid on the dashboard, containing the following text:

Hello **Joe Massery** You will be automatically logged out in: 44:29

**My Dashboard**  
Registration Stats  
Manage Digest Emails  
Message Center  
Log Out

**Activities Admin**

**Activities Search**

**Activity Digest "Worcester Chapter Hikes" Created!**

You will receive the first issue of this Daily digest on December 03, 2019.

You may [create another digest](#) or [return to the main Digests screen](#).

Want to [receive a sample of this digest](#) now? (You can refine your selections after viewing this message, which will be sent to the email address in your [contact info](#).)

*Don't forget! If your email spam blocker uses a "safe list", please add [webeditor@outdoors.org](mailto:webeditor@outdoors.org) to your safe list.*

**IMPORTANT:** Click here to get a sample digest email (takes about two minutes)

Click here to create another digest now

Click here to see a list of your active digests, or to delete them.



# Example Digest Email

Appalachian Mountain Club

Trash - Google 12:03 AM



All Hiking Daily Digest

To: Joseph E. Massery



Here is your daily digest of activities from the Appalachian Mountain Club. You have selected Training activity which also includes . To change these selections, please [log in](#).

## Trips

### Ongoing

	<a href="#">Conservation Chair Opening</a>
12/07/19 - 12/07/19	<a href="#">8-10 Mile Fahnestock State Park Hike 3D8-10(H)</a>
12/08/19	<a href="#">Macedonia Brook State Park; Kent, CT (B3B)</a>
12/08/19	<a href="#">Steep Rock Preserve, Washington Depot, CT (B2B)</a>
12/08/19 - 12/08/19	<a href="#">Hike/Walk in Ward Reservation, Andover</a>
12/10/19 - 12/10/19	<a href="#">Tuesday Hike: West Granby</a>
12/13/19 - 12/15/19	<a href="#">AT in Maryland Beginner Winter Backpack (2C5)</a>
12/13/19 - 12/15/19	<a href="#">AT IN MARYLAND BEGINNER WINTER BACKPACK (2C5)</a>
12/13/19 - 12/15/19	<a href="#">AT IN MARYLAND BEGINNER WINTER BACKPACK (2C5)</a>
12/14/19 - 12/14/19	<a href="#">Classic Pinnacle Loop (3C8.5)</a>
12/24/19 - 12/24/19	<a href="#">Tuesday Hike: Christmas Eve Hike/Snowshoe</a>
01/05/20 - 01/05/20	<a href="#">Hike at Duke Farms, Hillsborough, NJ (3B6.5)</a>
01/10/20 - 01/12/20	<a href="#">Outdoor Skills for Beginners: Pinkham Notch</a>
01/11/20 - 01/11/20	<a href="#">2020 NH AMC Pool Sessions</a>
01/19/20	<a href="#">Explore Your Inner Winter Hiker: (Track 2) Welch-Dickey</a>
01/31/20 - 02/02/20	<a href="#">Snowshoeing for Beginners: Pinkham Notch</a>
02/08/20	<a href="#">Explore Your Inner Winter Hiker: (Track 2) Mt Moosilauke</a>
02/09/20 - 02/09/20	<a href="#">Hike at Tyler State Park</a>
03/01/20 - 03/01/20	<a href="#">Hike at Ted Stiles Preserve at Baldpate (2C7)</a>
03/29/20 - 03/29/20	<a href="#">Mercer Meadows County Park, Central New Jersey</a>
04/24/20 - 04/26/20	<a href="#">Backpacking for Beginners: Crawford Notch</a>
04/25/20 - 04/25/20	<a href="#">Urban Excursion: Center City Philadelphia (2A8)</a>

You are receiving this email as a subscriber to AMC Activity Digests. To manage your digests at any time, please [log in](#) or [unsubscribe](#) to stop receiving these emails.

Appalachian Mountain Club, 10 City Square, Boston, MA 02129.



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APPALACHIAN MTN CLUB