PebbleCreek Hiking Club Hike Library

Hike Coordinators - How to Change a Schedule

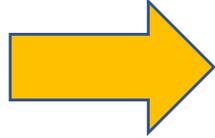## How Schedules are changed within the PCHC Hike Library

Hike Coordinators can request changes their schedules by sending a Change Schedule Request

Hiking Coordinators

PebbleCreek Hiking Club
Schedule Update Request Form

Please use this form to request changes to a hike schedule

Red star (*) are mandatory

Requestor Name:*

Requestor Email:*

Comments to Data Coordination Team*
Please clearly describe your suggested changes

The form gets sent automatically to the Data Coordination Team who update the specific schedule in the system
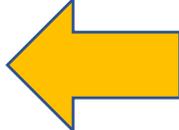
Data Coordinators

This team maintain all hike data within the Library and maintain the season schedule

PCHC Hike Library

Club Calendar

Communicate Schedule to Club Members

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PebbleCreek Hiking Club – Request a change to an existing Hike – October 2022
Request a schedule change to an existing Hike – 2 ways of access to the electronic form

Access from the Website Menu

PebbleCreek Hiking Club

HOME   HIKE SCHEDULES ▲   HIKE DESCRIPTIONS ▼   CLUB CALENDAR   CLUB DOCUMENTS ▼

Hike Schedules

Request Schedule Update

PebbleCreek Hiking Club
Schedule Update Request Form
Please use this form to request changes to a hike schedule
Red star (*) are mandatory

Requestor Name:*   Neal Wring

Requestor Email:*   pcxxxxxx@gmail.com

Comments to Data   Need to change the A Hike on Monday October 31st 2022 from Trail
Coordination Team*   Number 13 to Trail Number 42.
Please clearly describe
your suggested changes   This will have an early start time of 5:30 AM. Neal Wring will be the
                           Hike Leader.

Send

Alternatively... Scroll down the home page

Send in your idea for a
new hike to be added
to the library

**NEW HIKE
REQUEST**

Need to improve a hike
description or add a
map or GPX track?

**CHANGE HIKE
REQUEST**

Hike Coordinator?
Need to update your
hike schedule?

**CHANGE HIKE
SCHEDULE**

Request a change to an existing Hike - Form Entry

Firstly, Enter your name and email address so that the data team can communicate with you.

Secondly, clearly describe the change to the schedule you are requesting. Schedule changes can be complicated. Please use Trail Numbers when possible as this makes it very clear to the data team which trails you are referring to. Also clearly state the dates that are being impacted in your comments.

PebbleCreek Hiking Club
Schedule Update Request Form
Please use this form to request changes to a hike schedule

Red star (*) are mandatory

Requestor Name:*

Neal Wring

Requestor Email:*

pcxxxxxxx@gmail.com

Comments to Data Coordination Team*
Please clearly describe your suggested changes

Need to change the A Hike on Monday October 31st 2022 from Trail Number 13 to Trail Number 42.

This will have an early start time of 5:30 AM. Neal Wring will be the Hike Leader.

Provide a full definition of your schedule changes. A Data Team member will contact you with any questions if not clear.

Submit the schedule change request by pressing the Send Button

Send

==Request a change to an existing Hike – Final Notifications==

1. The form is sent via email to every member of the Data Coordination Team. A copy of the form is also sent to the requestor of the hike schedule change. The request is saved in a database for future reference.

2. The data team will update the specified schedule in the hike library

3. Subsequently, the Data Coordination team will create an updated schedule report from the hike library as well as a refreshed Season Schedule. These reports are then placed on the club website and the Club Calendar is updated to reflect the latest schedule