**Adding a Sign-Up Sheet for an Ad-Hoc Hike**

Go to the Sign-up Sheets plugin, Add New.

Actions:

* **Title Box**. Enter the hike name.
* **Event Type**. Single
* **1st Reminder # of days**. Enter 7.
* **2nd Reminder # of days**. Enter 2.
* **Chair Name**. Enter the hike leader's name.
* **Chair Email**. Enter the hike leader's email.
* **Program/Event Details**.

Here is the format for the details. Things for you to enter from the submitted hike are in bold italics. Copy then paste into the Program/Event Details section of the Sign-up Sheet. A hike may either be in our Hikes collection, or be a new hike.

<strong>Hike Difficulty</strong>: [***Level***] (from A-E, A easiest). <strong>Meet Time</strong>: [***Time***]. <strong>Meet Location</strong>: [*Location*]. <strong>Hike Duration</strong>: [***Value***].

 <strong>Click to View: </strong><a href="[***Hike URL***]">Hike Description.</a>

OR <p> </p>

<strong>New Hike Name</strong>: [***New Hike Name***]. [***Description***]

<p> </p>

<strong>Comments</strong>: Limit is [***Hiker Limit***]. If you've signed up but can't go, please clear your sign-up. [***Addn'l Comments***].

<p> </p>

<p> </p>

**Save Sheet**

Click on the **Edit Tasks** button.

**Date**: Select hike date (yyyy-mm-dd).

**Task/Item:** Enter "Hikers", **#Needed**: Enter Hiker Limit, **Start Time**: Enter Start Time.

**Save**