OUTDOORS AT UVA

Website Specifications

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TO DO LIST:

Urgent:

- **Take screenshots of the current/jessica's website and put it in the spec.**
- **Need to add the functionality requirements for a Locations table.**
- Google calendar/ICalendar integration for people to have "my trips" or "my waitlists" on their calendar and don't forget and end up dropping out last minute. Maybe push notifications from the webapp?
- Think of weird trip use cases, e.g. mega trips, or postponed creekathon. Do we need to have any separate/different functionality for these trips?

Not as Urgent:

- Gift Membership functionality?
- How did you hear about us upon signup?
- Referral Bonus??
- Postponed and canceled emails to remind people. Cant rely on other emails
- Section for Alumni contacts?
- Committee pages?
- De-escalation of Officer Privileges after graduation/moving away???
- New website should have a mandatory reminder to drivers who sign up for a trip that they are committing to the trip? Something like this.
- Group privileges within officer core - only certain officers can do certain things (e.g. only gear masters can edit the gear sheet??
- Donations?
- Should any reimbursement related things be integrated into the website?
- Officer Application page, should this continue to be a google form, or should this be integrated into the current website?
- Google maps integration for trip locations??
- Do we want to impose requirements on the maintainability/extensibility of the site?
    - So that future competent web developers can improve it?
    - Mobile app? Or at the very least, a backend API that a mobile app developed by a student in the future can use?
        - I don't think we need a mobile app if the application is designed mobile first
- How did you hear about the club?
    - Have a small question

Something to think about:

- Links for the website? These will probably have to be permanent links so that things wont break

Potential Firms to Approach:

- **https://www.fullstacklabs.co**
- **https://clutch.co/web-developers**
- **https://www.webdesignrankings.com/best-web-development-companies/**
- **https://www.mobomo.com/**
- **https://www.viget.com/**
- **https://www.seguetech.com/**
- **https://www.bluespark.com/**
- **http://www.bluecloudstudio.com/**
- **https://www.bluespark.com/**

The Club and Its Mission

Before delving into why we need a new website, and our requirements for a new website, we'll give a brief explanation as to what this club is and why it exists.

Outdoors at UVa is an outdoors club based at the University of Virginia in Charlottesville. We are a 100% student-run organization that is also open to the greater Charlottesville community. We have a large and active membership — over 650 members. Most of our members are University of Virginia students, but we have many community and alumni members as well. Members receive emails when someone "creates an adventure" on our website, and can use our website to see what's planned. Members sign up for adventures whenever they see one they can and would like to go on, and there are no 'minimum' number of adventures a member must attend. Most adventures have no participation fee and are fully reimbursed for gas costs. **During 2017 alone, club members led over 330 trips!** These trips included activities like hiking, trail running, backpacking/camping, mountain biking, rock climbing (outdoors and indoors), caving, skiing/snowboarding, kayaking/rafting, mega-trips to various National Parks (some 7-10 days long!), and service trips. The difficulty level of these trips ranges from beginner-friendly to extreme.

In addition to our unparalleled diverse offering of trips, the club is also in possession of vast quantities of very high-quality gear that's **freely** accessible to all club members. Except for food and clothing, the club owns everything a beginner would need to try out any of the sports that we regularly have trips for, including a fleet of mountain bikes and whitewater boats (canoes and kayaks), backpacking gear, climbing gear, fishing gear, and much much more. To top it all off, we have an extensive set of documented policies perfected by generations of officers regarding trip leading, reimbursement of gas and other expenses, and the use of our gear.

The club (in its current form) was founded in 2002. Over the last 17 years, the club has, thanks to a countless number of dedicated individuals, built up an awe-inspiring infrastructure and culture that makes it so much more substantive than a typical college club.

This introduction to the club will conclude with our mission statement.

Our Mission

Outdoors at UVa is a group of students and community members united by their desire to enjoy outdoor activities with friends, while promoting safety and environmental preservation, educating others about nature, and developing leadership skills.

Preface to the Specifications

  The website is the club's central resource and is what has enabled us to grow past the limits of organizing club events through a simple mailing list, as most clubs at UVa do. Although it's interface may look arcane, the current website is a robust and powerful piece of software that has been continuously operating for 17 years. The club's current website was created in the span of a few years by the legendary [Baron Schwartz](#) around the years 2002-2004 while he was a student studying Computer Science at the University of Virginia. Since then, it has been iterated upon by several other Club Officers that were also computer science students.

  Around 2014, the club's officers decided it was time to get a new website. Over the course of the next few years, the club attempted to hire/contract different student developers to work on a new website, but to no avail. The students we tried to hire had the best of intentions, but ultimately didn't have enough time or could not finish due to insufficient communication regarding the requirements of the website.

  Thus in the late Spring of 2018 the officers came to the conclusion that going through a professional firm was the only steadfast, reliable way the club could obtain a new website. Fortunately when this decision was made, the club's Officers included two computer science students that knew the importance of having a clear, comprehensive, and definite functional specification. Thus, this document was born.

  This specification document clarifies everything that the current website does (and that we'd like the new website to continue to do), but also has added features/functionalities that have been oft-requested over the past several years. Unfortunately, there is some implementation bias in a document that was initially intended to be a functional specification. Considering that the authors are software engineers who intimately know the workings of the old website, which was a remarkably successful piece of software, the addition of implementation bias was irresistible. We hope, however, that it will only aid rather than hinder the engineers who build the new website.

A Basic Conceptual Schema

The following 'schema' attempts to informally describe the fundamental entities, relationships, and entity capabilities of our organization and assumes the use of a relational database. We described our entities such that each of them can easily be ported to a relational database table, but grouped other information with each of the entities to give insight on the various relationships between entities, as well as to make clear what groups of entities would be presented to users simultaneously[1]. In general, our intention was simply to describe our organization in a way such that it can be easily modelled by a software engineer while simultaneously being easily understandable to a layperson.

Trip/Adventure

Trips/Adventures, and the logistics of organizing them in the context of our club, is the underlying primary purpose of the website, and the club as a whole. Trips/Adventures are basically events that someone (a Trip Leader, or **multiple Trip Leaders if the trip is co-lead**) creates and posts on our website in the hopes that other people (General Members) will sign up for it so that a group of people who may or may not know each other can go on an adventure and make new friends, learn new skills, and most importantly, have fun.

Characteristics/Fields:
- Trip Leader **and Co-Leaders** (Creator(s) of the trip). Co-leaders don't necessarily have to be differentiated in any way. This is a foreign key to a Member.
- Contain a departure and destination location (This is a foreign key to a Location- can be chosen from an existing list of locations that have already been created, or created on the spot.)
- Contains a trip / adventure title
- Contains a trip / adventure description
- Start / end / signup / withdraw time and date
- Fee for trip
- Maximum number of attendees

   Associations[2]:
   - Trip Questions (Created upon trip creation by trip leader - variable number of questions and question text) See the Trip Question section below.
   - Has general members (Attendees) associated with the trip (when they sign up) that may or may not be on the waitlist.
   - Has associated question responses for the members that signed up for the trip (are associated with the trip)

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[1] Basically, we tried to make clear what SQL INNER JOINs would be necessary.
[2] By associations, we mean to convey other relational tables that have a Foreign Key column to this table.

General Member

A General Member is anyone who signs up (pays dues + signs waiver) and makes a profile on our website and is the most basic type of user. All other types of users are simply general members with additional privileges.

Characteristics/Fields
- Name
- Email
- Birth Date
- Gender
- Password
- Address
- Phone Number

Associations:
- Adventures Attended (via the Trip SIgnup Table)
- Trip Waitlists - (Via the Trip SIgnup Table)
  - These are trips in which the member has not gotten off the waitlist.
- Trip Absences

Capabilities:
After logging in:
- Members should be able to **view** upcoming adventures, be able to click on any of them, and sign up for them.
  - Members should be able to **edit** their trip questionnaire responses after having already completed it.
- Members may also **withdraw** from adventures after having signed up (but only before the trip has started)
- Members should be able to **view** a warning/notification of a near-expired membership and should be able to renew it.
  - Only repayment of dues is required for renewal, and perhaps verification of current profile information.
  - Resigning waiver is not necessary for renewal.
- Members should be able to **search**:
  - Past Adventures
  - Upcoming Adventures
  - Other Members (should be able to view their profiles, including the list of what trips they've led, but **NOT** another general members' absences/absence reports.
  - Locations
- Members should be able to **view** member resources and the other static pages relevant to members.
- Members should be able to **view and edit** their own profile.
  - Member profiles should display the **list of all trips they have attended.**
  - General Members should be able to see only their own absences.

Trip Leader

Trip Leaders are general members with the additional capability of creating trips.

Escalation of Privilege - General Member to Trip Leader:
>
> Officers are the only types of users that can escalate a General Member's privileges to that of a Trip Leader. For a General Member to become a Trip Leader, one of the following requirements must be satisfied:
> - The General Member must have attended an official club Trip Leader Workshop (These are usually Trips/Adventures of their own)
> - The General Member must have read the Trip Leader Manual and informed an Officer (via email or in person) that they have done so.
>
> Once one of the above requirements are satisfied, an Officer should be able to go to a General Member's profile and somehow escalate their status to that of a Trip Leader with something akin to a button.

Trip Leaders Inherit all fields from General Members

Additional Fields:

> **Associations:**
> - Trips Led (List of Trips that this Member Created)
>   - Should be **viewable** by any general member from the Trip Leader's profile.

Capabilities
- Has all capabilities of **General Member**

- Trip Leaders, after having logged in, can **create/post** "trips/adventures" on the website using a form to fill out the requisite information for trip creation.
  - On the destination/departure location section of the form:
    - Trip Leaders can search for an existing location (while still viewing the trip creation form, preferably with an autofill style search) and select it if it is suitable.
    - If a Trip Leader must create a new Location, they must give it a name, a description, and potentially a pair of coordinates (this can be an optional field) while still viewing the Trip Creation form. (More details on Trip Locations are below).

- ○ Trip Leaders can **cancel** trips, which entails:
    - ● Blocking all signups
    - ● Updating the trip description (they can just do this manually by adding something like **CANCELLED** to their trip title), or this can happen automatically.
    - ● Emailing all trip attendees that the trip has been cancelled.

- ○ Trip leaders can 'announce' their trip to the listserv (Send one of the automated email templates at the bottom of this document out to the club-wide mailing list). If this has already been done once, they should get a warning if they are about to do it again to prevent accidental spamming of the mailing list (the mailing list is moderated so this isn't a huge concern)

- ○ Trip leaders should be able to **edit** their trip's fields and associated fields:
    - ■ Trip information should be auto populated in a form when trip leaders attempt to **edit** it after having already created the trip
    - ■ Ability to **edit all** fields pertaining to a trip
    - ■ Ability to **edit all** of the questions associated with a trip
    - ■ Ability to **add/remove** members from the **waitlist** of a trip
    - ■ Ability to **remove** members from the trip's roster/report AKA withdraw them from the trip.
    - ■ Trip leaders <u>**cannot**</u> add members to the trip who have not signed up themselves.
        - ● This is to prevent cherry picking of friends.

- ○ Trip Leaders should be able to **email all attendees** (members signed up for a trip) of a trip with a custom message from the website.

- ○ Trip Leaders viewing their trip from their phone should be able to click a button and have the phone numbers of all trip attendees be pasted to their clipboards so that they can easily send SMS messages to all trip attendees.

- ○ Trip Leaders can **mark a member absent from a trip** after the trip start time has passed. More details about what an 'Absence' is and the absence reporting system can be found in below.

- ○ Trip leaders should be able to conveniently view and edit all/most of the above from an interface known as a Trip Report (described below)

Trip Reports

Trip Reports are the central resource of trip planning for a trip leader. Trip Reports are how trip leaders and officers can **edit and view <u>some</u>** of the information **and** associated information about a trip. **<u>(They are not models/objects of their own, but rather convenient aggregations of information meant to facilitate Trip Planning/Logistics)</u>**.

Trip Reports must include the following information:

- ○ The list of all members who have signed up, as well as some useful (for trip planning purposes) information about the members, such as:
  - ■ Waitlist status (binary field) for the member on that trip
  - ■ Phone number
  - ■ Gender
  - ■ Age
  - ■ Name
  - ■ Email
  - ■ Number of absences and waitlisted times that member has committed and experienced respectively. (These numbers should be a hyperlink to pages displaying the **absences** of a member - more on this below).

- ○ A NxM table containing the N questions associated with the trip as columns, and the M members who signed up for the trip as rows, and the member responses to those questions in the appropriate locations in the table.

- ○ A scratchpad or notes section would be helpful, but is not required for a Trip Report.

Trip reports for any particular trip can only be viewed/modified by **the Trip Leader for that trip, OR by an Officer.**

Officer

Officers are essentially the 'admins' of the club, and exist to facilitate the club's proper functioning in all respects.

Escalation of Privilege - Trip Leader to Officer:

Officers are the only types of users that can escalate a Trip Leader's privileges to that of an Officer. For a Trip Leader to become an Officer, the following requirements must be satisfied

- The Trip Leader has led at least 3 trips.
- The Trip Leader has applied to be an Officer, and has been voted in as an Officer at an Officer Meeting.

Once both of the above requirements are satisfied, any Officer should be able to go to a Trip Leader's profile and somehow escalate their status to that of an Officer with something akin to the click of a button. The requirement for a Trip Leader to have led 3 trips before becoming an officer does not necessarily need to be enforced at the database level.

Officers Inherit all fields from General Members and Trip Leaders

Capabilities
- Has all capabilities of **Trip Leaders**
- **Ability to easily edit static content on the entire website (More information on this below)**
- Ability to view "trip reports" for **ALL** trips (and have trip leader **editing** privileges over **all** trips as well)
- Ability to run reports (insightful SQL queries) on the database in the website's "Reports" section.
- Ability to terminate/edit existing memberships??
- Ability to ban current members?
- Ability to cancel trips?

A Note on User Types and Privileges

On the current website, there is just one table for all members. The different types of members are distinguished by a single 'privilege' column within the member's table which has the privilege information baked into a single integer from which one can apply a formula to determine what kind of privileges they have. It is up to the implementors to decide how to implement the distinguishment between users/privileges.

Membership

All entity descriptions regarding membership and membership types, which determine how much money a user pays and whether or not a user can access the Member's Area, has been omitted from this document because the authors felt that it was an implementation detail that could be left to the developers of this website to design and implement. Instead, we will simply describe the membership options we have historically offered to members:

- 5-month membership
  - Cost is $30
- 12-month membership
  - Cost is $50

- Officer 12-month Membership
  - Free
- Discounted or Free Alumni Officer Membership?

Location

A location is simply a name and description of a place that can either be used a Trip/Adventure's departure or destination location. When a Trip Leader is creating a Trip and gets to the departure/destination location section of the Trip creation form, they should have the option of choosing an existing Location (that has already been created by someone else) or creating a new one. The Location's description can be optional, but also can be directions for hard-to-reach locations (e.g. "turn left at the triple-trunked tree, then turn right at the big red rock to reach XYZ climbing destination")

Characteristics/Fields:
- Title/Name
- Description/Directions (Optional)
- Coordinates (Optional)

Associations:
- All trips that used this location as a destination.

Trip Signup[3]

A Trip Signup is the link between a Member and a Trip/Adventure and is primarily a behind-the-scenes implementation detail.

Characteristics/Fields:
- Trip/Adventure (Foreign Key)
- Member (Foreign Key)
- Waitlist Status (Boolean)
- Withdrawn? (Boolean)[4]

Trip Question

A trip question is simply a question created by a Trip Leader that all members signing up for a particular trip must answer upon trip sign up. Trip Questions are used by Trip Leaders to collect information from members that sign up for their Trip. This information is used to help plan the logistics of the trip, or prepare the Trip Leader for any special circumstances. Some common questions, for instance, include "Please list all medical conditions/allergies here." and "Do you have a car that can be used for this trip?". A variable number of Trip Questions can be created for each and every Trip/Adventure.

Characteristics/Fields:
- Trip/Adventure (Foreign Key)
- Question Text

Associations
- Trip Answer - these are attendee's answers to this question

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[3] This is called the "Attendee" Table in the database.
[4] This is NOT in the current website's "Attendee" Table, but rather is a column that Zakey thinks may be helpful for reporting absences with member's who withdrew at the last second (before the withdraw deadline). In the current website, a Trip Leader cannot report an absence after an attendee has already withdrawn from a trip.

Trip Answer

A trip answer is a Trip attendee's answer to one of the Trip's Questions.

Characteristics/Fields:
- Trip Question (Foreign Key)
- Member (Foreign Key)
- Trip/Adventure (Foreign Key) (This is probably not necessary)
- Answer text

Trip Absence

A Trip Absence is a record created by a Trip Leader when a member who signed up for their trip 'no-shows', or drops out at the last minute. More information about Trip Absences and the necessity of recording them can be found in the "Absence Reporting System" section below.

Characteristics/Fields:
- Member (Foreign Key)
- Trip/Adventure (Foreign Key)
- Severity/Category Level
- Comment/Description (Written by Trip Leader)

Gear-Related Entities:

All Entities pertaining to the Club's Gear Inventory System is in the next section of this document (simply to keep the document itself a little more modular).

The Gear Inventory System

Outdoors at UVa has over 1000 different pieces of equipment that members regularly 'check out' and borrow for a week at a time. Members come to 'Gear Rooms' - times when club officers make our gear storage spaces accessible to all members so that they may check gear out. During gear rooms, members pick out what gear they would like to check out, and list the numbers written on the gear to an officer, who then 'checks out' that gear under that member's name. This application aims to help not only our general members by improving how they view gear, but it also aims to help the officers (Gearmasters!) with the pressure-ridden task of quickly checking out, checking in, and accessioning large amounts of gear. The specification for the system begins with the different types of objects (each correspond to a relational table), and continues with the functional specifications of the gear inventory system for the different types of users.

Gear Item

Characteristics/Fields:
- Number
- ItemType (Can be a Foreign Key) - currently a Text Field.
- Details
- Condition
- Status
- Notes (Can be Foreign Key)

Gear Checkout

Characteristics/Fields:
- Checkout ID
- Gear Item (Foreign Key)
- Item Checkout Status (Can be foreign key to the status columb in Gear Item?)
- User (Foreign Key)
- Date Checked Out
- Date Due
- Check Out Note
- Check In Note

Functional Specifications

General Members

- Should be able to <u>view</u> the gear inventory in a table that displays the fields of gear items.
  - Filter by:
    - ItemType
    - Type
    - Status (Checked In/Out)
  - Sort by:
    - Number, Condition, ItemType

- Should be able to **search** (autofill preferably) for gear with text input and be able to see a table of results with the same sorting and filtering options as above.

- Should be able to click on any piece of gear and see a modal that shows the gear item's details as well as information on who has it checked out (and for how long) if it is checked out.

Gearmasters and Officers

- Should be able to do everything General Members can do (above).

- Should be able to **view all gear checked out by a specific member** (searchable).
  - Renew all/any gear they have checked out
  - Email member about their overdue gear (with press of button)
  - View a member's gear checkout history and associated check in/out notes

- Should be able to view the checkout history and associated check in/out notes for any given piece of gear (searchable)

- Accession/add new gear into the inventory
    - Individually
    - **In bulk**

- Edit gear values

- Renew a member's checked out gear (extend the due date)

- Should be able to easily checkout gear to members:
  - In bulk
    - Be able to create a checkout 'cart' where gearmaster simply needs to enter a member (autofill search by name/email) and multiple numbers into a form and checkout to member once complete.
      - If items with duplicate numbers exist, gearmaster is prompted to answer which of the items they mean to check out (they are shown a list of the duplicate items' fields and are able to choose one/many)
      - Write notes about the checkout (per gear)
    - Be alerted to a member having overdue gear when/as they attempt to check gear out to them.

- Should be able to easily check in gear from members
    - In bulk
      - Be able to create a check-in 'cart' where gearmaster simply needs to enter a member (autofill search by name/email) and multiple numbers into a form and check in gear once complete
        - If items with duplicate numbers exist, gearmaster is prompted to answer which of the items they mean to check out (they are shown a list of the duplicate items' fields and are able to choose one/many)
        - Write notes about the check-in (per gear)

- View all checked out and overdue equipment
  - Be able to send automatic emails to members
    - Upon gear checkout
    - **Individually**
      - When a trip needs gear/gear needs to be recalled
      - When gear is almost due and gearmaster wants to warn specific problematic member
      - When gear is overdue and gearmaster wants to email the member
    - **In bulk**
      - To all members with overdue gear
      - To all members with gear checked out (e.g. when the semester is almost over
  - Gear entries should have an option to attach a thumbnail image (helpful for identifying ropes, which cannot be reliably tagged or numbered)

To Do:
- Need to address the issue of consumable gear???
- Create a 'maintenance log' for all pieces of gear.

The Absence Reporting System

Static Content Alterability

- **File upload**
- **Page additions**
- **Page deletions**
- **Page modifications**

Database Reports

Data Migration

The club has a rich history. In place of a historian, we have and would like to continue to have a record of all club trips and past members - not only to keep as a historical record, but also to have it available as a resource for other trip leaders. Anyone who wants to plan a backpacking trip to Dolly Sods, for instance, should be able to easily look at how past Trip Leaders approached the logistics, and can use their past trip as inspiration/template for their trip.

The subject of whether or not the old website's data will be integrated into the new website seamlessly[5] or in a separate 'archive' section is one that will be discussed and decided upon with the engineers who implement the website. Regardless of the approach that is eventually taken, the following requirements must be satisfied.

Requirements (in the form of User Stories):

- As a General Member of the club, I want to be able to **search and view** information about all previous trips that were on the old website.
    - This should include **no less** than:
        - Title, location, and date of trip
        - The trip's description
        - The trip's attendees

- As a General Member of the club, I want to be able to **search and view** all information regarding members that were searchable/viewable on the old website.
    - This should include **no less** than:
        - Basic profile information
        - A list of linked trips a member attended
        - A list of linked trips a member led

- As an Officer of the club, I want to be able to view the full Trip Report (defined above) for all previous trips that were on the old website.

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[5] e.g. by importing the data into the new website's database tables (and using the same schema)

Critical User Stories

The purpose of this section is to describe some critical functionality in the form of user stories to better aid developers in optimizing the user experience. This is not a comprehensive list of user-stories or functionality, but rather this is a list of functionality deemed important enough for us to write it out to ensure that it meets our expectations.

Sign up/Register:

- Automatic signup flow using Stripe/Paypal, HelloSign, and/or an in-house waiver system.
    - Ideally, most members will pay through this route. Since Stripe and Paypal have APIs, membership confirmation and signup completion should be wholly programmatic/automatic.

- There should be an option available for cash/check/venmo paying members as well.
    - Officers should be able to approve "pending" activations for members who took this route and for which payment has been confirmed. (By confirmed, we mean that an officer should be able to informally verify that a member has paid by check/cash/venmo)
        - Pending activations that are never paid for should be deletable by Officers.

- Need to address how the flow will work for people who pay cash, are using a renewal option, and for normal payments via Stripe.

Trip Sign Up:

- Upon email notification of a trip posting, a member should be able to click on a link from their email to view the trip. Alternatively, members can go on the 'member's area' of the website and see the list of all posted trips, and be able to click on one of their choice to view the trip's details.
- On the trip details page, there should be a sign-up button that opens a modal of some sort (or a new page entirely) to allow users to fill out a form to answer the trip questionnaire.

Trip Creation/Planning:

- Approved Trip Leaders should be able to access a 'Create Trip' page in which they fill out a form containing the trip's details/logistics (e.g. departure time, fee, etc.) and the questionnaire.
- Should be able to edit all attendees, or get list of all number that can be pasted into phone

Gear Checkout/Accessioning/Editing:

Member and Non-Member Home Page/Navbar Layouts[6]

Non-Members[7]:

Top Navbar

- ○ Sign In
- ○ Sign Up
- ○ FAQ
- ○ Contact
- ○ Officers
- ○ Past (and <mark>Upcoming???</mark>) Adventures
    - ● For upcoming adventures, maybe block out the departure time/location so that non-members don't try to hop on without joining the club?
        - ○ Problem with this is that many people put the departure time/location in the trip detail section..
- ■ <mark>Gear Inventory???</mark> Do we want to make this visible to non-members?

Home page content

- ● How the club works
    - ○ Activities
    - ○ Mission Statement
    - ○ CIO Non-Affiliation Clause (Need to lookup what this actually is).
- ● Home Page will also include a link/expandable sections for more information if prospective members are interested. By this, we mean that the homepage should be as minimal as possible at first, and if people want walls of informational text about the club, it should be visible if users opt for it (by clicking on something that takes them to another page, or that expands sections of the Home Page.)

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[6] <mark>**Question for Developers:**</mark>
- ● We're considering separating the non-member and member interfaces entirely
    - ○ Is this a good idea? (Bring up banking website example)
    - ○ If we do this, should the only link between the interfaces be a logout/login button?
    - ○ Or, should logged in members still be able to view the landing page interface and just have the "login" button change to "Member's Area"???

[7] Or Not-Logged-In Members

Members:

Top Navbar

- ○ Upcoming Adventures
- ○ Gear Inventory
- ○ Member Search
- ○ Profile
- ○ Reimbursement Information
- ○ Member Resources
- ○ Admin (Officers/Admin Users only)
- ○ Interested in Leading a Trip?

Home page content

- ○ What's the default member's area page??? Will it just be one of the above pages (e.g. Adventures?)
- ○ Or will it be an amalgation of lots of different pages like the current website's member home page?

Club Mailing List

The club must have an email mailing list, primarily to serve as a notification system to club members about club trips and general announcements.

Requirements:
- Must be able to handle a member base of at least 10,000.

- The list must be moderated. E.g. all emails that are sent to the listserv must be approved by the officers before it can actually be sent out to the entire club.

- Club officers should be able to send club-wide emails to the mailing list's address.

- When Trip Leaders create and post a trip, they should be able to press a button to 'announce' the trip, which in effect, programmatically sends an automated email (see templates below) about the trip's details to the listserv.

  - **Emails must be able to handle non-text content**

  - **Trip leader listserv** must also be a thing integrated into the website?? Discuss with implementors.

  - Past officers should remain on listserv, but be fully de-permissioned from moderating and from website/gear system after departure

  - Members should be able to easily unsubscribe from emails and change their preferences

  - Officers should be able to remove/add people to the waitlist manually.

  - When members signup/join the club, they should be automatically/programatically added to the club-wide listserv (using the same email that's in their club account) and they should be notified thusly.

Automated Email Templates

This section includes all of the automated emails that must be sent to the club and/or individual members when certain events occur. The automated emails do not need to be in the exact same format as below, but they should contain the same exact information. The emails below are how the current programmatic emails are formatted. In place of real information from any particular trip, the below emails have been generalized with the substitution of angle brackets containing variable names for specific trip instance details.

New Trip Announcement

Trigger: When a Trip Leader 'Announces' a Trip/Adventure that they have posted.
Sent to: Club-Wide Mailing List

<Trip Leader Name> has created a new adventure, '<Trip Name/Title>'. Here are the adventure details, for your reference:

Departure: <Location>
Destination: <Location>
Start: <Start Date/Time>
End: <End Date/Time>
Signup Deadline: <Deadline Date/Time>
Fee: <Money Amount>

Description:
===================

<Trip Description/Detail Goes Here>

===================
If you'd like to join the trip or view the full, up-to-date details on any of the above, you can click on the following link to view the adventure details:
<
        Link to trip/adventure on our website goes here, here is an example of a link that goes in our current emails:
        http://www.outdoorsatuva.org/members/adventure/read/4100
>
Outdoors mailing list: <Mailing List Email Address>
Subscribe / unsubscribe at: <Link to unsubscribe from listserv>

Trip Signup Confirmation - Joined

Trigger: When a member joins a Trip/Adventure (and is NOT on the waitlist.)
Sent to: Individual member who joined the Trip/Adventure. Also sent to the Trip
Leader unless they opt-out of receiving these emails (opt-out is on a per-trip
basis).

Dear <Member/Attendee Name>,

You've joined the adventure '<Trip/Adventure Title>'. If you were previously on the waitlist, you are now
off it, and you are expected to attend this adventure!

Most adventures have a waitlist. IF YOU CAN'T ATTEND, PLEASE USE THE LINK BELOW
TO WITHDRAW, and let the leader know, even if it's last-minute. Withdrawing
will automatically let the first person off the waitlist, and will ensure that
you don't get marked as a no-show in the database.

Leader: <Trip Leader Name> <Trip Leader Email> <Trip Leader Phone Number>
Meet at: <Trip Departure Location>, <Trip Departure Date>
Fee: <Trip Fee>
Withdraw: <Link to withdraw from Trip/Adventure>
Trip Details: <Trip/Adventure Details Page Link>

See you soon!
<Trip Leader Name>

Trip Signup Confirmation - Waitlisted

Trigger: When a member joins a Trip/Adventure but IS put on the waitlist.
Sent to: Individual member who joined the Trip/Adventure. Also sent to the Trip
Leader unless they opt-out of receiving these emails (opt-out is on a per-trip
basis).

Dear <Member/Trip Attendee Name>,

You have joined the waitlist for the adventure '<Adventure Name>''.

If you'd like full details on the adventure, you can click on the following
link: <Link to Trip/Adventure details page>

If you are removed from the waitlist, you will get an email notifying you that you're officially on the trip.

Good luck,
<Trip Leader Name>

Trip Withdrawal Confirmation

Trigger: When a member withdraws from a Trip/Adventure, or if the Trip Leader and/or an Officer removes them from the trip roster.
Sent to: Individual member who was withdrawn. Also sent to the Trip Leader unless they opt-out of receiving these emails (opt-out is on a per-trip basis).

Dear <Member/Trip Attendee Name>,

This email is to confirm that you have withdrawn from adventure
'<Trip/Adventure Name>'.

Sincerely,
<Trip Leader Name>

Membership Signup Confirmation

Trigger: When a member has successfully signed up.
Sent to: Sent to individual member who has completed the signup process.
For developer – this might need to change to fit the description of how the new website will flow

'Dear <Member Name>,

Welcome to Outdoors at UVa! We have activated your online membership. You may now login to the online system at http://outdoorsatuva.org. The following are the details of your membership:

 Membership: <Membership Type>
 Begin Date: <Membership Start Date>
 Expiration Date: <Membership End Date>
 Amount Paid: <Dues Paid for Membership>

 Log on to the website by clicking on the "Member's Area" tab at http://outdoorsatuva.org and check out what trips are coming up, search for other members, and more!

You should become familiar with the website, as it is your central resource in the club. In addition to the adventures posted online, note the "Member Resources" tab; this has a wealth of information, but of particular interest are our policies on borrowing gear, leading trips, and reimbursement.

 Find us on facebook:
 http://www.facebook.com/groups/708867485814505/
Check out our instagram:
https://www.instagram.com/outdoorsatvirginia/

Gear Checkout Notification

Late Gear Notification

Gear Room Announcement Email?

Suggested Features

Directions for writing suggestions: Make a section with your name as the heading, then use bullet points to describe the feature you think is important/you want. Do not worry about features listed by other members, duplicates are ok. Try to use titles like Bug or New Feature before describing your bullet point, it'll make future organization much easier for me.

Izzy Franklin, Service Committee, Whitewater advisor
- Next to member's name where there is currently number of absences and number of times on a waitlist, also include a 3rd category, number of service trips attended, so that can also be used to prioritize taking people off waitlists. If we publicize that that could influence them getting off waitlists, maybe more people would sign up for service trips!!
- Checkout request form for Water gear (ditto what Bill suggested for bikes). Easy button people could press that would pull up a form they fill out, and when they "submit" the form, an email with it goes to the officers.
- Have gear room schedule prominent on home page

Scrawl Stuff?
- New Feature - The Scrawl Tab - a place for the newsletter to distribute articles, pictures, digital copy etc. and announce challenges. Sub features given below
1) The Challenge - a way to announce submission competitions. For example, send us the best humpback sunset photo. It would need a clear deadline
2) Digital Copy of the newsletter - This could just be a page with links to pdfs
3) A blog - a way to publish individual articles and pictures. With a comments feature

Bill Talley, Fleetmaster
- New feature: Bike Checkout request form
- Consideration: Should a bike maintenance log/inventory be included in the built-in gear system? Or a separate utility? Simple apps/templates exist for maintenance logging, but because we haven't yet tried/iterated a maintenance log system, it would be tough to write a spec for a custom one
- Gear checkout officer should be able to check out loose, non-numbered/tagged items (i.e. carabiners) by type & count, without calling up a numbered gear entry from the list, but within the gear checkout environment