

**FPTA Web Site Procedures For  
Trail Keepers & Web Master  
Entering & Controlling Trail Information**

Revised Oct 20, 2008

### **Purpose**

FPTA Trail Keepers are responsible for the quantity and quality of Trail Information on the FPTA web site. These procedures are intended to show the Circumnavigational Trail Keepers how to keep the FPTA web site updated with timely and accurate information and show how the FPTA Web Master will support the Trail Keepers. Please note that our web site is not yet configured to allow Trail Keepers on rivers to post detailed information as indicated in these procedures.

### **FPTA Web Site Information**

Our web site has a lot of information that can be used by our Trail Keepers. Examples include:

- Mission of the FPTA – found under “About Us”
- Trail Keeper Responsibilities – found under “About Us”
- Trail Information Printable Form – Found under “Volunteer” to be used to collect trail information
- Entering & Controlling Trail Information – found under “Volunteer”

### **Trail Keeper Web Site Responsibilities**

We have made changes to the web site which allow Circumnavigational Trail Keepers to add “Trail Information” directly onto the web site. The Segment Trail Keepers are responsible for the information in this Trail Information segment of the web site which include:

1. **Campsite information:** This includes details such as GPS coordinates, no. of people site will handle.
2. **Launch information:** GPS and other info for put-in and take-out locations.
3. **Facilities:** Places to eat, re-supply, motels to say if you are tired of camping.
4. **Points of interest:** Places you would show someone if you were acting as their guide.
5. **Trip Reports:** Anyone will be able to enter and edit “Trip Reports” which describe trips made on the trails.

Trail Keepers are also encouraged to update the web site “Event Calendar” and to add Trip Reports & pictures.

### **Pre-Requirements to Enter Web Site Information**

Before a FPTA Trail Keeper (or Director) can enter information on the FPTA web site they must:

- Preferably be a member of the FPTA
- Have previously “logged on” to the website and have been assigned a user name and password.
- Must be designated a “Trail Keeper” by the FPTA web master. If unsure, email webmaster at “webmaster@floridapaddlingtrails.com”

## Procedures to Update the Web Site

These are intended to provide a “step-by-step” procedures for creating information for the web site and editing information already on the site.

1. Bring up the FPTA web site ([www.floridapaddlingtrails.com](http://www.floridapaddlingtrails.com)) and log-in using your “password” and “user name”.
2. Click on “Trail Info” button in left hand column.
3. The Trail Information shows the following screens:
  - a. Paddling Regions – These are the nine FPTA regions
  - b. Ten Hottest Paddling Segments – These are the segments with the most internet activity
  - c. Ten Most Recent Segment Updates – This is a list of the most recent segment updates.
  - d. Export GPS Data – This is how you can view a region or segment in Google Earth
4. Click on the “Paddling Region” you wish to investigate/ change.
5. Click on the “Segment” you wish to investigate/ change. The following words will appear:
  - a. “Want to know more?” – this link provides a comprehensive list of reports that have been filed on the segment, along with a map that shows GPS locations for each report.
  - b. Find & View Segment Reports – this shows a summary of the reports entered and the type of reports a Trail Keeper can enter. The number after the different type of report shows the number of that type of report on the web site.
  - c. Three Recent Segment Reports – these are the last three segment reports added or changed.
  - d. Comments – This block is a place where you can enter comments regarding the segment. Please be aware these comments apply to the entire segment, not one specific location.

Please note that Region A has Emerald Coast Freshwater Trails. This is a suggestion for handling rivers/ “freshwater trails” on our web site assuming that we expand the FPTA to include these trails.
6. Under “Find & View Segment Reports:
  - a. Put “All” in the drop down window, click on the type of report (e.g. campsite) and hit the “show” button. All the campsites in this segment will show up.
  - b. Or you can use the drop down window to pull up a specific place/ location and hit the “show” button.
7. Adding, changing or deleting a report: Only Trail Keepers who have been given special access to the web site by a “Web Administrator” or Web Master can do this. Using “campsites” as an example, you can:
  - a. Add a Report: click the “add a report” button in the upper right hand corner of any “campsite” info box OR click on “Add a your own report today!” button in the middle of the web page.
  - b. Edit a Report: click on the “pencil” in the upper right hand corner of the box.
  - c. Delete a Report: click on the “trash can” in the upper right hand corner of the box.

- d. Saving Data: the “Save” button is at the bottom of pages which are created or edited.

Please note:

- Information which is changed or deleted cannot be recalled.
- Some of the information currently on the site is “test information” which will eventually be removed. Some info has been previously gathered and may not be accurate. See Guidelines below.

## 8. Adding Photographs

Photos are entered after the report is completed.

- a. Click the “read my report” on any completed report.
- b. Click on the “Add Photos” link for your report.

9. Campsite Improvements: Above “Find and View Segment” you will find a “Learn more about” button. Press the button. In the “Demographics” section, you will find the campsite improvements needed for this segment of the trail. Doug Alderson, Office of Greenways & Trails, will enter and update information in the “Improvements” area. It is your job to communicate back to Doug what activity has taken place, e.g. If Doug mentions a dock will be repaired in May, and you notice in June the dock has still not been repaired, you’ll need to let us know the repair has not taken place.

Doug can enter this info by using the:

- a. Trail Info button
- b. Select the preferred “Region” and all Segments in the region will appear. There will be a “pencil” in the left hand of the box. Click on the pencil.
- c. Under “Demographics” you will see “Improvements”. List the improvements needed for the trail in this box.

## Guidelines When Updating the Site

- Information currently on the site may not be accurate and is probably not complete and therefore it must be edited or deleted.
- We should concentrate on campsite information before* entering other trail information (launch info, facilities, points of interest).
- Each campsite/location/ place should only have one report on it. If there are multiple reports for the same location/ place, they should be consolidated into one report.
- Duplicate information should be consolidated and extraneous information deleted.

## Frequently Asked Questions:

1. What do I do if I have questions/ problems?

Contact the web master at [webmaster@floridapaddlingtrails.com](mailto:webmaster@floridapaddlingtrails.com)

2. What do I do if I disagree with the information currently posted?

This should be resolved within your Region management.

- If information needs to be combined with other info, go ahead and do it.
- If test information needs to be deleted, go ahead and do it.
- If you believe information is incorrect, please contact the appropriate Director or Sr. Trail Keeper before making major changes or deletions.

3. How do I change/ improve these procedures on web site usage?

Contact [hbrooks@floridapaddlingtrails.com](mailto:hbrooks@floridapaddlingtrails.com) for changes/ improvements.

4. What if I have already sent in info on my campsites?

Some Trail Keepers have previously sent in information about campsites. Unfortunately we could not automatically post this information to the revised web site so the information will need to be re-entered into the current site. If you do not have a record of this information contact [hbrooks@floridapaddlingtrails.com](mailto:hbrooks@floridapaddlingtrails.com) and you will be given a web link to the information you previously sent in.

### **FPTA Web Master Will:**

To make this system work, the FPTA web master will be responsible for:

1. Making Trail Keepers eligible to enter web site trail info.
2. Answer Trail Keeper questions on how to use the trail info feature of the web site.
3. Back up the web site on a weekly basis to protect our data. These backups should take place on a day / time that has the least likelihood of users and trail keepers working on the site.