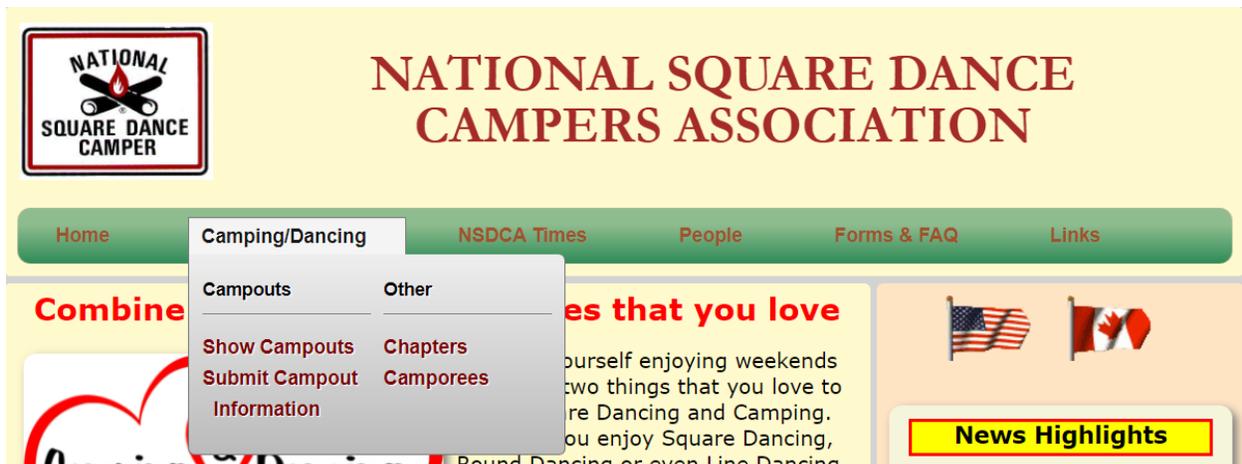


The following is intended to be used as a guide for providing Chapter campout information using the NSDCA’s webpage utility.

1. From the main page, select “Camping/Dancing” from the menu (in the green horizontal bar) and then choose “Submit Campout Information”.



2. You then click on the “Show the Forms” yellow button in the right margin.

Stage 1: Initial Information for Campouts

3. Select your chapter from the drop-down menu, then enter your name and email; this is to allow you to be contacted if there’s a question regarding the information you provide, as well as confirm you are an NSDCA member versus a random user.

Go to the Forms

Click below to start the process of entering the information for your campouts.

[Show the forms](#)

Stage 1: Initial Information for Campouts

Enter YOUR Chapter Number

Your Name

Your Email

Number of Campout Dates to Enter

Click anywhere in these red boxes to reveal the drop-down list

4. Next, provide the number of campouts you will be entering information for (via the drop-down list).
5. Now’s the time to enter the campground name (in the blue box, below).

Campground Name:

Campground Address: For consistency, use semicolons to separate fields
Street Address; State Abbrev; Phone (written as 111-234-5678); Email (if required)

Contact Person (if needed) For consistency, please use semicolons to separate fields
Name; Phone (written as 111-234-5678); Email (if required)

Comments (3 lines, 120 chars each)

[Go to Stage 2](#)

Step 5 is not a requirement; you can move on to Stage 2 without entering any campground information. If you do use this feature, all subsequent campground fields will be populated with this information (a feature designed to make it easier for those Chapters that camp in one or two places) but it can be easily changed as described in Step 10.

Notice there's a little question mark by the heading "Campground Name:" (see the image above on the previous page). If you hover your cursor over that symbol, it directs you to look in the right-hand margin for some new instructions, listed below:



Combo Box for Campground Field

The blue Campground Name field combines a dropdown list with a text entry field.

- If you click on the **blank field with no text**, you will get a list of campgrounds to pick from.
- Conversely, if you type into the field, the list will start showing campgrounds that match the text you are typing.
- If you select a campground from the list, its address and map coordinates are provided automatically.
- If the campground name that you enter is not in the list, you will have to add the address information yourself.

The list is regularly updated with campground information so it might appear in the list at a later date.

Note: If you want a fresh list to drop down when you click, remove the text from the field first.

You can either: 1) click in the blue box and scroll through a list of pre-determined campgrounds, or 2) click in the blue box and start typing a campground name. Please note when you initially click in the blue box a drop-down list will appear as mentioned earlier in this paragraph; as you type, the selections shown in the drop-down list will narrow to match your entered text.

Let's assume you type "Ma" (perhaps looking for "Mark Twain"); you see the following entries:

Campground Name: ?

- Camelot RV Park
Camelot RV Park, Malabar, FL
- Champaign Sportsmen's Club
Champaign Sportsmen's Club, Mahomet, IL
- Cheney Reservoir, Smarsh Creek Campground
Cheney Reservoir, Smarsh Creek Campground, Pretty Prairie, KS
- Florence Marina State Park
Florence Marina State Park, Omaha, GA
- Happy Green Acres Campground
Happy Green Acres Campground, Mallorytown, ON
- Mark Twain Cave & Campground
Mark Twain Cave & Campground, Hannibal, MO
- Marshall-Putnam Fairgrounds, 915 University Ave.
Marshall-Putnam Fairgrounds, 915 University Ave., 309-364-2814
- The Playful Goose Campground of the Horicon Marsh
The Playful Goose Campground of the Horicon Marsh, Horicon, WI

to separate fields
(8); Email (if required)

micolons to separate fields



Combo Box for Campground Field

The blue Campground Name field combines a dropdown list with a text entry field.

- If you click on the **blank field with no text**, you will get a list of campgrounds to pick from.
- Conversely, if you type into the field, the list will start showing campgrounds that match the text you are typing.

▼ Less ...

- If you select a campground from the list, its address and map coordinates are provided automatically.
- If the campground name that you enter is not in the list, you will have to add the address information yourself.

The list is regularly updated with campground information so it might appear in the list at a later

6. Simply click on the campground of your choice to select it; notice the campground address and phone number in the following field (the red box) are automatically filled in. An example is provided on the following page.

Campground Name: ?

Mark Twain Cave & Campground ▼

Campground Address: For consistency, use semicolons to separate fields
Street Address; State Abbrev; Phone (written as 111-234-5678); Email (if required)

300 Cave Hollow Rd., Hannibal, MO; 573-231-10001

If your campground isn't in the list simply continue to type the campground name and then proceed to the following field (the red box) to enter the campground's street address, phone number and email (if applicable). Your campground information will be eventually added so you may use it from the drop-down list at a later date.

7. Use the last two fields on this page (also red boxes) to provide the name of the Wagonmaster with their contact information and provide any other comments you wish to note (e.g., "Make reservations directly with the campground." Remember, all of this information can be changed on the subsequent webpage ("Stage 2") where you enter all the individual campout site data; the intent of Stage 1 is to minimize the input needed if you are frequenting the same campground more than once.
8. Finally, click the gray bar stating "Go on to Stage 2" to continue; please note the highlight color changes to yellow as you move your cursor over it.

Stage 2: Information about each Campout

Stage 2 is where you provide input for each campout, corresponding to the number of events you entered near the top of the Stage 1 webpage.

Please confirm the information in the shaded area at the top of this webpage is correct. If there is an error, you should use the "go back" arrow on your browser to return to Stage 1 and correct the input, then click "Go on to Stage 2" again to return to this page.

Stage 2: Information about each campout

Information for 3 campouts for
 Chapter 128, Square Wheels:
 Florida

Submitted by:
 Ken Shacter : NSDCATimes@gmail.com

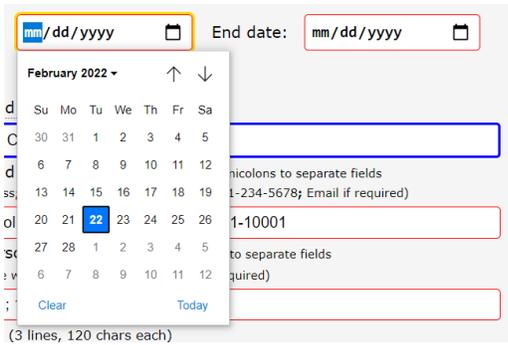
9. Now select the start and end date of the first campout. Due to the variety of ways differing browsers treat the date calendar box, one explanation will not fit the experience of all users.

Campout # 1 [Delete this campout](#)

Start date: mm/dd/yyyy 📅 End date: mm/dd/yyyy 📅

Some browsers will not display the little calendar page (shown on the right side of the red box) while others will. In addition, the date display (above as mm/dd/yyyy) may vary, based on how you have your computer's operating system display dates (e.g., it may be yyyy-mmm-dd, or something else entirely).

If you have the calendar page, click on it and you should see a calendar pop up. If you don't have the calendar page, just click in the area where the date is to go.



Again, please note your calendar may look different than above. If your calendar has the up and down arrows (shown in the upper right corner of the calendar above) you can use those to change months, otherwise you should click the drop-down symbol next to the month/year. Once you have the desired month, just click on the day the campout starts and the red box display should change to reflect the chosen date.

Do the same for the end date of the campout.

Please note it appears Safari browsers do not support using the calendar box at all; you will need to manually enter numbers for the month, day and year. Please use leading zeros for months/days that are not already two digits (e.g., use 04 versus 4, while 12 is acceptable as is). The year should always be entered as four digits (e.g., 2022, not just 22). If a date field is incorrect, an error message will be displayed when you try to advance to Stage 3; simply correct it to proceed.

When you are through entering data for the first campout, the screen should look something like the following (but displaying your data, of course):

Campout # 1 Delete this campout

Start date: End date:

Campground Name:

Campground Address For consistency, use semicolons to separate fields
(Street Address; State Abbrev; Phone written as 111-234-5678; Email if required)

Contact Person For consistency, use semicolons to separate fields
(Name; Phone written as 111-234-5678; Email if required)

Comments (3 lines, 120 chars each)

10. Continue to enter data for the remainder of the campouts you selected.

If you filled in the “Campground Name/Address” fields at Stage 1, all the fields for all campouts are populated with that information as shown in Stage 2. You can change the campground information for any of the campouts. It is easy to do this, but remember: **you must delete the existing entry first.**

If you are unfamiliar with how to delete all of the information at once (versus using the delete or backspace key multiple times), simply place your cursor in the “Campground Name” field, then use the keyboard and depress control-A (i.e., the “Ctrl” key and the letter “A” at the same time) to highlight the

entire field; then you can either use the delete key to wipe everything or start typing the campground name you desire (and you get behavior as described above).

If there are more campouts shown than you need, simply select “[Delete this campout](#)” for those entry fields, but recognize there is no “undo” function for this. If you accidentally delete a campout entry field, continue to process the information you have already entered, then restart the process from the beginning (Step 1) and enter the data for that campout.

Stage 3: Preview

11. Once all the information for the campouts has been entered, click on the blue-gray bar at the bottom of the page that says “Go to Stage 3: Preview”; please note the bar highlight changes to yellow as you move your cursor over it. You will be presented with a mock-up of what the general user will see. Be sure to double-check this for accurate information; if corrections need to be made use the “go back” arrow on your browser to return to Stage 2 to make the corrections, then click the “Go to Stage 3: Preview” bar again.

The screenshot displays a preview of three campout entries. Each entry is separated by a horizontal bar indicating the dates. The first entry is for March 04 to March 06, the second for May 06 to May 08, and the third for July 15 to July 17. Each entry includes the number 128, the name 'Square Wheels: Florida', and detailed contact information for Mabel Reed, including address and phone numbers. At the bottom of the preview area, there is a gray bar with the text 'Submit Campout Data'.

Campout #1
March 04 --> March 06
128 Square Wheels: Florida
Mark Twain Cave & Campground
300 Cave Hollow Rd., Hannibal, MO; 573-231-10001
Contact the campground directly for reservations. Be sure to tell the campground you are with the square dance club.
Mabel Reed; 123-456-7890

Campout #2
May 06 --> May 08
128 Square Wheels: Florida
Walter Jonson Park RV Campground at the Coffeyville Fairgrounds
, Coffeyville, KS; 620-252-61002
Contact the campground directly for reservations. Be sure to tell the campground you are with the square dance club.
Mabel Reed; 123-456-7890

Campout #3
July 15 --> July 17
128 Square Wheels: Florida
Sunkissed Village RV Resort (located next to Camping World)
14330 S. US Hwy 441, Summerfield, FL, 352-480-5000; 13749841786104088903
Contact the campground directly for reservations. Be sure to tell the campground you are with the square dance club.
Mabel Reed; 123-456-7890

Submit Campout Data

12. If you are happy with the result of your efforts, click the “Submit Campout Data” bar. You will be shown the following screen:

The screenshot shows a yellow header with the text 'Stage 4: Data Submission'. Below the header is a brown rounded rectangle containing the text: 'Processing data', 'Thank you. Your campout information has been submitted.', and 'You will receive a confirmation email in a few days.'

Stage 4: Data Submission

Processing data

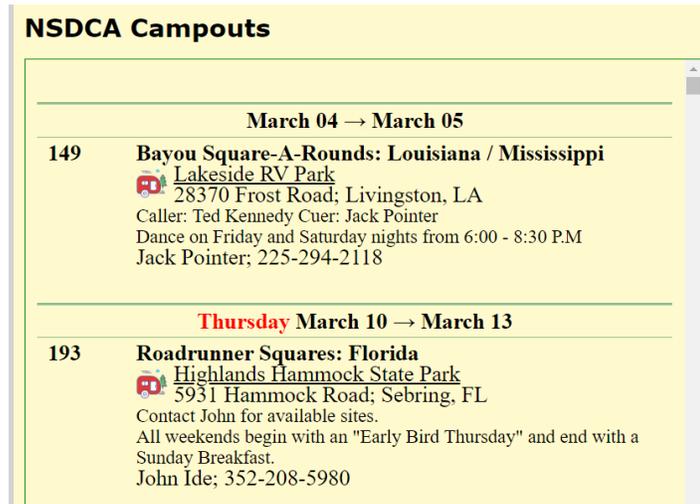
Thank you. Your campout information has been submitted.

You will receive a confirmation email in a few days.

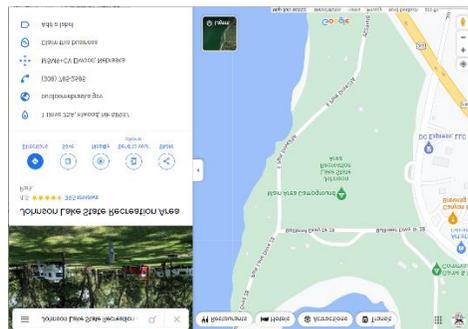
You will be notified by email when your campouts have been added to the NSDCA website (thus the request for your email in Stage 1). You're done!

New Features for General Membership Use

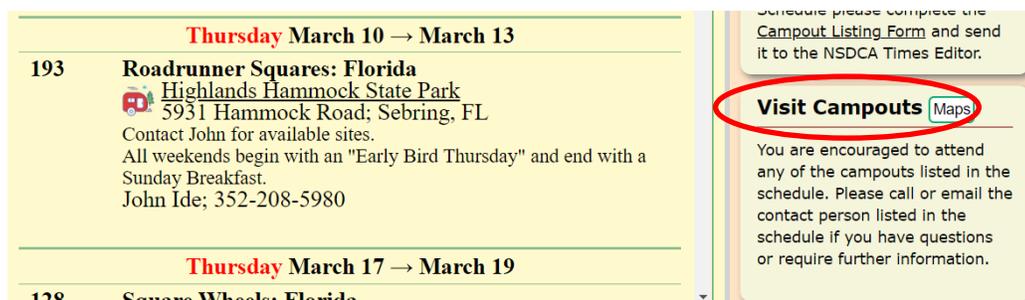
A new Google Map feature has been added to the list of campouts. When a user uses the NSDCA website and looks at the upcoming campouts (green bar menu item "Camping/Dancing" → "Show Campouts") they see something similar to the image below:



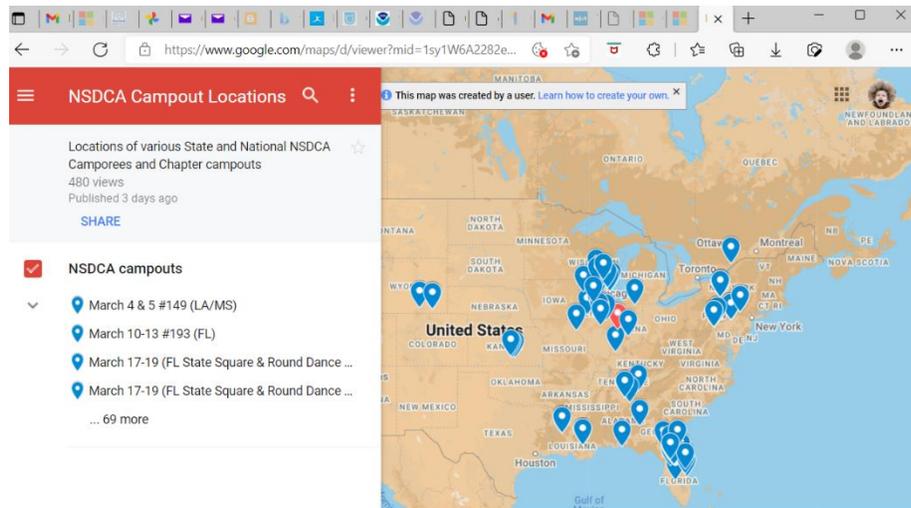
Notice the little trailer and the underlined campground name in the image above; these are a link to Google Maps. If you click on the trailer or the campground name you are taken to the campground's location on Google Maps, which the user can then use to determine their route to the campground. This is why it is important to provide all the detail you can initially about a campground if it is not already included in the drop-down list; we use it to obtain the information allowing the program to provide this utility.



Another new feature (described in the Summer 2022 issue of the *TIMES*) is a link to the experimental map, circled in red in the image below.



If you click on the “Maps” button you are taken to the experimental map that displays the location of all the campouts currently scheduled in the NSDCA list of campouts, as shown below.



The intent of this experiment is to see if it improves visitation to other campouts by non-chapter members. They can easily see, at a glance, campouts in the vicinity of their travels. Either clicking on the pin markers on the map or the list on the left will provide details as to the location of the campout.; however, they will still need to use the NSDCA website listing or the *TIMES* to find out the Wagonmaster’s contact information.

We have yet to figure out how to automate the experimental map, so this is manually updated. When you are notified your campout information has been posted to the NSDCA website you will also receive a request to review the experimental map entries to ensure an error was not made in the transcription.

As always, feedback is welcomed and encouraged. Working in a vacuum (i.e., no feedback) does not allow us to determine if what we are doing is helpful and useful or not. Our emails are NSDCAtimes@gmail.com (editor) and summers_bob@yahoo.ca (webmaster).

Thank you for your help in making the NSDCA a viable organization.