

ROLES MANAGEMENT: MAINTAINERS, SUPERVISORS, LTC CHAIRS

Index

[How to replace, assign or add a LTC Chair](#)

[How to replace or add a Trail Supervisor](#)

[How to replace or add a Trail Maintainer](#)

How to replace, assign, or add a Local Trail Committee Chair (LTC)

1. If you are creating a LTC position for a new subregion:
 - a. follow the steps in '[How to create a new subregion](#)', to create the new subregion;
 - b. navigate to the [Roles View Page](#);
 - c. click on the 'Add a new role' link;
 - d. skip to [step-6](#).
 2. To replace an existing Trail Chair, navigate to the [Roles View Page](#) and search for the person currently in that role.
 - a. In the 'Position' field, type in "Trail Chair"; it will auto fill and drop down
 - b. Select 'Trail Chair' from the list.
 - c. In the 'Subregion/Supervisor' field, type in the subregion to filter the results by subregion. Trail Chairs will be in the subregion ending in "LTC" (e.g., "CAT - Catskills 4 - LTC").
 - d. In the 'Active' field type in "Active". This will limit the results to active Trail Chairs.
 - e. Click the 'Apply' button.
 - f. If not found, check the spelling or name; it might be a new subregion (case 2)
 3. Click on the 'Title' field to view the current chair.
 4. Click on the 'Edit' menu item and fill in the End Date field. Click the 'Save' button to save the results. The status for the Trail Chair will now automatically be set to "Inactive".
 5. Click on the 'Clone content' menu item, which will create a copy of the record.
 6. Fill in the following fields:
 - a. Contact; enter as last name, first name; the field will auto-fill; select the correct entry. Note that "Vacant" is a special non-person to mark a position as vacant.
 - b. Ignore the 'Position type' field
 - c. In the 'Position' field, enter "Trail Chair". Note that this field will soon be obsolete.
 - d. In the 'Job Description' field, enter "Trail Chair"
 - e. In the 'Begin Date' calendar popup, select the start date for the role.
 - f. In the 'Subregion' field, select the appropriate Supervisor from the dropdown list.
 - g. The other fields can be ignored.
-

- h. Click the 'Save' button to save your entries.
7. Navigate back to the *Roles View Page*, which should now display the new entry.

How to replace or add a Trail Supervisor

Start on the page <https://www.nynjtc.org/admin/view/committee-roles-all> referred to as *Roles View Page* below.

Case 1 (Replacing the current/ soon-to-become-former) supervisor with a new one)

1. Using the selectors on the *Roles View Page* to find the person currently in that role.
 - a. In the 'Position' field, type in "Trail Supervisor"; it will auto fill and drop down
 - b. Select "Trail Supervisor".
 - c. In the "RTC-LTC-Supervisor" field, type in the supervisory ship you want to change
 - d. Click the 'Apply' button.
 - e. If not found, check the spelling or name; it might be a new subregion (case 2)
2. Click on the title field to view the current supervisor.
3. Click on the Clone content menu item, which will create a copy of the record, saying Clone at the top.
4. Fill in the following fields:
 - a. Contact (last name first - autofills) "Vacant" is a special non-person to mark a position as vacant.
 - b. Ignore Position type field (needs to be deleted)
 - c. Position (soon to be gone): Trail Supervisor
 - d. Job Description: Trail Supervisor
 - e. Begin Date (calendar popup)
 - f. RTC-LTC-Supervisor(Select field)
 - g. Save
5. Your *Roles View Page* should now have the new entry
6. Go to the record of the person who you just replaced, edit it, and fill in their *End Date*.

Case 2 - A Supervisor or LTC Chair for a new sub region

See "How to create a new subregion" (TBD)

1. Create a new subregion.
2. Follow the steps in Case 1 except there is no previous person to clone. You have to click on "Add a new role" at the top of the *Roles View Page*.

How to replace or add a Trail Maintainer

Start on the page <https://www.nynjtc.org/admin/view/committee-roles>

INCOMPLETE

Case 1 (easy/common)

Most new roles are really new people in an existing role replacing someone who has left.

1. Find the existing person in that role using the selectors on the roles view page
2. Note the relevant info on that record. (should be a duplicate button to make this easy) as most of the info won't change, just a new person and new start date.
3. At the top of the roles view page click on "Add a new role"
4. Fill in the following fields:
 - a. Contact (last name first - autofills)
 - b. Ignore Position type field (needs to be deleted)
 - c. Position (soon to be gone): Trail Supervisor
 - d. Job Description: Trail Supervisor
 - e. Begin Date (calendar popup)
 - f. End Date: Leave this field blank
 - g. Subregion/Supervisor (Select field)
5. Click the 'Save' button. Your roles view should now have the new entry
6. Go to the record of the person this new person replaces and fill in their End Date.

Case 2

If not a replacement, this is a supervisor for a new subregion, and possibly a new chair as well.

See ["How to create a new subregion"](#)

1. Create a new subregion.
 2. Follow the steps in Case 1
-