

How To Create and Edit a Hike

Use the following guide for creating/editing hikes on the new website. Please note that this list includes all the fields in the order they currently appear on the edit page. Post-launch, we will be working on removing unnecessary fields and reordering the fields so they are more logical (grouping related fields and putting them in similar order to the page structure).

To create new Hike:

1. Proper Drupal permissions are required to be able to create and configure Hike pages.
2. Once logged in with proper permissions, you should see a black Admin menu bar along the top of the page.
3. Using the Admin menu bar, hover over 'Content', then click on 'Add Content'.
4. Scroll down and click on 'Hike' to create a new Hike.
5. Follow the "Fields to Complete for a Hike: instructions below for what to complete on the page.

To start editing a Hike:

1. If you are logged in and are on the hike page you want to edit, you can click the 'Edit' tab above the Hike Photo.
2. Alternatively, you can use the Admin menu bar, then click on 'Content'.
3. In the section above the list of content, use the 'Show only items where' filters. For Type, choose 'Hike'. You can use the Status to further filter published vs. unpublished. Then find the 'Filter' button at the bottom of the page. This button is also where Save, and Cancel buttons will appear while editing hikes.
4. Once the Hike content is shown, it is sorted by when the page was last updated, and it can also be sorted by Title.
5. Click on the Title link to go to the Hike page, or click directly on the Edit link on the right side to start editing.

Fields to Complete for a Hike (indicates required field):*

1. **Title*** - please see section below for hike title guidelines
 2. **Picture** - For each hike, 3 images can be loaded, with the first being the primary image and the other two serving as additional images.
 - a. To insert images, select the Browse/Attach button.
 - b. Upload the image, then click Next.
 - c. A preview appears, with a Focal Point crosshair. If necessary, adjust this focal point to a location that should certainly not be cropped.
 - d. Enter both Alt Text and Title Text. These should take the form of "Feature description - Park Name - Photo credit: FirstName LastName".
 - e. Under Info, Caption can contain the same text as above, and the Credit can contain just the photographer name.
 - f. Fill in the Park name (it will autocomplete, so start typing and select from list).
 - g. If the hike specifically uses one trail, you can select the Trail name next.
 - h. Under additional Tags, select the appropriate Season.
 - i. Once the photo fields are complete, click Save at the very bottom.
 - j. Image fields can be edited by clicking the 'Edit' button.
 - k. To reorder the images, click on 'row weight' on the right of the Photos section, and change to 0 the image to display as the default main image, all others should be set to 1 and 2.
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3. **Avenza App Map** (free and paid) - These fields are used if an Avenza app map is available. Both the avenzamaps.com link and title should be obtained from Jeremy or a reference spreadsheet to keep these consistent.
 4. **Glossary** - N/A
 5. **NYNJTC Maintained** - Be sure to check the correct option if known (if not known, keep as N/A).
 6. **Historic** - N/A at this time
 7. **Summary** - Use this field to have a 1-sentence overview that will accompany the hike on the Experience Finder map and also appear directly below the photos on the hike page.
 8. **File Attachments** - N/A unless there is some reason to include attachments at the bottom of the page.
 9. **Time** - Enter hours to complete the hike.
 10. **Difficulty** - Enter difficulty of the hike.
 11. **Length** - Enter length of the hike.
 12. **Route Type** - Enter route type of the hike.
 13. **Dogs** - Enter whether dogs are or are not allowed.
 14. **Features*** - Check any features that would apply to the hike
 15. **Other Features** - Also check any of these features if they apply.
 16. **Park** - Enter the park name. This is a free-form field, so it is possible to use this for entering multiple park names.
 17. **ParkURL*** - This is an autocomplete field, so start typing the park name and choose from the list.
 18. **Region** - Select the region name from the dropdown.
 19. **RegionURL** - This is an autocomplete field, so start typing the region name and choose from the list.
 20. **State*** - Choose the state. If multiple states, choose that from the list.
 21. **County** - Choose the county. Multiple counties can be chosen (hold down Ctrl key while selecting).
 22. **TC map** - Not currently used. The Avenza Map title is displayed, which shows the map number.
 23. **Buy Trail Map** - If there is a Tyvek map, select it from this list. Note that the dropdown options include non-maps and out-of-print items, so choose carefully.
 24. **Web Map** - Use this field if there is some other online free map available. This would include our own free maps, but also free maps available from others.
 25. **Other map** - N/A
 26. **KML file** - N/A at this time.
 27. **Buy Book** - If there is a book, select it from this list. Note that the dropdown options include Combos and out-of-print items, so choose carefully.
 28. **Publication Date*** - Enter the date for when this hike is/was originally published.
 29. **Update/Verification Date** - Enter the date for when this hike was updated/verified. Not necessary to enter this when first adding a hike.
 30. **Trailhead GPS Coordinates** - Enter each Latitude and Longitude coordinate in each field. [Refer to our Guidelines for choosing latitude/longitude coordinates.](#)
 - a. Note that if coordinates are not entered and the hike is published, it will not be accessible from the Finder Map.
 - b. See the above guidelines for how to represent trailhead locations with multiple hikes.
 31. **Driving** - Enter detailed driving directions here.
 32. **Train** - If train information is available, enter it here.
 33. **Bus** - If bus information is available, enter it here.
 34. **Description** - Enter the full description here. This can include in-line photos, but it is not necessary, especially now that the top of the page includes additional photos.
 35. **Turn-by-Turn Description** - Enter this if available.
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36. **Reference/Source** - Use only if the hike is coming from some other source.
37. **HOTW Date** - This should be completed whenever the hike is featured as a HOTW on our website/social media. If reused for a HOTW, the date should be updated.
38. **HOTW Count** - This should be completed whenever the hike is featured as a HOTW on our website/social media. If reused for a HOTW, this number should be increased.
39. **Report** - N/A
40. **Yoast SEO** - N/A at this time.
41. **Publishing Settings** - Tab at the very bottom of the page - This is where the page can be set as unpublished (while editing or otherwise modifying) or published (ready to be viewed by the public).
42. After saving the page:
 - a. carefully look through all components to make sure everything looks okay.
 - b. If the primary image looks like it should have its focal point adjusted, you can do that by selecting Edit to edit editing the Image.
 - c. If image includes a significant amount of sky, be sure to move the focal point below the center of the image to force thumbnail cropping to include more of the land and less sky so that it looks balanced.
 - d. Press **CTRL+SHIFT+R** to clear your computer's cache to be sure to see the uploaded image.

NOTE:

The website is configured to execute scripts at 12:00am each day to update the hike, park and destination search data, images and lat/lon data used to display on the map..

To ensure that changes are immediately available to users run the following script after each edit:

1. Copy the following link into your browser
http://nynjtc.org/map_assets/scripts/hikes_parks_json.php
2. Press enter to run the script. When completed, the script will return the following: 'Hike Finder JSON file updated successfully'
3. The script is fairly resource intensive and will affect users of the website especially during peak usage times. If you are making several changes at a time, please use judgement to only run the script when edits are completed.
4. Press **CTRL+SHIFT+R** to clear all of your computer's cache to be sure to see the uploaded image.

Hike Title Guidelines - to be developed

The current hike titles do not convey information about the hike in a consistent. Doug is in the process of creating guidelines for these titles that take into account keywords, SEO, and how titles appear on different parts of the website.