

Logistics of Planning a Field Trip

Set up the field trip – feel free to find dates/options by emailing other coop members through the loop for opinions of different options.

Once a date is known:

1. Create a database for RSVP's
2. Put the date on the calendar
3. Send an email to the loop including organizer/s name, field trip description, background information for people to read, directions, and any other information
4. You can print the list directly from yahoo when you're ready so you have all the participants' names and parents' cell phone numbers.
5. After the field trip is over, delete the database (leave the calendar entry so we can go back to find information about various field trips over time)

Creating a database for a field trip

- Sign into the yahoogroup (<http://groups.yahoo.com/groups/careerexplore/>)
- Click on "Databases" in the left hand column
- Click on "Create table"
- Choose "Empty database"
- Name the database and put in a brief description
- "Anyone" can add records and "Anyone" can edit records
- Add column names (Parent name, Email, Cell phone, Student name)
- Done... Save table

Creating an event on the calendar

- Sign into the yahoogroup (<http://groups.yahoo.com/groups/careerexplore/>)
- Click on "Calendar" in the left hand column
- Click on the date of your field trip
- Click on "Add event"
- Fill in information, including contact information, directions, and a reminder 2 weeks out and 2 days out
- Click on "Save"