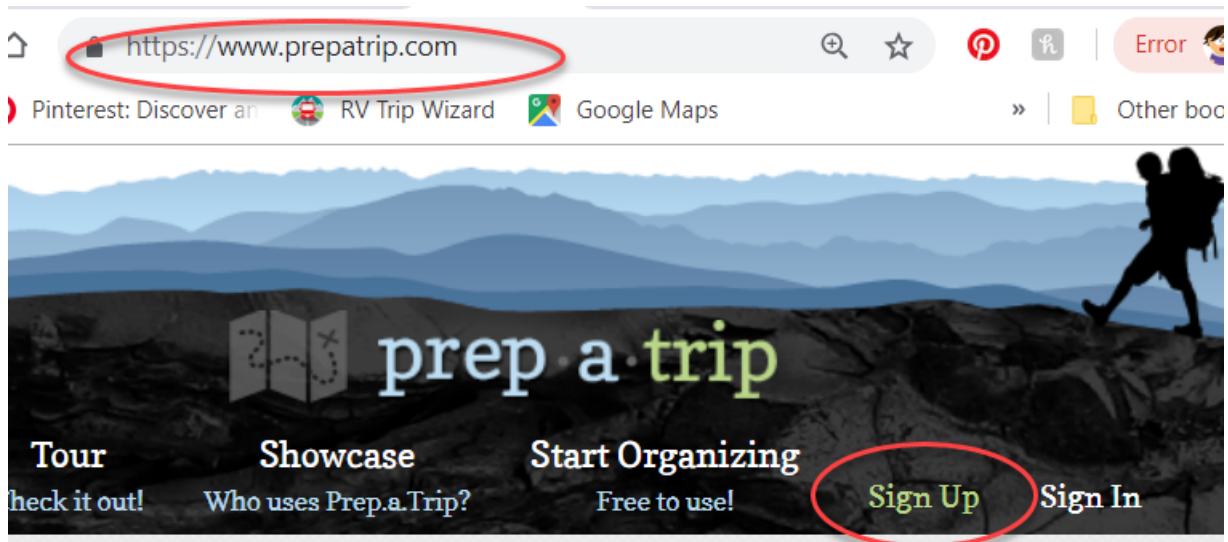


INSTRUCTIONS FOR CREATING A FOOD SIGN-UP PAGE

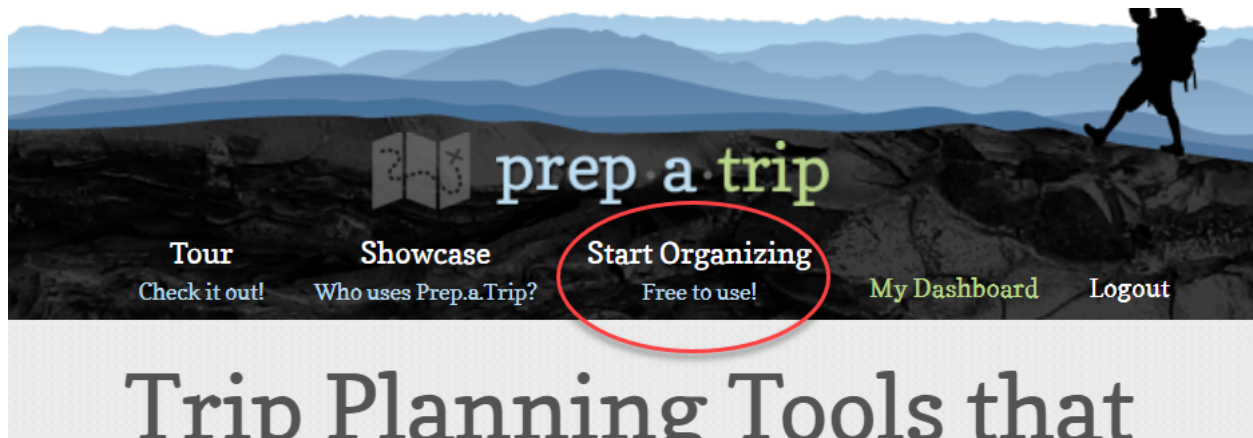
You need to decide on your rally menu before you create your trip, as you will want to have a list of what items you want members to bring/make for each meal and how much/many of each ahead of time.

Go to www.prepatrip.com

Create a sign in account (there is no charge) or logon to your account if you already have one.



Once your account is created and you are signed in, you may begin!
Select "Start Organizing."



Fill out trip information:

- Rally Name would be the name of the resort.
- Date is the first day (Friday) of the rally.
- Your name.
- Your email address.

prep a trip

Tour Check it out! **Showcase** Who uses Prep.a.Trip? **Start Organizing** Free to use! **My D**

1. Fill out your trip & contact info

Trip Name	Date
Rally Name - Demd	2019-02-01
Organizer Name	Organizer Email
Marya Barefoot	barefootmom@verizon.net

2. Tool Selection


Below is our recommended tools to plan your trip. Feel free to customize as needed. If you do not select any you will see a preview of all the tools available to you.

- Carpool Organizer
- Potluck Sign Up Sheet
- Expense Splitting Calculator
- Logistic / Map Planner
- Packing Lists
- Group Equipment Signup Sheet

Next

After your basic trip information is entered, you will get this message, as well as two email links.

- The participation link is what you can include in your email to send to participants so they can sign up.
- The administration link is yours to use to modify any information in the future.
- Click on the Administration Link to proceed with putting your trip together.



Your trip has been created!

The following two links have been sent to barefootmom@verizon.net in one e-mail each:

Participation Link
Send this link to anyone you wish to invite
<https://www.prepatrip.com/t/agzv58>

Administration Link
Access this link to modify this trip
<https://www.prepatrip.com/trips/snkx6o/edit>

Now you can enter a photo, if you so choose, and any instructions.

Be sure to SAVE!

Trip Name	<input type="text" value="Rally Name - Demo"/>	Date	<input type="text" value="2019-02-01"/>
Organizer Name	<input type="text" value="Marya Barefoot"/>	Organizer Email	<input type="text" value="barefootmom@verizon.net"/>
Photo <small>size 800x200 recommended</small>	<input type="text" value="vintage.jpg"/>	<input type="button" value="Upload"/>	
Description	<input type="text" value="Enter information about rally (potluck? theme? etc.)"/> Please bring your ready-to-eat dish to the clubhouse 15 minutes prior to each meal. Please see your host(s) shortly after your arrival for instructions on uncooked/unprepared items.		
<input type="button" value="Save"/>			<input type="button" value="Delete"/>

BE SURE TO SAVE!

After you have SAVED, select Potluck Sign-Up.

Rally Name - Demo

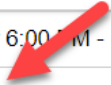
Trip Information	Tool Name		
<input type="button" value="Potluck Sign-up"/>	<input type="text" value="Potluck Sign-up"/>		
<input type="button" value="add / remove tools"/>			
Use a potluck template			
Holiday	Functional	Themed	
2012 Holiday Recipe Suggestions Thanksgiving Christmas	Camping Dinner	Italian Vegan	
Potluck Item Categories			
Category Name	Amount Needed	Notes	Suggestions
<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="button" value="X"/>

Enter your meal information...

- CATEGORY NAME – Enter day, time and item. (Yes, it's redundant...)
- AMOUNT NEEDED - The number of people you are assigning an item to.
- NOTES – The specific size, quantity, etc.
- SUGGESTIONS - See below.

NOTE: Be sure you enter information chronologically. Once you have started entering the next meal, you can't insert a line (meal category) in between.

Potluck Item Categories				
Category Name	Amount Needed	Notes	Suggestions	
Saturday Breakfast 9:00 AM -	1	2 Quarts Orange Juice and 20 Juice Cups	0	✗
Saturday Breakfast 9:00 AM -	3	Breakfast Casserole - Savory (10 - 12 Servings)	0	✗
Saturday Breakfast 9:00 AM -	2	24 Links of Cooked Turkey Sausage	0	✗
Saturday Breakfast 9:00 AM -	2	2 Loaves of Sweet Bread (i.e., banana, zucchini, etc.)	0	✗
Saturday Dinner 6:00 PM - Pa	2	2 lbs. Cooked Pasta (Spaghetti)	0	✗
Saturday Dinner 6:00 PM - Ma	2	2 Quart Jars Marinara Sauce	0	✗
Saturday Dinner 6:00 PM - Ital	2	2 lbs. Italian Sausage (Uncooked)	0	✗
Saturday Dinner 6:00 PM - Sa	2	Green Salad with Dressing (12 - 15 Servings)	0	✗
Saturday Dinner 6:00 PM - Br	2	2 Loaves Prepared Garlic Bread	0	✗
Saturday Dinner 6:00 PM - De	2	Desert (12 - 15 Servings)	0	✗




OPTIONAL:

You can add suggested dishes or recipes.

- Select blue "0" under Suggestions.
- Enter information.

Category Name	Amount Needed	Notes	Suggestions
Saturday Breakfast 9:00 AM -	1	2 Quarts Orange Juice and 20 Juice Cups	0
Saturday Breakfast 9:00 AM -	3	Breakfast Casserole - Savory (10 - 12 Servings)	2

 Chili Relleno Casserole <https://bellyfull.net/2016/04/11/chili-relleno-casserole/>


Cheesy Zucchini Bake <https://www.lemontreedwelling.com/zucchini-bake/>


*Enter suggested recipes by entering the name of the recipe, followed optionally by an @ sign and then the url. One recipe per line.
i.e. (Prep a Trip @ <http://www.prepatrip.com>) [Load example recipes](#)*

Potluck Item Categories			
Category Name	Amount Needed	Notes	Suggestions
Saturday Breakfast 9:00 AM -	1	2 Quarts Orange Juice and 20 Juice Cups	0
Saturday Breakfast 9:00 AM -	3	Breakfast Casserole - Savory (10 - 12 Servings)	2
Saturday Breakfast 9:00 AM -	2	24 Links of Cooked Turkey Sausage	0
Saturday Breakfast 9:00 AM -	2	2 Loaves of Sweet Bread (i.e., banana, zucchini, etc.)	0

BE SURE TO SAVE!

Sunday Breakfast 8:30 AM - E	1	Hard Boiled Eggs, Peeled and Halved (18 Eggs)	0
------------------------------	---	---	---

 [Advanced Settings](#)




Let's see what we've got so far...

The screenshot shows a web interface with a grey header bar containing a green 'View Trip' button. A red arrow points to this button. Below the header is a white search bar. A blue horizontal bar separates the search bar from a list of items. The list has two columns: 'Functional' and 'Themed'. Under 'Functional' are 'Camping' and 'Dinner'. Under 'Themed' are 'Italian' and 'Vegan'. Another blue horizontal bar is below the list. At the bottom is a table with two columns: 'Notes' and 'Suggestions'.

Notes	Suggestions
Orange Juice and 20 Juice Cups	0 ✗
Casserole - Savory (10 - 12 Servings)	0 ✗

This is what the members will see and can use to sign up.

Rally Name - Demo Edit Trip



Enter information about rally (potluck? theme? etc.) Please bring your ready-to-eat dish to the clubhouse 15 minutes prior to each meal. Please see your host(s) shortly after your arrival for instructions on uncooked/unprepared items.

Saturday Breakfast 9:00 AM - Orange Juice 2 Quarts Orange Juice and 20 Juice Cups


1.	Sign Up
----	----------------------

Saturday Breakfast 9:00 AM - Breakfast Casserole Breakfast Casserole - Savory (10 - 12 Servings)

1.	Sign Up
2.	Sign Up
3.	Sign Up

Saturday Breakfast 9:00 AM - Turkey Sausage 24 Links of Cooked Turkey Sausage

Yes, it's a bit redundant, but what do you want from free software?



Enter information about rally (potluck? theme? etc.) Please bring your ready-to-eat dish to the clubhouse 15 minutes prior to each meal. Please see your host(s) shortly after your arrival for instructions on uncooked/unprepared items.

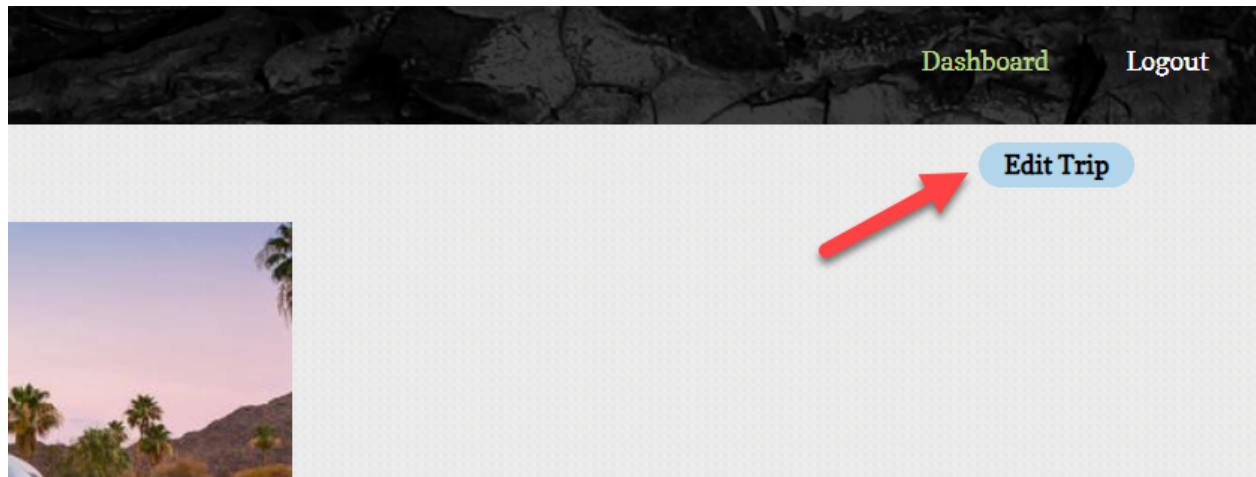
Saturday Breakfast 9:00 AM - Orange Juice 2 Quarts Orange Juice and 20 Juice Cups

1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save
	<i>what are you bringing?</i>	<i>quantity?</i>	<i>what's your name?</i>	cancel

Saturday Breakfast 9:00 AM - Breakfast Casserole Breakfast Casserole - Savory (10 - 12 Servings)

1.	Sign Up
----	----------------------

At this point, you can review your trip and see if there are any changes to be made...



Once you have reviewed your entries, it's time to send the link in an email to all participants!

As a reminder:

Standard Event Times

- 5:00 PM Friday Happy Hour and heavy appetizers
- 7:00 AM Coffee ready Saturday and Sunday mornings
- 9:00 AM Saturday Breakfast
- 5:00 PM Happy Hour on Saturday (no appetizers)
- 6:00 PM Saturday Dinner
- 8:30 AM Sunday Breakfast