**Setting up the DIY-O Sign-up process:**

Updated 2/8/2021

1. Create Event page by duplicating one from a previous event and updating details – this page includes a link placeholder to the Participation Waiver page to be updated as live link when ready
2. Download all of the course and clue files
3. Export/Save the course PDFs as jpgs (the clues stay as PDFs)
4. Upload all of these files to the Media Library
5. Create a Print Maps Page by duplicating a previous one Page and updating details:
   1. Link to map and clue files in the Media Library individually
   2. Example: <http://www.ntoa.com/wp-content/uploads/2021/01/Clues-all-controls.pdf>
   3. Note that I change the IP address manually to [www.ntoa.com](http://www.ntoa.com). I wish I knew how to update it on the site. It looks better this way.
6. Create a new form for the event using the WPForms plug-in – select an old form from the Overview page and duplicate it.

Graphical user interface, text, application

Description automatically generated

1. Go to the new form and open settings:
   1. Update the URL in the Confirmation tab to go to the map printing page your created:

Graphical user interface, text, application

Description automatically generated

* 1. Update the emails in the Notification tab to make sure the right people get the emails sign-up notification emails

A screenshot of a computer

Description automatically generated with medium confidence

1. Edit the Participation Waiver page
   1. Click on the content section that includes the form in the existing page. There will be a drop-down in the left-hand column. Choose your new form.

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1. When you’re ready to allow access, update the Participation Waiver link in the Events page to go the waiver page. Done!