



## Members Guide to Activity Exchange

Birmingham IVC uses Activity Exchange as the main way of running events and communicating. You can think of Activity Exchange as a sort of specialised Facebook for Clubs.

The main Birmingham IVC page on Activity Exchange is at [www.ActivityExchange.com/BirminghamIVC](http://www.ActivityExchange.com/BirminghamIVC)

The clubs other web site at [www.BirminghamIVC.org](http://www.BirminghamIVC.org) is used for attracting new members.

### Seeing Events on Activity Exchange

1. Go to [www.ActivityExchange.com](http://www.ActivityExchange.com)
2. Click on the link [Club Index](#) in the top right hand corner
3. Find [Birmingham IVC](#) in the list of clubs and click on it (or click on the [Activities](#) link next to it)
4. Click on the link [Activities](#)

Or you can ...

1. Go to [www.ActivityExchange.com/BirminghamIVC](http://www.ActivityExchange.com/BirminghamIVC)
2. Click on the link [Activities](#)

Or you can ...

1. Go to [www.ActivityExchange.com/BirminghamIVC/Activities](http://www.ActivityExchange.com/BirminghamIVC/Activities)

In the list of activities simply click on the ones you are interested in to see more details. You may need to enter the AccessCode or to logon with your email address.

### Full Security

Activity Exchange is very security conscious. Most events are private to members of the club so you'll have to enter the AccessCode (which is on the front of the Bulletin) to see the details.

Instead of using the AccessCode you can Logon using your email address and your own password if you have set this up - see more later.



## AccessCodes

A new AccessCode will normally be emailed to you on the 10th of each month. This is valid straight away and lasts until the end of the next month.

The previous AccessCode will remain valid to the end of the month. AccessCodes overlap to make life easier.

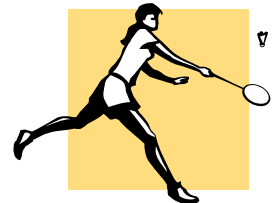
Your AccessCode (or Logon) allows you to add Events and Photo Albums and Edit your own Events and Photo Albums. It also allows you to access information about Events and Photo Albums that are private to members of the club.

The current AccessCode can be found on the front cover of the Bulletin.



## Putting an event onto Activity Exchange

1. Go to [www.ActivityExchange.com/BirminghamIVC](http://www.ActivityExchange.com/BirminghamIVC)
2. On the right of the screen click on the link [Add Activity](#).
3. Enter the AccessCode & then click on "Go" (or Logon with your email) if needed.
4. Enter the following information (only Date and Title are compulsory)
  - Title of Event
  - Date of Event
  - Time of Event
  - Description of Event - make sure to sell it !!
  - Names, Telephone Numbers and Emails of Organisers
  - Map Ref (e.g. Post Code). This will provide a Map of where the event is.
5. Make the event Private, Public or Hidden as you wish (Hidden is unusual).
6. Consider inviting other IVCs. (Only invite "All IVCs" if it is a big event).
7. Normally, don't check the "Tell People" box. This should only be used when the event is happening either before the next Bulletin comes out or only a few days after that. In such cases do please use it!
8. When you are happy with your event click on the "Add Activity" button. You should get an email confirmation shortly (if you gave an email address).
9. Take a note of the Activity AccessCode which you will need if you want to edit your event later.



*The Social Secretary is also happy to enter your event onto Activity Exchange (or change it) if you are really stuck, just send an email to [Social@BirminghamIVC.org](mailto:Social@BirminghamIVC.org)*

## Putting a last minute event onto Activity Exchange.

One of the big advantages of Activity Exchange is that events can be put on at short notice. You don't have to wait for the monthly Bulletin to come out.

When you add an event that is coming up soon you can use Activity Exchange to send everyone in the club (who has an email address and who has not opted out) a 'Notification' of the new event.

All you have to do is to tick the box called "Tell People about this New Activity?" when you are adding your event.

Please don't do this if the event can be publicised well enough by going in the next Bulletin as some members don't like to get too many emails. Do please use it if your event is before the next Bulletin or within a few days of when the next Bulletin is coming out.



## Email to (most) individual members of Birmingham IVC.

This facility allows members to contact other individual members by email without the sender knowing the recipients email address. (Some members don't supply an email address and some opt-out of this facility).

1. Go to [www.ActivityExchange.com/BirminghamIVC](http://www.ActivityExchange.com/BirminghamIVC)
2. On the left of the screen click on the link [People](#).
3. If you only see a few names then you will need to provide an AccessCode or logon using your email address. You can do this at the bottom of the page.
4. Look down the list of People and find the person you want to send an email to. On the far right, against that persons name, you will see a button labelled Email if this facility exists for this person.
5. Click on the Email button.
6. Fill in the form and click on the Send button to send it.
7. It goes without saying that you should not send any message that the person receiving it would think you should not have sent.

## Email to (most) Birmingham IVC members as a group.

This can be very useful. For example, you can ask other members for a lift to an event or tell everyone about a change to an event.

Just send your email to:- [EmailGroup.BirminghamIVC@ActivityExchange.com](mailto:EmailGroup.BirminghamIVC@ActivityExchange.com)

## Getting stuff in the Weekly Newsletter.

This is good for items that are not urgent. It saves bombarding people with too many emails. All you have to do is to send your item to the Newsletter Editor at this email address:- [weeklynews@birminghamivc.org](mailto:weeklynews@birminghamivc.org)

## Put Photo's onto Activity Exchange

This facility is available for all members to allow you to upload pictures of Birmingham IVC events. This is great advertising to people who don't know our club to show them we are an active club that loves to have fun. It's also a great way of sharing the event with other members who could not go and it's a great reminder for those who did go. You will need a Digital camera and Broadband home PC (Dial Up is very slow but still possible).

1. Go to [www.ActivityExchange.com/BirminghamIVC](http://www.ActivityExchange.com/BirminghamIVC)
2. On the right of the screen click on the link [Add Album](#).
3. You may need to provide an AccessCode or logon using your email address.
4. Fill in the details about your Album. By default all Albums are Public, you may want to make yours Private. This allows more freedom in what you put in the Album but reduces its value for promoting the club.
5. Click on the button "Add Album" to create your new Album. You should get an email confirmation shortly (if you gave an email address). Remember the Album AccessCode as you'll need it if you want to edit your Album or the pictures in it.
6. Click on the "Add" button to add pictures to your Album.

Obviously you should not add pictures of people that they would not be happy about. Some people don't want their pictures to be used at all and we must respect that.

## Book onto an Activity

If you want to book on an event you can do so by clicking on the [Book](#) link on the left hand side of the Activity listing. This will bring up a form for you to fill in which will be sent by email to the event organiser (or organisers).

There's also an [Email](#) link which lets you send a more general purpose message.

## Edit Your Profile

You can edit your own profile on Activity Exchange and control which emails you get and make other changes such as changing your password. You need to logon with your email address to do this so that Activity Exchange knows who you are.

To do this just go to this address: <http://ActivityExchange.com/profile.asp>

## Logon with your Email Address

You can logon with your email address and your own password but first you have to verify your email address with Activity Exchange. To start this process go to this address and follow the instructions: <http://ActivityExchange.com/forgot.asp>

If you have any questions not answered here please email the clubs webmaster at [WebMaster@BirminghamIVC.org](mailto:WebMaster@BirminghamIVC.org)