

## packcarryvic.pbwiki.com

### Manual for Members

#### To request an account:

1. On your web browser go to <https://packcarryvic.pbwiki.com>.
2. Click on the Request access button.
3. In the email address box type your email address.
4. In the Message box type your name and the name of the walking club you belong to, including a contact email and phone number of a committee member, or whether you are an individual member of Bushwalking Victoria. If you wish to lead pack carries, then state that as well.
5. Confirm the details and click the 'Send to administrator' box.
6. You will be sent, by email, a copy of the "Acknowledgement of Risk" document which you will need to complete and return as indicated in the email.
7. When your account is approved you will be sent an email from PBWiki (ie make sure your SPAM filter does not block/delete it) with a subject of "Approval to join packcarryvic"
8. Click on the link in the email 'Please click here to join packcarryvic'.
9. Your default browser will start and open the page Set your PBWiki account password
10. Complete the details by typing in your name, and choosing and typing in your new password.
11. Click the Save button

#### To enter the packcarryvic site:

On your web browser go to <https://packcarryvic.pbwiki.com>  
Enter your email address and password as registered at step 10 above.  
You will then see the Home page.

Read the Operational Guidelines page to acquaint yourself with the information there. You can also download The "[Personal Health and Emergency Contact Details](#)" form which you need to complete as **per item 7** of the guidelines.

Check the Calendar page to see what pack carries are coming up.

If you want to join an advertised pack carry:

1. Read the "Additional Trip Information"
2. Read "information about the Leader". **Look at the Leaders page for information about the leaders. The leader is under no obligation to accept anyone they do not believe is suitable for the trip. It is the participants' responsibility to ask the leader pertinent questions about the trip to ascertain whether the trip and/or leadership style suits them. However, please do not harass the leader. The leader is already accepting added responsibility by having unknown participants on their trip.**
3. Download the Trip Application form from the Calendar page
4. Complete the form and email the completed form to the leader for the trip.

#### To edit your own wiki account:

Click on account near the top right hand side of the page.

The home tab enables you to select and change your Preferences for receiving notifications to suit your requirements. To save the changes, click on the Submit button.

The Profile tab gives information about how other users see you, which you update as you wish.  
The Email tab allows you to change your email details and to change your password.

At the end, of your wiki session click on sign out near the top right hand side of the page.