

TrekTrac User Tips – AUTOMATIC EMAIL ALERTS

TrekTrac has an automatic e-mail alert notification system associated with every Trip you create. When you add a check mark to any Friend during the “Add a Trip” creation process you should make sure the Send E-Mail Alert Notification box is checked along with the name of the Friend(s) you want to invite to view this Trip.

Add a Trip

Add Friends to My Trip

Place a check in the box next to each Friend who you'd like to share this Trip with and grant them access to the pages you are creating. You can add more Friends later and edit who can view this Trip at any time by clicking on “My Friends” from your Account Home Page and clicking the Edit button associated with any Friend you have added.

Approve	My Friend's Name
<input checked="" type="checkbox"/>	John Adams

Send an email Alert Notifications to my Friends when I make updates to My Trip. We recommend you use this tool and permit TrekTrac to notify your Friends and keep them current on your travel adventures and Trip updates automatically. Place a check in the box to enable this feature.

[Previous](#) | [Add these Friends to My Trip and take me to My Trip Maintenance Page](#)

Checking this box will enable them to “View” your Trip and enjoy your travel adventures and they will receive automatic e-mail notification when you make updates.

If you have already created a Trip and did not enable this feature during the original “Add a Trip” creation process you can still enable this feature from your Trip Maintenance page.

The Inca Ruins of Machu Picchu

[My Account Home](#) > [Trip Maintenance](#) > [Edit Trip Details](#)

Edit Trip Details

Trip Name:

Gear Profile Name:

Start Date:

End Date:

Trip Description:

Travel Companions:

Send Email Alerts to “My Friends” when I make an updates to this Trip

Make this Trip “Public” and available for all TrekTrac Viewers

Then visit “My Friends” from your Account Home Page and associated any Friend you have added to your Trip.

My Friends

[My Account Home](#) > [My Friends](#)

View My Friends

Below is a list of "your friends." If your friend is a boater and has entered their vessel/trip information, you can click on the **RED** link of YOUR FRIEND'S NAME to view their public postcard.

Click on the **EDIT** button to select what trips each of your friends should have access to view.

Click on the **REMOVE** button to disassociate a user from any/all of your TrekTrac activity.

Friend's Name	Email	Registered account?			
John Adams	johnadams@12345.com	No	Send Email	Edit	Remove

[Add a Friend](#)


Click the "Edit" button on any Friend. The following page will open:

My Friends

[My Account Home](#) > [My Friends](#) > [Trips this Friend can view](#)

Edit My Friends

Below are the trips that My Friend John Adams can view. You can add or remove trips for John by putting a check in the box next to the desired trip and clicking [Update].

Entry Title	Trip Name	Trip Date	Approve
	The Inca Ruins of Machu Picchu	5/10/2008 - 5/12/2008	<input type="checkbox"/>

[Update](#)

Place a check in the "Approve" box for any and all Trip(s) you want this Friend to view. From now on they will receive Automatic E-Mail Alert Notifications when you make updates to these Trips.

E-mail Alerts are sent once a day to your "My Friend's" contacts telling them what features you added to your Trip such as position reports, journal entries, photos, or video – even from remote access submissions.

Here is an example of the e-mail they will receive in their e-mail inbox:

From: administrator@trektrac.com
Date: Sun, 22 Jun 2008 23:37:01 -0400
To: jcnoller@yahoo.com
Subject: Ken Honig has updated their TrekTrac Trip

Hello John ,

Ken Honig has updated a TrekTrac Trip "Climbing the Eiffel Tower (The Hard Way)" today. Below is a summary of what's been entered.

2 Journal Entry(s)
3 Position Report(s)
13 Photo(s)
1 Video(s)

Click here <http://www.trektrac.com/login.asp> to go to TrekTrac where you can log into your account and view the updates.

If you can't click on the link then copy and paste the below URL into your browser
<http://www.trektrac.com/login.asp>

Make life easy while on your travel adventures and let TrekTrac do the hard work of keeping your Friends informed!