The Next Trail

Administrator Handbook

Blab Apps, LLC. 2022

Contents

Introduction

The Next Trail App was designed and coded by Randy Kavajecz – an avid snowmobiler and ATV Trail rider. His business partner and brother Keith Kavajecz also trail rides and does promotions as a professional fisherman. The primary goal of the app is to provide trail riders the ability to see the latest trail information on their smart phone.

As an Admin for The Next Trail there are many functions provided to maintain trail data. All admin functions are free of charge and we are always looking for suggestions on ways to make your job as admin easier.

Welcome to The Next Trail App

The simplest explanation of The Next Trail is that it displays your position on trails. The source of these trails starts as public data in one of two forms:

1. GIX Trail Data – which is GPS data gathered by Counties, States, clubs, etc.
2. Map Images – which is digital copies of the paper maps currently used by many counties/states/clubs.

The Next Trail is constantly searching for new trail data. If you have recently updated data, please send it to us at support@thenexttrail.com - it can be easily added to the app.

The Next Trail App can be downloaded for free. To download trails and maps (unlimited) requires a yearly subscription of $9.99 or a monthly subscription of $1.99 from users. Admins get a free subscription.

As an Administrator here are some of the functions you can do for your area:

- Create/Approve Businesses aka Points of Interest (POI)
- Promote Club Events
- Provide a link for donations to the club
- Update Trail Data
  - Record and Upload new trails
  - Dynamically mark trails or trail segments as Open or Closed – this is nearly an instant process and will notify users or trail changes.
  - Dynamically re-route trails
- Assign other Admins for your Club

Signing up to be an Admin

Admins are normally assigned to a specific area of the state such as a county. For Working Club, Admins will indicate what trails the club maintains (see Assigning Trail Segments To Your Club).

1. Press the "hamburger" ☰ in the upper left corner
2. Select Admin Signup
3. Select Type of Admin
    a. Working Club refers to a club that is actively maintaining trails
    b. Social Club typically refers to a group of riders. This admin can only have authority to List Events
    c. State/County Tourism refers to an official that is assigned Tourism for the area. This admin can only have authority to List Events
    d. Coordinator refers to a government level person that oversees all trails for the state or county. This admin can only have authority to List Events and Open/Close Trails.
    e. Other allows for a description of the admin that is not listed. This admin can only have authority to List Events
4. Input your Contact information. The Next Trail will use this information to send a verification notification.
5. For Working Clubs, Tourism and Coordinators choose the Admin State and County
    a. Choose a state
    b. Choose one or more counties (if your trails cross to other counties)
6. Select the Admin Authorities Requested (the small question mark next to the Authorities gives a brief description of each)
7. For Working Clubs you can provide optional information:
    a. Miles of trails and number of groomers
    b. Donation URL – link for subscribers to donate money to the club/organization
    c. Website URL – link to club/organization website
    d. Facebook URL – link club/organization Facebook page/profile
    e. Twitter URL – link to club/organization Twitter page
    f. Logo – please select an image
    g. Club/Organization Location – Either
        i. Put the cross hair on the location and single tap
        ii. -or- Enter the address of the location
8. Press Save in the upper right. This will notify The Next Trail of the request to be an Admin. Your request will be processed shortly. Once approved, you will receive a notification on the App which shows up on the bell 🔔 on the bottom of the screen.

Modifying Admin Information

1. Press the "hamburger" ☰ in the upper left corner
2. Select Admin Signup
3. Select Assign Jr Admins/Free Users
   a. The Next Trail allows you to give out a few free subscriptions to Jr Admins or Important people (Free Users). Contact The Next Trail if you feel you need more.
   b. Jr Admins can be assigned any Authorities that the Admin can have
   c. Free Users can be given authority to Create Events.
4. Any other information about the "main" Admin can also be modified
5. Press Save

Assigning Trails To Your Club

For a Working Club, once the request to be an Admin is approved, the next step is to choose the area of the state where your trails are located. This is a one time process.

1. In the lower left, choose the folded map 📖 to download trails (for the type of club you have – e.g. ATV or Snowmobile). Either:
   a. Download all the trails for the State
   b. Download the trails for the county(s) you control
2. Go Back to the Main screen
3. Press the "hamburger" ☰ in the upper left corner
4. Press Admin Edit Trails
   a. Notice that the tool bar at the bottom has changed – it will remain this way until you select the "hamburger" ☰ in the upper left and select Admin Edit Done
      i. Based on the Trail Type you are currently displaying (upper right of main screen), the app will determine what club you are editing.
         1. If you are the Admin or Jr Admin for only one club, the app will tell you that you are editing the trails for that club.
         2. If you are the Admin/Jr Admin for more than one club, the app will ask you which club's trails you are editing.
      ii. Choose the Tool Icon 🛠 in the lower right, then choose Assign Trails to My Club
      iii. Select the trails that will be assigned to your club, use Area Select to outline an area to choose all the trail segments in the area. You can use Area Select multiple times to select trail segments.
         a. If you have previously assigned some areas, they will show up on the map so you can see what you have selected so far.
         b. To assign a new area:

     i. Move the Crosshair to the upper leftmost point of the area you are going to select

     ii. Single Tap the Crosshair – this will create the first point

     iii. Move Clockwise to the next point and Single Tap the Crosshair – this will create the next point. Repeat this until the area is enclosed.

     iv. If you placed a point in error, press Undo to delete the last point.

     v. Note: You can create a box well outside of the county boundaries if you want to select all the trails in a county – the app will know to only use trails in the county where you are an Admin/Jr Admin.

     vi. Select <u>Apply Selection </u>– this will add all the trail segments in the area you selected to the trails assigned to your club.

   iv. Select <u>List </u>– to see all the trails currently assigned to the club.

    1. If you touch one of the "areas" in the list, it will show you the area you previously selected.

    2. If you swipe left on one of the "areas" below, you can delete the area and the trails will no longer be assigned to your club.

   v. You can repeat this process as needed to assign more trail segments to your club.

   vi. At any time if you choose Exit Assign, it will take you out of this Admin tool.

  b. Press the "hamburger"　☰　in the upper left corner, then select <u>Admin Edit Done </u>– this will take you back to the main screen.

Defining County Zones

Any Admin with Open/Close permission can define a county zone. These zones make it easier to Open or Close only a portion of the trails in a county.

1. Press the "hamburger"　☰　in the upper left corner

2. Press <u>Admin Edit Trails</u>

  a. Notice that the tool bar at the bottom has changed – it will remain this way until you select the "hamburger"　☰　in the upper left and select <u>Admin Edit Done</u>

   i. Based on the Trail Type you are currently displaying (upper right of main screen), the app will determine what club you are editing.

    1. If you are the Admin or Jr Admin for only one club, the app will tell you that you are editing the trails for that club.

    2. If you are the Admin for one club and/or a Jr Admin for one or more other clubs, the app will ask you which club's trails you are editing.

   ii. Choose the Tool Icon ⚒ in the lower right, then choose <u>Define County Zones</u>

   iii. To select the trails for a zone, use <u>Area Select</u> to outline an area to choose all the trail segments in the area

      a. If you have previously assigned some Zones, they will show up on the map so you can see what you have selected so far.

      b. To assign a new area:

         i. Move the Crosshair to the upper leftmost point of the area you are going to select

         ii. Single Tap the Crosshair – this will create the first point

         iii. Move Clockwise to the next point and Single Tap the Crosshair – this will create the next point. Repeat this until the area is enclosed.

         iv. If you placed a point in error, press Undo to delete the last point.

         v. Note: If you are near the edge of a county, you can select points outside the county boundaries – the app will know to only use trails in the county where you are an Admin/Jr Admin.

         vi. Select <u>Apply Selection</u> – Enter a Title for the Zone and press Save. This will add this zone to your list of zones.

   iv. Select <u>List</u> – to see all the zones you have defined.

      1. If you touch one of the County Zones below, it will show you the area you previously selected.

      2. If you swipe left on one of the zones you can delete the zone.

   v. You can repeat this process as needed to define more zones for your club.

   vi. At any time if you choose Exit Define, it will take you out of this Admin tool.

  b. Press the "hamburger" ≡ in the upper left corner, then select <u>Admin Edit Done</u> – this will take you back to the main screen.

Opening/Closing Trails

Any Admin with Open/Close permission can Open or Close trails for either the county, for county zones or individual trails. These changes will appear on user's screens as different border colors. The default colors are green for open and red for closed (users can assign their own color in preferences).

1. Press the "hamburger" ≡ in the upper left corner
2. Press <u>Admin Edit Trails</u>

  a. Notice that the tool bar at the bottom has changed – it will remain this way until you select the "hamburger" ≡ in the upper left and select <u>Admin Edit Done</u>

  b. Choose the Tool Icon ⚒ in the lower right, then Choose <u>Open/Close Trails</u>

   i. Select a County where the trails are located

   ii. Choose the area in the County:

           a) <u>Entire County</u> – will use all trails in the county

           b) <u>Zone</u> - If you previously <u>defined a zone(s)</u> for a county, the zone names will appear in the list of options

           c) <u>Select Individually</u> – will use individually selected trail segments

iii. Select the <u>Status to Apply</u> (Open or Close)

iv. Type in the Effective Date and Time

v. A default message will be generated. You can edit this message as needed. This message will be "pushed" to user's and appear as a notification on the "bell" 🔔 on their screen. If you do not type in a description (or erase the default message) then no notification will be sent to users.

vi. Press <u>Continue.</u> If you chose:

           a) <u>Entire State</u> or a zone the Updated Trails List appears with all of the affected trails highlighted (selected). Note: if you are not going to Select or Deselect any more trail segments, simply select <u>Upload</u> and the closure status will be uploaded.

           b) <u>Select Individual Trails</u> a screen with a map appears with no trail segments selected.

vii. You can now use the map at the top of the screen in combination with the editing options to select (or deselect) trail segments.

           a) On the map, you can single tap individual trail segments to select/deselect a trail segment.

           b) The <u>Area Select</u> option can only be used to **Select** more trail segments. Outline an area to select all the trail segments in the area by:

               i. Move the Crosshair to the upper leftmost point of the area you are going to select

               ii. Single Tap the Crosshair – this will create the first point

               iii. Move Clockwise to the next point and Single Tap the Crosshair – this will create the next point. Repeat this until the area is enclosed.

               iv. Note: If you are near the edge of a county, you can select points outside the county boundaries – the app will know to only use trails in the county where you are an Admin/Jr Admin.

               v. Select <u>Apply Selection</u> – this will add all the trail segments in the area you selected to the "Updated Trails List"

           c) When you have all the affected trails selected select <u>Upload</u>. This will send all the information to The Next Trail. This may take some time based on your internet speed. When the upload is complete, the pop-up message will change to "Upload has completed".

d) <u>Reset</u> will erase all changes not yet Uploaded. You will also be taken back to the main map.

e) If you select <u>Exit Open/Close</u> while there are changes in the Updated Trails list, you must press the Change List icon to go back into the Updated Trails list and then you can select <u>Upload</u>.

3. Press the "hamburger" in the ≡ upper left corner, then select <u>Admin Edit Done</u> – this will take you back to the main screen.

Add A Recorded Trail To The Map

This function allows you to permanently add a trail to the App's Official Map for a county where you are an admin. This trail must have been previously recorded and now resides in your My Trails list. This trail will also be added to the trails assigned to your club.

1. Press the "hamburger" ≡ in the upper left corner

2. Press <u>Admin Edit Trails</u>

3. Choose the Tool Icon in the lower right, then select <u>Add my recordings to the Map</u>

    a. The app will bring up My Trails – which is a list of all of your previously recorded (and saved) trails.

    b. Ensure that the recorded trail has the right Activity for your club type (e.g. ATV, Snowmobile, etc.)

    c. Ensure that the recorded trail is in a county where you are an admin.

    d. Before adding the trail, you can <u>Trim</u> the trail if it has any corrections that are needed.

    e. Once the trail is ready, select the <u>Admin Add</u> – this will add this map to the List of Changes.

    f. Now press the Change List icon at the bottom of the screen to get to the List of Changes.

    g. Select <u>Upload</u> to save the trail to the App's Official Map for the county. This may take some time based on your internet speed. When the upload is complete, the pop-up message will change to "Upload has completed".

4. Press the "hamburger" ≡ in the upper left corner, then select <u>Admin Edit Done</u> – this will take you back to the main screen.

Modify Official Map Trails

These functions allow you to Trim/Split trails that are on the Official Map for the app. Once you start to edit trails, you will see they are made up of short trail segments. The segments have a starting point (default color is Green), an ending point (default color is Yellow). Once you are editing a trail segment all the GPS points that make a trail segment will be shown (default color is Red).

Below is a sample trail segment with Start/End points. To see this you need to be in Admin Edit Trails, move the bullseye over a trail and single tap.
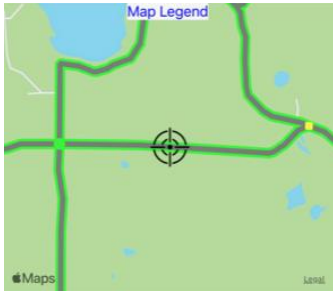
Below is a sample trail segment with middle points. To see the middle points, you need to select the Trim/Split option in the trail segment description below the map.
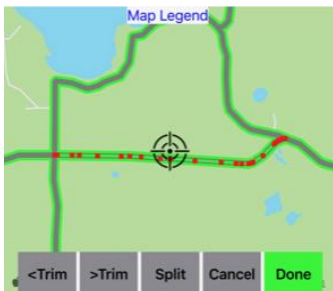
There are several functions you can use to alter a trail.

1. Trim allows you to delete points from a trail segment. This is helpful, for example, if you recorded a trail and made a wrong turn (thereby adding extra points) or if you did not turn off the recording and recorded extra points.
2. Split allows you to split a trail segment into two parts. You can then remove one side of the trail. This is helpful, for example, when rerouting a trail and you want to delete part of a segment.

To Modify a Trail:

1. Press the "hamburger" ☰ in the upper left corner
2. Press Admin Edit Trails
3. On one of the trails assigned to your club, position the bullseye over the trail and single tap. This will show the trail segments start and end point. It will also bring up a Trail Info screen at the bottom showing the trail segment description. From here you can:

a. <u>Edit Info</u> – allows you to change the description of the trail.
b. <u>Trim/Split</u> – will put you into edit mode on the map at the top. From here you can:
   i. <u>Trim</u> – Precisely position the bullseye on one of the points of the segment. Press <u><Trim</u> to delete the point and move to the next point to the left. Press <u>>Trim</u> to delete the point and move to the next point to the right.
   ii. <u>Split</u> – Precisely position the bullseye over the point where you want the split to occur. Press <u>Split</u>.
      1. Notice that a second trail segment description shows up below. So where there was one trail segment, there are now two.
      2. Tap on one of the two trail segment descriptions below the map and you will see one of trail segment in the map turn yellow.
      3. Tap twice on the other trail segment description and the yellow highlight will switch to the other trail segment on the map.
      4. To remove one of the two trail segments from the Official Map:
         a. Highlight the trail segment you want to remove so it is Yellow. Then in its trail segment description, select <u>Remove From List</u>. Notice that one of the trail segment descriptions is now gone.
         b. If you accidently remove the wrong segment, you can select the Tool Icon ✂ in the lower right and then select <u>Show Trim/Split Unsaved Changes</u> – you will now see both of the trail segment descriptions back in the Trail Info List.
c. <u>Delete Trail</u> – will remove this entire trail segment from the official map. After you do this, you must still follow the process to upload the Change List to permanently delete the trail segment.

4. Once you have all changes made for the trail segment(s), then select <u>Add to Change List</u> – this will add these trail segment(s) to the List of Changes and bring you to the Change List.
   a. Select <u>Upload</u> to save the trail to the App's Official Map for the county. This may take some time based on your internet speed. When the upload is complete, the pop-up message will change to "Upload has completed".
   b. If you did a Split and removed one of the trail segments, you should now see that it is no longer displayed on the Official Map.
5. Press the "hamburger" in the ☰ upper left corner, then select <u>Admin Edit Done</u> – this will take you back to the main screen.

Create Business (Points of Interest)

This function allows you to add a restaurant, bar, store, etc. to the map. The Club can charge for this advertising similar to advertising on a paper map. All proceeds are retained by the club.

Businesses/individuals can also add their own information and create a Point of Interest. If the business is located in the area assigned to your club (see Assigning Trail Segments To Your Club) then, as admin, you will be sent a notification to Approve this business before it will be put on the map. This allows you to optionally contact the business and offer an advertising package. See Manage Business Listing for approval process.

1. Press the "hamburger" ☰ in the upper left corner
2. Press Business Signup
3. If you have created businesses in the past, a list of them will be displayed at the top of the page. You can select one of those businesses if you want to update some information about the business.
4. For new businesses:
    a. Provide the Business Name, Phone number and Business location (either with the bullseye on the map or by entering the physical address)
    b. Add a logo image
    c. Check Mark each of the boxes to indicate the types of services available. If you have a service (e.g. ATV Repair) then check "Other" and enter a list of services.
    d. To add Business Hours:
        i. Choose the days you are open – All will select Monday through Sunday
        ii. Enter normal business hours in the Replicate field. This will copy these times to every day you are open
        iii. Change the times on individual days to alter that day's hours
        iv. Careful: if you enter new Replicate hours they will overwrite every day's times again.
    e. If you indicated that your business serves food, add Food Service Hours similar to the process for adding Business Hours.
    f. Select Save – this will send this request to The Next Trail. If the business is close to a trail that has been assigned to a club (see Assigning Trail Segments To Your Club) then the business must be approved by the club's admin. See Manage Business Listing for approval process.
5. Select < The Next Trail in the upper left corner to go back to the main screen.

List An Event

1. Press the "hamburger" ☰ in the upper left corner
2. Press List an Event
3. If you have created events in the past, a list of them will be displayed at the top of the page. You can select one of those events if you want to update some information about the event.
4. For new events:
   a. Provide the Event Name, Phone number and Event location (either with the bullseye on the map or by entering the physical address)
   b. Add a logo image
   c. Add a description
   d. Add Event Starting Date and Time
   e. Add Event Ending Date and Time – note: more specific hours for each day can be included in the Description
   f. Select Save – this will send this request to The Next Trail.
5. Select < The Next Trail in the upper left corner to go back to the main screen.

Examples:

Reroute a Trail:

Let's say a land owner decides not to allow access and you have to re-route a trail. You would:

1. Record the new trail segment by using the Record ⊙ icon at the bottom of the screen in the app. It is suggested that you give this trail segment a name you will recognize. This trail segment will be in your My Trails list which is accessible under the "hamburger" ☰ in the upper left corner.
2. Add the trail segment you recorded to the Official map via Add A Recorded Trail To The Map
3. Next we need to get rid of the trail segment(s) across the land owners property. Use the functions under Edit Admin Trails to:
   a. Delete Trail to remove entire trail segments
   b. Trim/Split trail segments to delete parts of trail segments

Generating Advertising Revenue via The Next Trail:

Similar to the current paper maps produced by clubs, The Next Trail allows clubs to be in charge of all business listings on the app near the trails that the club maintains.

Clubs:

1. Decide how much to charge for listing the business on the app
2. Collect and keep all revenue from the business
3. Decide how they want to package the advertising – for example, an app listing might come with the paper map listing

How it works:

1. A club signs up by assigning a Club Admin – see Signing up to be an Admin
2. The admin specifies which group of trails are maintained by the club – see Assigning Trail Segments To Your Club
3. Any business or person can create a business listing (see Create Business (Points of Interest). If the listing is near one of the club's trails, the business must be approved by the Club Admin. It is at this point that the club can contact the business to see if they want to advertise. The Club Admin can Approve or Revoke the business listing. If Revoked it will not appear on the Official Map.
4. The Club can also contact businesses, sell them an advertising package and then help the business create a business listing. Note, you will want to let the business/individual create the listing under their app because then they can make future changes to the listing.

Contacts:

For technical issues, comments or questions email: support@thenexttrail.com

To speak or text directly with the app developer:

Randy Kavajecz

Mobile: 715-432-6074

For General questions or comments

Keith Kavajecz

Mobile: 920-540-7000

The Next Trail app is owned and developed by Blab Apps LLC.