

Go Guide Formatting guidelines

Example

July 9 Sat. – Tatoosh Ridge (S) 9 mi. rt. Gain, 3230'. USFS Glacier View & Tatoosh Wilderness GT Packwood #302. Steep trail to alpine meadows, great views and lunch at Tatoosh Lake. Optional spur to lookout at 6310 adds 1.2 miles and Gain 730'. Early start and medium pace will get us up the hill. Call or email hike leader Your Name. 360-555-5555 or E-mail: Yourmail@wherever.com Sign up 6/1 to 6/15.

Just replace each bit of information with your specific hike and contact info. Copy and paste it into an Email and send to the coordinator for the month you want to lead it. Please notice there is no carpool info nor directions. That's for the people you take on the hike.

1. Phone numbers: area code never in brackets - like this: 360-123-4567
2. References to E-mail addresses as follows ("E" is in Caps, followed by a dash, and with a colon after "mail": E-mail: dsames@comcast.net.
3. Try to abbreviate "miles round trip" as: mi. rt.
4. Periods follow all abbreviations (Sun.)
5. Try to list the phone number first and then the E-mail address.
6. No line space between the hikes.
7. Do not put "st, nd, rd or th" with a date (e.g., Jan. 18th).