Host's User Guide

Setup Steps

1. Create an Account at Geocaching.com

Membership is free! You will use this account to publish your trail and keep track of your geocaches. (NOTE: Your user name will appear on all of your online cache listings. We recommend including the name of your site or company in your account name.)

2. Go Outside and Plan Your Geocache Hiding Spots

In geocaching, the best hiding places are often right "under your nose." Use natural elements as well as the structures around your property to hide your geocaches. Examples of a good hiding places can include an old tree stump, under a bush, tucked around a wall, or between some rocks.

> Be aware of other caches in your area– **each cache must be at least 500 ft apart**. Visit **geocaching.com** for guidelines on cache saturation.

Keep in mind the size of the geocache (about 8" x 6" x 3") when looking for a good hiding spot. By hiding your geocaches in creative ways, your trail will direct traffic around your property and may change the way people interact with your site.

Hosts of Ranger Rick's Geocache Trails are asked to follow a few guidelines to keep the game fun, safe, and family friendly:

- Geocaches should never be buried underground. But, feel free to use fallen tree limbs or other materials to camouflage or cover a geocache.
- Avoid hiding your geocaches indoors where most GPS devices will not receive a signal.
- Allow at least .1 mile (about 500 feet) between the geocaches on your trail.
- Avoid sensitive areas, such as railroad tracks, busy roads, tunnels, and national monuments. Try to avoid areas with poisonous plants and animals.
- **IMPORTANT:** If you are not the property owner, please obtain permission from the land owner or land managing agency *prior* to hiding your geocaches.

3. Personalize Your Trail (Optional)

Ranger Rick's Geocache Trails provide new opportunities for you to engage with your audience. As a host, you are free to include your own promotional or educational materials in the geocache boxes.

4. Hide Your Geocaches

Once you have scouted out the perfect hiding places and secured permission, you're ready to hide your geocaches! At each hiding location, record the GPS coordinates with a GPS device. You will use these coordinates later to register your geocaches. Use permanent marker to write the geocache name, GC code, and contact information on the box lid.

Geocache Name: All geocache names will appear online *(see registration section)*. Each geocache should be named with the following: Geocache Name: Location Name. *(i.e. Under the Hill: Nature Center)*

GC Code: You will recieve a GC code when you register your geocaches online. *(see registration section)*

Contact Information: Include contact information, such as the name of your site and a phone number or email address.

OFFICIAL GEOCACHE
Please do not disturb! This is an official game piece.
WWW.GEOCACHING.COM

Under the Hill: Nature Center
CACHE NAME

GC00XX0
GC CODE

Host Contact
CONTACT INFORMATION

RANGER RICK'S GEOCACHE TRAILS™

For more information visit:
www.RangerRickTrails.com

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TIP: You can label each geocache with a unique name such as "Under the Hill," or a generic name, such as "Geocache 01." Keep in mind that geocache names often serve as a clue for finding the cache. Therefore, a clever or specific cache name can be helpful.

For examples of geocache names and listings, visit our bookmark list at **geocaching.com/RangerRickTrails**, or choose advanced search on **geocaching.com**, and search by keyword *Ranger Rick*.
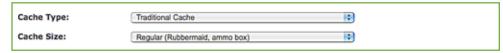
5. Register Your Geocaches

Once you've hidden your geocaches, you need to register them online, at geocaching.com.

Start here: www.geocaching.com/hide/report.aspx.
(NOTE: you'll need to log in to register your geocaches.)

To complete registration for each geocache:

- Select the cache type *(Traditional)* and size *(Regular)*.

Cache Type:	Traditional Cache
Cache Size:	Regular (Rubbermaid, ammo box)

- Begin each cache name with "Ranger Rick's." Then add your geocache's name (written on the lid in step 4) to complete the "Cache Name" field.
  (i.e. Ranger Rick's Under the Hill: Nature Center)
- In the "Cache Placed By" field, enter your geocaching.com account name.
- Enter the date the cache was placed.

Cache Name:	Ranger Rick's Geocache Name: Host Name
Cache Placed By:	Host Account Name
	The cache is still owned by one account, but you can list whoever placed the cache.

Uncheck the box if you want to work on the listing before submitting. ☐ **Yes, this listing is active (For new listings, if you want to work on this listing before uncheck this box. Reviewers will only see the listing in the queue when it is checked.)**

Date Placed:		*(mm/dd/yyyy)*

- Enter *http://RangerRickTrails.com* in the "Related Web Page" field.
- Enter the following in the "Background Image URL" field:
  http://www.nwf.org/rrtrailsbackground

Related Web Page:	http://RangerRickTrails.com
Background Image URL:	http://www.nwf.org/rrtrailsbackground
	Optional field. This will change the background image on the web page to the location you define.

- Input the recorded GPS coordinates and location information.

Sample Coordinates

Degrees and minutes (MinDec)

N 38 ° 57.155 '
W 077 ° 19.835 '

Show on Map

Location United States
—Select State/Province—

- You can use the online rating system to determine difficulty and terrain.

NOTE: Ranger Rick's Geocache Trails are designed to be easy and accessible to kids and families. We recommend that cache difficulty levels not exceed a rating of 2.5.

- Enter the following into the "Short Description" field:
  <img src="http://www.nwf.org/rrtrailsdescription">
  We recommend typing this text manually into the field, as copying and pasting can produce unwanted results when working in HTML.

Details

You can use HTML in any of the description fields below with the exception of JavaScript and other embedded code. If you do supply html you will need to check the box below for the text to render correctly.

☑ The descriptions below are in HTML   **Keep box checked, see notes in next step.**

Short Description:
<img src="http://www.nwf.org/rrtrailsdescription">

Location information, terrain and general difficulty levels, altitude, etc. Please limit your text to 500 characters.

NOTE: The above image will appear after the page is published. It includes basic information about Ranger Rick, the trail and the game.

- Use the "Long Description" field to enter special information about each geocache. Feel free to create poems, riddles, or list other information about the significance of the cache or hiding spot.

Long Description:
<p>Enter information here</p>
<p>Second paragraph here</p>

Text entered here needs to include html code. Enter text as you normally would. Then add <p> at the beginning of each paragraph, and </p> to close it. (See example.)

NOTE: This field can include notes about the cache's distance from a path or other information about the surrounding area.

You can share historical or important facts about the location, things cachers may see or experience, etc.

It is helpful to list parking information and hours of operation if applicable.

- Text entered in the "Hints/Spoilers" field will be disguised until the cacher selects the "Decrypt" button at the bottom of the cache page. This field is optional, but useful to geocachers.

Hints/Spoiler Info:

NOTE: Hints often include notes on where or how the geocache is placed, or where the geocacher should consider looking.

- In the "Note to Reviewer" field, enter: *Ranger Rick's Trails Host, submitted with special agreement with Groundspeak.* Reviewers will watch for these listings and work to review and publish your geocaches as quickly as possible.

Note to Reviewer:
Ranger Rick's Trails Host, sumbitted with special agreement with Groundspeak.

- Agree to the terms and conditions, then click "Report New Listing". (NOTE: The geocaches on your trail can be published in any order.)

You will receive confirmation by email once each geocache has been reviewed and published by a volunteer at **geocaching.com**. The reviewer may contact you with questions before publishing the listing.

GC Code: When you register each geocache online, the cache will be given a unique identification code. The GC (GeoCache) Code can be seen in the upper right corner of the geocache's web page. After registration is complete, return to your geocache and write the code on the box lid *(shown in step 4)*.

Adding Attributes: After the cache has been published, we recommend adding attributes, to better communicate what to expect at each cache, and also enhance user searches. Click "edit attributes" from the navigation menu on each cache page. Be sure to include *"Recommended for Kids"* in your trail's list of attributes!

6. Promote Your Trail

IMPORTANT: We want to keep our online list of all Ranger Rick's Geocache Trails up-to-date. Once all of your geocaches have been published, send us the names and GC codes so that we can add them to our online bookmark list. Email us at **RangerRickTrails@nwf.org**.

Customize and print the promotional poster provided with your trail purchase. Open the PDF in Acrobat and use the three fields at the bottom to enter your location and contact information, promotional websites, and other site specific information.
Download Poster

For questions on trail set up, contact us at **RangerRickTrails@nwf.org**, or call **7 03-438-6515**.

Notes on Maintenance

Congratulations! By now your Ranger Rick's Geocache Trail has been reviewed and published.

1. Watch for Geocache Notifications

You will receive notification by email each time someone reports or logs a find on your geocache trail. You can also track the activity on your trail via your **geocaching.com** account. When maintenance is needed you will be notified as well. (Maintenance examples include: a missing log book or contents have gotten wet).

2. Editing Your Geocache Pages

To edit a geocache's online listing, go to the cache page and click *"edit listing"* from the navigation box located in the upper right corner. Any edits to the cache page should appear promptly after submitting.

If you need to move or remove a geocache, please remember to update the geocache's coordinates and other new information. (Note: Geocaches shouldn't be moved by more than a few feet.)

Share Your Experiences!

We'd love to hear how it's going. Please send us comments about the success of your trail, or ways you think we can improve, at **RangerRickTrails@nwf.org**.

We value your feedback as we strive to develop a memorable, educational, and fun outdoor experience for kids and families around the country!

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www.RangerRickTrails.com
www.NWF.org

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