

# Welcome to Wilderlife



## *Guideline and Instructions for Contributors*

Thanks for your interest. To talk to someone right now contact Wilderlife editor Dan Clearwater at [dan.clearwater@fmc.org.nz](mailto:dan.clearwater@fmc.org.nz) or 021 215 7059

## Introduction

Wilderlife has been set up as 'window to our outdoor community' and as such we welcome contributions from any individuals, groups, or clubs that love exploring our wild places.

As a community-based initiative, contributions are made pro-bono.

There are three areas inside Wilderlife to contribute to:

- The Online "Magazine"
- "What's on" trip and event calendar
- "Outdoor Community" online resource.

Wilderlife maintains the right to edit/reject contributions on grounds including suitability, interest, and authenticity. No alternative facts allowed! Appeals can be made to the FMC Editorial sub-committee. Submissions in the "How-To" and "Accidents" categories will require a peer review processes.

Copyright for all contributions published on Wilderlife remain held by the writer/creator, but the contributor must agree to publishing under the [Creative Commons Attribution-NonCommercial NoDerivs 3.0 New Zealand license](#).

Wilderlife is also keen to hear from passionate writers, editors, keen beans and photographers prepared to regularly help with our project for diddly squat. That just might be you, if you think about it hard enough.

## Online Magazine

Wilderlife's online magazine is still evolving. The key question you've got to ask about proposed magazine content is: is this relevant for our outdoor community?

The categories below are areas we are either publishing articles in already or would like to. But do feel free to suggest more categories. Writing must be accompanied by suitable images, a minimum word count is given in brackets.

**Great Trips:** Do you think you've had a great trip? Do you have photographic evidence? This is the no-holds-barred trip report. Throw your words to the wind. Anecdotes, wisdom gained, corny jokes,

gross-understatement, hyperbolic thrashing all allowed. The only requirement is good enough photos and “three tips” from you to the reader. (1000)

**Event Report:** Was it really that good? Why? In depth writing about some of our most epic outdoor events. Adventure racing, trail running, mountain bike races into the backcountry, quirky challenges out the back of nowhere. (500)

**Outdoor Spark:** Everyone likes to see the next generation in the hills, from babies in backpacks to teenagers on their missions. Just like a Great Trip only less wrinkly. Again, good enough photos and even more importantly “three tips” from you to the reader. How can they help give kids the outdoor spark? Wilderlife will produce required maps of your trips. (500)

**Opinion:** Do you have something to say? A platform for all original thinking, and fresh perspective on the issues of the day (500)

**Photo Essay:** Where the photo's do the talking for themselves: Beginners tackle the gnarly gorge, A Club heads south for Christmas, Volunteers rebuild a hut, A race passes through a wild environment. The world is your oyster, but the oyster is also your world.

**Outdoor Skills:** Help readers get started, improve technique, understand challenges and discover how to explore. Cutting tracks, making trails, setting traps.

**Backcountry Accidents:** They happen, learn from them. Accident features include those sourced from the popular Backcountry Accidents column of the FMC Bulletin (1000)

**Culture:** Your artistic response to outdoor recreation or nature, whether poetry, painting, music, essay, or any other art-form. Or your review of others works be they historic or contemporary

**Real Gear Review:** Sycophants beware. Your gear reviewed for real. Your honest and earned opinion only. Humour just about compulsory. Whinging must be cleverly concealed.

**History:** How things were, helps us understand how things are and will be. Environment, clubs, events. Places and people. Enlighten us or interest us. Stories that make today's experiences richer by us knowing them.

**Book Reviews:** As read. Best books, boring books, bad books, beautiful books. Books you wouldn't shake a stick at. Book Review features will include those sourced from the FMC Bulletin (500)

**Korero:** Outdoor writing that uses Te Reo Māori, or at least elements of, including helping to further build our commonly used outdoor Te Reo Māori vocabulary.

**Profile:** That interview with the person you've always most wanted to tell the story of. Face to face, heart to heart. Outdoor champion (1000)

**Expedition:** Wilderlife welcomes you using our platform to blog about your gnarly expedition. Get in touch in advance.

# How to contribute to the online magazine

To discuss contributing contact the [Wilderlife editor](#). Once a plan has been made about what you will contribute you will be given a user log-in and password.

## Logging in

Once you have been given a username and password you can log-in at this address:

<https://wilderlife.nz/wp-admin/>

## New Posts

To start a new post hover on (+New) in the top menu and click (Post).

If you are a new contributor, go to the top right and check your (Screen Options), ensure that as well as the defaults, that (Excerpt) and (Author) are ticked.

Then you can get going and complete the following fields:

- **Title**
- **Text Field**...we generally use the preset headings 2&4 that you find in the (Paragraph) drop down list
- **Slug** (this is the orange word that appears with the Title in published articles, it's there as an extra descriptor)
- **Featured** (tick this if you have a great featured image). The latest Featured post appears as the lead article on Wilderlife.
- **Excerpt**...this is the text that appears on the home and magazine pages and also introduce the article on the main article page (20-30 words seems about right)
- **Author**, it should default to you (but sometimes you might be putting someone else's article into wilderlife)
- (moving to the rh column) where you can Preview and complete your part of the process by clicking "Submit for Review". The editor will then do a final check before publishing your contribution.
- **Format**, we use (standard), (I'm not sure if the others have any potential use to us)
- **Categories**, we are slowly evolving these, please use the appropriate category, or if you think you need a new one check with the team
- **Tags**, these are keywords you might use if you were searching for this information. Where you can, use existing tags, and be careful not to duplicate meanings. (its best to use the existing "stove" tag, rather than use a new tag like "stoves" or "cookers")
- **Featured Image**, this image is the image that will appear on the homepage, and magazine page, it should be landscape, and at least 1000px wide.
- **Save Draft**. You can use the preview button to check your layout. Remember to save your draft as you go!

Don't forget to upload some great photos for your story;

- **Put the cursor in the right spot.** Everything is a easier when you put the cursor in the place where you want the photo to go, before you start adding your picture files.
- **Add media.** The 'add media' button is just above the box where you'll be writing all the text.
- **Upload Files.** "Select Files" then browse to the photos you want to include.
- **Caption the image.** On the right hand side, under ATTACHMENT DETAILS fill out the caption in the space provided.
- **Insert into post.**

## Photo Essay

Photo galleries are specifically required for posts that are categorised as photo essays, Wilderlife uses a type of gallery called the justified image grid. The below instructions detail creating a photo essay post.

- To start a new post hover on (+New) in the top menu and click (Post).
- Title
- Select justified image grid on the toolbar (purple grid)
- At the bottom left select "Create Shortcode" when the shortcode appears, copy the shortcode.
- Close this window and paste the shortcode into the text box of the post
- Choose Add Media, then from the left drop down menu choose (uploaded to this post)
- Then Select Files, this will create a media library specific to this page, when you click on the images you will see an option on the rh side to add captions
- You can reorder the images by dropping and dragging
- Once all captions are complete, exit the page, DO NOT 'insert into post'.
- Preview the gallery and hopefully it works.
- (these instructions should get us started, we might want to adjust some settings etc in the future)
- With photo essays it is envisaged that most text will appear in the captions, but you will also need to use the excerpt to introduce the essay briefly, which will be the text that appears on the magazine and home page.

## Remind us about who you are

We want to give credit where its due, and to help raise the profile of our clubs and groups. At the end of your piece, we'd like to encourage you to write a short (50 words or less) paragraph explaining:

- Who you are
- Where you are
- Which club you belong to
- What your club does
- A link to your club's webpage or facebook group.

*Eg: "Dan Clearwater lives in Wanaka and is the President of the [NZ Canyoning Association](#). The NZCA runs bi-annual Canyoning Festivals and advocates on behalf of the Kiwi Canyoning community"*

## **Publishing your contribution**

Once you have finished the layout to your satisfaction (use the preview button to check) make sure to save your draft, and hit 'Submit for Review' to notify the editor that it is ready to check.

The editor will double check that everything is good to go, then publish your contribution. If your contribution hasn't been published within a reasonable amount of time, please contact the editor.

## **What's on**

Wilderlife's "What's on" section is the new trip/event calendar for the outdoor community. This calendar is available at no cost to the wider community. Everybody is encouraged to add trips/events to this calendar, and help others get involved.

## **How to contribute to What's on**

- Go to the What's on homepage, scroll to the bottom and click on "Add your Own Trips-Events".
- Complete the required fields, please be accurate and try not to use more than 50 words for your description.
- Featured images can be added, these might include a club logo.
- If you will be regularly posting trips and want to create an organiser page, please send the [editor](#) a 75 word profile of your organisation and a photo.
- If you have trips you would like to increase the profile of please discuss it with the editor. These may be made "featured" trips and they may also be published more widely through FMC media.

Any questions at any time, please phone Dan, 021 215 7059

# Outdoor Community

Outdoor Community is a new section of Wilderlife which aims to provide a resource for every aspect of running an outdoors club or group. From setting up a club through to organising trips, managing club finances and membership, club nights, connecting with families/young people, involvement in outdoor volunteerism and everything in between.

FMC will be developing this resource using contributions from all over the wider outdoor community. There will be two main ways we'll be presenting the content:

## **“Outdoor Community” category posts in the “Magazine” section of Wilderlife**

This is all about contributors telling the stories of what works for their group or club. The emphasis is on weaving information about good ideas into interesting stories which explain the *why* and *how* these things work.

## **Outdoor Community manual updates**

The FMC Development Officer (Dan Clearwater) will be writing concise additions to the manual. He'll be distilling this information from many areas, including Wilderlife “Magazine” contributions. The emphasis is on creating clear and concise guidance material that explains the *what* and *when* around these ideas that work.

## How to contribute to the “Outdoor Community” project

We want to ideas that work for outdoor clubs or groups, things you're particularly good at and wisdom thats worth sharing.

Please get in touch with [Dan, our development officer](#), to discuss what it is you have to offer. If you have an interest in writing an “Outdoor Community” story for the magazine, he'll help set you up as a contributor and then set you loose drafting a post for the magazine.

If what you've got to share is more of a guide or bullet point list than a story, then Dan will work with your material to create an update to the Outdoor Community Manual. All contributions will be acknowledged in the manual, so credit get's given where it is due.

Also if you have ideas you'd like to see covered, please get in touch with Dan. Also feel free to encourage other folks with expertise to get in touch with us!