



Introduction  
to  
LTCV.org Webpage  
2024

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# 1 Accessing Webpage

- 1.1 Whether you are using either of the usual browsers (ie. IE, Edge, Firefox, Opera, etc.), the URL to access the LTCV webpage is the same: <https://LTCV.org>.
- 1.2 The webpage is best viewed by a tablet or laptop/desktop computer. Due to resolution of the tablet/computer display, the webpage will be easier to manage and very logical to traverse.
- 1.3 If you are viewing the webpage via smart phone, the webpage adjusts its size and menu structure to match that of the phone's display resolution. The menu at the top of the page may no longer be there and if not, can be access from the icon of 3 lines in upper right corner of the display. Secondly, it will be best to view the webpage via phone in landscape mode, where the phone is rotated to make the width larger than the height of the phone display.



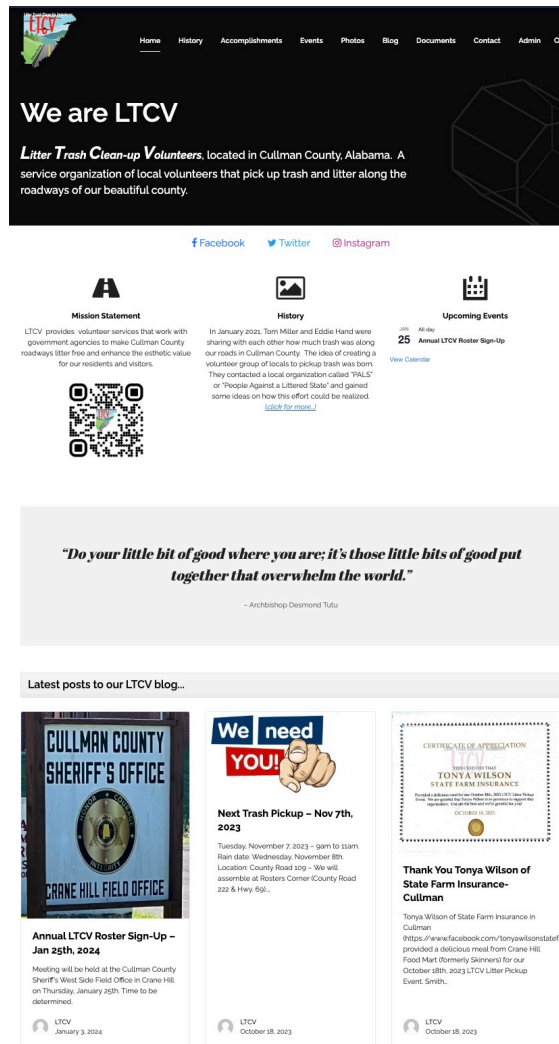
## 2 Webpage Menu Navigation

- 2.1 The webpage menu is the main way users can navigate the multiple webpages in LTCV.org. A description of each menu is listed below.
- 2.2 **Home** - By clicking this menu item, the user is returned to the home webpage. It is the same webpage users are taken to when going to <https://LTCV.org>.
- 2.3 **History** - This menu item takes the user to a page that shows the history of the LTCV organization. It explains how the organization was created and when the first pickup transpired.
- 2.4 **Accomplishments** - This page shows the various accomplishments of LTCV over the years. These accomplishments are described by how much trash was picked up and how many volunteers were used over the seasons, starting back to 2021, the initial pickup team.
- 2.5 **Events** - The events page emulate a calendar with all the events listed. Events could be meetings, pickup dates, etc. You can click on an event to show all the details of that event. Those details could include a brief description of the event, where the event is happening, and potentially a Google map of the event location. To view previous events, click the "< Previous Events" link at the bottom of the page.
- 2.6 **Photos** - The photos page shows pictures taken at the various events of the organization. Each group of photos has a title of the event and the date. User can scroll down and see many of the photos taken throughout the history of the organization.

- 2.7 **Blog** - The organization maintains a log of activities associated with LTCV organization. It is a way to keep the members informed of activities of the organization, upcoming ideas of pickups, recognizing various sponsors, and vital news to share with those interested in the LTCV organization.
- 2.8 **Documents** - This page contains a list of various documents that can be accessed by members to assist in keeping abreast of the upcoming pickup dates, allowing the members to become more informed of best practices on pickup events, and various other documents.
- 2.9 **Contact** - This page is for the public to inquire for more information about LTCV organization by using this form to contact administrators.
- 2.10 **Admin** - The last menu item will be the most used by the members of the LTCV organization. This menu is password protected so that only accepted members of LTCV can access various pages.
- 2.11 Details of each of these menu items are explained in detail below in their own topic/chapter.

### 3 Home Page Menu

3.1 The Home page menu selection takes you to the main home page of the LTCV.org website. Sample of this page is shown below...

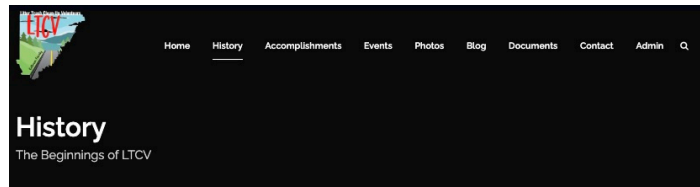


3.2 This is the page that provides a user with a synopsis of what LTCV is about, latest news, and upcoming events. It provides quick links to various pages in the webpage including the mission of LTCV, the history of LTCV, the upcoming events, and the latest entries in the LTCV blog. User simply clicks each of these to find out more details about LTCV.



## 4 History Page Menu

4.1 The History page shares how the organization began. Who the founders were and how they dreamed up this idea. Who participated in the initial policies and procedures are included in this page. And a description of how the first pickup came to be with photos of that inaugural event.



### In the beginning...

In January 2021, Tom Miller and Eddie Hand were sharing with each other how much trash was a long our roads in Cullman County. The idea of creating a volunteer group of locals to pickup trash was born. They contacted a local organization called "PALS" or "People Against a Littered State" and gained some ideas on how this effort could be realized.

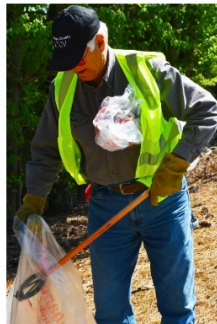
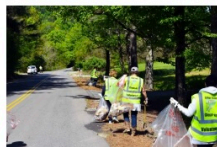
The original concept was to create volunteer teams that would work within various zones in the county, on a monthly basis. The efforts of the volunteers was limited such that it didn't become a part-time or second job for them. Coordination was made with the Cullman County Sheriff's office so that one of the sheriff deputies could tag along during these pickup days to keep the volunteers safe from oncoming traffic along the roadway.

Various local businesses and organizations participated in sponsorships to cover expenses and supplies (click to see list of sponsors involved). Safety procedures and processes were defined, and a list of volunteers was created. Ready for the first pickup!

### First Pickup

In April 2021, the first pickup date was set. Our initial group of volunteers came out and picked up trash in an area near Lewis Smith Lake. After a few pickups, it was determined that the volunteer teams needed to be somewhat smaller to allow everyone to be able to more efficient in the pickup. And it was decided to do normally schedule pickups once per month to keep the efforts reasonable amongst the willingness of the volunteers.

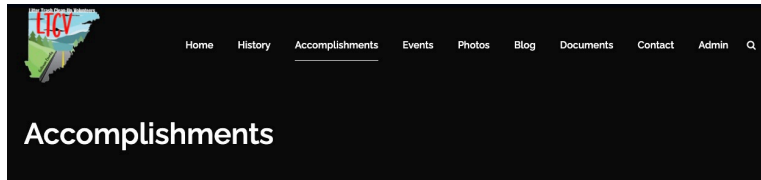
In January of 2022, it was decided to limit the trash pickup locations to only secondary roads. The Cullman County Sheriff's Department utilized the local prisoners to pickup trash along the major roads. Typically, the pickup dates are Monday through Thursday, and occasionally on Saturday. And from November to February, pickups are suspended for holidays and cold weather.



Pictures by Eddie Hand

# 5 Accomplishments Page Menu

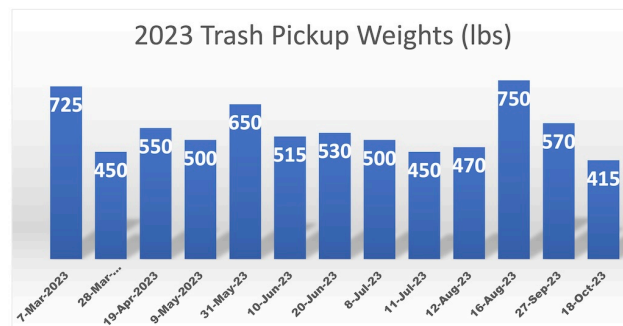
5.1 In the Accomplishments page you can review the progress of the trash pickup process during the year. Statistics of how much trash was picked up and the number of volunteers are shown via tables and graphs. Currently, data all the way back to 2021 is shown.



### 2023 Trash Pickup Analysis

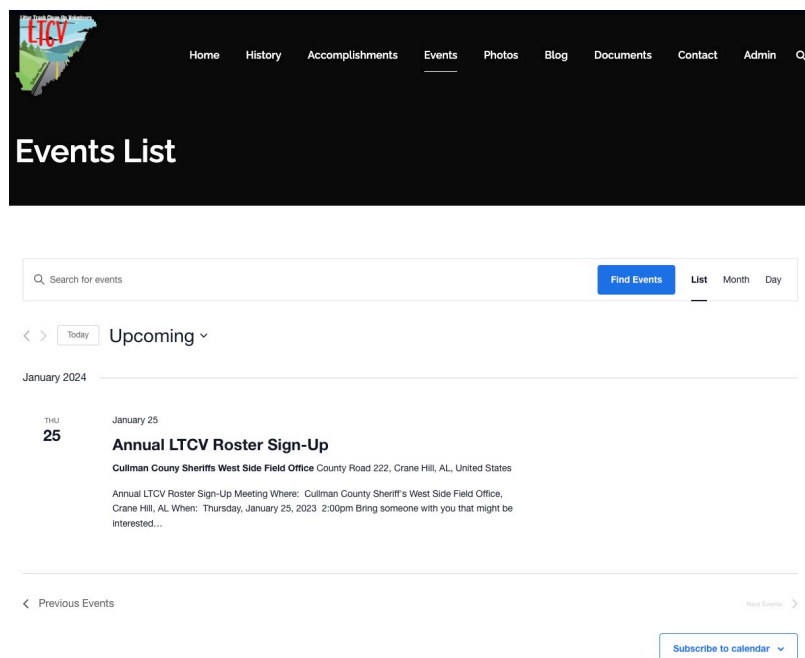
	Wgt	Volunteers	Running Wgt Total	Running Vol Total
7-Mar-2023	725	6	725	6
28-Mar-2023	450	7	1175	13
19-Apr-2023	550	7	1725	20
9-May-2023	500	7	2225	27
31-May-23	650	4	2875	31
10-Jun-23	515	4	3390	35
20-Jun-23	530	3	3920	38
8-Jul-23	500	4	4420	42
11-Jul-23	450	5	4870	47
12-Aug-23	470	4	5340	51
15-Aug-23	750	4	6090	55
27-Sep-23	570	7	6660	62
18-Oct-23	415	3	7075	65

### 2023 Trash Pickup Stats – Collected to Date: 7,075 lbs



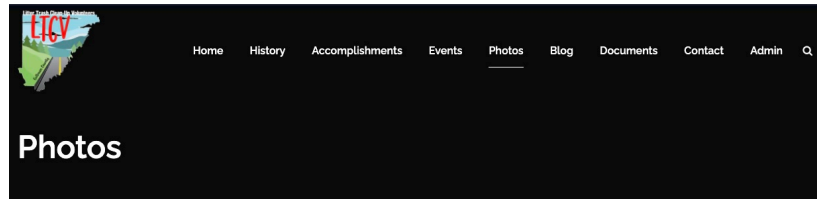
## 6 Events Page Menu

- 6.1 The Events page menu shows the upcoming events. The view of the calendar of events can be changed to List, Month, or Day by clicking the respectively links in the upper right corner of the page. If viewing as a List, the upcoming events are listed in order. If by Month, a month calendar shows the current month and events shown on their respective dates. If by Week, it is the same as Month, except only a week is displayed.
- 6.2 Regardless which way the user desires to view the events, you can click on an event to show all the details of that event. Those details could include a brief description of the event, where the event is happening, and potentially a Google map of the event location. To view previous events before the current date, click the "< Previous Events" link at the bottom of the page.



## 7 Photos Page Menu

7.1 To view various photos of past events, the Photo page menu is where a user goes. During meetings and pickups, photos are captured of the event to allow other users to view what expired during the event. Photos taken back to April 2021 are shown on this page.



LTCV Litter Pickup – Oct 18, 2023 – CR 109



## 8 Blog Page Menu

- 8.1 The LTCV Blog page contains articles posted to communicate with its members and those outside of LTCV.
- 8.2 The blog shares upcoming events, honoring our sponsors and providing free advertising, and articles showcasing our senior members.
- 8.3 Each blog post is labeled a certain category. The category identifies the type of post it represents. This allows users to filter the blog posts by a specific "category" (ie. show only "pickups" by selecting the category of "Pickups"). The current various categories are... Meetings, Member Profiles, Pickups, and Sponsors.
- 8.4 Comments are always welcome by users; however, they are reviewed by admins prior to being published on the blog for the public to see.
- 8.5 To view the entire blog post, simply click on the post to see all the details of the post.



MEETINGS - JANUARY 3, 2024

### Annual LTCV Roster Sign-Up – Jan 25th, 2024

Meeting will be held at the Cullman County Sheriff's West Side Field Office in Crane Hill on Thursday, January 25th. Time to be determined.



PICKUPS - OCTOBER 18, 2023

### Next Trash Pickup – Nov 7th, 2023

Tuesday, November 7, 2023 – game to 11am. Rain date: Wednesday, November 8th. Location: County Road 109 – We will assemble at Rosters Corner (County Road 222 & Hwy. 69). We will begin pickup at the intersection of Hwy. 69.



SPONSORS - OCTOBER 18, 2023

### Thank You Tony Wilson of State Farm Insurance-Cullman

Tonya Wilson of State Farm Insurance in Cullman (<https://www.facebook.com/tonyawilson81162004>) provided a delicious meal from Crane Hill Food Mart (formerly Skinners) for our October 18th, 2023 LTCV Litter Pickup Event. Smith Lake RV & Cabin Resort (<https://www.facebook.com/smithlakereort/>) provided drinks and deserts...

**Categories...**

Select Category

---

**Comments...**

- Thomas Miller on Thank You, Smith Lake Living Magazine
- admin on Thank You, Smith Lake Living Magazine

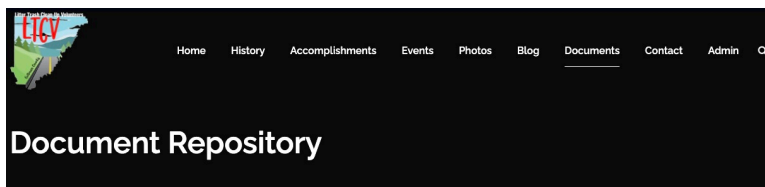
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**Recent Posts...**

- Annual LTCV Roster Sign-Up – Jan 25th, 2024  
January 3, 2024
- Next Trash Pickup – Nov 7th, 2023  
October 18, 2023
- Thank You Tony Wilson of State Farm Insurance-Cullman  
October 18, 2023

## 9 Documents Page Menu

- 9.1 Members of the LTCV organization sometimes need some help in getting around the website, getting to know the policies and procedures of LTCV, getting to know LTCV and what it is all about, and various other needs that require documentation to help communicate these needs.
- 9.2 The Documents page contains various help documents that are available for download for those visiting the website. Some of the documents are Event Signup Procedure, Pickup Schedule, LTCV: Who We Are, Membership Application, Membership Release of Liability, Practices and Procedures of LTCV, Organizational Meeting Presentation, and others.
- 9.3 Each document has a link to a MS Word (.doc) version and a link to a Adobe Acrobat (.pdf) version. Users can click the link that applies to their software installation.



### LTCV Event Sign-Up Process (revised on March 24, 2023)

These links are for members that want to sign-up for an event (ie, pickup date, meeting, etc.). To sign-up for an event, members are asked to do this online with a computer or smart phone. It makes the sign-up process seamless and much more efficient. Click on either link below for a step-by-step process on your computer/phone to participate with our LTCV events.

 [Click to download MS Word document.](#)

 [Click to download Adobe Acrobat document.](#)

### LTCV Proposed Schedule & Signup Processes-March to November 2023 (revised on September 18, 2023)

See the links below for a copy of our LTCV March – November Roadside Pickup Schedule. It is a member's responsibility to determine which pickup dates to commit to or decline from. For new members, access the membership application and liability release form below to start the process of becoming a member of LTCV. The processes to manage your signups is outlined in the 'Members Only' admin menu of the website. Suggest when signing up for these dates, allow for at least 30 days between pickups to allow other members an opportunity to serve. Please continue to familiarize yourself with the LTCV website: <https://LTCV.org> to keep abreast of all the opportunities to serve.

 [Click to download MS Word document.](#)

 [Click to download Adobe Acrobat document.](#)

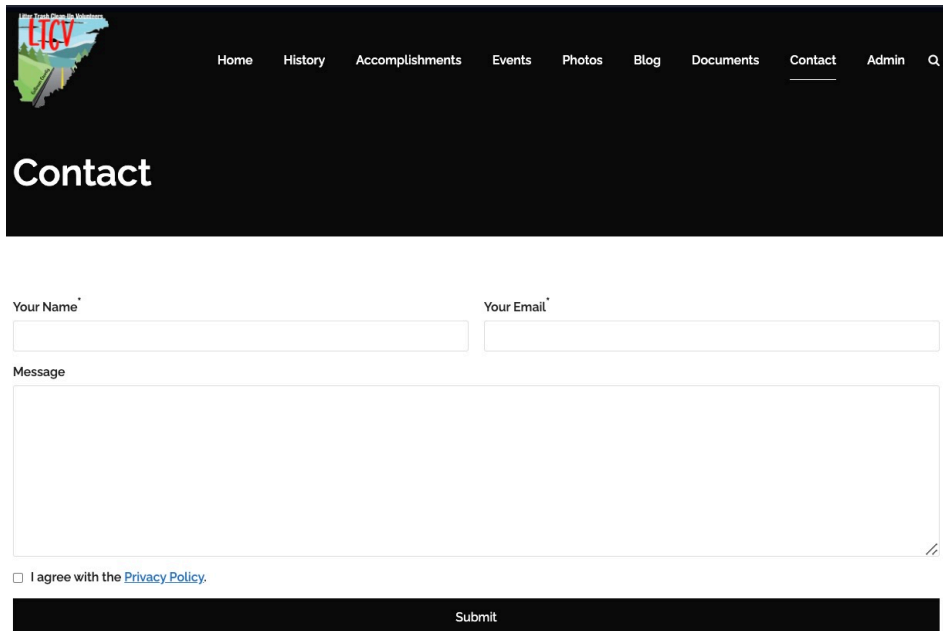
### LTCV Who We Are & What We Do - Form 1-23

Do you want to know more about LTCV and what we do, download the following document to learn more. If you are considering to participate with us on a

## 10 Contact Page Menu

10.1 This page is used for users outside of the membership to contact administrators and request information or data from LTCV. The user fills in their name, email and their message and the administrator gets a message in their email.

10.2 A response to this request is usually within 24 hours of receiving it.



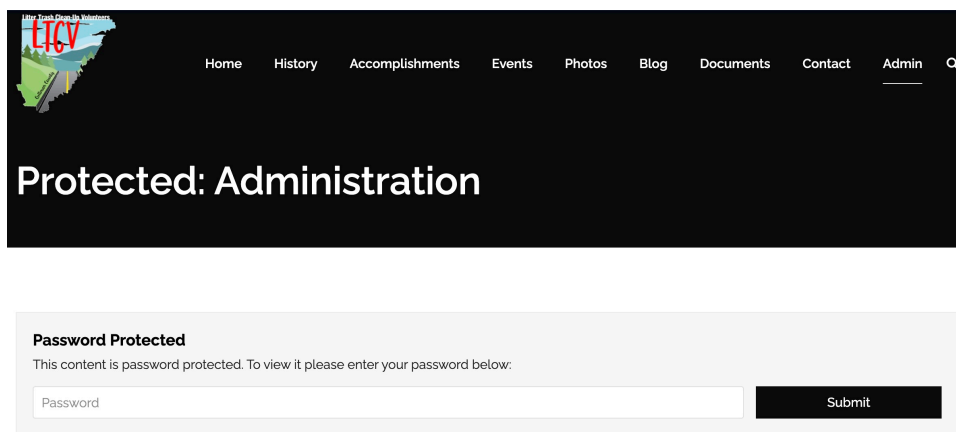
The screenshot shows the LTCV website's contact page. At the top left is the LTCV logo with the tagline "Let's Break Down the Mountain". A navigation menu includes Home, History, Accomplishments, Events, Photos, Blog, Documents, Contact (underlined), and Admin. The page title "Contact" is displayed in large white text. Below the title are two input fields: "Your Name" and "Your Email". A large text area labeled "Message" is provided for the user's message. At the bottom left, there is a checkbox labeled "I agree with the [Privacy Policy](#)". A black "Submit" button is located at the bottom center.



## 11 Admin Page Menu

11.1 The website allows members, that have been accepted and approved by administrators, to easily chose the events they wish to participate in. This process is easy and simple to do using the admin website.

11.2 Once user goes to the Admin menu, the user enters a private part of the LTCV.org webpage. In order to keep it privatge, a password is required to enter the admin portion of the webpage. The password will be provided by administrators of the organization. The password entry page looks like this...

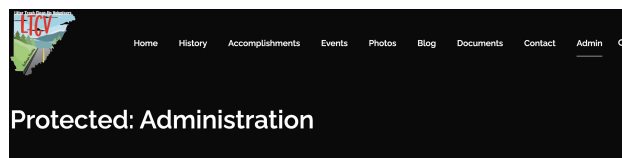


The screenshot shows the top navigation bar of the LTCV.org website with a dark background. The navigation menu includes: Home, History, Accomplishments, Events, Photos, Blog, Documents, Contact, Admin (underlined), and a search icon. Below the navigation bar, the text "Protected: Administration" is displayed in large white font. Below this, a light gray box contains the following text: "Password Protected", "This content is password protected. To view it please enter your password below:", a text input field with the placeholder "Password", and a black "Submit" button.

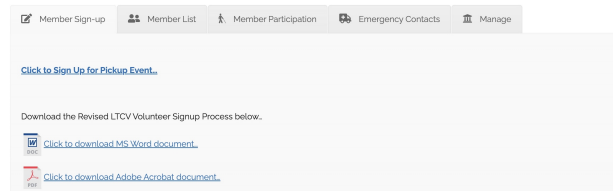
[PHP Code Snippets](#) Powered By: [XYZScripts.com](#)

## 12 Admin Page Menu - Signing Up for Events

12.1 Once the password is correctly entered, the following tabbed webpage is displayed showing all the different functions of the admin webpage. Each tab will show a specific page to allow the user to view various administrative processes. The tabs are... Member Signup, Member List, Member Participation, Emergency Contacts, and Manage. This page is shown below...



Note: If using a phone, suggest turning it to landscape view to see full table width.



12.2 The default tab shown is Member Sign-up. This is where members can sign-up for events they wish to participate in. The link... "Click to Sign Up for Pickup Event..." will take the user to the process of signing up. On this tab, there is also document shortcuts that can be clicked to see the step-by-step details of the sign-up process. A user can view a Microsoft Word (.doc) document or an Adobe Acrobat (.pdf) document. Once user clicks the link to sign-up, this page is displayed...



**Step 1 -  
Select Pickup Date**

- 2024-01-25 - 17/99 signed up - Thursday, Jan 25th, Annual LTCV Roster Sig...
- 2023-11-07 - 4/6 signed up - Tuesday, Nov 7th - 9am to 11am. Rain Date...
- 2023-10-18 - 3/6 signed up - Wednesday, Oct 18th - 9am to 11am. Rain D...

Submit

12.3 The sign-up process has 2 steps. First, the user views the list of event dates and determines which date they wish to participate on. Once determined, the user clicks on the circle by the date. The circle will be filled. Only 1 date can be selected on the first step. The user must then click on the "Submit" button to go to Step 2. Below is what the user sees at Step 2...

**ADMIN - Member Signup**

**Step 2 - Update Volunteer Participation**

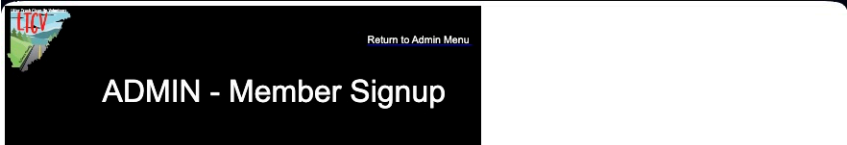
**Event Date: 2023-11-07**  
Tuesday, Nov 7th - 9am to 11am. Rain Date: Wednesday, N...  
4/6 signed up

**Participation:**  
(Click Submit Button Below When Done)

- Daryl Calvert
- Doug Chapman
- Laura Cottone
- Chris Culpepper
- Betsy Current
- Ellen Current
- Laura Davey
- Jim Eason
- Deniece Hand
- Eddie Hand
- Audrey Henry
- Keith Jennings
- Dennis Messick
- Joyce Messick
- Tom Miller
- Linda Morgan
- Joel Pettitt
- Marcie Pratt
- Mike Pratt
- Denise Raymond
- Mark Raymond
- Beverly Thornton

Submit

12.4 Sign up Step 2 shows the Event Date selected in Step 1 (with details of that event), and the list of LTCV members that potentially could participate. If a user has selected to participate, the checkbox next to their name will be filled in. If not, the user does not wish to participate. To select a new participant, click on the open checkbox next to the name. To deselect a participant that is currently sign-up, click the checked checkbox next to their name. On this step, multiple checks and un-checks can be made before submitting. When ready to submit, be sure to click the Submit button to update the database with your changes. The page that follows submission looks like this...



**Volunteer Participation Updated**

**Event Date: 2023-11-07**  
Tuesday, Nov 7th - 9am to 11am. Rain Date: Wednesday, Nov 8th. Location: County Road 109 - We will assemble at Rosters Corner (County Road 222 & Hwy. 69). We will begin pickup at the intersection of Hwy. 69 and CR 109 working the north side of the road towards the Misty Shores Subdivision Entrance. If time permits, we will cross over and work our way back towards the intersection where we began the pickup. Some of the area has steep banks, wear appropriate footwear. Volunteers: (6) Luncheon to be dete

- Volunteers:**  
Chris Culpepper  
Dennis Messick  
Joyce Messick  
Beverly Thornton

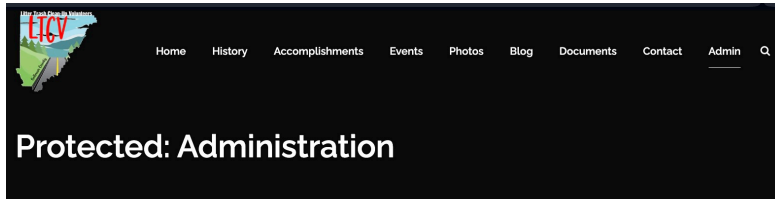
[Click to Return to Date Selection...](#)

12.5 At this point, you can return to the date selection (Step 1) to sign up for another event, or you can return to the Admin Home page. To return to date selection, click the link at the bottom of this page. To return to the Admin Home page, click the link in the upper right of the page.



# 13 Admin Page Menu - Member Listing

13.1 The second admin tab is called Member List. Click on that tab to show a listing of all the members along with contact information and various details of each member. Sample of page below...



Note: If using a phone, suggest turning it to landscape view to see full table width.

A screenshot of the "Member List" page. At the top, there are navigation tabs: Member Sign-up, Member List, Member Participation, Emergency Contacts, and Manage. Below the tabs is a search bar. The main content is a table with the following columns: Name, Address, Phone, Email, Pic, Prefer Email, Prefer Text, PU Frequency, and Role. The table contains five rows of member data.

Name	Address	Phone	Email	Pic	Prefer Email	Prefer Text	PU Frequency	Role
<a href="#">Tom Miller</a>	5 County Road 182, Crane Hill, AL	256-595-9073	<a href="mailto:priscotech@earthlink.net">priscotech@earthlink.net</a>	<a href="#">Pic Link</a>		x	Monthly	Founder / Admin
<a href="#">Eddie Hand</a>	788 County Road 97, Bremen, AL	256-527-7544	<a href="mailto:ehand@bellsouth.net">ehand@bellsouth.net</a>			x		Co-Founder / Photographer
<a href="#">Doug Chapman</a>	210 County Road 2030, Crane Hill, AL	256-682-1905	<a href="mailto:douglaschapman@gmail.com">douglaschapman@gmail.com</a>	<a href="#">Pic Link</a>	x	x	Monthly	Social Media Coordinator
<a href="#">Leon Claborn</a>	62 County Road 2031, Crane Hill, AL	678-618-4589	<a href="mailto:leonclabornaec@gmail.com">leonclabornaec@gmail.com</a>			x	Monthly	
<a href="#">Laura Cotton</a>	965 County Road 600, Crane Hill, AL	256-618-6189	<a href="mailto:lfcotton@gmail.com">lfcotton@gmail.com</a>			x	Monthly	

13.2 To view the application and liability release forms filed by a member when he/she joined, can be viewed by simply clicking on their name in the member list.

13.3 There are also hotlinks for phone number and email address if your browser allows auto-dialing and auto-emailing.

13.4 If a picture has been provided by the member, it can be viewed by clicking the "Pic" link.

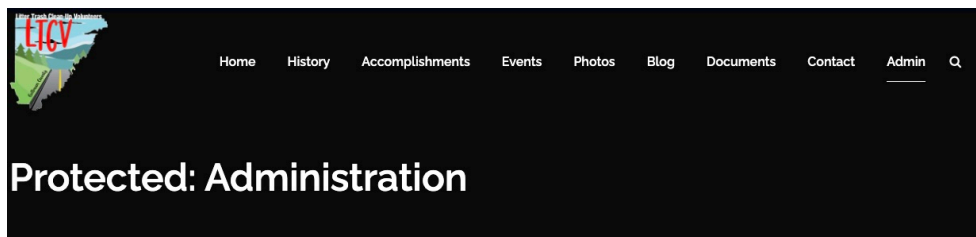
13.5 When a member applies, they state whether they wish to communicate via email or phone. That preference is listed alongside each member. And how often they wish to participate and the role they are playing in the LTCV organization.

## 14 Admin Page Menu - Member Participation

14.1 The Member Participation tab shows a graphical listing of all participants and what events they attended. It allows administrators to review the participant frequency and bounce it against what each member desires.

14.2 In addition, it allows administrators to recognize where participation is waning and maybe a contact needs to be made to determine if there are issues with future participation.

14.3 And it provides a picture of how often participants are attending. It is the administrators role to make sure all members have opportunity to participate as often as they desire.



*Note: If using a phone, suggest turning it to landscape view to see full table width.*

Member Sign-up	Member List	Member Participation	Emergency Contacts	Manage
Volunteer	Desired Freq	01-25		
Daryl Calvert	Monthly			
Doug Chapman	Monthly	YES		
Laura Cottone	Monthly			
Chris Culpepper	Monthly	YES		
Betsy Current	Bi-Monthly	YES		
Ellen Current	2x Year	YES		
Laura Davey	Monthly	YES		
Jim Eason	Bi-Monthly	YES		
Deniece Hand	Bi-Monthly	YES		
Eddie Hand	Monthly	YES		
Aurrey Henry	2x Year	YES		

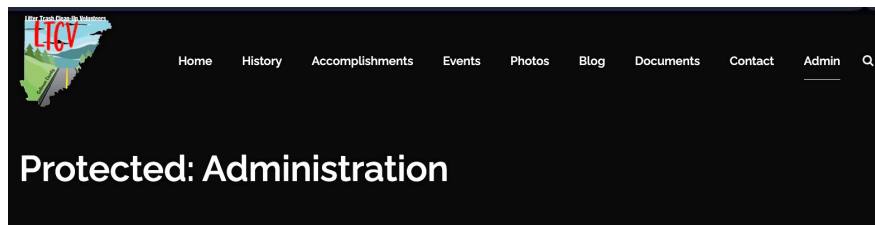


## 15 Admin Page Menu - Emergency Contacts

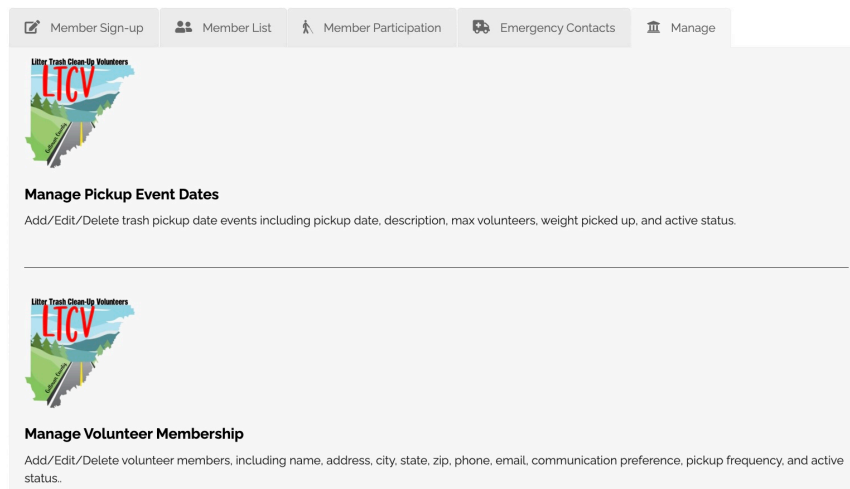
15.1 When a member participates in a pickup event, a sign-up roster sheet is required for everyone to sign and provide an emergency contact in case it is needed during the pickup event. Administrators try to keep track of these contacts and update this page with revised emergency contacts.

## 16 Admin Page Menu - Manage

16.1 This tab allows administrators to maintain details of pickups and volunteers. When new pickups are scheduled, this is the tool to set these events up and the details associated with the event. The other tool on this tab is managing volunteer details. When new volunteers are approved to participate in LTCV, this is where their details is updated in the database.



Note: If using a phone, suggest turning it to landscape view to see full table width.



PHP Code Snippets Powered By: XYZScripts.com

16.2 When updating events through this tool, administrators can assign dates, times, additional details of where to meet, to eat, etc. In addition, the maximum number of volunteers can be specified and after the pickup is over, the approximate weight of the trash that was picked up can be updated. Lastly, the event Active setting allows the administrator to control what events show up on the admin menu.



**Event Dates**  
(click to select)

[Add New](#)

[2024-01-25](#) - 17/99 signed up - Thursday, Jan 25th, Annual LTCV Rost...

[2023-11-07](#) - 4/99 signed up - Tuesday, Nov 7th - 9am to 11am. Rai...

[2023-10-18](#) - 3/99 signed up - Wednesday, Oct 18th - 9am to 11am. ...



**Manage Event**

Event Num: 16

Event Date:

Event Description:

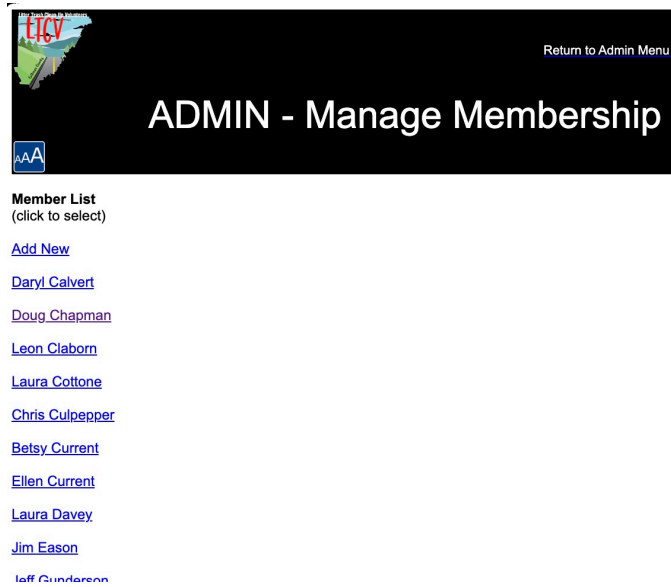
Max Volunteers:

Event Wgt:

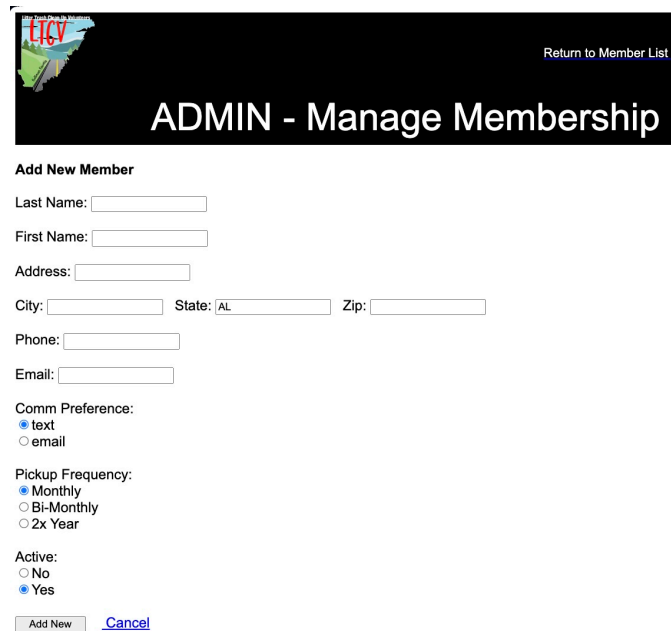
Event Active:

[Cancel](#) [Delete](#)

16.3 The details this tool can maintain for each volunteer member include their name, address, phone, email, communication preferences, suggested pickup frequency, and their active status. When a member can no longer participate due to illness or relocation, they can be set to inactive, but continue to see the history of their pickups.



The screenshot shows a web interface for managing membership. At the top left is a logo for 'The First Step In Alabama' with 'EICV' and 'AAA' below it. At the top right is a link 'Return to Admin Menu'. The main heading is 'ADMIN - Manage Membership'. Below this is a section titled 'Member List (click to select)' with a list of names: [Add New](#), [Daryl Calvert](#), [Doug Chapman](#), [Leon Claborn](#), [Laura Cottone](#), [Chris Culpepper](#), [Betsy Current](#), [Ellen Current](#), [Laura Davey](#), [Jim Eason](#), and [Jeff Gundersen](#).



The screenshot shows the 'Add New Member' form. At the top left is the same logo as the previous screenshot. At the top right is a link 'Return to Member List'. The main heading is 'ADMIN - Manage Membership'. Below this is a section titled 'Add New Member' with the following fields: 'Last Name: [text box]', 'First Name: [text box]', 'Address: [text box]', 'City: [text box] State: AL [text box] Zip: [text box]', 'Phone: [text box]', 'Email: [text box]', 'Comm Preference:  text  email', 'Pickup Frequency:  Monthly  Bi-Monthly  2x Year', and 'Active:  No  Yes'. At the bottom are two buttons: 'Add New' and 'Cancel'.