

GEOCACHE ALASKA! Inc.

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Geocache Submission FUNdamentals

presented by

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& Broadcast over the Internet via WebEx

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Tonight's Topics:



- ▶ Creating a New Cache Listing
- ▶ The Header Section
- ▶ Entering Coordinates
- ▶ Difficulty and Terrain Ratings
- ▶ Details: Descriptions & Hints
- ▶ Saving, Editing, and Submitting
- ▶ Attributes and Additional Waypoints



Creating a Cache Listing



- This presentation assumes you have selected an appropriate location, obtained permission to place a cache there, recorded accurate GPS coordinates, and have selected and prepared your geocache container(s)
- If you have not done these things, please go back and review the **April 19, 2012** presentation on **Cache Hiding FUNdamentals**, which can be downloaded from the GeocacheAlaska! Education page on our website:
www.geocachealaska.org/education.htm

Creating a Cache Listing



So, you've hidden a Geocache! Now you need to let the whole world know. Go to the Geocaching.com homepage and click on **Play** → **Hide & Seek a Cache**

Learn ▾ Your Profile ▾ **Play ▾** Community ▾ Shop ▾ Partnering ▾ Videos Follow Us ▾

Geocaching > Hide and Seek a Cache

Hide & Seek a Cache

Log a Cache

Find Challenges

Find Trackables

Help Center ↗

Seek a Cache...

Locate the nearest geocache

by Address:
100 Mile(s) Radius

by Postal Code:
100 Mile(s) Radius

by State/Province: Alabama ▾
(US Only)

by Country: Afghanistan ▾

by State Page: Alabama ▾
(US Only)

Or, [search from the map.](#)

a Cache...

a new geocache in your area...

It is necessary that you read and understand the [Cache Listing Requirements and Guidelines](#) prior to placing each and every geocache. Please make sure to obtain permission from the landowner or land manager.

Once you are prepared, fill out our [online form](#) to report a new cache. This is a free service.

Only caches of a non-commercial nature can be posted through this site.

First time? Learn [how to hide a geocache](#). If you have difficulties posting your report to the website please check the Groundspeak [Help Center](#) for more information.

Cache Note: (Print Out and Place in Container)

English: [\(doc\)](#) [\(text\)](#) [\(Postscript\)](#) [\(LaTeX\)](#)

Click this link to open the online form for cache listing creation

You can also download some Cache Notes to print and place in your cache

Creating a Cache Listing



Or, you may start the new cache submission process by going to this website:

<http://www.geocaching.com/hide/report.aspx>

Learn ▾ Your Profile ▾ Play ▾ Community ▾ Shop ▾ Partnering ▾ Videos Follow Us ▾

[Geocaching](#) > [Hide and Seek A Geocache](#) > Edit A Geocache Listing

Report a new Cache

Please fill out the information below regarding your geocache. Once you are done, click on the button at the bottom of the page to send it for review. You will receive a confirmation if your cache report was successfully submitted.

Always keep a backup of your geocache information.

You have a limited session timeframe (40 minutes). You'll need to enter your cache report within this time, or your session will end and your submission won't be sent. If you need more time, we suggest writing your report in a text editor and copying and pasting the text onto this page.

If you wish to add images to your geocache listing, you'll have the option of uploading images once your cache report has been submitted.

Cache Type:
Traditional Cache ▾

Help us test!
[Try the new beta cache submission process.](#)

A new “Wizard” type geocache submission tool is now in Beta Testing if you want to try it!

We are going to show you the “old” method for creating a new cache listing...

The Header Section




The first step is selecting the Type of geocache placement. We will focus on the Traditional Cache.

Always keep a backup of your geocache information.

You have a limited session timeframe (40 minutes). You'll need to enter your cache report within this time, or your session will end and your submission won't be sent. If you need more time, we suggest writing your report in a text editor and copying and pasting the text onto this page.

If you wish to add images to your geocache listing, you'll have the option of uploading images once your cache report has been submitted.

Cache Type:

Ca 

- Traditional Cache
- Multi-cache
- Letterbox Hybrid
- Event Cache
- Unknown Cache
- Cache In Trash Out Event
- Ca Earthcache
- Wherigo Cache

Drop Down List

Cache Placed By:


Cache Types



 **Traditional** – A container and log at published waypoint

 **Multi-cache** – A starting point that leads to the hidden final container through multiple stages or waypoints

 **Letterbox Hybrid** – A Traditional cache that is cross-listed on Letterboxing.org with a *Letterboxing Stamp*

 **Unknown Cache** – A Puzzle or “Mystery” cache where the final location is hidden and location must be “solved”

 **Event Cache** – A meeting date, time and location for a community event or a special [CITO](#) clean-up event

 **Earthcache** – A special “virtual” cache that is listed under the [Earthcaching](#) Guidelines – No Containers



 **Wherigo Cache** – A Multi-cache series setup with the special [Wherigo](#) software for an interactive adventure

The Header Section



Now you will select the Size of the final or primary Cache Container. This option is not available for Event caches.

Cache Type:
Traditional Cache

Cache Size:
Not Listed
Not Listed
Ca Micro (e.g. 35mm Film Canister)
Small (holds logbook and small items)
Regular (Rubbermaid, ammo box)
Large (5 gallon bucket)
Ca Other (See description)
SSO JOAT

The cache is still owned by one account, but you can list whoever placed the cache.

Cache Sizes



Micro – Any container less than the “small” size. Generally thought of as a 35mm film canister or smaller.



Small – A container at least the size of your closed fist or larger, but smaller than the “regular” size.



Regular – A container that you can at least fit your foot into. The size of a military ammo can or a coffee can.



Large – A container that you can fit your whole head into (or more). A 5-gallon bucket is a good example.



Other – Also called “unknown” where the cache may not fit into the above and the CO provides a description in the listing, or the CO is just being “evil” and doesn’t want to tell you what you’re looking for!

The Header Section



Give your cache a name. You can enter anything in the Placed By field, but the cache will still belong to the user account it was created under.

A Premium Member can “hide” the listing so that only PM’s can view the cache listing

Cache Name:

Cache Placed By:

The cache is still owned by one account, but you can list whoever placed the cache.

Check if you only want Premium and Charter Members to view this cache.

Select the date the cache was placed. A drop down calendar makes this easy

Date Placed
 (MM/dd/yyyy)

Re

Ba

background image on the web page to the location you define.

May 2012						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

The Header Section




The final parts of the Header are optional. You may enter a Related Web Page and/or an alternate Background Image.

Cache Name:

Cache Placed By:

The cache is still owned by one account, but you can list whoever placed the cache.

Check if you only want Premium and Charter Members to view this cache.

Date Placed
  (MM/dd/yyyy)

Related Web Page:

Background Image URL:

Optional field. This will change the background image on the web page to the location you define.

If you don't have another website in mind, why not put **GeAK!** in there to help increase exposure for your Club?



Entering Coordinates



Coordinates

Degrees and minutes (MinDec) ▾

N ▾ 61 ° 12.345 '

W ▾ 149 ° 54.321 '

Show on Map

Enable cache listing. It is ready for review. (If the listing is not yet ready to be reviewed, uncheck this box.) Note: Only 'Enabled' cache listings are visible to the reviewer.

Enter the coordinates of the cache (or first stage) and then click the “Show on Map” button to verify the location.

Entering Coordinates



Coordinates

Degrees and minutes (MinDec) ▾

N ▾ 61 ° 10.500 '

W ▾ 150 ° 00.000 '

Show on Map

Google
Map data ©2012 Google

If you have entered a number wrong, it will hopefully be obvious from the map view. **Verify Your Coordinates!!!**

Difficulty & Terrain Ratings



Always leave the “Enable cache listing” box unchecked until the cache is completed and ready to publish.

Enable cache listing. It is ready for review. (If the listing is not yet ready to be reviewed, uncheck this box.) Note: Only 'Enabled' cache listings are visible to the reviewer.

Location:

United States

Alaska (AK)

Overall Difficulty Rating:

1 1.5 2 2.5 3 3.5 4 4.5 5

(1 is easiest, 5 is hardest. Try [this system](#) to rate your cache.)

Overall Terrain Rating:

1 1.5 2 2.5 3 3.5 4 4.5 5

(1 is easiest, 5 is hardest. Try [this system](#) to rate your cache.)

Click this link for a D/T Rating Tool

You should have figured out your Difficulty and Terrain ratings while locating your hide and prepping the cache.

Difficulty & Terrain Ratings



Answer these questions about your cache...

Geocache Rating System

Answer the following questions based on the most difficult parts of the cache:

Is an overnight stay likely?

Will it take more than a day to hike in, find the cache, and hike out again?

- No
- Yes

What is the length of the hike?

This is the length of the hike from the most logical parking area to the cache.

- Less than 1/2 mile
Less than 1 km
- 1/2 mile to 2 miles
About 1 to 3 km
- 2 miles to 10 miles
About 3 to 16 km
- Over 10 miles
Over 16 km

Difficulty & Terrain Ratings



What is the trail like?

How is the the most difficult part of the cache? If the cache is within a few feet of a trail, don't worry about the last few feet.

- Paved pathways
Asphalt, concrete, or boardwalks.
- Well marked/defined hardpack
Well packed dirt. You could ride a standard bicycle or push a stroller on this trail without too much effort.
- Other trail types
Could be gravel, sand, mud, etc. May be an animal trail. If you're riding a bike, it had better be a mountain bike.
- Trail? What trail?
There is no real trail. Wheels are out. May be following a stream bed or be very rocky.

Is the path bushy or overgrown?

Overgrowth refers to any plant or other substance that impedes the path. Keep in mind that conditions change; rate based on your understanding of worst-case conditions.

- Not at all
There is no overgrowth at all.
- Some light overgrowth
An adult could step over or around this.
- Yeah, it's pretty overgrown
It's waist-high or so, or it may be thorny or have poison plants.
- The overgrowth is very heavy
I can't see the other side! Some type of machete or other cutting device is probably needed. Very likely to have thorns or poison plants.

Difficulty & Terrain Ratings



What is the terrain elevation like?

How hard is the steepest part of the cache?

- Basically flat
Only slight elevation changes. Easy to do in a wheelchair, stroller, bike, etc.
- Some elevation changes
Changes are slight enough that someone could ride a bike up such a slope.
- Steep elevation changes
Change is steep. Probably could not ride a bike up this slope, but could push it up.
- Severe elevation changes
The only way up the slope is to use your hands. Going down may require the use of your backside.

How easy is it to find the cache?

Please consider visibility, accessibility, and relative signal strength due to tree cover or other obstructions when answering this question.

- Cache is in plain sight or location is fairly obvious.
- Cache could be in one of several locations. Hunter may have to look for a while.
- Cache may be very well hidden, may be multi-leg, or may use clues to location.
- Cache likely requires special skills, knowledge, or in-depth preparation to find. May require multiple days or trips to find.
- Finding this cache requires very specialized knowledge, skills, or equipment. This is a serious mental or physical challenge.

Rate Cache

Clear Form

Click
button
to get
your
ratings

Difficulty & Terrain Ratings



Your cache has been rated 2/2.

Difficulty Rating: 2

- * Easy. In plain sight or can be found in a few minutes of searching.
- ** **Average. The average cache hunter would be able to find this in less than 30 minutes of hunt.**
- *** Challenging. An experienced cache hunter will find this challenging, and it could take up a good portion of an afternoon.
- **** Difficult. A real challenge for the experienced cache hunter - may require special skills or knowledge, or in-depth preparation to find. May require multiple days / trips to complete.
- ***** Extreme. A serious mental or physical challenge. Requires specialized knowledge, skills, or equipment to find cache.

Terrain Rating: 2

- * Handicapped accessible. (Terrain is likely to be paved, is relatively flat, and less than a 1/2 mile hike is required.)
- ** **Suitable for small children. (Terrain is generally along marked trails, there are no steep elevation changes or heavy overgrowth. Less than a 2 mile hike required.)**
- *** Not suitable for small children. (The average adult or older child should be OK depending on physical condition. Terrain is likely off-trail. May have one or more of the following: some overgrowth, some steep elevation changes, or more than a 2 mile hike.)
- **** Experienced outdoor enthusiasts only. (Terrain is probably off-trail. Will have one or more of the following: very heavy overgrowth, very steep elevation (requiring use of hands), or more than a 10 mile hike. May require an overnight stay.)
- ***** Requires specialized equipment and knowledge or experience, (boat, 4WD, rock climbing, SCUBA, etc) or is otherwise extremely difficult.

You will get this report with your D/T rating and some further descriptions of what each level means:

Difficulty & Terrain Ratings



- A **Difficulty** of “**1**” means that the cache is readily visible or totally obvious at GZ
- A **Difficulty** of “**5**” means that the cache is extremely challenging to find and will require multiple trips, puzzles, & TOTT
- A **Terrain** of “**1**” means that the cache is easily handicap & Wheelchair Accessible!
- A **Terrain** of “**5**” means that you must use specialized equipment, such as boat, airplane, scuba, or rock climbing gear

Details: Text or 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

To prevent lost data, we strongly recommend you save an offline copy of your cache description before submitting to the website. In order to protect our users the website automatically filters cache content for dangerous code and in rare cases will remove it without notice.

Valid HTML Tags:

Click the tag name to view allowed attributes.

[Hide](#)

<!-- /-->	+ dd	+ i	+ small
+ a	+ del	+ img	+ span
+ abbr	+ dfn	+ ins	+ strike
+ acronym	+ dir	+ isindex	+ strong
+ address	+ div	+ kbd	+ sub
+ area	+ dl	+ label	+ sup
+ b	+ dt	+ legend	+ table
+ bdo	+ em	+ li	+ tbody
+ big	+ fieldset	+ map	+ td
+ blink	+ font	+ marquee	+ tfoot
+ blockquote	+ h1	+ menu	+ th
+ br	+ h2	+ nobr	+ thead
+ caption	+ h3	+ ol	+ tr
+ center	+ h4	+ p	+ tt
+ cite	+ h5	+ pre	+ u
+ code	+ h6	+ q	+ ul
+ col	+ hr	+ s	+ var
+ colgroup		+ samp	+ wbr

Check this box if you are going to use HTML tags in your cache Descriptions.

Acceptable HTML code list pops up when checked.

If you use any HTML, then the whole listing must be done with HTML.

Some Really Basic HTML



- Start each paragraph with `<p>` and then end each paragraph with `</p>`
- Add line breaks with: `
`
- Insert an online image by using:
``
- Create a hyperlink to another webpage:
`GeocacheAlaska!`

Short Description



- ✓ This section is limited to 500 characters
- ✓ Key information about getting to the cache
- ✓ The introductory section, what you write here will often be the info that will entice people to seek your cache or hit the “return” button and go to the next cache on the list

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

Short Description:

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

Long Description



- No limit to the amount of information here
- This section can have as much or as little information as you desire
- You may post images, embed links, and format the text using many common HTML tags

Long Description:

Details about the cache, including contents of the cache, what the container looks like, etc. You can be as brief or as detailed as you like.

Encoded Hints (Optional)



- Any text placed here will be ROT13 encoded so the visitor has to click a button to read it, or they can manually decipher it in the field
- Any text you place in [brackets] will not be encoded when viewed on the cache listing
- If you don't have a hint, just leave this field blank

Hints/Spoiler Info:

Enter any hints or spoiler information above. This information will be encrypted on the site until a geocacher clicks on a link to unencrypt it, or decodes on the trail. Text within brackets [like this] will not be encrypted. Please keep your hints short, so decoding it on the trail is easier. If you don't have a hint, leave it blank.

Saving the Listing



- You may (and should) save your listing, and then view it, prior to publishing
- Read and check the 2 boxes, make sure the “enabled” box from the earlier section is NOT checked, and then click on “Report New Listing”

Note to Reviewer:

Enter notes that will assist the reviewer in publishing your cache

In order to expedite your new cache publishing, please provide any details for the cache listing that would be helpful to the cache reviewer. The reviewer will delete this note before publishing your listing.

Regarding Trackables:
If you place a trackable item in your cache, you will need to add a log entry to your cache page. After clicking on the submit button, add a log to your cache page like in [the "how to" guide for Trackable Items](#).

Yes. I have read and understand [the guidelines for listing a cache](#).

Yes. I have read and agree to [the terms of use agreement](#).

Saving the Listing



After you “save” the listing, you’ll be right back on the Editing Cache page, but you’ll have this green text note at the top:

Click on “view listing” to go see your cache listing as it will appear online when published

Editing Cache: Sample Cache

[View Listing](#) | [Create New Listing](#) | [Edit Attributes](#) | [Add / Edit Waypoints](#)

Your cache has been edited. [view listing](#)

Cache Type:

Cache Size:

Cache Name:

Now you can add some Attributes and Waypoints

Editing the Listing



When viewing the unpublished listing, you'll find this message at the top of the page. You may return to **Edit Listing** or, if you are finished, check the "Yes" box and click the **Submit for Review** button to send the listing in to be published.

Your cache page has not been reviewed yet. It will not appear in the review queue until you enable it.

Once it is enabled, you will receive a confirmation email that it was successfully submitted. Your local volunteer reviewer will try to begin the review process within 3 days.

Please take a moment to check the listing and ensure it is ready to enable. Clicking "Submit for Review" will enable your cache page.

Yes, the cache is in place and ready to be found

[Submit for Review](#) [Edit Listing](#)

Sample Cache
A cache by [SSO JOAT](#) Hidden : 05/13/2012

Difficulty: ★★☆☆☆
Terrain: ★★☆☆☆

Size: (Micro)

Favorites ▾

This is a Premium Member Only cache.
[Read the audit log](#) (see who viewed your cache)

Navigation

- [Log your visit](#)
- [Watch Listing](#)
- [Edit Listing](#)
- [Edit Attributes](#)
- [Waypoints](#)

GC3K9M9 ▾

After your first Save, you'll have the GC# that you can put on your cache & logs

Editing the Listing



When you visit your Profile page, you'll see a list of your unpublished caches at the top. You may View them and Edit them as often as you need to before publishing.

Your Profile

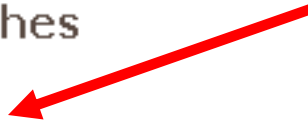
Your Unpublished Disabled Caches

- [Sample Cache](#)
- [Kaching On The Kenai - Annual Picnic](#)

Recently Viewed Caches [View All](#)

GC3K7Y9	About 18 - 20"	Log It
GC3K7KH	Redo, Redux, or Geo-Junk	Log It
GC3F1ZP	Approximately Twenty-Two Sevenths	Log It
GC3K9M9	!Sample Cache	Log It

Sunday, July 29th at
Kenai Municipal
Park, South Pavilion.
See you there!!!



Attributes



- Attributes are a very important part of the cache listing and should always be used
- These are the little icons on the right side of the listing that categorize your cache
- Many traveling cachers filter their cache searches by attributes using Pocket Queries and GSAK, so if you're not using them, you're missing many cachers
- Adding and editing them is very simple...

Attributes







[Geocaching](#) > [Hide and Seek A Geocache](#) > [Edit A Geocache Listing](#) > Add/Edit Geocache Attributes

Editing attributes for Sample Cache

[Edit Details](#) | [View Listing](#)



















Below is a list of current attributes available for this cache type. Choose the attributes that apply to your cache and click on the button below to update your cache listing with this information. **You are limited to a maximum of 15 attributes per listing.** If you don't need the attribute just choose N/R (not related) from the list of options. For example, although a snowmobile is not normally required to find a cache in Florida, you do not need to select the "no" option for it.

Permissions	Allowed	Not Allowed	N/R
 Dogs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
 Bicycles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Motorcycles	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
 Quads	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Go to “Edit Attributes” from the cache listing and select up to 15 radio buttons as desired






















Permissions Attributes



-   Dogs are specifically allowed or prohibited
-   Bicycles are specifically allowed or prohibited
-   Off-Road Motorcycles are allowed or prohibited
-   ATV's are specifically allowed or prohibited
-   Off-Road vehicles are allowed or prohibited
-   Snowmachines are allowed or prohibited
-   Horses are specifically allowed or prohibited
-   Campfires are specifically allowed or prohibited
-   Truck Drivers and Large RVs are allowed or prohibited























Conditions Attributes



-   This is either a good or bad place for small children
-   Cache will take less than an hour... or not
-   Scenic view, or not, from the cache
-   Significant hike, or not, to get to the cache
-   Difficult climbing is required, or not
-  May require wading through water (during the summer)
-  Requires swimming to get to the cache location
-   Cache is available 24/7 or it isn't
-   Recommended at night or it shouldn't be done at night
-   Cache is readily available in the winter or it is impossible in winter
-   Stealth required, or not, to avoid detection by Muggles
-  Livestock may be present (in Alaska, a high moose traffic area)













Conditions Attributes



-   This cache is, or isn't, a Field Puzzle
-   Night Cache or Not a Night Cache
-   Park-N-Grab... or Not
-   The structure is abandoned or occupied
-   Less than 1km (0.62 mile) hike (or Not)
-   Hike between 1km and 10km (or Not)
-   Hike is over 10km (6.2 miles) (or Not)
-   Cache access is or isn't Seasonal
-   Cache is or isn't Tourist Friendly
-   Cache is or isn't located at a Private Residence
-   Teamwork is, or it isn't, required to find this cache










Equipment Attributes



-  There is a fee to access the cache area
-  Rock climbing gear (and skill) is required
-  The only access to the cache is by boat
-  Underwater cache requiring Scuba Diving
-  Flashlight required, usually for a Night Cache
-  An Ultra-Violet light is required (usually a night cache)
-  During winter, snowshoes are required
-  During winter, skis are required (usually trail restriction)
-  A special tool is required to access or open the cache
-  Cache has a radio beacon, such as the Garmin Chirp device
-   Tree Climbing is either required or not required to access cache






















Hazards Attributes



-   There are or are not poisonous or toxic plants in the area
-  Dangerous animals may be present (Bears in Alaska)
-  Ticks – Another great reason to live in Alaska!
-  Open mine shafts, caves, pits, or similar hazards
-  There are unstable cliffs and/or falling rock hazards at cache
-  The area around the cache is a popular hunting area (seasonal)
-  Generic Dangerous Area – Describe the hazards in your listing!
-  Thorns are present (Devil's Club in Alaska)

Facilities Attributes



-   Wheelchair Accessible – Yes or No?
-   Readily available parking near the cache?
-  Public mass transit is readily available
-   Drinking water is available
-   Public Restrooms are available
-   Public telephone available, or there is No Cell Service
-   Picnic tables are available for public use
-   Camping is allowed or prohibited
-   Terrain will allow a typical baby stroller... or it won't
-   There is fuel available near this cache (used in remote areas)
-   Restaurant is available near the cache (used in remote areas)

Additional Waypoints



- ✓ Additional Waypoints are required for Multi and Puzzle caches, but extra waypoints may be added to any cache if desired
- ✓ Waypoints may be set as visible or hidden by the CO – when you create the stages in a Multi or the final of a Puzzle, use Hidden
- ✓ Information for cachers about parking locations or trailheads can be placed as visible or “child” waypoints for the cache

Additional Waypoints



Waypoint Collection
[Add a New Waypoint](#)

For listing: [Sample Cache \(Not Published\)](#)

Add a New Waypoint

Quick Entry:
[Parking](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [Final](#)

Type:
-- Choose a Waypoint Type --
Final Location
Parking Area
Question to Answer
Reference Point
Stages of a Multicache
Trailhead

Quick Entry
links pre-fill the
name, code,
and prefix



Choose the Type of Additional Waypoint

Additional Waypoints



- **Final Location** – Used for Multi and Puzzle caches to record the actual location of the final, hidden cache
- **Parking Area** – A place to park when seeking this cache
- **Question to Answer** – Used in Multi caches to designate locations where the cacher would gather information from existing objects, such as signs. No containers hidden.
- **Reference Point** – A generic waypoint for use in marking trails or points of interest related to any type of cache
- **Stages of a Multicache** – These are the places where a physical container or an object is hidden by the CO as part of a Multicache series. These points are subject to the tenth-mile saturation rule in regards to other caches that are not part of this Multicache series.
- **Trailhead** – Used to mark the starting point of a trail

Additional Waypoints



Type:

Name:

Waypoint Lookup Code:

A lookup code is a 6 digit (or less) code to describe the waypoint. In the future, Geocaching.com may use this as the name for your waypoint when saving to the GPS, but for now it should just be unique for this set. STAGE1 or FINAL are good names for the lookup code. The codes in the collection should be unique.

Prefix Code:

A Prefix Code is a two character code that is used when a waypoint is associated with another listing. These codes need to be unique for each waypoint on the list. GC, TB, WP and WM are reserved prefix codes.

Give the waypoint a Name and unique “Lookup” and “Prefix” codes.

The Prefix Code is 2 characters that will replace the “GC” of your cache ID number as the name of the child waypoint. For example, if your cache ID is **GC3K9M9** and you assign a Parking waypoint with the Prefix “**PK**”, then the child waypoint would be **PK3K9M9**.

Additional Waypoints



Coordinates:

Degrees and minutes (MinDec) ▾

N ▾ 60 ° 30.000 '

W ▾ 151 ° 15.000 '

As a convenience, some coordinates have been automatically provided. They are simply the original waypoints of your cache page so be sure to edit the numbers as needed so that they accurately reflect your new Additional Waypoint.

Enter the Coordinates for the Waypoint

The published coordinates from the cache are pre-filled into the fields, edit them as needed for your Additional Waypoint

Additional Waypoints



Description (UBB Code Allowed):

Show all information for this waypoint, including coordinates
 Show the details of this waypoint but hide the coordinates
 Hide this waypoint from view except by the owner or administrator

Create Waypoint

Finally, you may enter a description for the waypoint. Select the proper transparency of the waypoint from the 3 radio buttons for visible to all, visible details with hidden coordinates, or completely hidden (as in a puzzle final).

Finished!!!



- ❖ That's all there is to it! Easy as Pi
- ❖ We will finish up this presentation by giving a fast overview of the new Beta "Wizard" cache creation tool
- ❖ The parts and result are the same, it's just a slightly different method of getting there

New Beta Method




Learn ▾ Your Profile ▾ Play ▾ Community ▾ Shop ▾ Partnering ▾ Videos Follow Us ▾

[Geocaching](#) > [Hide and Seek A Geocache](#) > Submit a New Cache Listing

Submit a New Cache Listing

According to our records, you own a cache or caches that may need your attention:

 [Merchant Mariners Memorial](#) (GC1RHQE) - Needs Maintenance

Please make sure to resolve any issues with your existing cache(s) before submitting a new listing.

[Go to your profile](#) or [read about cache maintenance](#).

[Continue Anyway](#)

When you start the Beta “Wizard” you will get a Nag Screen if you have any caches that Need Maintenance!

New Beta Method



1. Cache Basics 2. Location 3. Additional Waypoints 4. Description 5. Container & Ratings 6. Submit Cache

Submit a New Cache Listing

Cache Name

Cache Placed By
This cache is officially owned by one account, but you can list whoever placed the cache (one or more usernames).









Date Placed
MM/dd/yyyy

There are 6 Steps that take you through the same cache listing building process

New Beta Method



Cache Type
[Full descriptions of all cache types](#)


-  **Traditional Cache**
Consists of at least a container and a logbook; located at the listed coordinates.
-  **Letterbox Hybrid**
Another form of treasure-hunting; includes GPS coordinates, a stamp for letter-boxing, and may have stages.
-  **Unknown Cache**
Includes Mystery, Puzzle and Challenge caches. The cache may or may not be at the listed coordinates, and may require that the seeker solve a puzzle, or fulfill challenge requirements.
-  **Earthcache**
An educational location, with a focus on geoscience; does not include a cache container.
-  **Multi-cache**
Involves two or more locations, the final location being a physical container.
-  **Event Cache**
A gathering of geocachers.
-  **Cache In Trash Out Event**
Organized project-based events that benefit the larger community and natural environment.
-  **Wherigo Cache**
Combines an adventurous journey with a physical geocache, using a Wherigo cartridge.

There are more icons and descriptions as you go through the Beta “wizard” process to help guide the way

New Beta Method



Let's work on the location for your Traditional Cache

 Sample Cache

Please enter cache location coordinates

N 60°30.000 W 151°15.000

[Confirm coordinates on map](#)

Coordinates can be entered in one of the following formats (examples refer to the same location).

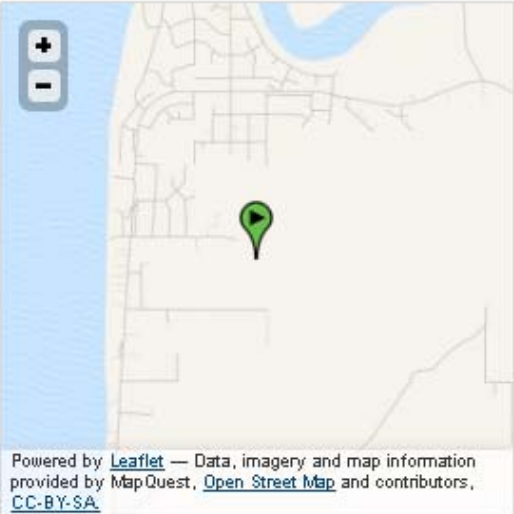
- N 47°36.373 W 122°19.924
- N 47°36'22.380" W 122°19'55.440"
- 47.606217, -122.332067
- N 47.6062° W 122.3321°

Learn more about [coordinates](#).

Location

United States

Alaska (AK)



Powered by [Leaflet](#) — Data, imagery and map information provided by [MapQuest](#), [Open Street Map](#) and contributors, [CC-BY-SA](#).

Coordinates are entered in a single string instead of separate boxes with multiple formats accepted

New Beta Method



1. Cache Basics 2. Location 3. Additional Waypoints 4. Description 5. Container & Ratings 6. Submit Cache

Let's consider additional waypoints for your cache page

Sample Cache

Additional Waypoints ⓘ

Type	Visibility	Prefix	Name	Coordinates	Description	Actions
? ▾	📶 ▾	<input type="text"/>	<input type="text"/>	N 60° 30.000 W 151° 15.000	<input type="text"/>	📄

[Continue](#) If you are not adding additional waypoints, click "Continue"

The Beta “wizard” request Additional Waypoints as an integral part of the cache creation process

New Beta Method



Include a hint?
You can add a hint to your cache page. It will appear encrypted until a geocacher chooses to decrypt the hint. Hints should be helpful and succinct. Text within brackets [like this] will not be encrypted. [More about hints.](#)

Yes No

Would you like to add a background image URL? This will change the default background to the image you define. Small images will tile repeatedly.

You can choose to add a related web page to further enhance the geocaching experience. Input the URL here. Do not link to commercial, political or charitable websites. [Learn more.](#)

Who should be able to see this cache page? [Learn more about Premium Membership.](#)


All members of Geocaching.com
 Premium and Charter Members only.

Familiar stuff with Hints, URL, and Backgrounds

New Beta Method

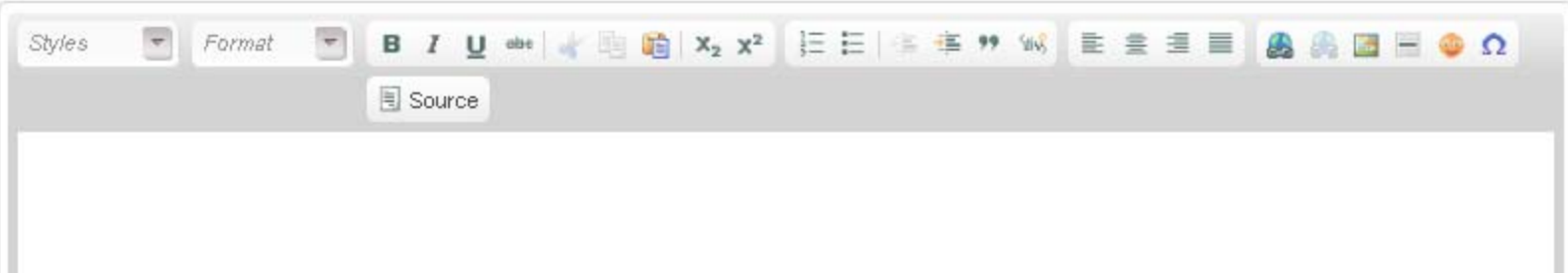


Let's work on the description for your Traditional Cache

 Sample Cache

To prevent lost data, we strongly recommend that you save an offline copy of your cache description before submitting to the website. In order to protect our users the website automatically filters cache page content for dangerous code and, in rare cases, will remove it without notice.

Cache Summary
Using 500 characters or less, summarize this geocaching experience. Toggle the Source button to enter your own HTML.



Both short and long Description boxes have a WYSIWYG text editor for easy HTML formatting

New Beta Method



Choose Attributes

You may choose up to 15 attributes to describe this cache.

Some attributes have more than one state. Click once for 'applicable'; click twice for 'not applicable', 'not recommended' or 'not permitted'. Click two or three times to remove an attribute.

Note: It is not necessary to show all non-applicable attributes. Although a snowmobile is not required to find a cache at the beach, you do not need to specifically exclude it.



Finally! An attribute selector is built in!

There are no more excuses for having the “*No Attributes Selected*” sign on your cache listing

New Beta Method



Let's work on the container and ratings for your Traditional Cache

Sample Cache

What size is your geocache container?

Other Micro Small Medium Large Not Chosen

Container sizing has gone visual!

New Beta Method



What is the Difficulty/Terrain rating?
1 is easiest, 5 is hardest. We recommend [this system](#) to rate your cache.

Overall Difficulty

1 1.5 2 2.5 3 3.5 4 4.5 5

Overall Terrain

1 1.5 2 2.5 3 3.5 4 4.5 5

The same cache rating tool is linked in the background, but new D/T icons assist up front

New Beta Method



1. Cache Basics

2. Location

3. Additional Waypoints

4. Description

5. Container & Ratings

6. **Submit Cache**

Submit your new Traditional Cache

Sample Cache

Congratulations! Your cache page is almost complete and ready for review. If there is additional information that the reviewer should know regarding this cache, please include it in the Note to Reviewer below. This note will be posted to the cache page and will be deleted on publication.

Dear Reviewer,

At the end of the process, you can enter a reviewer note in preparation for publishing





New Beta Method



Preview Click to preview your cache listing before submission. You can enable it for review on the next page.

Save and Exit If you are still working on this cache listing, click here to save your existing content. You will then be taken to your profile page.

Choose Your Language: [English](#) ▼

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You end with 2 options: You can Preview the cache listing (and submit from the cache page itself) or you can Save the cache for later Editing via the “old” method

Join the party



- ❖ It's time for the annual Calendar Photo Contest!
- ❖ Open to all **Cheechako** and **Sourdough** Members
- ❖ Look for details in the [Forums](#), [Newsletters](#), and coming soon to the [GeocacheAlaska!](#) website
- ❖ All valid submissions will be posted to a new photo album on our website as they come in!

Grab your Cameras!



Send all entries via email to:
PhotoContest@GeocacheAlaska.org

Include your name, the Alaskan cache it was taken at, the category, and the title or caption you've given to the image.

Resources



- GeocacheAlaska! Inc. Education Page:
www.geocachealaska.org/education.htm
- Hiding your First Geocache:
www.geocaching.com/about/hiding.aspx
- Groundspeak Help Center:
support.groundspeak.com
- GeocacheAlaska! Forums:
geocachealaska.proboards.com
- Geocache Listing Requirements / Guidelines:
www.geocaching.com/about/guidelines.aspx

