



Trails Day Event Registration Tips

EASIER THAN EVER!

Go To Our New Website trailsday.org

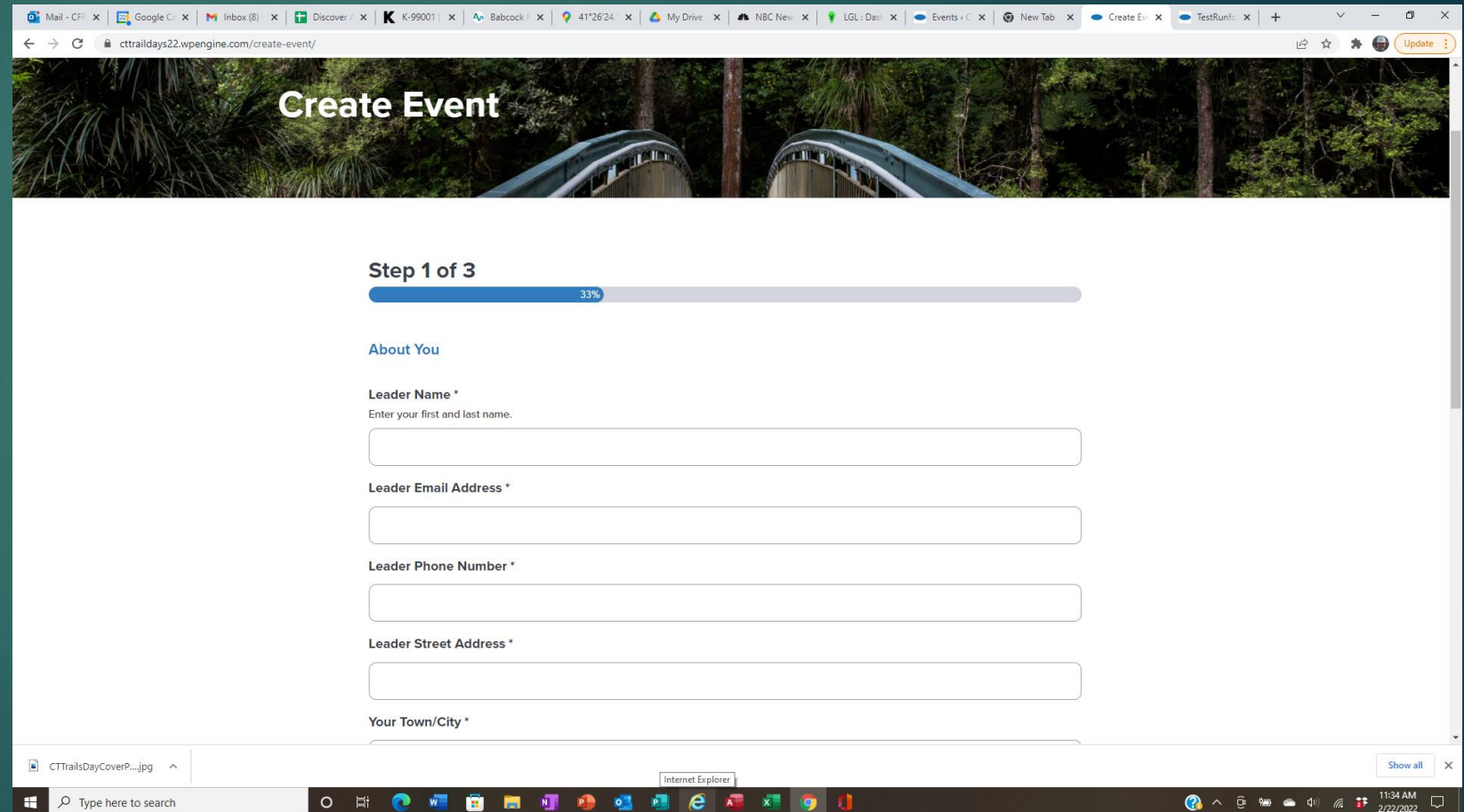
The screenshot shows a web browser window with the URL `trailsday.org`. The page features a large hero image of a bridge in a forest. Below the image, there are two buttons: "CREATE EVENT" (blue) and "VIEW MAP" (green). A blue bar labeled "Event Filter" is positioned above a "Filter by city" dropdown menu, which is currently set to "All Cities". Below the filter, a single event card is displayed for "Old Lyme" with a "MODERATE" difficulty level. The event is titled "TestRunforTrailsDay" and includes tags for "DOG-FRIENDLY" and "RUN". The event details are: "Sat, Jun 4", "09:00 am - 12:00 am", "5 miles", and "20 Open Spots". A "Show all" button is visible at the bottom right of the event list. The Windows taskbar at the bottom shows the date and time as "11:09 AM 2/22/2022".

Click “Add an event”

- ▶ No username needed.
- ▶ No password needed.
- ▶ Same registration questions as in the past (a little shorter!)
- ▶ Complete all required fields.
- ▶ Click “Submit Your Event” on last page.
 - ▶ Watch for a confirmation pop-up at the end.
 - ▶ If you don't get a confirmation pop-up, your event was not submitted.
 - ▶ Check your form for missing required information.

Create An Event Step 1

- ▶ About You
 - ▶ Name
 - ▶ Email
 - ▶ Phone
 - ▶ T-shirt size
 - ▶ Additional leaders



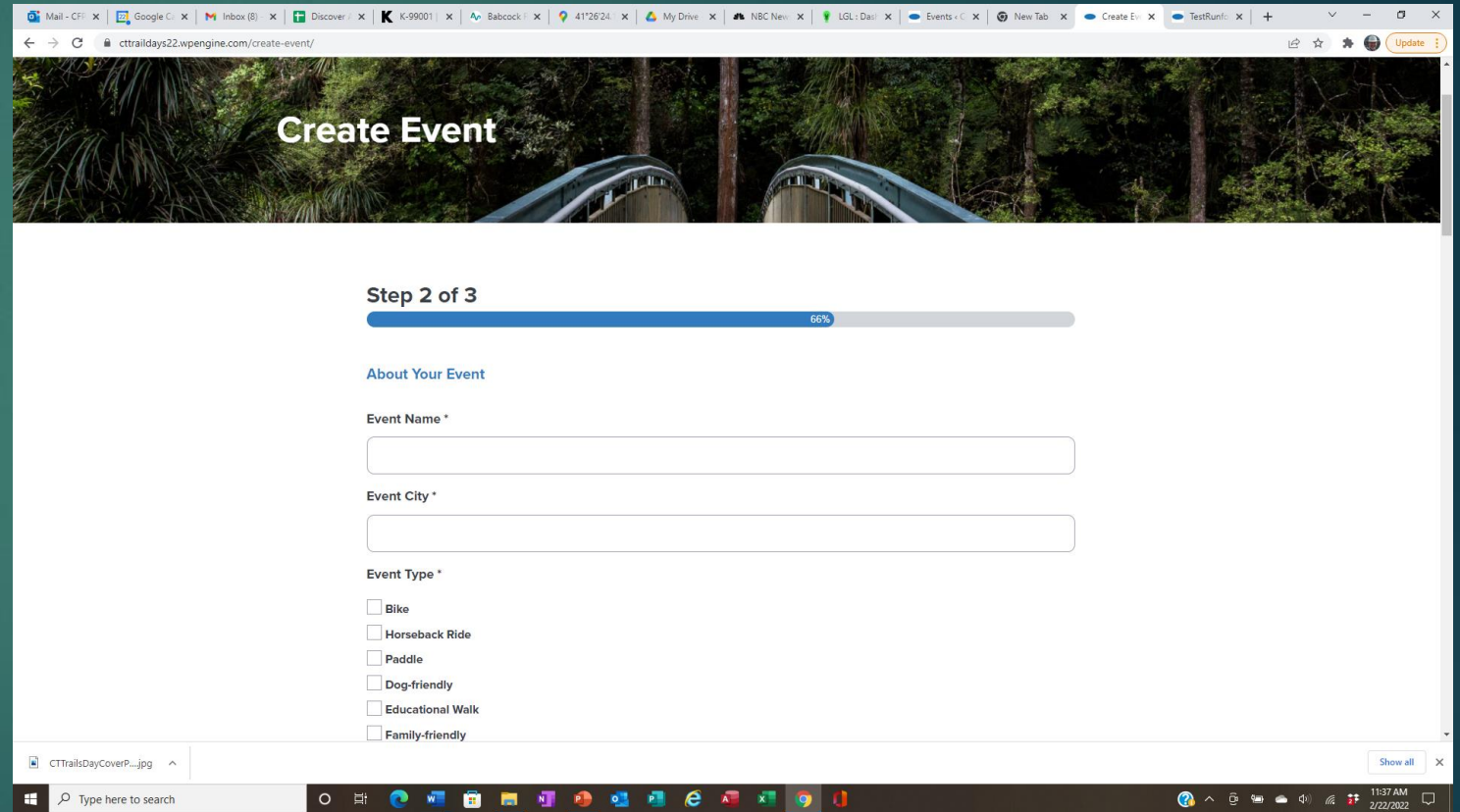
The screenshot shows a web browser window with the URL cttraildays22.wpengine.com/create-event/. The page features a header with the text "Create Event" and a progress bar indicating "Step 1 of 3" at 33% completion. Below the progress bar, the "About You" section contains several required fields:

- Leader Name ***: Enter your first and last name. (Input field)
- Leader Email Address ***: (Input field)
- Leader Phone Number ***: (Input field)
- Leader Street Address ***: (Input field)
- Your Town/City ***: (Input field)

The browser's taskbar at the bottom shows the Windows Start button, a search bar, and several application icons including Internet Explorer, Word, and various utility programs. The system tray on the right indicates the time is 11:34 AM on 2/22/2022.

Create An Event Step 2

- ▶ About Your Event
 - ▶ Event name
 - ▶ Location
 - ▶ Event type
 - ▶ Dates and time
 - ▶ Attendance restrictions
 - ▶ Miles
 - ▶ Event description
 - ▶ Location and directions
 - ▶ Partner organizations

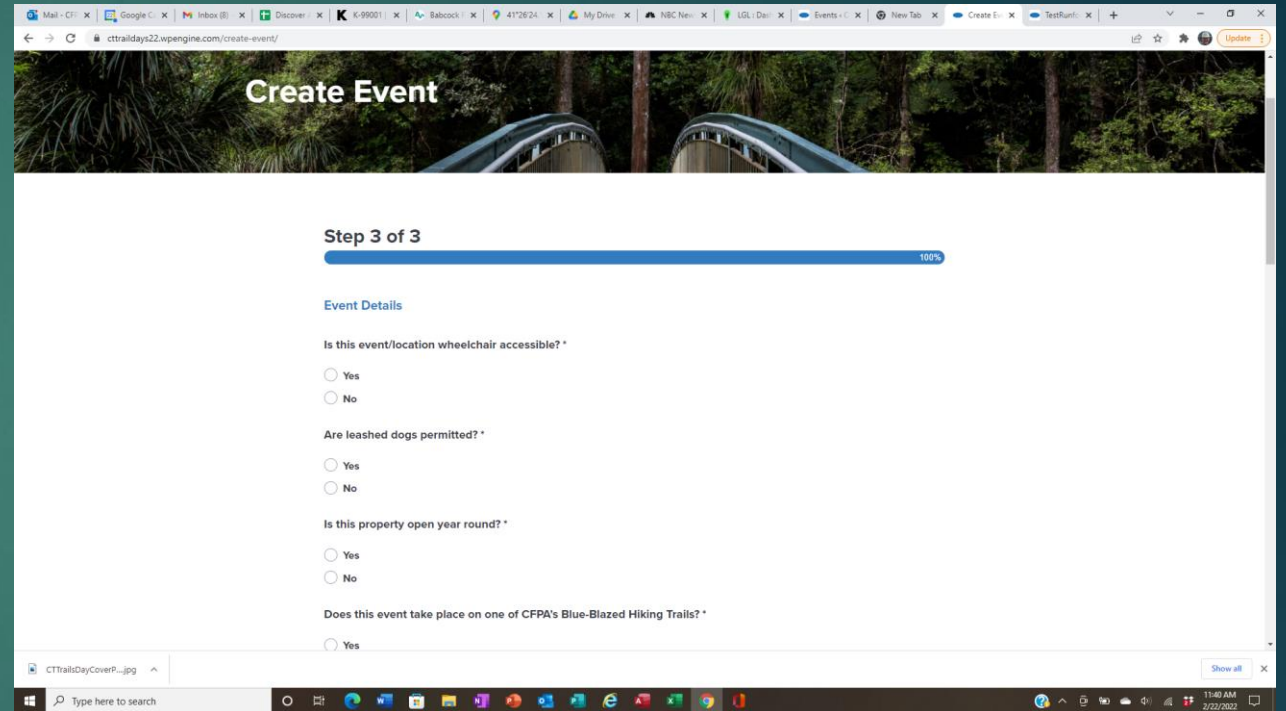


The screenshot shows a web browser window with the URL ctraildays22.wpengine.com/create-event/. The page features a header image of a wooden bridge over a stream in a forest, with the text "Create Event" overlaid. Below the header, a progress bar indicates "Step 2 of 3" with a 66% completion rate. The main content area is titled "About Your Event" and contains the following form fields:

- Event Name ***: A text input field.
- Event City ***: A text input field.
- Event Type ***: A list of checkboxes:
 - Bike
 - Horseback Ride
 - Paddle
 - Dog-friendly
 - Educational Walk
 - Family-friendly

Create An Event Step 3

- ▶ Event details
 - ▶ Accessibility
 - ▶ Dogs allowed
 - ▶ On a national/ state/ or CFPA trail
 - ▶ Attach a map, photo or trail guide
- ▶ Click “Submit Your Event”



The screenshot shows a web browser window with the URL cttrailsdays22.xpengine.com/create-event/. The page title is "Create Event". A progress bar indicates "Step 3 of 3" is 100% complete. The "Event Details" section contains the following questions:

- Is this event/location wheelchair accessible? *
 - Yes
 - No
- Are leashed dogs permitted? *
 - Yes
 - No
- Is this property open year round? *
 - Yes
 - No
- Does this event take place on one of CFPA's Blue-Blazed Hiking Trails? *
 - Yes

The Windows taskbar at the bottom shows the time as 11:48 AM on 2/22/2022.

Suggestions

- ▶ If you don't have an exact address for your event's meeting place, go to Google Maps, drop a pin on the start point and copy the GPS coordinates for that pin into the "Event Street Address" field.
- ▶ Use the new feature to upload any maps, photos or event files.
- ▶ Watch for your event's confirmation email. We'll let you know your event has been published.
- ▶ Use your event's URL to promote registration on your website and social media.
- ▶ Guest registration will not open until May 1st. You should plan your publicity accordingly.

We'll Review Before We Publish

- ▶ We'll check for accuracy and missing info.
- ▶ We'll send you an email when your event has been published.
- ▶ You will automatically get an email every time a new guest registers.
 - ▶ Heads up! Emails may go to spam folders.
- ▶ Your guests will automatically get a confirmation email when they register.
- ▶ We'll give you a username and password to access a leader dashboard to manage your event(s) and welcome guests.

Your Dashboard

- ▶ Username is always your email address.
- ▶ Once signed in, “pin” the page to your toolbar for easy access.
- ▶ You will be able to edit your event from your dashboard.
- ▶ If you have more than one event, they will all be on one dashboard.
- ▶ Contact information for all guests will be on your dashboard.
- ▶ Your dashboard will show total number of guests.
- ▶ Events with limited capacity will be automatically closed when the capacity is met.

If You Need Help

Email: trailsday@ctwoodlands.org

Call Chuck: 860-961-0255

Thanks, Happy Trails!

