



Trails Day Event Registration Tips

EASIER THAN EVER!

Go To Our New Website trailsday.org

The screenshot shows a web browser window displaying the homepage of trailsday.org. The browser's address bar shows the URL "trailsday.org". The page features a large hero image of a bridge in a forest. Below the image, the text "CT Trails Day 2022" is displayed in white. Two buttons are visible: a blue "CREATE EVENT" button and a green "VIEW MAP" button. Below this, there is a blue "Event Filter" button. A "Filter by city" section shows a dropdown menu set to "All Cities" with a sort icon. A list of events is shown, with the first event being "TestRunforTrailsDay" in Old Lyme, categorized as "MODERATE", "DOG-FRIENDLY", and "RUN". The event details include the date "Sat, Jun 4", the time "09:00 am - 12:00 am", the distance "5 miles", and "20 Open Spots". The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray on the right shows the time "11:09 AM" and the date "2/22/2022".

trailsday.org

CT Trails Day 2022

CREATE EVENT VIEW MAP

Event Filter

Filter by city

All Cities

Old Lyme MODERATE

TestRunforTrailsDay

DOG-FRIENDLY RUN

Sat, Jun 4
09:00 am - 12:00 am
5 miles
20 Open Spots

CTTrailsDayCoverP...jpg Show all

Type here to search

11:09 AM
2/22/2022

Click “Create Event”

- ▶ No username needed.
- ▶ No password needed.
- ▶ 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 image of a bridge over a forest with the text "Create Event". Below the header, a progress bar indicates "Step 1 of 3" with a 33% completion rate. The "About You" section contains the following fields:

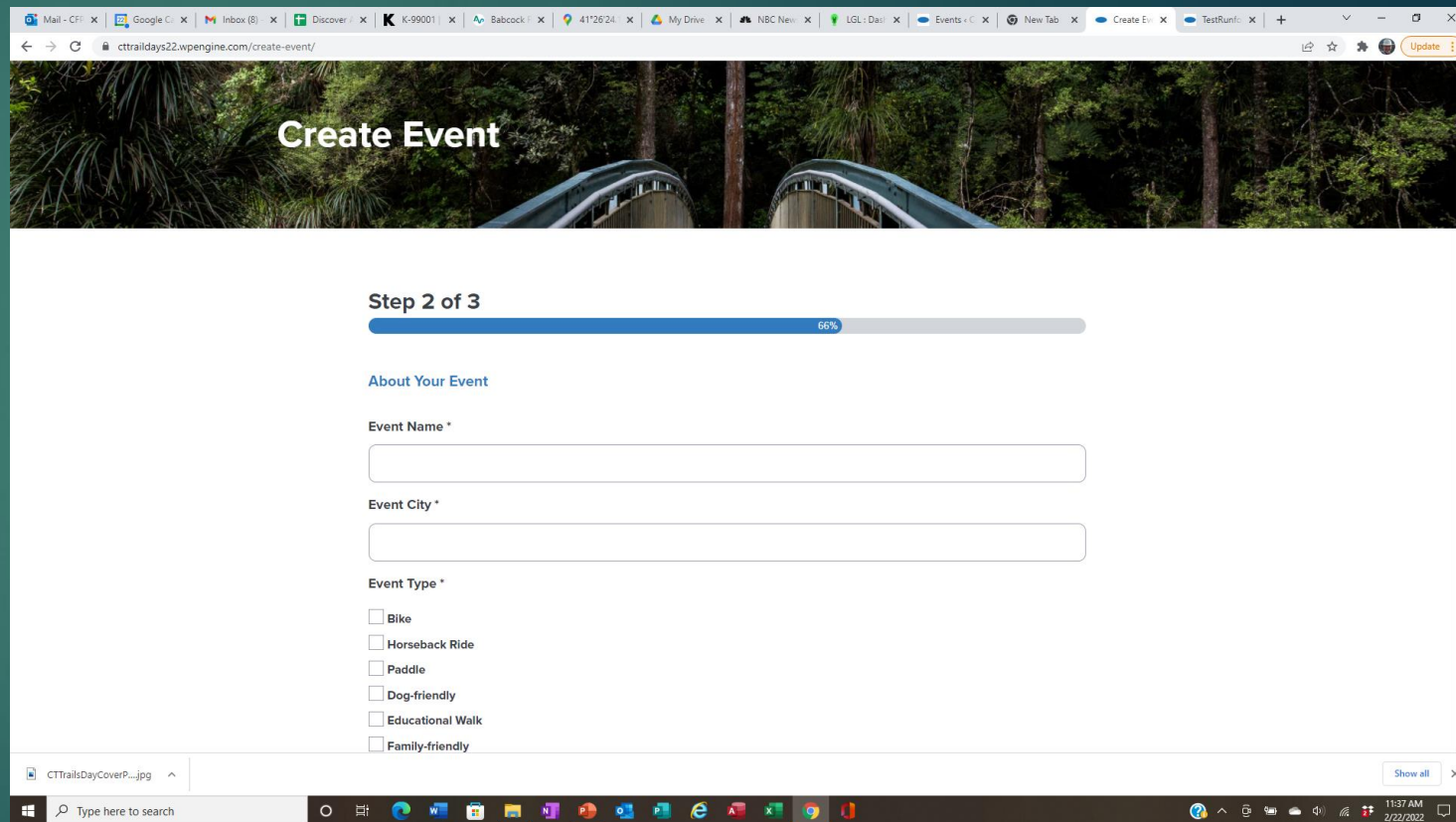
- Leader Name ***
Enter your first and last name.
- Leader Email Address ***
- Leader Phone Number ***
- Leader Street Address ***
- Your Town/City ***

The browser's taskbar at the bottom shows the date and time as 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



cttraildays22.wpengine.com/create-event/

Create Event

Step 2 of 3

66%

About Your Event

Event Name *

Event City *

Event Type *

- Bike
- Horseback Ride
- Paddle
- Dog-friendly
- Educational Walk
- Family-friendly

CTTrailsDayCoverP...jpg

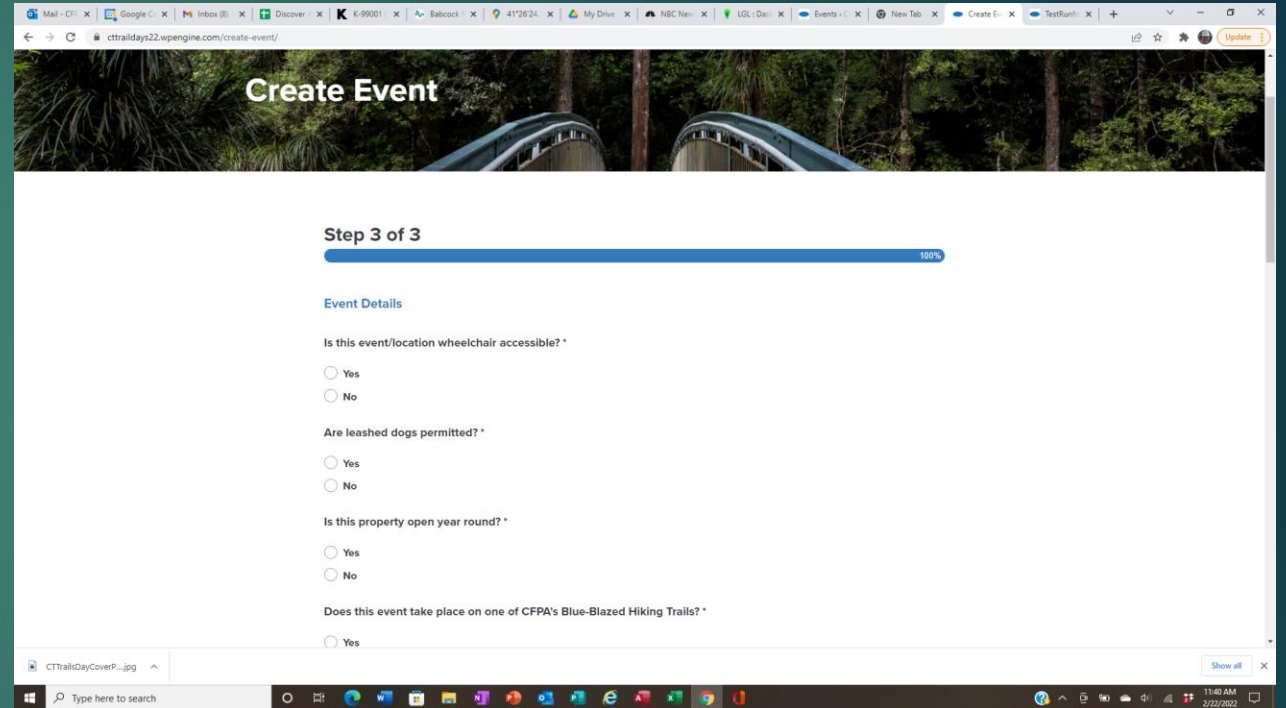
Type here to search

11:37 AM
2/22/2022

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.wpengine.com/create-event/. The page title is "Create Event" and the 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 11:45 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.
- ▶ To provide additional information, you can upload any maps, photos, links 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 8th. You should plan your publicity accordingly.

We'll Review Before We Publish

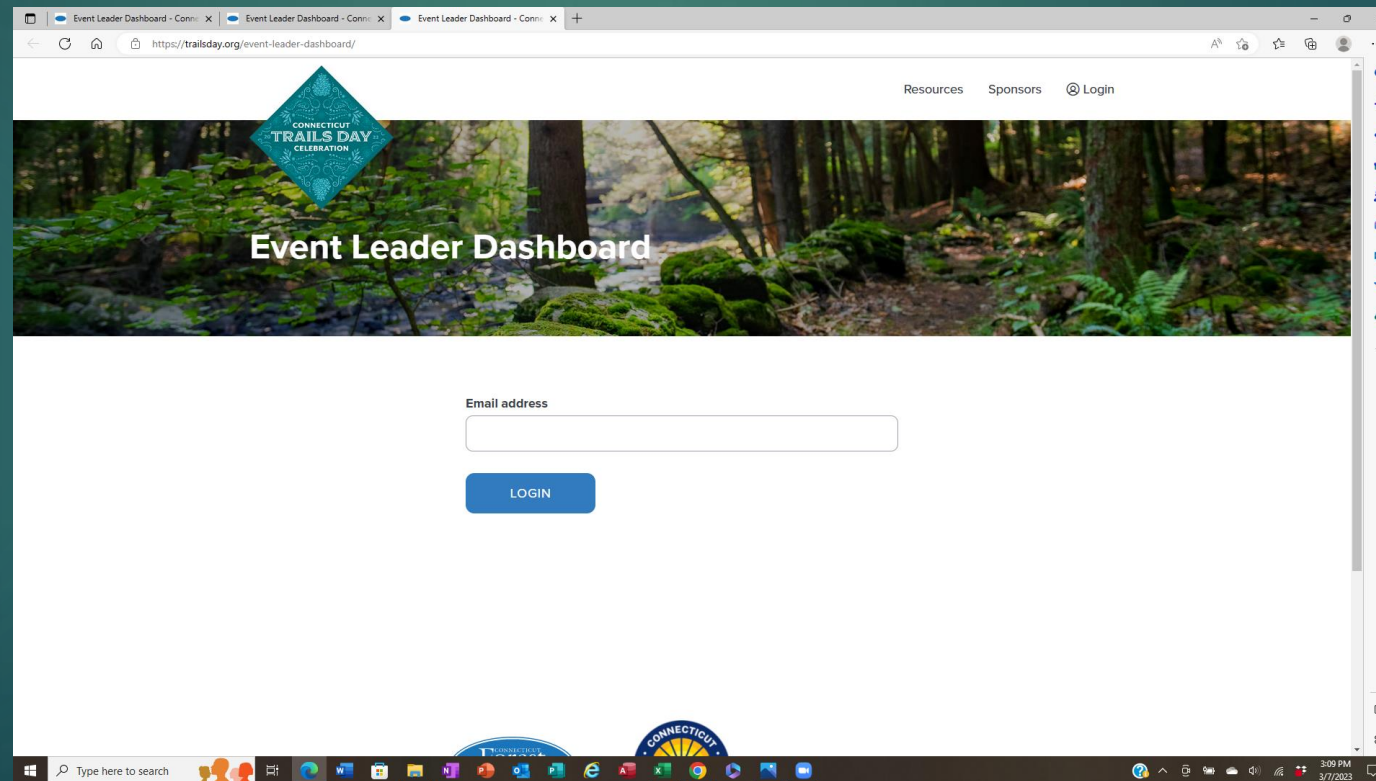
- ▶ We'll check for accuracy and missing info.
- ▶ We'll send you an email when your event has been published.
- ▶ You will automatically get an email every time a new guest registers.
 - ▶ Heads up! Emails may go to spam folders.
- ▶ Your guests will automatically get a confirmation email when they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

Your Dashboard

- ▶ Go to trailsday.org and look to the upper right for the “Sign-in” button.
- ▶ Username is always your email address.
- ▶ 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.
- ▶ Events with limited capacity will be automatically closed when the capacity is met.

Guest Registration Will Open May 8

- ▶ You'll receive an email when each participant registers with their contact information and the number of attendees.
- ▶ We'll provide a link to view and download all participant contact information for your event(s) in one place. Just enter your email.



Then Click On The Download Button To Get All The Details

The screenshot shows a web browser window displaying the 'Event Leader Dashboard' for the Connecticut Trails Day Celebration. The page features a header with navigation links for 'Resources', 'Sponsors', and 'Login'. Below the header is a large banner image of a forest with the text 'Event Leader Dashboard'. The main content area displays a table titled 'Chuck's Test' with three columns: 'Name', 'Email Address', and 'Phone Number'. The table contains three rows of registration data. Below the table is a blue button labeled 'DOWNLOAD CSV' and the text '3 total registrations.'.

Name	Email Address	Phone Number
Meaghan Strange	mstrange@ctwoodlands.org	(860) 346-8733
Chuck Toal	trailsday@ctwoodlands.org	
Meaghan Strange	mstrange@ctwoodlands.org	(860) 346-8733

[DOWNLOAD CSV](#) 3 total registrations.

If You Need Help

Email: trailsday@ctwoodlands.org

Call Chuck: 860-961-0255