Trails Day Guest Registration

A Leader's Guide





Here is the trailsday.org landing page with event "tiles". (Excuse the screen shots, but you get the idea!)

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nia (MODEF	RATE Q AV		Parkhamsted	MODERATE	Barkhamsted	MODERATE
Recreation	Wit	th Avon Land		State	Mountain/	Indian
TIONAL WALK	Dog	-FRIENDLY	FAMILY-FRIEND		EDUCATIONAL WAL	
			Sat. Jun 4).	Sat. Jun 4	TIME
	09:3	0 am - 11:30 am	09:00 am - 02 6 miles	2:00 pm	09:30 am - 02:30 5.8 miles	pm
in Spots			Open Event		Open Event	
in Falls MODER	RATE Ø Ber	din (H	ARD Ø Bethany	MODERATE	Bethlehem	EASY
			Woodlar	nds Walk	Trail And I	
FRIENDLY			EDUCATIONAL NATURE WALK)	DOG-FRIENDLY	
	6 mil	les	Sat. Jun 4 10:00 am - 11:4	45 am	NATURE WALK	
			approx. 2 mile	25		
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When a guest signs-up, they'll click your tile and find the "register" button on the next page:

CONNECT	DAY	© Grotor Test ногѕевл	t #2	Resources	Sponsors	© Login	
	🛗 Sat. Jun 4	02:00 pm - 03:00 pm	Q 2 miles	10 Open Spo	ts		
	Details Location	REGI	STER	5			
	This is a test Event Leader(s)			No Dogs Permit	ted		DAYS

After they click Register, they will see the following page. (Name, contact info., acknowledgement of risk.)

TRAIL	SDAY			Resources Sporsors	©Logn
		Graten			2
		Test			
	😂 Set Jan 4	© 6200 pm - 0300 pm	<u>0</u> 2 mins	10 Open Spots	
	Your Information	CLOS	× ×		
	Voor first name *		ur last name *		
	Email address *) (one number *		

Add any other adults to this event,	
Name	Email address
	\odot
Children	
Add any children to this event.	
Name	
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Nave read and understand the event description. (verify that) and any minic children accompanying me as and common sense while participating in the activity	e able to participate in the activity competently and safely and self-use due care, ordinary caution
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I have read and understand the event description.	
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and common sense while participating in the activity	
I agree to follow any safety instructions that have been provided to me.	
I understand that there are inherent risks and unlessen dangers that can le	ead to injury when participating in outdoor recreation activities.
I am fully aware that I am origaging in this activity at my own risk and an in	inponsible for any injuries or damages that may occur to myself, property or thi
parties while participating in the activity, including as a result of operation of	or use of any equipment.
Induate the Connecticut Forest & Park Association (CFRU its officers, dire	ctors, employees, representatives, affiliates, agents, volunteers, and all other
persons or entities acting in any capacity on their behalf ("CITM Parties") In	on any liability that may also from participation in the overst and waive any an
	oly on their behalf, including those resulting from my own negligence and/or th
negligence of others, including CFPA and the CFPA Parties.	
Nothing haven shall supervise other agreements if save entered into with	OIR.
2004 00-0	
Details Location	
This is a test	140 Dogs Permitted
Event Leader(s)	
Charles Toal	
(860) 963,0255	



You will get an email with the guest's name and attendee count. They'll have all the contact information you need to reach out to your participants by phone, text or email.

> From: **Trails Day** <<u>info@trailsday.org</u>> Date: Thu, Apr 21, 2022 at 11:19 AM Subject: New Registration for Test #2 To: <<u>chucktoal@gmail.com</u>>

- First Name: Meaghan
- Last Name: Strange
- Email: <u>mstrange@ctwoodlands.org</u>
- Phone Number: (000) 000-0000
- Total Registrations Made by Individual: 4



To Get Updated Guest Info

- Go to: https://trailsday.org/event-leader-dashboard/
- Enter the email address that was used to register your event. (Next screen)
- You will get a desktop that will display all your events. (Second screen)
- Click on the event to get a list of guests, a total count and contact information.
- Download the data and save the information.



Enter Your Email Address

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← → C ■ traitsday.org/event-leader-dashboard/	It's almost time for CT	Trails Day! Participant signu	o opens May 10th.		🖻 🖈 🖈 🖬 🎧 (Update i)
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Download Your Guest List





Your guest will get an email too:

From: Trails Day <<u>info@trailsday.org</u>> Subject: You Have Registered for CT Trails Day! Date: April 21, 2022 at 11:19:13 AM EDT

To: mstrange@ctwoodlands.org

Thank you for registering for Connecticut Trails Day! You are registered for the Test #2. If you need to make changes to your registration or if you have event questions, please contact your event leader.

Visit <u>www.trailsday.org</u> for additional event info, event updates, hiking tips and to learn about our Connecticut Trails Day sponsors.

Connecticut Trails Day is a program of the Connecticut Forest & Park Association (CFPA), a non-profit conservation organization. To support Connecticut Trails Day and to learn about our work with the Blue-Blazed Hiking Trails, conservation, environmental education and advocacy, visit <u>www.ctwoodlands.org</u>.



Open Spots will decrease automatically on your tile as attendees sign-up.





When your limited event fills up:

- Your event tile will be marked "Closed".
- Your landing page registration button will be removed.
- No more registrations will be accepted unless your capacity is increased. If you increase your capacity, your tile will reopen and show the new spaces available. (See edit on your dashboard.)
- All leaders receive registration info. Save these emails to track attendee information and count. <u>Be sure to check your Junk Folder.</u>



Have Questions?

Contact Chuck at: trailsday@ctwoodlands.org



Thanks For Making Trails Day Happen!



