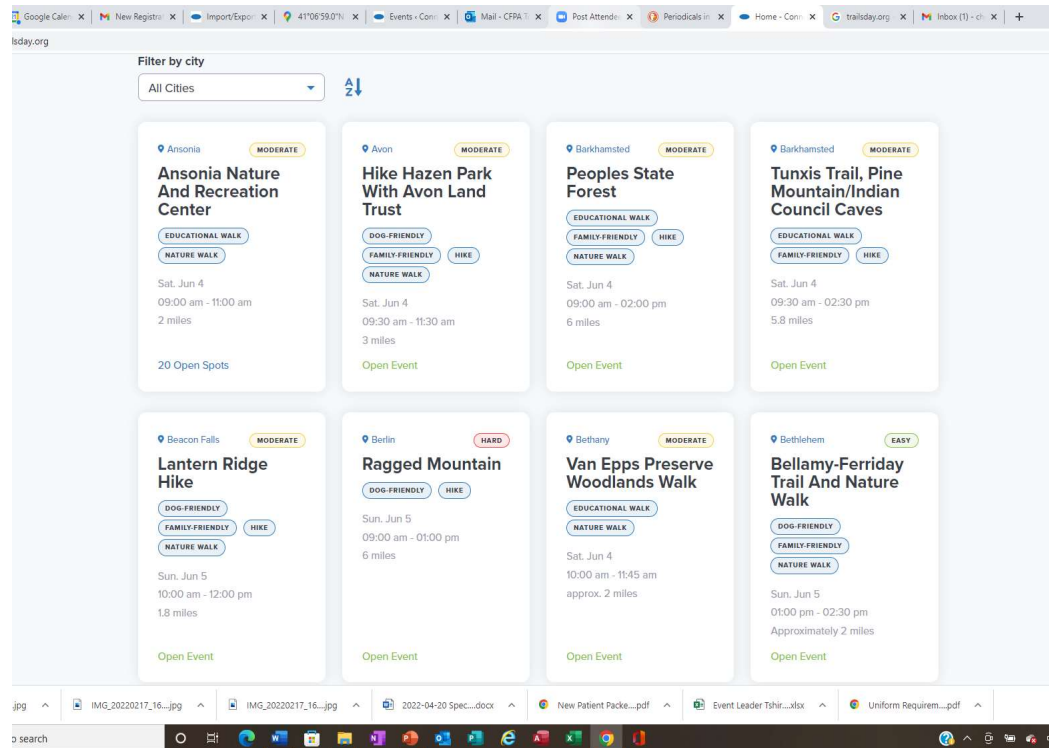


# Trails Day Guest Registration

A Leader's Guide



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



When a guest signs-up, they'll click your tile and find the "register" button on the next page:  
(As of 5/8/24)

The screenshot shows a web interface for an event. At the top left is a teal diamond logo with the text 'CONNECTICUT TRAILS DAY CELEBRATION'. The top right has links for 'Resources', 'Sponsors', and 'Login'. The main content area features a background image of a forest. In the center, there's a white box with the following information: 'Groton' with a location pin icon and an 'EASY' difficulty tag, 'Test #2' title, and a 'HORSEBACK RIDE' tag. Below this is a row of four white boxes with rounded corners: 'Sat. Jun 4' with a calendar icon, '02:00 pm - 03:00 pm' with a clock icon, '2 miles' with a location pin icon, and '10 Open Spots'. A large blue 'REGISTER' button is centered below these boxes. At the bottom, there are tabs for 'Details' and 'Location'. Under 'Details', it says 'This is a test' and 'Event Leader(s)'. To the right, there is a 'No Dogs Permitted' sign with a paw print icon. At the bottom left, the text 'Charles Test' is partially visible.



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

The screenshot shows the top of a registration page. At the top left is a blue diamond logo with 'CONNECTICUT TRAILS DAY CELEBRATION'. To the right are links for 'Resources', 'Sponsors', and 'Login'. The main header features a background image of a forest. Below the header, the event title 'Test #2' is displayed with a 'REGISTER NOW' button. A summary bar shows the date 'Sat, Jun 4', time '02:00 pm - 03:00 pm', distance '2 miles', and '10 Open Spots'. A blue 'CLOSE' button is centered below the summary bar. The 'Your Information' section contains four input fields: 'Your first name \*', 'Your last name \*', 'Email address \*', and 'Phone number \*'.

This section is titled 'Additional Adults' and includes the instruction 'Add any other adults to this event.' It contains two input fields: 'Name' and 'Email address'. Below this is the 'Children' section with the instruction 'Add any children to this event.' and a single 'Name' input field. A blue 'By registering for this event, I confirm that:' section follows, containing several lines of legal disclaimer text regarding liability and safety.

This section is titled 'By registering for this event, I confirm that:' and contains several lines of legal disclaimer text. A blue 'SIGN UP' button is positioned below the text. At the bottom, there is a 'Details Location' section with a horizontal line. Below that, it states 'This is a test' and includes an 'Event Leader(s)' section with the name 'Charles Toal' and phone number '(860) 961-0255'. A 'No Dogs Permitted' sign icon is also visible.



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** <[info@trailsday.org](mailto:info@trailsday.org)>  
Date: Thu, Apr 21, 2022 at 11:19 AM  
Subject: New Registration for Test #2  
To: <[chucktoal@gmail.com](mailto:chucktoal@gmail.com)>

- **First Name:** Meaghan
- **Last Name:** Strange
- **Email:** [mstrange@ctwoodlands.org](mailto:mstrange@ctwoodlands.org)
- **Phone Number:** (000) 000-0000
- **Total Registrations Made by Individual:** 4

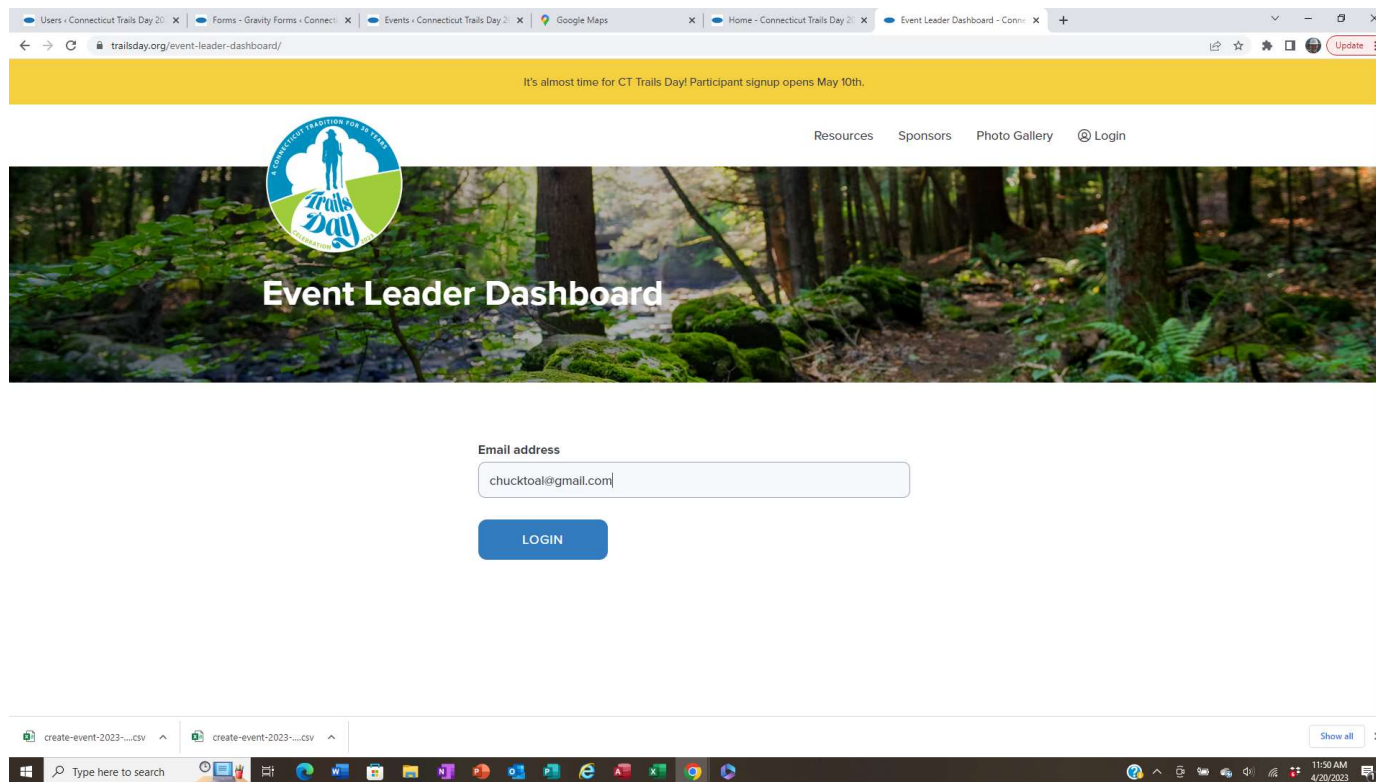


# To Get Updated Guest Info

- 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



The screenshot shows a web browser window with the URL `trailsday.org/event-leader-dashboard/`. A yellow banner at the top contains the text: "It's almost time for CT Trails Day! Participant signup opens May 10th." Below the banner is a navigation menu with links for "Resources", "Sponsors", "Photo Gallery", and "Login". The main content area features a forest background with the "Trails Day" logo and the heading "Event Leader Dashboard". A form labeled "Email address" contains the text `chucktoal@gmail.com` and a blue "LOGIN" button. The Windows taskbar at the bottom shows the date and time as 11:50 AM on 4/20/2023.



# Download Your Guest List

It's almost time for CT Trails Day! Participant signup opens May 10th.

Resources Sponsors Photo Gallery Login

## Event Leader Dashboard

Test #2		
Name	Email Address	Phone Number
Bob Bob	Bob@bob.bob	(000) 000-0000

[DOWNLOAD CSV](#) 1 total registrations.

create-event-2023-...csv create-event-2023-...csv Show all

Type here to search 11:52 AM 4/26/2023





# Your guest will get an email too:

**From:** Trails Day <[info@trailsday.org](mailto:info@trailsday.org)>  
**Subject:** You Have Registered for CT Trails Day!  
**Date:** April 21, 2022 at 11:19:13 AM EDT  
**To:** [mstrange@ctwoodlands.org](mailto: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.

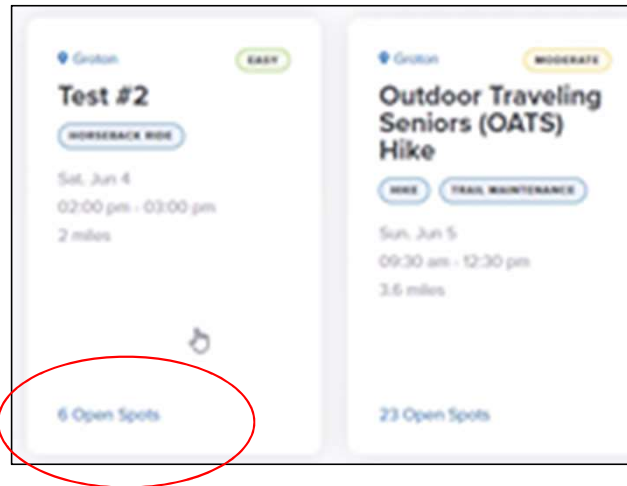
Visit [www.trailsday.org](http://www.trailsday.org) for additional event info, event updates, hiking tips and to learn about our Connecticut Trails Day sponsors.

*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 [www.ctwoodlands.org](http://www.ctwoodlands.org).*



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

Originally 10 Open Spots  
Now only 6 remain.



# 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. Be sure to check your Junk Folder.



Have Questions?

Contact Chuck at:  
[trailsday@ctwoodlands.org](mailto:trailsday@ctwoodlands.org)



# Thanks For Making Trails Day Happen!

