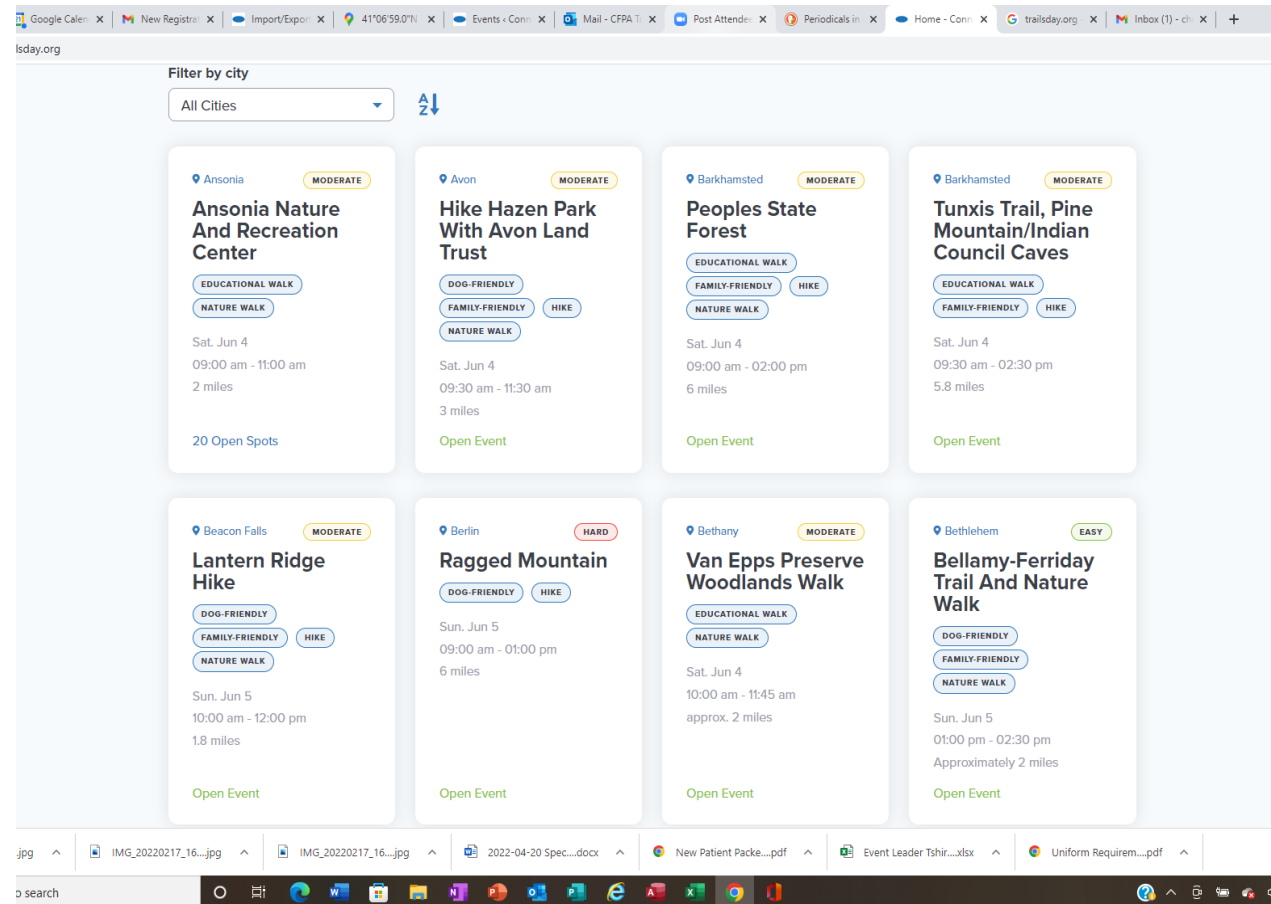


Trails Day Guest Registration

A Leader's Guide



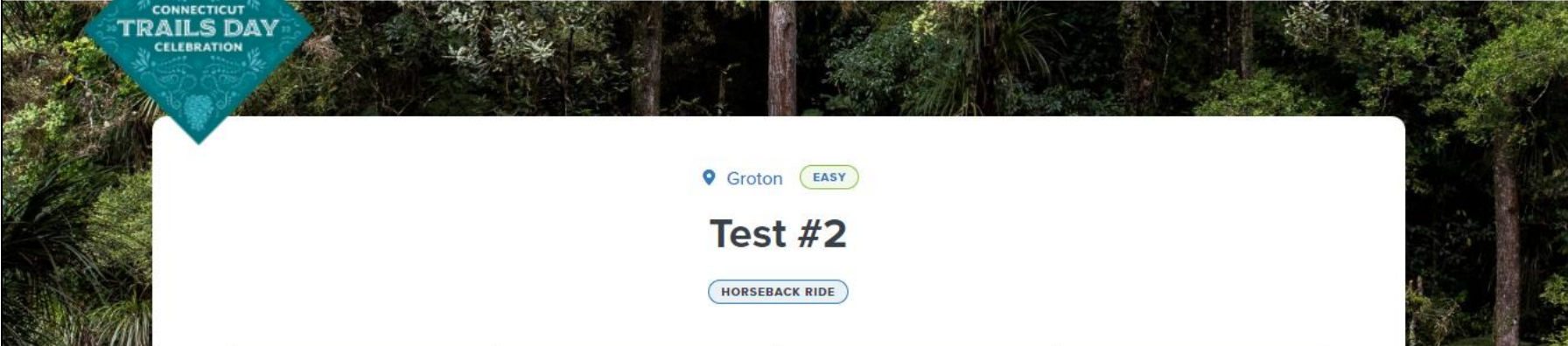

Here is the trailsday.org landing page with event “tiles”. (Excuse the screen shots, but you get the idea!)




When a guest signs-up, they'll click your tile and find the "register" button on the next page:

(As of 5/9/25)

[Resources](#) [Sponsors](#) [@ Login](#)





 Groton


EASY

Test #2

HORSEBACK RIDE

 Sat. Jun 4

 02:00 pm - 03:00 pm

 2 miles


10 Open Spots


REGISTER

Details

Location

This is a test

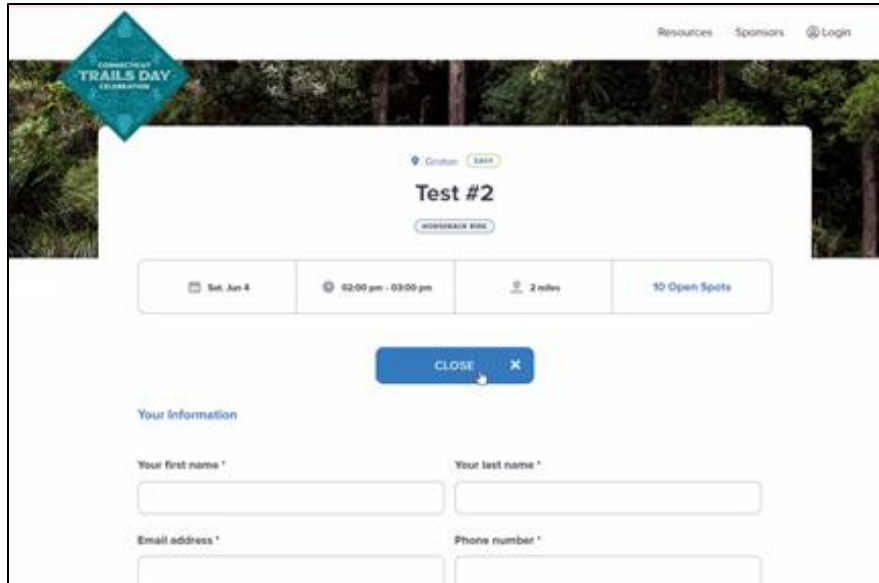
 No Dogs Permitted

 Event Leader(s)

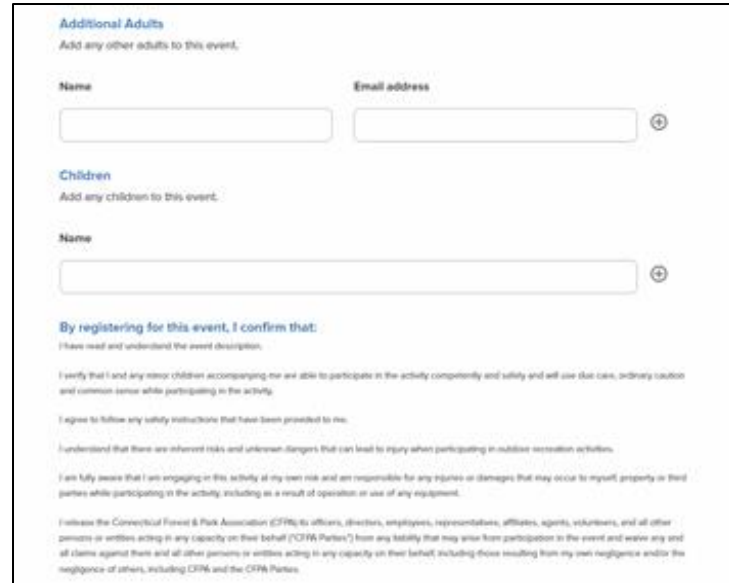
Charles Test



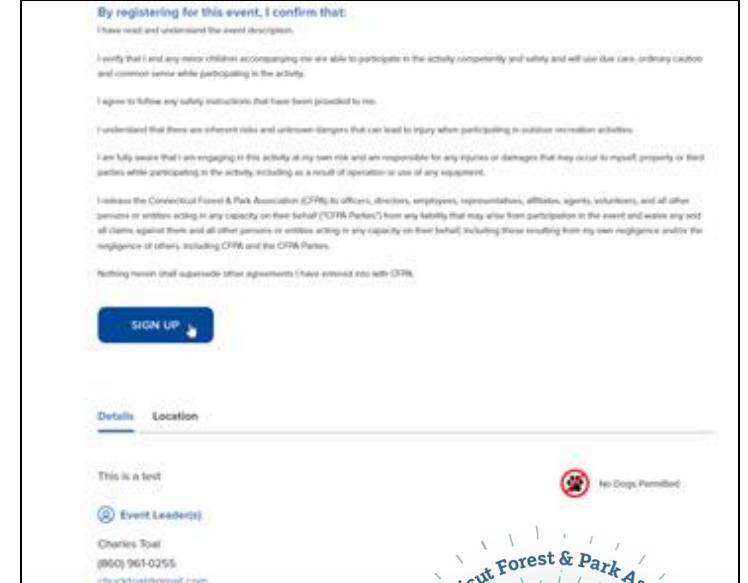
After they click Register, they will see the following page. (Name, contact info., acknowledgement of risk.)



The screenshot shows the registration page for "Connecticut TRAILS DAY". At the top, there's a navigation bar with "Resources", "Sponsors", and "Login". Below the header, a banner image shows a forest scene. The main content area features a "Test #2" title and a "HIDEBACK END" button. A summary box displays event details: "Sat, Jun 4", "12:00 pm - 03:00 pm", "2 miles", and "10 Open Spots". A "CLOSE" button is visible. Below this, 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 "Children". It includes a "Name" and "Email address" input field for adults, and a "Name" input field for children. Below these, there's a "By registering for this event, I confirm that:" section with a "I have read and understand the event description." checkbox. This is followed by a "I agree to follow any safety instructions that have been provided to me." checkbox. A "I understand that there are inherent risks and unknown dangers that can lead to injury when participating in outdoor recreation activities." checkbox is also present. A "I am fully aware that I am engaging in this activity at my own risk and am responsible for any injuries or damages that may occur to myself, property or third parties while participating in the activity, including as a result of operation or use of any equipment." checkbox is included. A "I release the Connecticut Forest & Park Association (CFPA) to officers, directors, employees, representatives, affiliates, agents, volunteers, and all other persons or entities acting in any capacity on their behalf (\"CFPA Parties\") from any liability that may arise from participation in the event and waive any and all claims against them and all other persons or entities acting in any capacity on their behalf, including those resulting from my own negligence and/or the negligence of others, including CFPA and the CFPA Parties." checkbox is also present.



This section contains a "By registering for this event, I confirm that:" heading. It includes a "I have read and understand the event description." checkbox. Below this, there's a "I agree to follow any safety instructions that have been provided to me." checkbox. A "I understand that there are inherent risks and unknown dangers that can lead to injury when participating in outdoor recreation activities." checkbox is also present. A "I am fully aware that I am engaging in this activity at my own risk and am responsible for any injuries or damages that may occur to myself, property or third parties while participating in the activity, including as a result of operation or use of any equipment." checkbox is included. A "I release the Connecticut Forest & Park Association (CFPA) to officers, directors, employees, representatives, affiliates, agents, volunteers, and all other persons or entities acting in any capacity on their behalf (\"CFPA Parties\") from any liability that may arise from participation in the event and waive any and all claims against them and all other persons or entities acting in any capacity on their behalf, including those resulting from my own negligence and/or the negligence of others, including CFPA and the CFPA Parties." checkbox is also present. A "Nothing herein shall supersede other agreements I have entered into with CFPA." checkbox is included. A "SIGN UP" button is visible. Below this, there's a "Details" and "Location" section. A "This is a test" checkbox is present. A "Event Leader(s)" section lists "Charles Toal" with a phone number "(860) 961-0255" and a website "www.connecticutforest.org". A "No Dogs Permitted" sign 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>
Date: Thu, Apr 21, 2022 at 11:19 AM
Subject: New Registration for Test #2
To: <chucktoal@gmail.com>

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



Your guest will get an email too:

From: Trails Day <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

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 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.



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

Users • Connecticut Trails Day 20... X Forms - Gravity Forms • Connecti... X Events • Connecticut Trails Day 20... X Google Maps X Home - Connecticut Trails Day 20... X Event Leader Dashboard - Conne... X

trailsday.org/event-leader-dashboard/ Update

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

Resources Sponsors Photo Gallery Login



Event Leader Dashboard

Email address

LOGIN

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

Type here to search 11:50 AM 4/20/2023




Download Your Guest List

Users - Connecticut Trails Day 20... Forms - Gravity Forms - Connecti... Edit Event "Test #2" - Connecti... Google Maps Home - Connecticut Trails Day 20... Event Leader Dashboard - Conn... +

trailsday.org/event-leader-dashboard/ Update

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

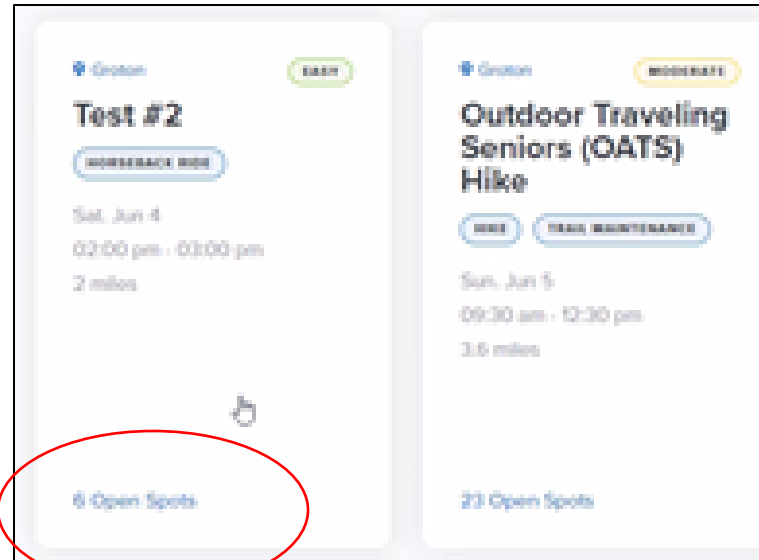
Type here to search

11:52 AM 4/20/2023



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



Thanks For Making Trails Day Happen!

