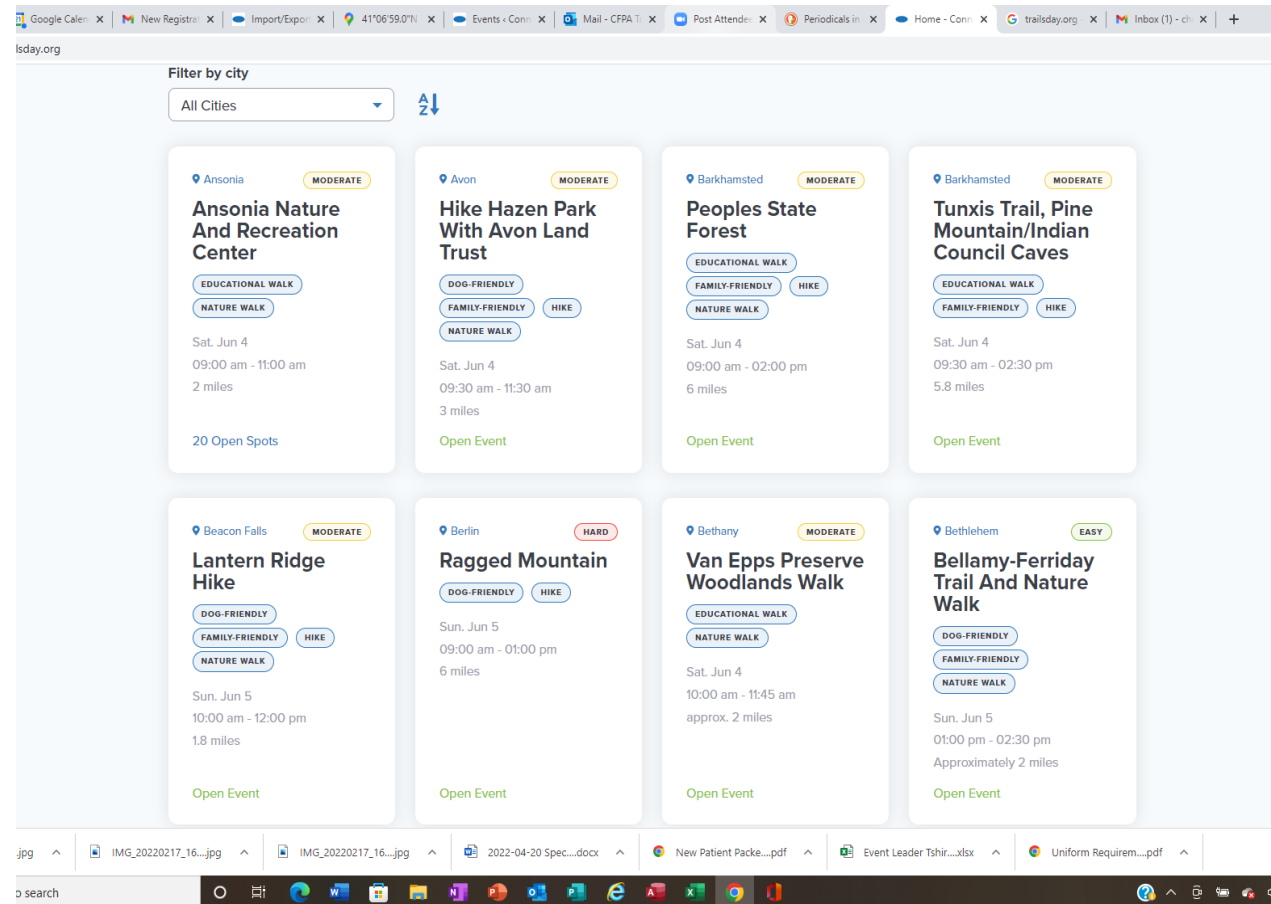


Trails Day Guest Registration

A Leader's Guide



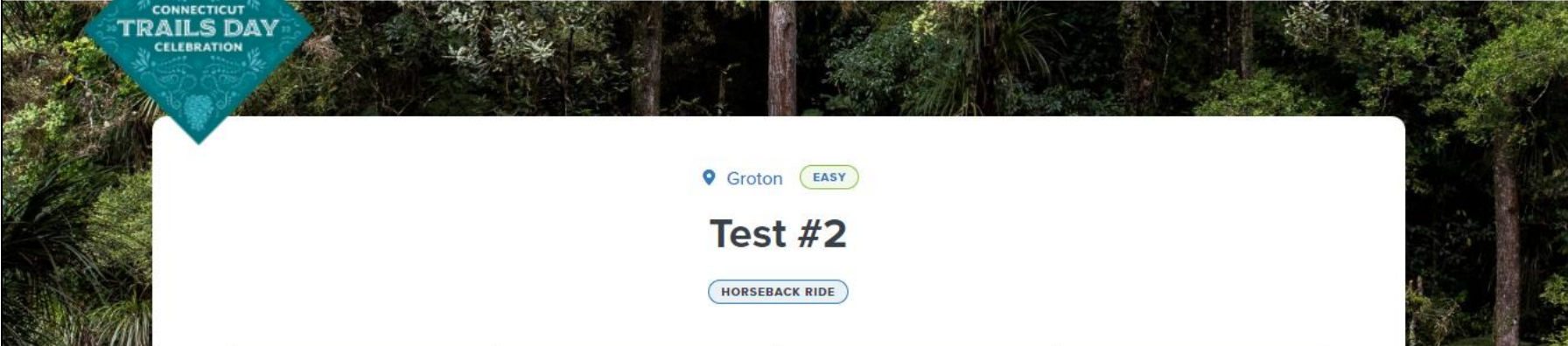

Here is the trailsday.org landing page with event “tiles”. (Excuse the screen shots, but you get the idea!)




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

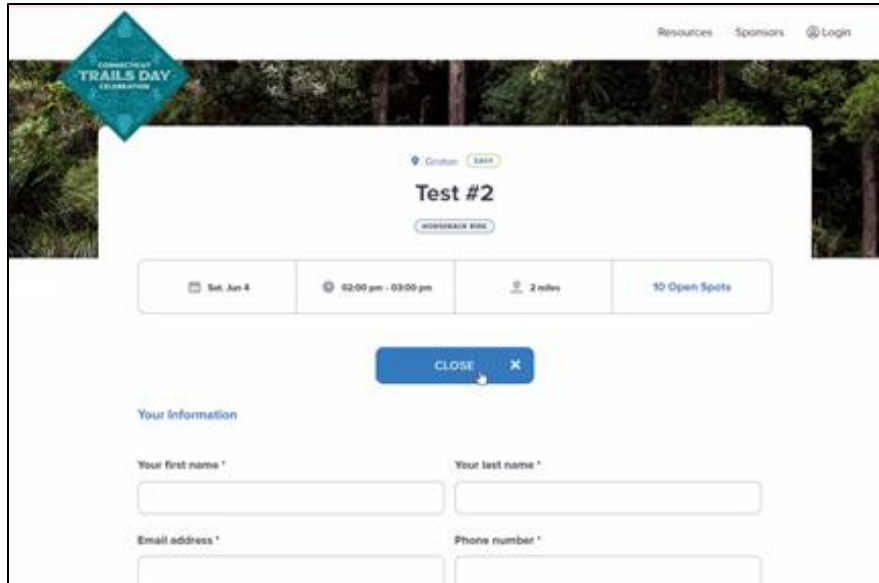
 No Dogs Permitted

 Event Leader(s)

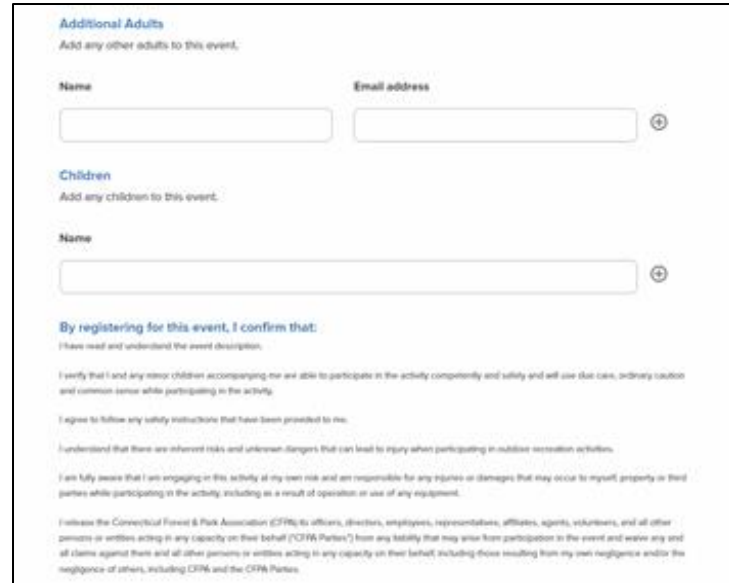
Charles Test



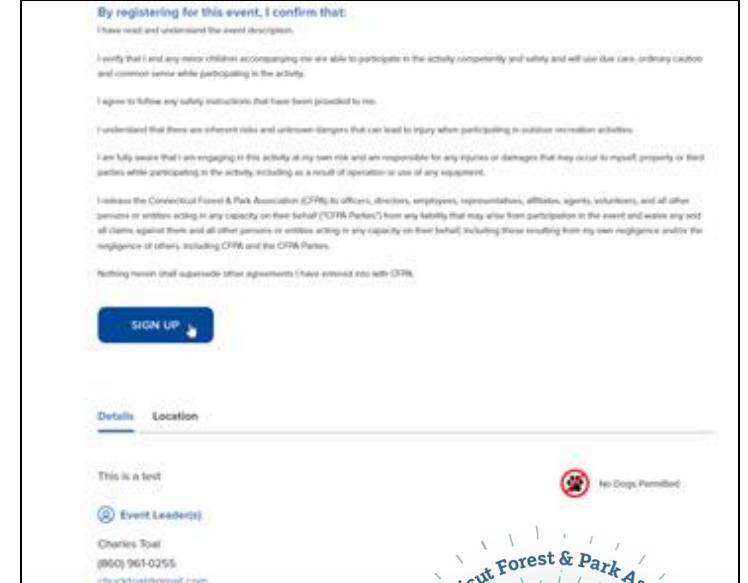
After they click Register, they will see the following page. (Name, contact info., acknowledgement of risk.)



The screenshot shows the registration page for "Connecticut Trails Day Celebration". 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 "Add any other adults to this event." It includes a form with "Name" and "Email address" fields. Below this, the "Children" section is titled "Add any children to this event." and includes a "Name" field. A confirmation section titled "By registering for this event, I confirm that:" follows, containing several lines of text regarding liability and safety. At the bottom, there's a "SIGN UP" button.



This section contains the "By registering for this event, I confirm that:" text, followed by a "SIGN UP" button. Below the button, there are tabs for "Details" and "Location". The "Details" tab is active, showing "This is a test" and "Event Leader(s)" with the name "Charles Toal" and phone number "(860) 961-0255". 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 - Connect... x | Events - Connecticut Trails Day 20... x | Google Maps x | Home - Connecticut Trails Day 20... x | Event Leader Dashboard - Conn... 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

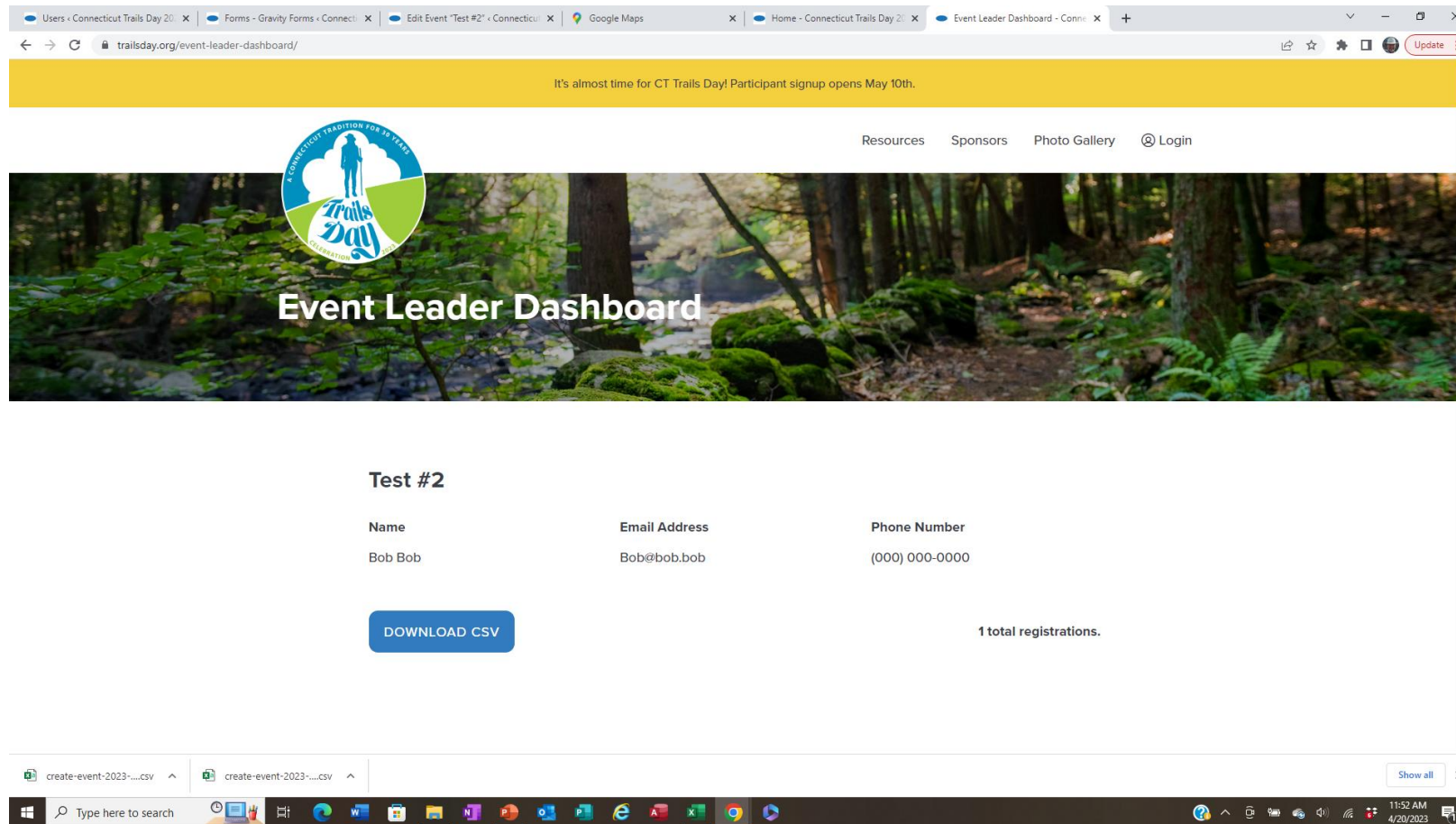
create-event-2023-....csv create-event-2023-....csv Show all x

Type here to search

11:50 AM 4/20/2023

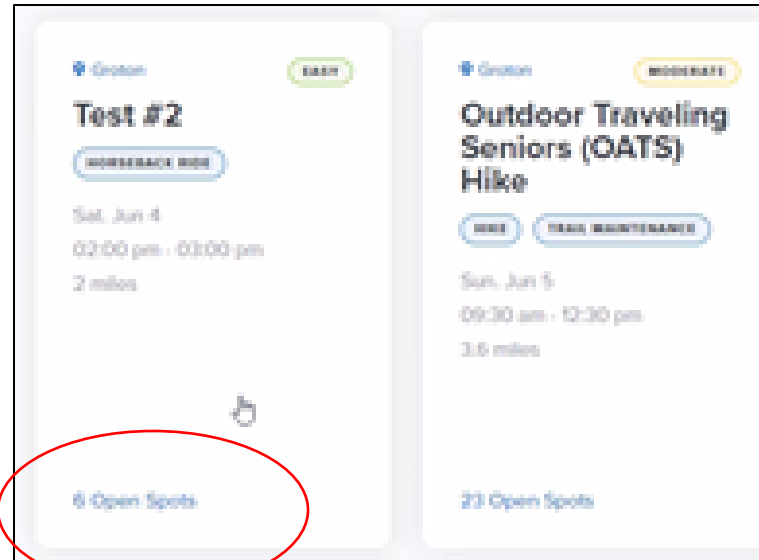


Download Your Guest List



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!

