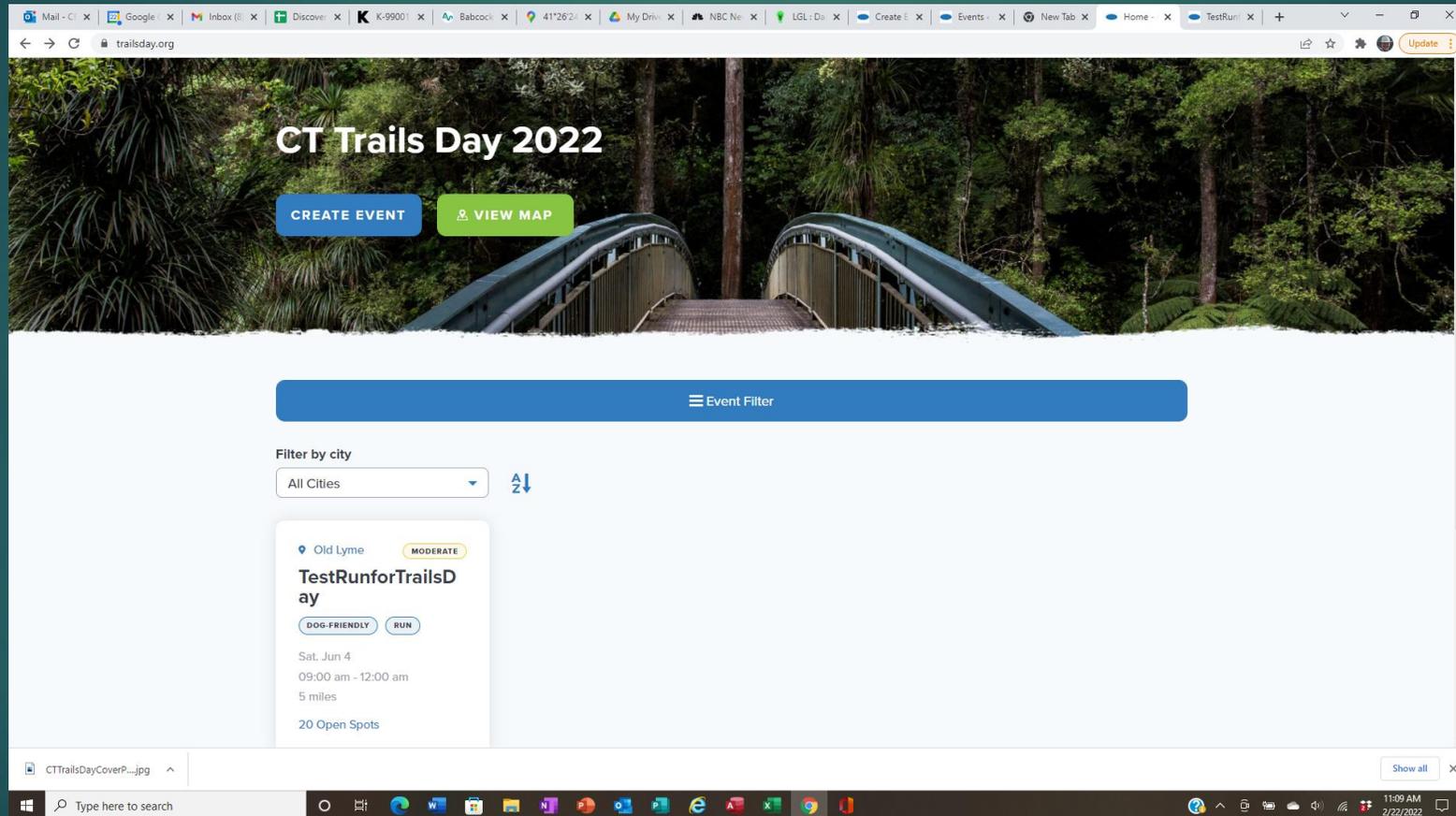




# Trails Day Event Registration Tips

EASIER THAN EVER!

# Go To Our Website trailsday.org



The screenshot shows a web browser window with the URL `trailsday.org`. The main heading is "CT Trails Day 2022" with two buttons: "CREATE EVENT" and "VIEW MAP". Below this is an "Event Filter" bar. A "Filter by city" dropdown is set to "All Cities". The first event listed is "TestRunforTrailsDay" in Old Lyme, categorized as "MODERATE", "DOG-FRIENDLY", and "RUN". The event details are: Sat, Jun 4, 09:00 am - 12:00 am, 5 miles, and 20 Open Spots.

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/](http://cttraildays22.wpengine.com/create-event/). The page features a header image of a wooden bridge over a stream in a forest, with the text 'Create Event' overlaid. Below the header, a progress bar indicates 'Step 1 of 3' with 33% completion. The main content area is titled 'About You' and contains several required input fields:

- Leader Name \***: Enter your first and last name. (Input field)
- Leader Email Address \***: (Input field)
- Leader Phone Number \***: (Input field)
- Leader Street Address \***: (Input field)
- Your Town/City \***: (Input field)

The browser's taskbar at the bottom shows the Windows Start button, a search bar, and various application icons including Internet Explorer, Word, and Chrome. The system tray on the right shows the 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

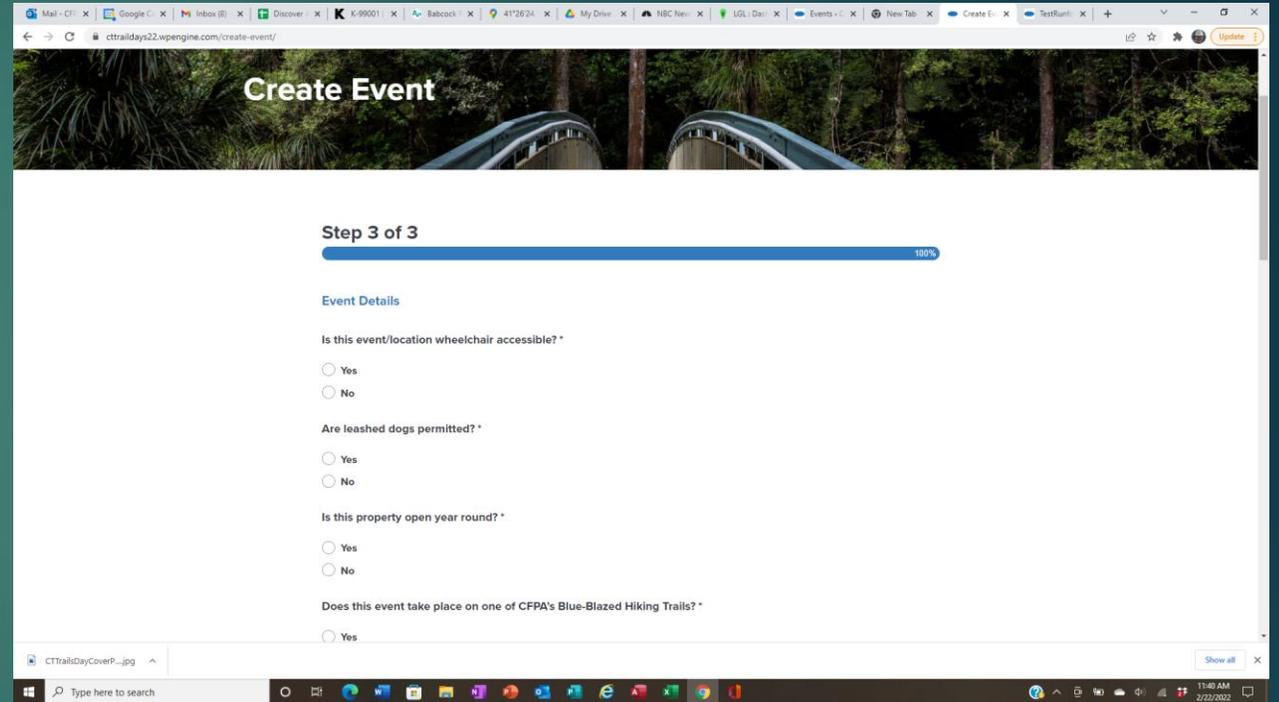
CTTrailsDayCoverP...jpg

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/](http://cttrailsdays22.wpengine.com/create-event/). The page title is "Create Event" and it is "Step 3 of 3" in the process. A progress bar indicates 100% completion. 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 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 6th. 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 about your event and your contact info.
- ▶ You'll receive an email when each participant registers with their contact information and the number of attendees.

# Watch For Your 2026 TD Dashboard Coming In April

- ▶ Manage your event information and guest list all in one place
- ▶ Username is always the email address used to register your event.
- ▶ Edit your event listing easily.
- ▶ More than one event? They're all on one dashboard.
- ▶ Events with limited attendance will be automatically closed when the capacity is met. Our new dashboard will let you change your capacity if you need to.
- ▶ Remove double bookings.
- ▶ Guest registration opens May 6<sup>th</sup>.

# If You Need Help

Email: [trailsday@ctwoodlands.org](mailto:trailsday@ctwoodlands.org)

Call Chuck: 860-961-0255