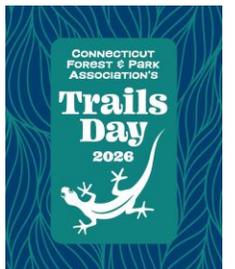
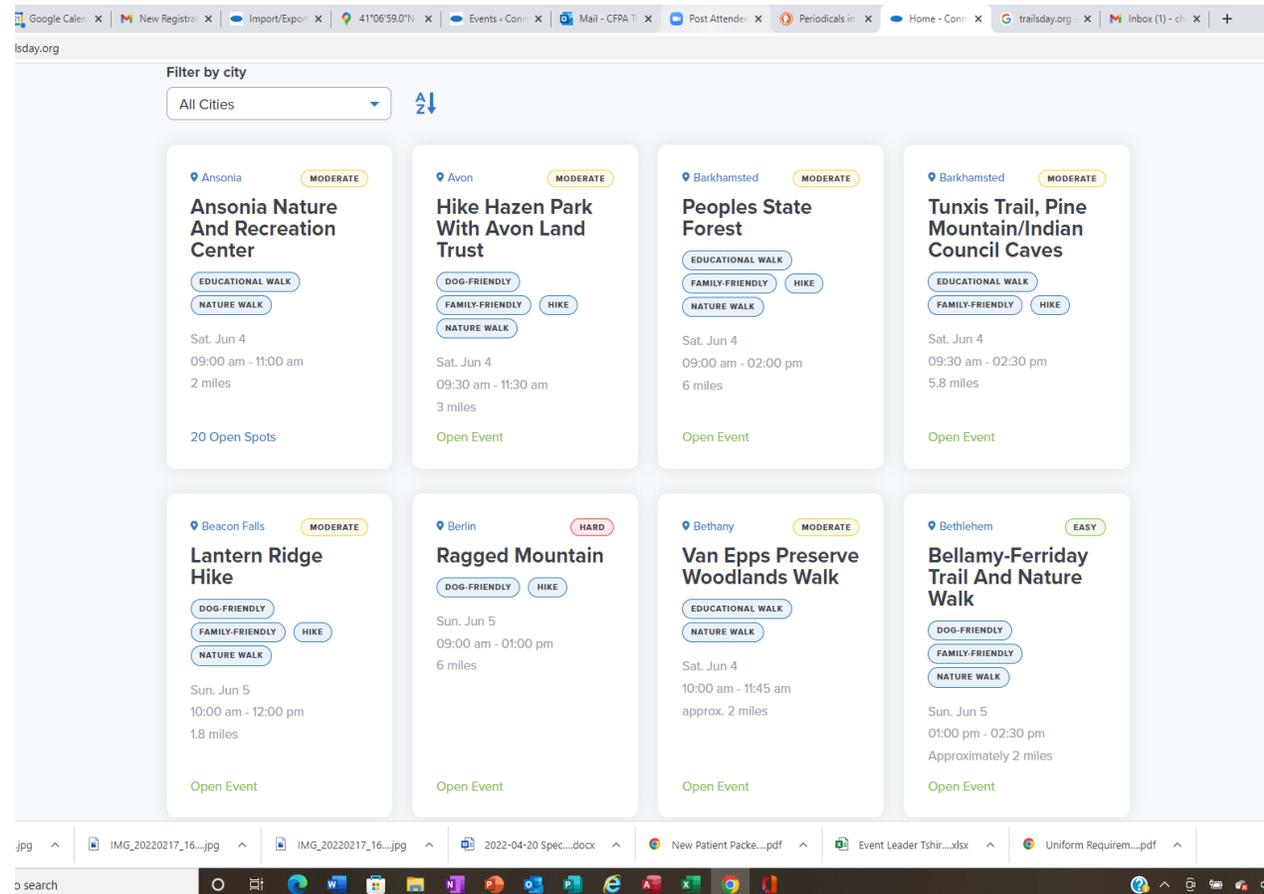


Trails Day Guest Registration

A Leader's Guide

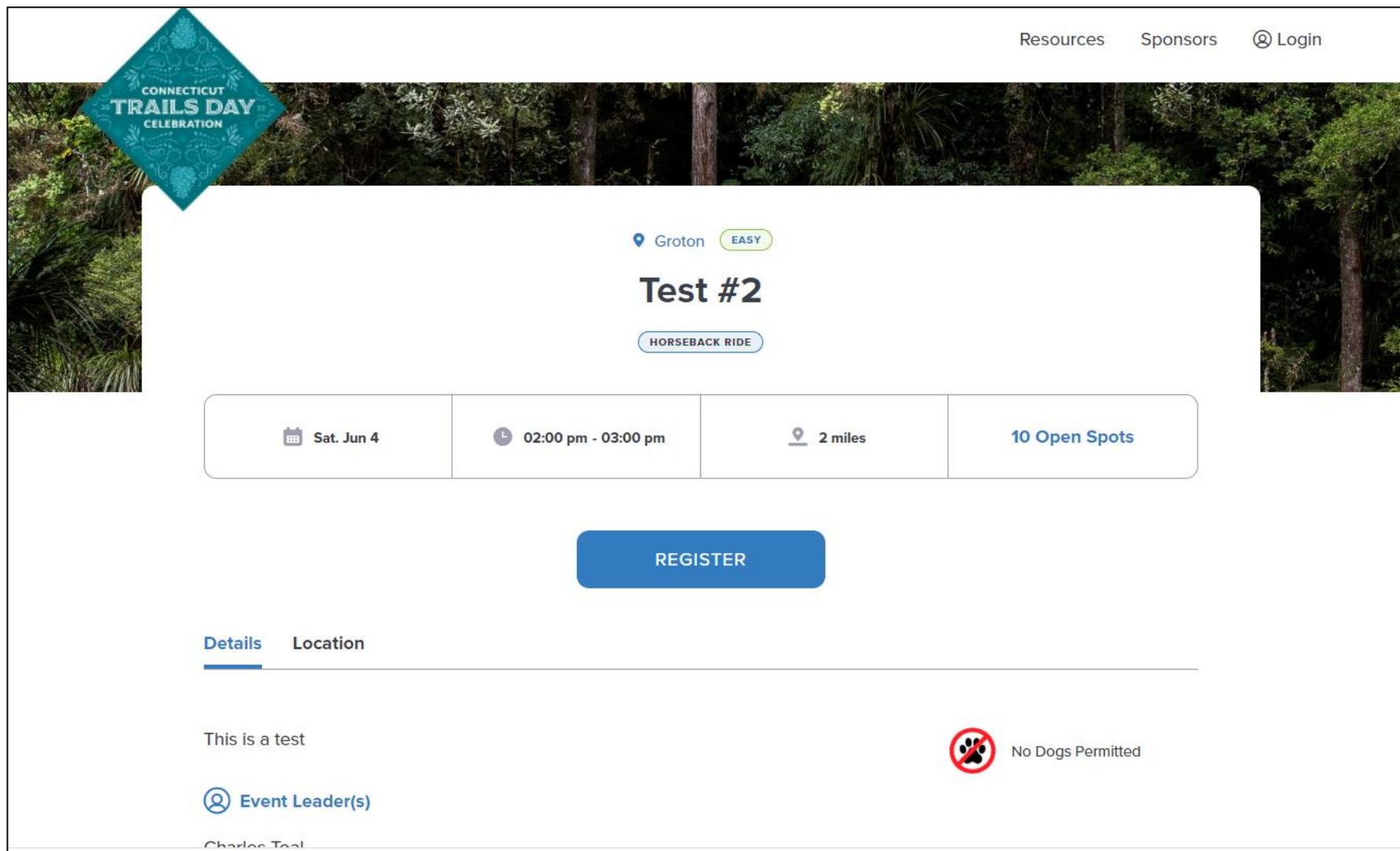


Here is the trailsday.org landing page with event “tiles”. (Excuse the screen shots, but you get the idea!)



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

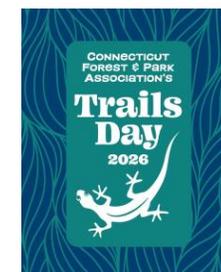
(Starting 5/6/26)



The screenshot shows a web interface for an event. At the top right, there are links for "Resources", "Sponsors", and "Login". A teal diamond-shaped logo in the top left corner reads "CONNECTICUT TRAILS DAY CELEBRATION". The main content area features a background image of a forest. The event details are as follows:

- Location: Groton (EASY)
- Event Title: Test #2
- Activity: HORSEBACK RIDE
- Date: Sat. Jun 4
- Time: 02:00 pm - 03:00 pm
- Distance: 2 miles
- Availability: 10 Open Spots

A prominent blue "REGISTER" button is centered below the event details. Below the button, there are tabs for "Details" and "Location". Under the "Details" tab, the text "This is a test" is visible. There is also a "No Dogs Permitted" sign (a red circle with a slash over a black paw print) and a section for "Event Leader(s)" with a profile icon and the name "Charles Teal".



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

The screenshot shows a registration modal for an event titled "Test #2". At the top left is the "CONNECTICUT TRAILS DAY" logo. The event details include the date "Sat, Jun 4", time "12:00 pm - 03:00 pm", "2 miles", and "10 Open Spots". A "CLOSE" button is visible. Below is a "Your information" section with input fields for "Your first name", "Your last name", "Email address", and "Phone number".

This section is titled "Additional Adults" and "Children". It contains input fields for "Name" and "Email address" for additional adults, and a "Name" field for children. Below these is a "By registering for this event, I confirm that:" section with several lines of text regarding liability and risk acknowledgment.

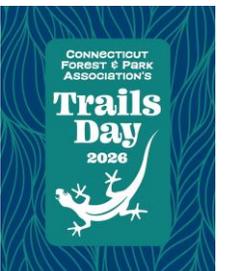
This section contains the full "By registering for this event, I confirm that:" text, including a "SIGN UP" button. Below the text are tabs for "Details" and "Location". At the bottom, it says "This is a test" and "No Dogs Permitted" with a dog icon. Contact information for Charles Toal is provided: (860) 961-0255 and a website URL.



You will get an email with the guest's name and attendee count. You'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.

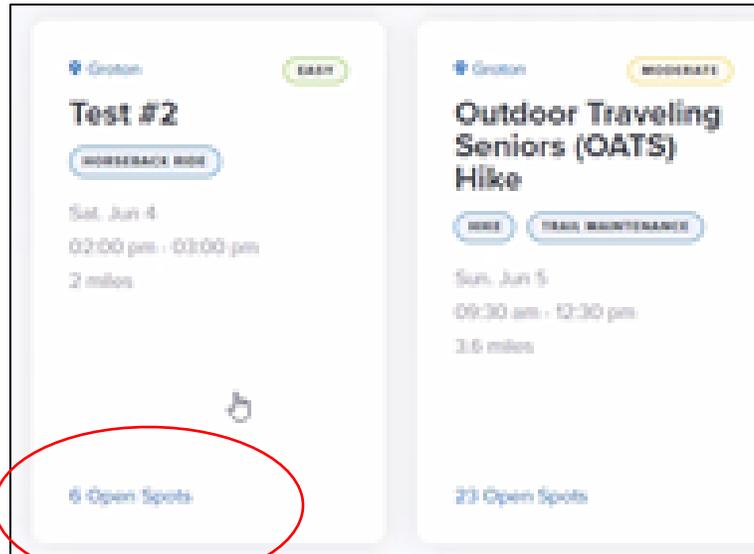
Visit www.trailsday.org for additional event info, event updates, hiking tips and to learn about our Connecticut Trails Day sponsors.

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.



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

Originally 10 Open Spots
Now only 6 remain.



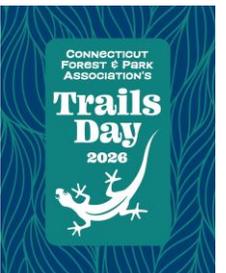
When your limited capacity fills up:

- Your event tile will be marked “Closed”.
- Your landing page registration button will be removed.
- No more registrations will be accepted unless you increase your capacity on your leader dashboard. (Coming in April.) Once you do, your tile will reopen and show the new spaces available. All leaders receive registration info. in real time. Be sure to check your Junk Folder.



Have Questions?

Contact Chuck at:
trailsday@ctwoodlands.org



Thanks For Making Trails Day Happen!

