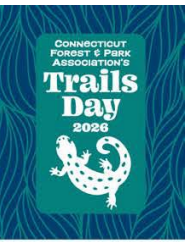
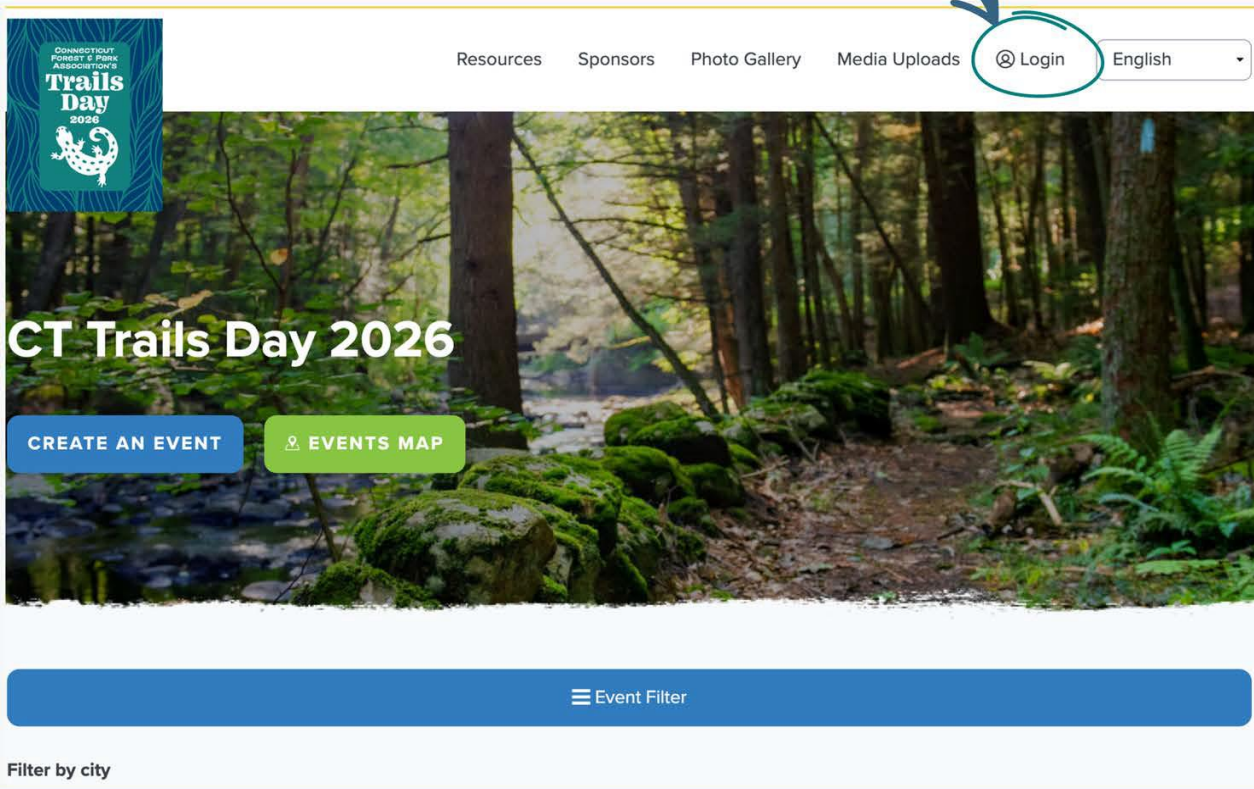


How To Access Your Dashboard





To access the new leader dashboard, click "Login" on the home page



Need to Make a Change?

- **NEW THIS YEAR: Leader Dashboard**
- We're excited to show a new tool to help you lead with confidence!
- The Leader Dashboard allows you to:
 - View your event information
 - **Edit your event details yourself**
 - Keep your listing accurate and up-to-date
 - Make changes quickly and easily

Tip:

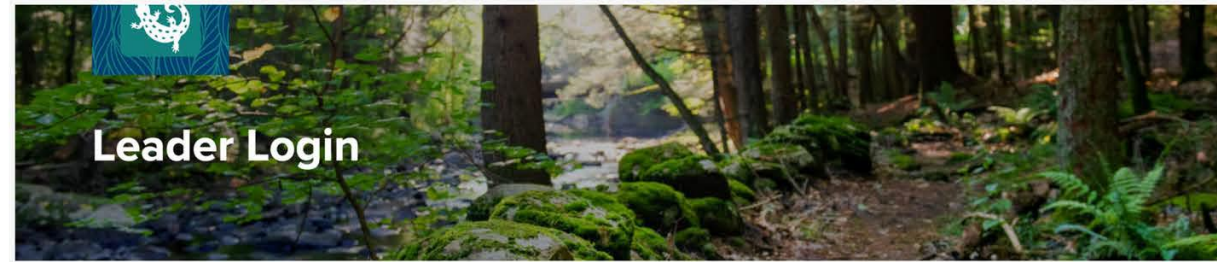
Now's a great time to review your event information and make any changes before registration opens 5/6!



Your New Event Leader Dashboard

Access your event leader dashboard:
trailsday.org/leader-login.

- Accounts are only created for the leader who submitted the event
- Enter your email address and password to log in
- Can't remember your password or were never given one? **Click “Forgot Password” to set a new password**
- Click “My Events” to see your full list of events and edit your info



1. Email Address REQUIRED

Password REQUIRED

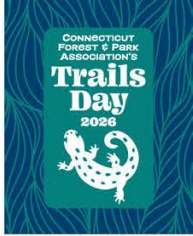
[Forgot Password](#)



My Details
My Events
My Event Entries
Log Out

2. Test Event June 6, 2026

Click “Manage Event” to edit your event’s information! →



Manage Event

My Details

My Events

My Event Entries

Log Out

Test Event 2

Start Date (REQUIRED)

Start Time (REQUIRED)

End Date (REQUIRED)

End Time (REQUIRED)

Distance

Capacity

Difficulty Level (REQUIRED)

Easy
 Moderate
 Hard

Rain Date

[UPDATE YOUR EVENT](#)

How to Edits Events

- **Edit logistical details important to leading your event** as you finalize your plans:
 - Date & time
 - Description
 - Distance
 - Capacity
 - Meeting location & more!

- Forecast looking rainy? Keep your event up to date and consider adding a rain date and rain plans!

- Don't forget to **scroll to the bottom and click "Update Your Event"** to save your information!

Tip: **Don't see the field you need?** To edit your event's title, filters, or other details not shown, email Chuck at trailsday@ctwoodlands.org.



Leader Event Entries

My Details
My Events
My Event Entries
Log Out

Test Event 2

Name	Email Address	Phone Number
Meaghan Strange	mstrange@ctwoodlands.org	(860) 398-4539

1 total registrations.

DOWNLOAD CSV

Trailsday.org/leader-dashboard/event-leader-dashboard/

Test Event 2 (1).csv
96 B • Done

Accessing Your Attendee List

- Click “My Event Entries” to access your full registration list and contact info anytime
- Quickly see who and how many registrants you have on the dashboard
- Download the list as a .CSV file from your Leader Dashboard
- **Use contact info to send reminders or updates before your event**

Tip:

Watch last year’s webinar at trailsday.org/resources to find more helpful tips on how to prepare and lead a great event!

Questions?

Contact Chuck, our Trails Day Coordinator, at:

trailsday@ctwoodlands.org

Or

(860) 961-0255