### **Trailability Program Sign Up**

1. Go to communityservices.elpasoco.com/trailability/ then click on the "Create Account & Register" button.

If you already have an account, skip to step seven



### 2.Click on the "Create an Account" tab under Account Log In



#### 3. Create a Login and a Password, verify password by typing it in a second time. <u>Make sure you write it down and save it.</u> You will need it every time you sign up for a program moving forward, even when signing up over the phone.

Important:	
Anyone you wish to register for a p	rogram will need to be included in your household (Additional Family Member)
New Account Information	
Login (up to 50 chars) *	mjlewis
Password (up to 50 chars) *	
Re-Type to Confirm	

### 4. Fill in all primary information highlighted in red. This information should be filled out with the participant's information, NOT the caregiver.

Household Primary Person Information								
First Name *	Mary Jo		Last Name *	Lewis		Category	Resident	~
Address Line 1 *	245 Bear Creek Road		Address Line 2			Gender	Female	~
City *	Colorado Springs		State *	co •	•	Zip Code *	80906	
Phone #1 *	(732)266-6333		Phone #1 Extension			Phone #1 Type	Cell Phone	~
Phone #2			Phone #2 Extension			Phone #2 Type	Select A Phone Type	~
Email #1 *	bonmaryjovi@gmail.com		Confirm Email *	bonmaryjovi@gmail.com		Birthday		
Authorize Contacts Via Email	Yes	~	Organization Name	Friends of El Paso County Nature C	e			
<ul> <li>Household Questions</li> </ul>	<ul> <li>Household Questions</li> </ul>							
Would you like to opt into bi-monthly emailed newsletters? * Yes 🗸						]		

### 5.If you would like to sign up for our bi-monthly Constant Contact program highlight emails, check "yes"

<ul> <li>Household Questions</li> </ul>	
Would you like to opt into bi-monthly emailed newsletters? *	Yes
Additional Family Member	

### 6. Once all primary information is filled out, click the box that says, "I am not a robot." Then click 'Save'

<ul> <li>Household Questions</li> </ul>	
Would you like to opt into bi-monthly emailed newsletters? * Yes	
✓ Additional Family Member	
Emergency Contact	
I'm not a rei ot	
reCAPTCHA	
Privacy - Terms	
Save Cancel Add Family Member Add Emergency Contact	

### Now you are ready to sign up for your Trailability hike!

### 7. Click on Bear Creek Nature Center Programs or Fountain Creek Nature Center Programs



# 8. Find "Trailability Program," select the date you want, and click the green + button on the left next to that program to add. Once selected, box will turn blue.

#### BCNC Children's Nature Series - 105000

Little Wonders

Discover the world of nature with your two or three year-old. Interactive activities and a short hike make this the perfect introduction to the outdoors for your child. For 2-3 year old toddlers accompanied by an adult. Nature Exploreres

Children will enjoy hands-on activities, puppet shows or stories, crafts, and a hike. For 4-5 year olds accompanied by an adult.

\$3 per person, including children and accompanying adult. Accompanying siblings under 2 years old free. All attending children and adults must be registered and paid.

	Activity #	Description	Dates	Times	Days	Location	Ages	Cost	Availability
×	105000-1001	Little Wooders: Where are they Hiding?	01/26/2022 -01/26/2022	10:00 am -11:15 am	W	Bear Creek Nature Center		\$3.00	Full
+	105000-100	Little Wonders: Where are they Hiding?	01/27/2022 -01/27/2022	10:00 am -11:15 am	Th	Bear Creek Nature Center		\$3.00	Available
-	05000-1002	Little Wonders: Feed the Birds	02/23/2022 -02/23/2022	10:00 am -11:15 am	W	Bear Creek Nature Center		\$3.00	Available
+	105000-1002.1	Little Wonders: Feed the Birds	02/24/2022 -02/24/2022	10:00 am -11:15 am	Th	Bear Creek Nature Center		\$3.00	Available
+	105000-1004	Nature Explorers: Fantastic Flurries	01/19/2022 -01/19/2022	10:00 am -11:30 am	w	Bear Creek Nature Center		\$3.00	Available

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#### 9. Once you have selected the date you'd like to reserve, click "Add to Cart" on the bottom left of the screen

		Activity #	Description	Dates	Times	Days	Location	Ages	Cost	Availability
	×	105000-1001	Little Wonders: Where are they Hiding?	01/26/2022 -01/26/2022	10:00 am -11:15 am	w	Bear Creek Nature Center		\$3.00	Full
	+	105000-1001.1	Little Wonders: Where are they Hiding?	01/27/2022 -01/27/2022	10:00 am -11:15 am	Th	Bear Creek Nature Center		\$3.00	Available
· · · · · · · · · · · · · · · · · · ·	-	105000-1002	Little Wonders: Feed the Birds	02/23/2022 -02/23/2022	10:00 am -11:15 am	w	Bear Creek Nature Center		\$3.00	Available
	+	105000-1002.1	Little Wonders: Feed the Birds	02/24/2022 -02/24/2022	10:00 am -11:15 am	Th	Bear Creek Nature Center		\$3.00	Available
	+	105000-1004	Nature Explorers: Fantastic Flurries	01/19/2022 -01/19/2022	10:00 am -11:30 am	w	Bear Creek Nature Center		\$3.00	Available
	+	105000-1004.1	Nature Explorers: Fantastic Flurries	01/19/2022 -01/19/2022	1:00 pm - 2:30 pm	w	Bear Creek Nature Center		\$3.00	Available
	+	105000-1004.2	Nature Explorers: Fantastic Flurries	01/20/2022 -01/20/2022	10:00 am -11:30 am	Th	Bear Creek Nature Center		\$3.00	Available
Little Wonders: Feed the Birds (105000-1002) Add To Cart Clear Selection					l		1			

#### **10**. Answer all questions to the best of your ability.

Questions		
Roster Note		
		11
Can you describe how your medical condition might impact your ability to have a safe hike? (ie. vision or hearing		]
impairment) *		
What is your preferred method of transfer? *	Not Selected	~
Can you use the joystick style controller on the Terrain Hopper? If so, what is your dominant hand? If not, the volunteer or staff member has the ability to control the Terrain		
Hopper with an attendant control. *		
How long can you comfortably/safely remain seated upright? Please keep in min that hikes are typically 1.5-3 hours long. *		
Please enter caregiver's name, phone number, and relationship below (ex. Jane Smith, (000) 000-0000, friend) *		
Can the caregiver handle all transfers and hike up to 3 miles	Not Selected	~
with little to no shade, in varying terrain and conditions? *		
(ex. Jane Smith (000) 000-0000 friend) *		

#### **11.** To register, you must agree to all acknowledgements provided.

	acknowledge that my reservation is not confirmed until I receive a confirmation email from Nature Center staff.							
	acknowledge that ventilators are NOT permitted on Trailability hikes. If using oxygen equipment, it will be small enough to be carried in my lap and I will have a backup readily available.							
	acknowledge that physical characteristics have an impact on the battery life of the Terrain Hopper and the weight limit is 450 lbs.							
	acknowledge that children are NOT permitted in or on the Terrain Hopper while in operation.							
	acknowledge that pets and service animals are permitted on trails but cannot ride in the Terrain Hopper, must be leashed per county park rules, and should be under the control of an accompanying party at all times,							
	acknowledge that a Nature Center staff member or volunteer will be present for the entire hike.							
Ple: info	ase let us know if there are any additional requests or rmation for Nature Center staff							
C	Cancel							

12. When all questions and acknowledgements are answered, click "Continue" in the lower left corner. CONTD...

13. Be sure to check that the date in the cart is correct. If so, click "Proceed to Checkout" (If not, choose "Continue Shopping")

1997-1997-1996 30 C 1997-1997 1998 37 C 1997	Home	Search -	My Account -	Contact Us		ander kannen die der son fragen verstenen der ber die der der der der der der der der der de	annan an tha ann an tha ann an tha ann an tha	
✓ New Charges	In Shopping Cart							
Shopping Cart								
Shopping Ca	art							
Showing 1 To 1								Total Results (1)
	Description				Name	Total Fees		
×	Little Wonders: Feed the Birds (1050	00-1002) (Enrolled)			Stan	\$ 3.00	4	<
	Grand Total Fees Due					\$ 3.00		
	Total Old Balan Not in Shoppin	g Cart				\$ 0.00		
Proceed To Ch Apply Coupon/ Type Coupon	eckout Continue Shopping Gift Certificate/Punch Payment/Re	Pay Old Balances El ward Apply	mpty Cart					

## 14. Fill in your name, phone number, and email. This does not charge any credit card, the Trailability program is free!

Summary of Charges		
New Charges In Shopping Cart:	\$ 0.00	
Old Balances In Shopping Cart:	\$ 0.00	
Total Balance for household:	\$ 0.00	
Amount To Be Paid Today:	\$ 0.00	
Billing Information		
First Name: *	Jane	
Last Name: *	Smith	
Home Phone w/area code: *	(000)000-0000	
Email: *	janesmith@gmail.com	
Re-Enter Email:	janesmith@gmail.com	
Click 'Continue' to initiate the payment authorization	process and generate a confirmation receipt.	
Continue Back To Cart		

**15.** Click on "Continue" in the lower left corner to complete your reservation.

CONTD	
CONTD	

Louit Activity Colorder
Your Online transaction is complete. Please select an option below to continue.
Your receipt number. 55517
A copy of your receipt will be emailed to janesmith@gmail.com. If you have an account with us, you can browse anytime to My Account/Reprint/Reprint a Receipt once the receipt has been produced.
Logout Continue Shopping

This is your final confirmation screen. An email will be sent to the account on file from the registration platform. Expect an email from a staff member within 3 nature center business days confirming your reservation and providing additional information. Happy hiking!