



Setting up Your Account to Access Trail Guides

Thanks for your support of Friends of the Mountains-to-Sea Trail. Without it, the trail would not be the tremendous resource that it is for so many people, and we couldn't do our work, including producing these trail guides.

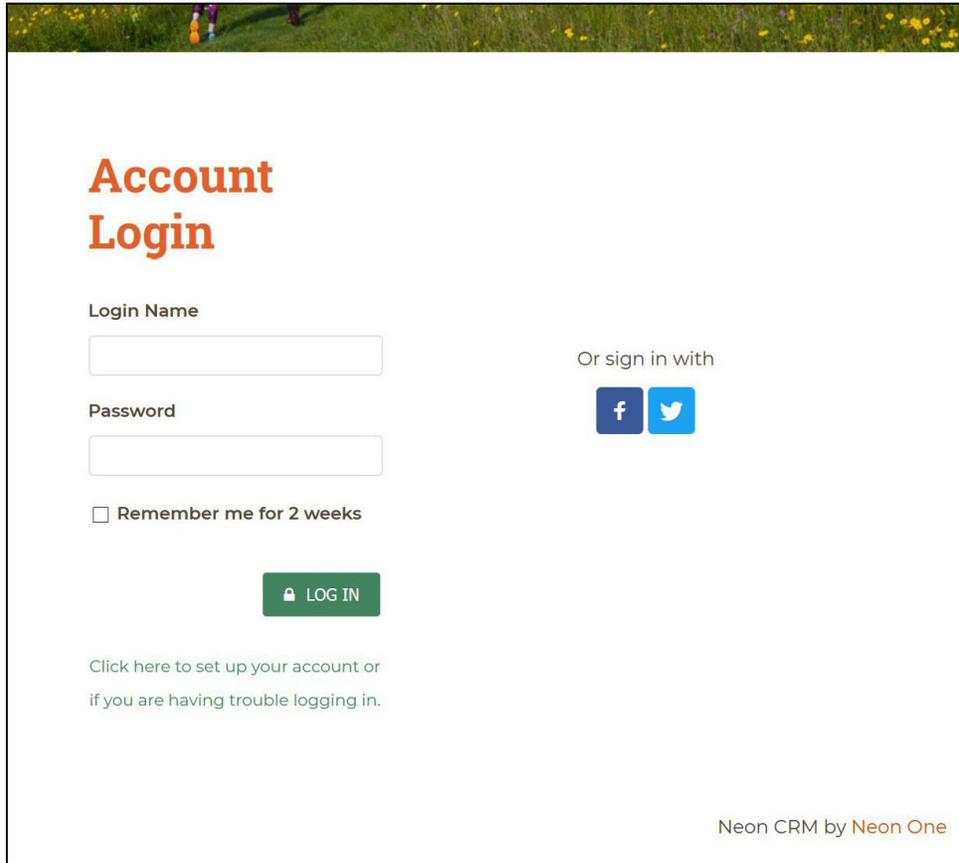
We're excited to be able to offer these guides as a free member benefit, and we hope you'll enjoy them. Once you've reached the guides it will be easy to get back to them, but the first time is a little complicated, so we've created this How-To document to help.

Note: If you have already set up your account and have a password, you can skip these instructions and just click the link in Step 1, then log in. This most likely applies to you if you have made a donation online since November 2020.

Step 1: Click on

<https://mountainstoseatrail.z2systems.com/neonPage.jsp?pagelId=1&>

This will take you to a page that looks like this:



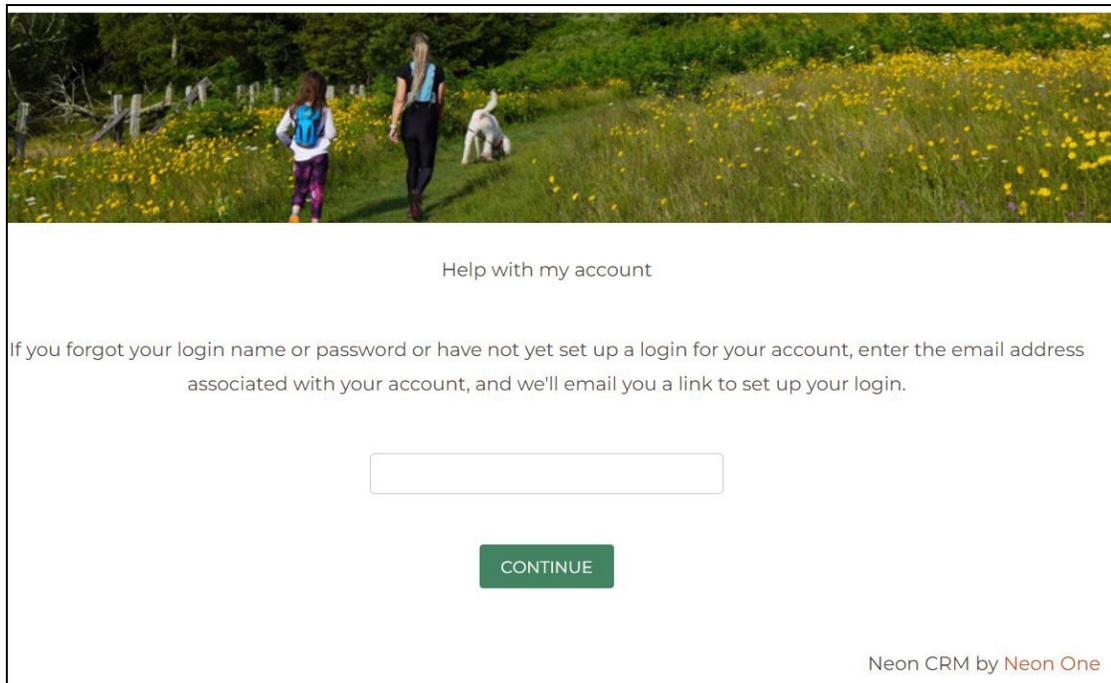
The screenshot shows a web page titled "Account Login" with a header image of a field with yellow flowers. The page contains a login form with the following elements:

- Account Login** (Section Header)
- Login Name** (Text label above a text input field)
- Password** (Text label above a text input field)
- Remember me for 2 weeks
- LOG IN** (Green button with a lock icon)
- Or sign in with (Text label above Facebook and Twitter social login buttons)
- Click here to set up your account or if you are having trouble logging in. (Text link)
- Neon CRM by Neon One (Page footer)

Click on the link below the Login button that says “Click here to set up your account or if you are having trouble logging in.”

Step 2: Request a login

On the next page, “Help with my account,” enter your email address then click “Continue.”



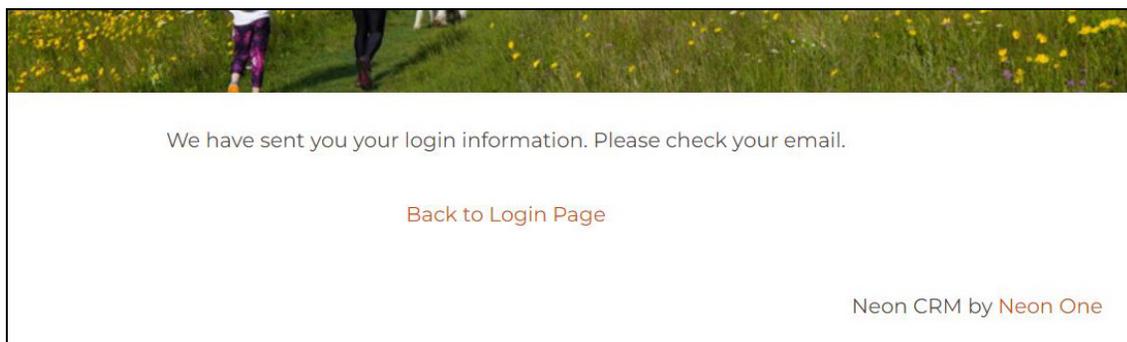
Help with my account

If you forgot your login name or password or have not yet set up a login for your account, enter the email address associated with your account, and we'll email you a link to set up your login.

CONTINUE

Neon CRM by [Neon One](#)

If you use multiple addresses and enter the wrong one, you'll get a message saying we're having trouble with the address. Otherwise, a new page will open confirming that an email is on the way with your login information:



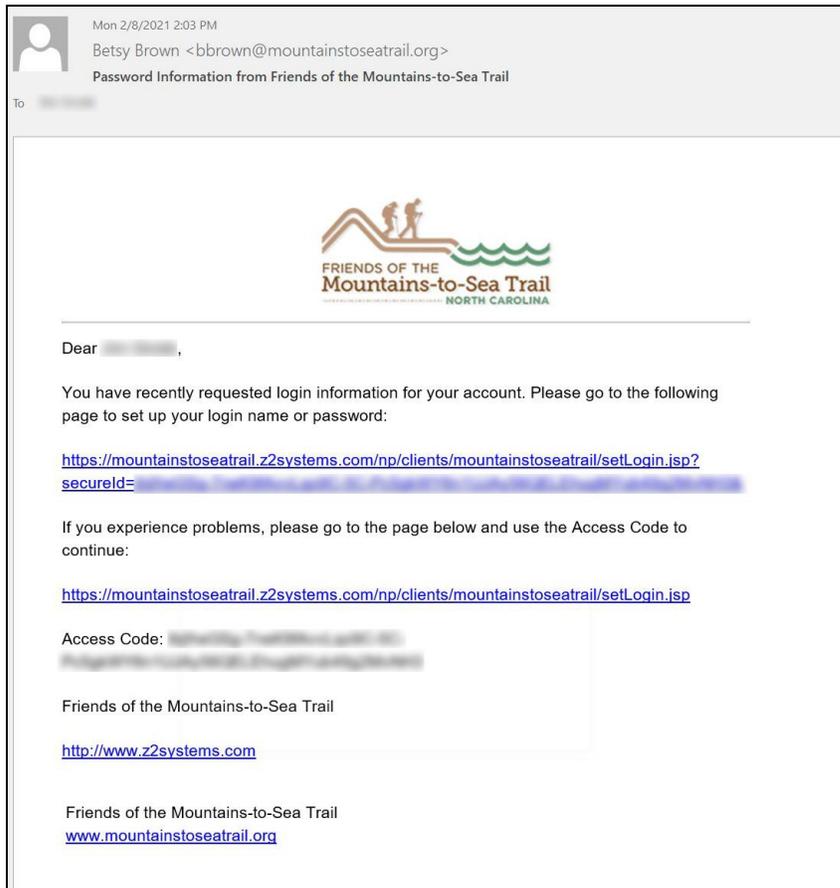
We have sent you your login information. Please check your email.

[Back to Login Page](#)

Neon CRM by [Neon One](#)

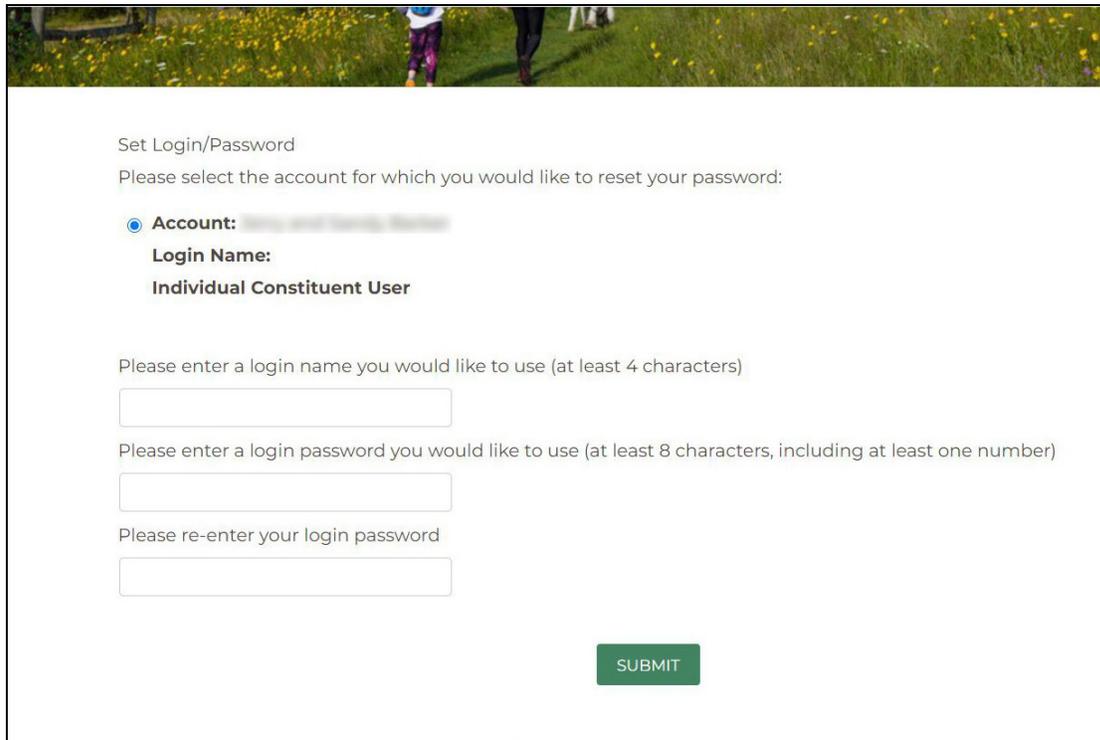
Step 3: Check your email

There should be an email from Betsy Brown in your inbox titled "Password Information from Friends of the Mountains-to-Sea Trail." If you don't see it within about 5 minutes, check your spam folder.



Step 4: Set up your account

Click on the link contained in the email to go to a page that looks like this:



Set Login/Password

Please select the account for which you would like to reset your password:

Account: [blurred text]

Login Name:

Individual Constituent User

Please enter a login name you would like to use (at least 4 characters)

Please enter a login password you would like to use (at least 8 characters, including at least one number)

Please re-enter your login password

Enter a login name and password and click submit.

(Be sure to save the login name and password so you can get back in.)

Step 5: The (slightly) tricky part

After you click submit, instead of being taken directly to the trail guides, you will be sent to a page that looks like this:

Welcome [REDACTED] (Account# [REDACTED])

What would you like to do? ▾

This portion of the website gives you access to our donor management system. Because you have given to the Friends of the MST, you can log in to manage a few things through the drop down at the right.

- My Donation allows you to see your giving history.
- Update My Profile allows you to change your contact information.
- Setup My Login helps you create a password for this portion of the site.
- My Registered Event shows you what events you have registered for.
- Resubscribe allows you to do just that!
- Download trail guides takes you to the trail guide page (or just click [here](#))

Thank you for your support of Friends of the MST, and we hope to see you on the trail soon!

Use either the pulldown menu or the link on the page to reach the trail guides page:

Welcome [REDACTED] (Account# [REDACTED])

What would you like to do? ▾

Mountains-to-Sea Trail Guides

Welcome to the members-only trail guide download page. As a member benefit, you can download all current trail guides for free. For 2021, we are offering this benefit to all members who have given \$35 or more to Friends of the Mountains-to-Sea Trail in the past year.

We intend to update the guides frequently as the trail changes, and each guide shows the revision date, so check back often to be sure you have the most up-to-date guides!



Simply click on the links below to download the segments you're interested in. To learn more about segments and their locations, see the map below or visit our [interactive Google map](#) or [Trail Segments page](#).

Once you've logged in, it's a good idea to bookmark the trail guide page so you can get back to it later.

Step 6: Download and enjoy the trail guides!

Just click on the links for the segments you're interested in. Depending on your browser preferences, they may open directly or you may be prompted to download or save them. Either way, start using them to explore the trail!

Thanks again for your support, and we hope to see you on the trail soon.

We hope these instructions have made this process simple. If you have worked through the steps, following the instructions, and find yourself stuck, reach out to Trail Resource Manager Jim Grode at jgrode@mountainstoseatrail.org or 828-231-6522.