

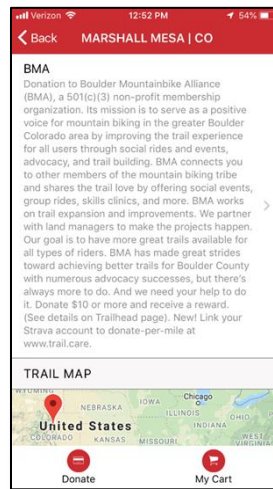
## Ready to join the LuvTrails community?

Great! Follow 7 easy steps. First, contact us at [contact@luvtrails.com](mailto:contact@luvtrails.com) and let us know who you are, which organization you represent, and that you'd like to join LuvTrails. We'll need proof that you represent the organization you'd like to add. An email address with the domain of your organization's website or your leadership position listed on a website is sufficient.

Once that's done, you can gather the following information we need to list your Venue(s) and Trails and set you up to receive donations:

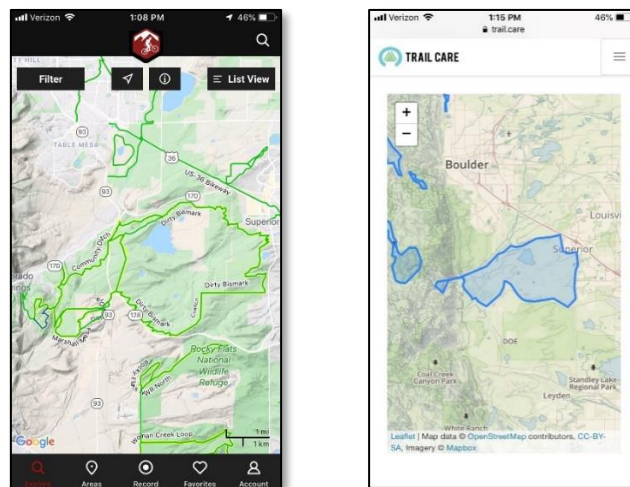
**Step 1:** The organization's full name, EIN [501(c)(3) number] and logo.

**Step 2:** A short-ish description about the organization, your mission statement, etc. (max 120 words).



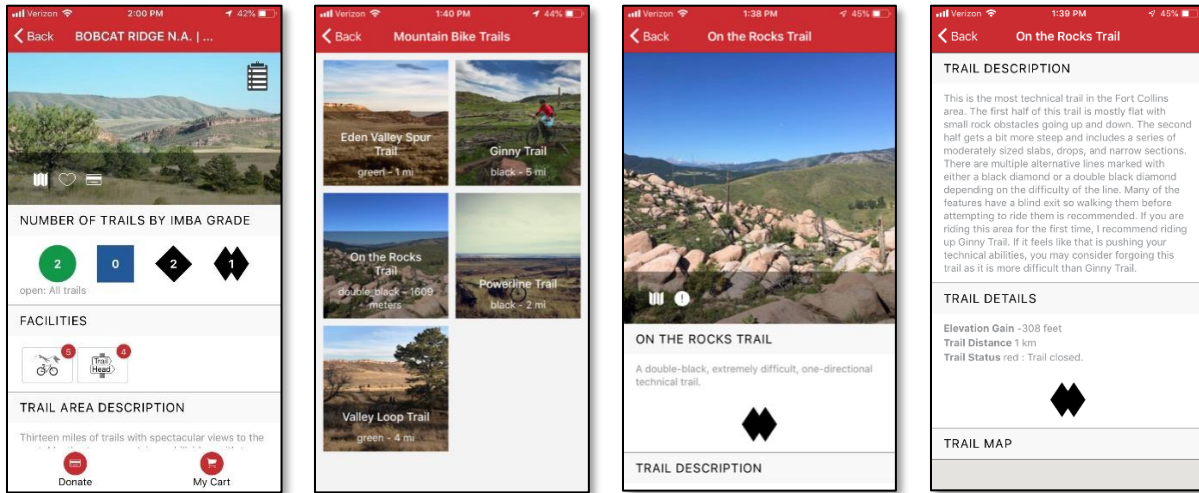
*Example of Boulder Mountainbike Alliance's profile in the LuvTrails App.*

**Step 3:** A screenshot of a map (MTB Project or Trailforks link) of the area(s) you are stewards for. We'll help you identify and geographically "fence" trail areas as LuvTrails Venues.



*Example profile for Marshall Mesa, CO Venue (distinct geographical area) in MTB Project (left) and Trail Care (right).*

**Step 4:** Supply a list of trails per Venue you want listed (max 14), with good pictures that reflect unique features of each trail, as well as a short description of each trail and other details. Mark the one picture that you recommend as main Venue picture.



*Example of Bobcat Ridge Venue (left) and its On the Rocks trail profile – the list of trails at the Venue (2<sup>nd</sup> left), individual trail page (2<sup>nd</sup> right) and detailed trail info (right).*

**Step 5:** Email a void copy of your organization’s bank check so that we can set it up as a beneficiary account for ACH donation payments. (It should contain your full address, bank, routing code and account number).



*Check example. NOTE: Do NOT redact the information as shown above.*

**Step 6:** Once you've gathered the information and emailed it to us at [info@luvtrails.com](mailto:info@luvtrails.com), our team will create your Venue(s) and add the trail info. You review the results and we publish the whole lot.

**Step 7:** The next step would be to “geofence” or define the boundaries of your organization’s stewardship (overlapping with Venues in the LuvTrails App) for the purposes of activating the Strava-linked Donate-per-mile® feature. Once activated, trail group admins will follow the steps as set out at [trail.care/tools](https://www.trail.care/tools).

### Edit Map

The map below represents the boundaries of the areas of which your trail organization is stewards for. They are what determine if a user is riding within your organization's jurisdiction. Please be truthful in your representation and try to avoid including public roads, illegal trails, and private property (unless you have explicit permission).

The map will be auto saved as you edit it. Use the Polygon button under the zoom controls at the top left to add a new area. Clicking the first point of the polygon will complete the shape. You can also edit and delete existing areas using the next two buttons, respectively.



That's it! No long-term contract, no set-up fee, no monthly fee, no license fee. Just an agreed flat transaction fee, which include those charged by card companies and banks.

### Let's get started!

For more information please contact:

**Arrie Rossouw:** [arrie@luvtrails.com](mailto:arrie@luvtrails.com) | (828) 707-6647

**Jeremiah Bishop:** [jeremiahbishop@yahoo.com](mailto:jeremiahbishop@yahoo.com) | (540) 246-3833