SPIN 4 KIDS® plus

Spin • Groove • Move

Presented by GoodLife®

Celebrating 5 years of FITNESS FUN!

SATURDAY MARCH 5, 2016

Accessing Your Teams & Participants Report
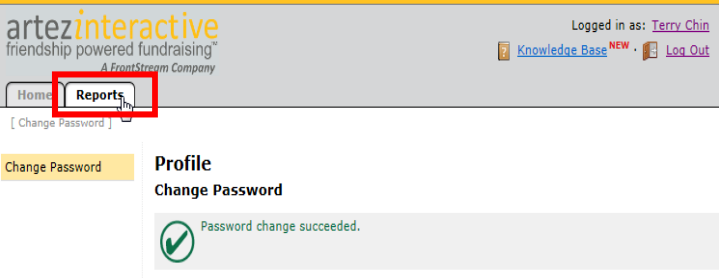
These are the instructions for accessing Teams & Participants reports for the event(s) you are coordinating. You are able to access these as needed which means you have the most up-to-date participant information for your event at your fingertips.

You will still receive the following from GLKF:
- T-shirt distribution list for participants who have been guaranteed a preferred size/style
- Technical Top distribution list – will only be sent if you have qualified Team Captains at your event

To access your custom Teams & Participants Report:

Step 1 Go to https://admin.e2rm.com Organization ID: gkf Username: **Your Username*** Password: **Spin4Kids!** *your username will be emailed to you by Tara McGuire	
Step 2 Click on the **Reports** tab	
Step 3 Click on **'Custom-Teams & Participants Report'**. If you are coordinating more than one event you will be able to select which location you would like to see a report for Click **Generate Report**	
Step 4 To export your report click on the floppy disk icon and select **excel**. ***Delete rows 1-7 so that you are able to sort your report** Once your report has been exported you can save it to your computer	

For assistance with Reports please contact Tara McGuire at tmcguire@goodlifekids.com