



Presented by
GoodLife®



**SATURDAY
MARCH 5, 2016**

Celebrating
years of
5 FITNESS
FUN!

Accessing Your Teams & Participants Report


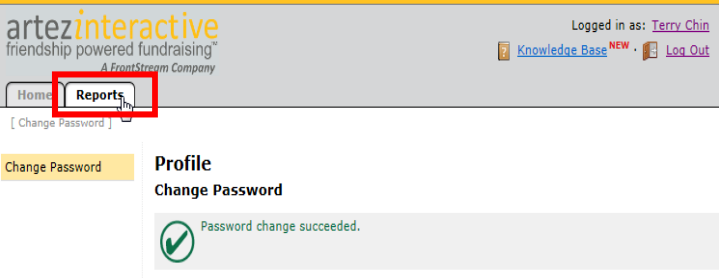
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These are the instructions for accessing Teams & Participants reports for the event(s) you are coordinating. You are able to access these as needed which means you have the most up-to-date participant information for your event at your fingertips.

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:

<p>Step 1</p> <p>Go to https://admin.e2rm.com Organization ID: gkf Username: Your Username* Password: Spin4Kids!</p> <p>*your username will be emailed to you by Tara McGuire</p>	
<p>Step 2</p> <p>Click on the Reports tab</p>	
<p>Step 3</p> <p>Click on 'Custom-Teams & Participants Report'.</p> <p>If you are coordinating more than one event you will be able to select which location you would like to see a report for</p> <p>Click Generate Report</p>	<p>Reports</p> <p>The reports listed below are all of the reports available currently through your Artez account. Hover over a report name to view a description of that report.</p> <div data-bbox="649 1302 1494 1449"> <p>Organization Custom Reports</p> <ul style="list-style-type: none"> Custom-Teams & Participants Report </div>
<p>Step 4</p> <p>To export your report click on the floppy disk icon and select excel.</p> <p>*Delete rows 1-7 so that you are able to sort your report</p> <p>Once your report has been exported you can save it to your computer</p>	<p>Registration</p> <div data-bbox="617 1596 1542 1869"> <p>FUNDRAISING AND REGISTRATION REPORT - DETAILS</p> <p>Event Name: Spin4Kids</p> <p>Date you ran report: 09/17/2014 15:23:35</p> <p>Start of report date range: 09/17/2013</p> <p>End of report date range: 09/17/2014</p> </div> <div data-bbox="1266 1596 1542 1869"> <p>Export options menu:</p> <ul style="list-style-type: none"> XML file with report data CSV (comma delimited) PDF MHTML (web archive) Excel TIFF file Word </div>

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