ACCESSING YOUR REGISTRATION DATA & REPORTS

1. Go to www.active.com/explorer

2. Type in your username and password, click log in

3. When the page refreshes go to the "Select Listing ->" drop down bar located in the top left – pull the bar down to select which listing you would like to access

4. Once you have selected a listing you will see a set of yellow folders on the left hand side of the page that has several places to access registration data and reports:

PRINT REGISTRATIONS:

- Located under the *Registration Tools* folder
- Go to *Print Registrations*
    - o This will give you a quick printable page with all of your participants and filtering capabilities.
    - o Note: lists name of registrants, registration category, gender etc. but does not display ALL of registration data (ie: address, phone # etc).

VIEW/EMAIL REGISTRANTS:

- Located under the *Registration Tools* folder
- Allows you to email your registrants
    - o You can search individually for a participant and view his/her entire entry form
    - o OR you can email all of your participants from this link
        - click "search" at the bottom of the page to get an entire list of your registrants
        - type your email message and send to ALL registrants or selected registrants

REGISTRATION SUMMARY:

- Located under the *Registration Reports* folder category
- Go to *Registration Summary*
    - o This will give you current registration numbers per category and list the total revenue to date and lists the total revenue to date

DOWNLOADING YOUR REGISTRATION DATA

1. Located under the *Registration Tools* folder

2. Go to *Download Registrations*

- **2 options for your download:**
  - o **1) download all of your registration data by using standard download profile**
    The quickest way, gives you all of your registration data
  - o **2) build your own download profile**
    Allows you to select which registration data you want to include in your download (great if you only need certain data fields & don't need all of your data)

Option 1: Download All Fields (all data)

- Click the blue "download now" button
- At the bottom of the page click on the "download file" button
- A box will appear asking to OPEN or SAVE – select SAVE & click OK
- Save and title your file
- It will open into Microsoft Excel
  - o Note: if it asks you what to open it with – choose the "select from program list" and select the Excel Program
- You can now sort and save your download file

Option 2: Build Your Own Download Profile

- Click the "Build New Profile" button
- Step 1: *Available Download Fields*
  - o highlight the options you want to have in your download
  - o highlight your selection & click on the >> icon after each selection
    Most used Download Fields:
    First Name, Last Name, Email, Day phone, Eve Phone, Gender, birth date, age, address 1, city, state, zip, Category and all of the customized questions that were created (T-shirt size etc).
  - o click the "next" button at bottom of page when done
- Step 2: *Define Download Fields*
  - o You can choose any formatting option here
  - o click the "next" button at bottom of page when done
- Step 3: *Apply Fields to Download Profile*
  - o Skip over this - click "next"

- Step 4: *Download File Format*
  - o Go to *Field Delimiter* and change from Comma to TAB
  - o Type in a title on the *Save profile as* section (you can then use this profile again next time so create a title for this profile)
  - o Click the "Next" button
- Step 5: *Download Registrations*
  - o Go to the bottom of the page and click on *Download File*
  - o A box will appear asking to OPEN or SAVE – select SAVE & click OK
  - o Save and title your file
  - o It will open into Microsoft Excel
    - Note: if it asks you what to open it with – choose the "select from program list" and select the Excel Program
  - o You can now sort and save your download file