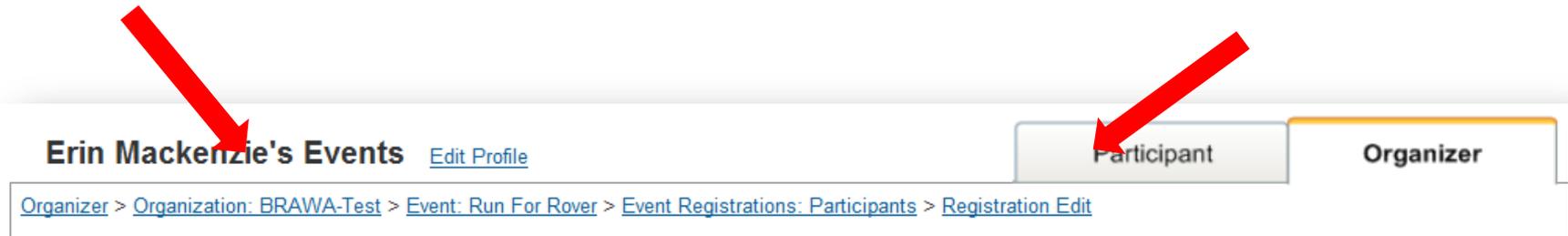


Organization

Key Navigation Tools

- Everything in **blue** is a hyperlink and will take you directly to that page, if it is an email address you can create a new email
- The Navigation Bar (below) will continue to grow as you access different pages. It will let you know where you are in the platform i.e. You are currently on the 'Registration edit' page, if you want to go back to the organization you can click on 'Organization: BRAWA-Test'



The screenshot shows a navigation bar with the following elements:

- Erin Mackenzie's Events** (with a red arrow pointing to it) and [Edit Profile](#)
- Participant** (with a red arrow pointing to it)
- Organizer** (highlighted with a yellow bar)

Below the navigation bar is a breadcrumb trail: [Organizer](#) > [Organization: BRAWA-Test](#) > [Event: Run For Rover](#) > [Event Registrations: Participants](#) > [Registration Edit](#)

- All of your Organization and Event Pages are listed on the left hand side (as seen on the next page)
- You can export data to excel by selecting 'export' (when listed) or you can create your own custom reports to export

Organization Page

[Organizer](#) > [Organization: BRAWA-Test](#)

- Summary
- Events (0)
- Invoices & Payments
- Design Templates (1)
- Participants
- Contacts
- User Access
- Reports
- Product Sales Report

 BRAWA-Test [Edit](#)
P.O. Box 171
Glasgow, KY 42142-0171
US

Phone 270-651-7297
Fax
Email lewis.jones@raceit.com
Website <http://www.brawashelter.org>

Primary Contact
Lewis Jones
lewis.jones@raceit.com
8669722348

[Invoices & Payments](#) [Payment Schedule](#)

Number	Type	Date	Amount	Date Range
No Invoices or Payments were found.				

[BRAWA-Test's Events](#) (1 Current Event)

Show Sort By [Create Event](#)

Event	Recent Registrations	Complete Registrations	Incomplete Registrations
Run For Rover Mon Jul 16, 2012 Roseville Road, KY	Today 0 Yesterday 1 Last 7 Days 1	1	0

- Summary:** Provides overview of your organization. Main Org Contact, Invoices and payments, current events
- Events:** Lists # of events
- Invoices & Payments:** All invoices are housed here. You can drill down into each invoice for greater detail
- Design Templates:** Customized templates for your registration
- Participants:** You can search for all participants across all events within your organization
- Contacts:** Add and list all contacts within your Organization
- User Access:** Who has access to view, add and make edits to the events. You can modify each individuals user access i.e the accountant might only be able to view the invoices and payments but cannot view events or make any changes
- Product Sales Report:** Lists all of the transactions that have been made across all of the events. This includes registrations and product purchases

Summary Page

Organizer > Organization: BRAWA-Test

Summary
Events (0)
Invoices & Payments
Design Templates (1)
Participants
Contacts
User Access
Reports
Product Sales Report

 BRAWA-Test [Edit](#)
P.O. Box 171
Glasgow, KY 42142-0171
US

Phone 270-651-7297
Fax
Email lewis.jones@raceit.com
Website <http://www.brawashelter.org>

Primary Contact
Lewis Jones
lewis.jones@raceit.com
8669722348

[Invoices & Payments](#)
[Payment Schedule](#)

Number	Type	Date	Amount	Date Range
No Invoices or Payments were found.				

[BRAWA-Test's Events](#) (1 Current Event)

Show Sort By

Event	Recent Registrations	Complete Registrations	Incomplete Registrations
Run For Rover Mon Jul 16, 2012 Roseville Road, KY	Today 0 Yesterday 1 Last 7 Days 1	1	0

[Copy](#)

- 1. Edit:** Allows you to edit the Organization name, address, checking account information, upload Org Logo and choose the Primary Contact (as shown listed on the summary page)
- 2. Invoices & Payments:** all recent invoices will be posted here with invoice #, type, date, amount and date range
- 3. Payment Schedule:** gives you date range and expected dates when you will receive your check or ACH deposit
- 4. Event Display:** you can choose to view Future, Current (Default), Past or Archived Events
- 5.** You can **Create** a new event, volunteer or membership registration

[Organizer](#) > [Organization: BRAWA-Test](#) > [Edit Organization](#)

▶ [Summary](#)

[Events \(0\)](#)

[Invoices & Payments](#)

[Design Templates \(1\)](#)

[Participants](#)

[Contacts](#)

[User Access](#)

Reports

[Product Sales Report](#)

Name	<input type="text" value="BRAWA-Test"/>
Address 1	<input type="text" value="P.O. Box 171"/>
Address 2	<input type="text"/>
City	<input type="text" value="Glasgow"/>
State	<input type="text" value="Kentucky"/>
Postal Code	<input type="text" value="42142-0171"/>
Province	<input type="text"/>
Country	<input type="text" value="United States"/>
Website	<input type="text" value="www.brawashelter.org"/>
Email Address	<input type="text" value="lewis.jones@raceit.com"/>
Phone	<input type="text" value="270-651-7297"/>
Fax	<input type="text"/>
Payee	<input type="text" value="BRAWA"/>
Payout Type:	<input type="text" value="Check"/>
Primary Contact	<input type="text" value="Lewis Jones"/>

Logo [Update](#)



I agree to the [Terms and Conditions](#)

Editing your Organization Information

Invoices and Payments

Chris Kennedy's Events [Edit Profile](#)

Participant

Organizer

Organizer > [Organization: Westchester Shamrock 5k, Inc.](#) > 042012

[Summary](#)

[Events \(0\)](#)

▶ [Invoices & Payments](#)

[Design Templates \(2\)](#)

[Participants](#)

[Contacts](#)

[User Access](#)

Reports

[Product Sales Report](#)

Number: #04042012

Bank Deposit Date: 3/14

Payment Period: 3/14

Transaction Type: De

Transaction Date: 4/4

[Export Content](#) [View](#)

Export Content ✕

Entire Report

[Export to Excel \(formatted\)](#)

[Export to Excel \(raw data\)](#)

[Export to PDF](#)

Totals Section

[Export to Excel](#)

[Export to PDF](#)

Summary Section

[Export to Excel](#)

[Export to PDF](#)

Filtered Reports

Registration Only Report

Westchester Shamrock 5k, Inc.:				\$1,034.00
Grand Total:				\$1,034.00

Amount	Offline	Customer Fee	C	▲
978.00	\$45.00	\$83.00	\$	
333.04	\$112.00	\$37.04	\$	
<hr/>				
Registration Totals:	\$1,311.04	\$157.00	\$120.04	\$
<hr/>				
Westchester Shamrock 5k, Inc. Totals:	\$1,311.04	\$157.00	\$120.04	\$
<hr/>				
Grand Total:	\$1,311.04	\$157.00	\$120.04	\$

To view an invoice, click on the invoice number. All invoices/payments can be displayed in full screen or you can export them to excel or pdf. You can choose to view the entire report or you can slice and dice the report to view financial information pertinent to you.

Payment Schedule

9030 Stony Point Parkway, Suite 450
 Richmond, VA 23235
 Customer Service: 866-972-2348
 Accounting Email: Accounting@Raceit.com

Semi-Monthly Client Payment Schedule

Semi-Monthly Period	Payment Input Date	ACH (Funds settlement date)	CHECKS (Date client receives check)	Payment #
First Quarter 2012				
1/1/2012 - 1/15/2012	1/18/2012	1/19/2012	1/23/2012	1
1/16/2012 - 1/31/2012	2/3/2012	2/6/2012	2/8/2012	2
2/1/2012 - 2/15/2012	2/17/2012	2/21/2012	2/22/2012	3
2/16/2012 - 2/29/2012	3/2/2012	3/5/2012	3/7/2012	4
3/1/2012 - 3/15/2012	3/19/2012	3/20/2012	3/26/2012	5
3/16/2012 - 3/31/2012	4/3/2012	4/4/2012	4/9/2012	6
Second Quarter 2012				
4/1/2012 - 4/15/2012	4/18/2012	4/19/2012	4/23/2012	7
4/16/2012 - 4/30/2012	5/3/2012	5/4/2012	5/8/2012	8
5/1/2012 - 5/15/2012	5/18/2012	5/21/2012	5/23/2012	9
5/16/2012 - 5/31/2012	6/4/2012	6/5/2012	6/11/2012	10
6/1/2012 - 6/15/2012	6/19/2012	6/20/2012	6/25/2012	11
6/16/2012 - 6/30/2012	7/5/2012	7/6/2012	7/10/2012	12
Third Quarter 2012				
7/1/2012 - 7/15/2012	7/18/2012	7/19/2012	7/23/2012	13
7/16/2012 - 7/31/2012	8/3/2012	8/6/2012	8/8/2012	14
8/1/2012 - 8/15/2012	8/17/2012	8/20/2012	8/22/2012	15
8/16/2012 - 8/31/2012	9/4/2012	9/5/2012	9/10/2012	16
9/1/2012 - 9/15/2012	9/18/2012	9/19/2012	9/24/2012	17
9/16/2012 - 9/30/2012	10/3/2012	10/4/2012	10/8/2012	18

Participants

[Summary](#)
[Events \(0\)](#)
[Invoices & Payments](#)
[Design Templates \(1\)](#)
▶ [Participants](#)
[Contacts](#)
[User Access](#)
Reports
[Product Sales Report](#)

First Name: Last Name: Transaction Date (EST) - From: Transaction Date (EST) - To:
Confirmation: Email Address: Expiration Date (EST) - From: Expiration Date (EST) - To:

Participants

Actions

Participant	Confirmation	Event/Category	Date	Team Name
<input type="checkbox"/> Erin Mackenzie erin.mackenzie@raceit.com 386-956-6735	ZGQXETIMFT7	Run For Rover 2 Mile	7/19/2012 10:38:22 AM	Running Racers

Selecting Participants from the Organization Page allows you to search for specific participants across all events. You can select 'Actions' to view the participant, make edits, delete, resend confirmation or issue a refund.

Participants

Actions

Confirmation	Event/Category	Date	Team Name
ZGQXETIMFT7	Run For Rover 2 Mile	7/19/2012 10:38:22 AM	Running Racers

- Actions
- View
- Edit
- Delete
- Resend Confirmation
- Issue Refund

Contacts

[Organizer](#) > [Organization: BRAWA-Test](#) > [Contacts](#)

- [Summary](#)
- [Events \(0\)](#)
- [Invoices & Payments](#)
- [Design Templates \(1\)](#)
- [Participants](#)
- ▶ [Contacts](#)
- [User Access](#)
- Reports
 - [Product Sales Report](#)

[Add Contact](#)



	First Name	M.I.	Last Name	Email	Telephone
Edit	Lewis		Jones	lewis.jones@raceit.com	8669722348
Edit	Erin		Mackenzie	erin.mackenzie@raceit.com	804-591-2262

Organization Contact

First Name:

Last Name:

Title:

Daytime Phone:

Evening Phone:

Email:

Address1:

Address2:

City:

State:

Province:

Postal code:

Country:

Contacts displays all contacts within your organization that you have added.

To add a contact, click on 'Add a Contact' enter the information and select Save

User Access

[Organizer](#) > [Organization: BRAWA-Test](#) > [User Access](#)

- [Summary](#)
- [Events \(0\)](#)
- [Invoices & Payments](#)
- [Design Templates \(1\)](#)
- [Participants](#)
- [Contacts](#)
- ▶ [User Access](#)**
- [Reports](#)
- [Product Sales Report](#)

Add User 

Users

Actions

First Name	M.I.	Last Name	City	State
------------	------	-----------	------	-------

To give an individual access to your organization and event they will need to create an account by going to www.raceit.com and select 'Create Account' in the top right hand corner. Once they have created an account you can add them to the organization by selecting 'Add User'. You will be prompted to enter the email address that the individual used to create their account.

Add User 

In the textbox below, enter the email address of the user you wish to add. The user must already have a RaceIt account.

New User's Email Address:

Add User

Users 

Actions 

Search Users:

Actions
Modify Permissions
Remove User(s)

	M.I.	Last Name	City	State
<input checked="" type="checkbox"/> Erin		Mackenzie	Richmond	VA



You can modify User Access by selecting the user, click on the actions button and choose 'Modify Permissions'

User Level Access

The screenshot shows a user profile page for 'Erin Mackenzie (Edit)'. At the top, there are two tabs: 'Users' and 'Erin Mackenzie (Edit)'. A red arrow labeled '1' points to the 'Erin Mackenzie (Edit)' tab. Below the tabs is an 'Instructions' box with the text: 'Grant or revoke permission for platform features by checking or unchecking the checkboxes next to the corresponding securable. Changes are saved immediately.' Below the instructions is a section titled 'Organizer Level Permissions' with a dropdown arrow. A red arrow labeled '2' points to this dropdown. Underneath, there is a list of permissions, each with a checked checkbox: Contacts, Create Event, Design Templates, Events, Invoices, Organizer Admin, Organizer Product Sales Report, Participants, Summary, and User Access. Below this list is a section titled 'Event Level Permissions' with a right-pointing arrow. At the bottom left of the page is a blue button labeled 'Finished'.

1. Click on the User's Name Tab i.e. Erin Mackenzie (Edit)
2. You can choose which Level Permissions you would like to grant. Both Organizer and Event Level Permissions will provide you will drop down menus. To grant permission you can check off the box. If you do not want them to have access make sure the box is left empty.

Product Sales Report

[Organizer](#) > [Organization: BRAWA-Test](#) > [Reports: Product Sales](#)

[Summary](#)

Product Sales Report

[Events \(1\)](#)

[Invoices & Payments](#)

[Design Templates \(1\)](#)

[Participants](#)

[Contacts](#)

[User Access](#)

Reports

▶ [Product Sales Report](#)

From:

12

Dates:

To:

12

[Generate Report](#)

The Product Sales Report provides you with a detailed date range report that includes all event transactions including:

- Registration
- Product Purchases
- Volunteers