# Reports

#### **Overview**



			Qty	Percent		Qty	Percent		Qty	Percent
Registered	1	Combined	26626	100%	Registration	24068	90.39%	Team Registration	2556	9.60%
Gender	1	female	11331	42.56%	female	982	4.08%			
	2	male	14313	53.76%	male	12737	52.92%	male	1574	61.58%
	1	VA	11203	42.08%	VA	10546	43.82%	VA	657	25.70%
	2	MD	4331	16.27%	MD	3850	16%	MD	481	18.82%
	3	DC	2227	8.36%	DC	2058	8.55%	DC	169	6.61%
	4	PA	1179	4.43%	PA	1014	4.21%	PA	165	6.46%
Top 10 States	5	NC	1051	3.95%	NC	922	3.83%	NC	129	5.05%
	6	NY	959	3.60%	NY	818	3.40%	NY	141	5.52%
	7	TX	590	2.22%	TX	493	2.05%	TX	97	3.79%
	8	NJ	545	2.05%	NJ	484	2.01%	NJ	61	2.39%
	9	GA	450	1.69%	GA	372	1.55%	GA	78	3.05%
	10	FL	374	1.40%	FL	315	1.31%	FL	59	2.31%
	1	Alexandria,VA	1872	7.03%	Alexandria,VA	1751	7.28%	Alexandria,VA	121	4.73%
	2	Arlington,VA	1848	6.94%	Arlington,VA	1754	7.29%	Arlington,VA	94	3.68%
	з	Washington, DC	1817	6.82%	Washington, DC	1671	6.94%	Washington, DC	146	5.71%
	4	Woodbridge,VA	554	2.08%	Woodbridge,VA	514	2.14%	Woodbridge,VA	40	1.56%
Top 10 Cities	5	Fairfax,VA	546	2.05%	Fairfax,VA	523	2.17%	Fairfax,VA	23	0.90%
	6	Springfield,VA	520	1.95%	Springfield,VA	492	2.04%	Springfield,VA	28	1.10%
	7	Falls Church,VA	335	1.26%	Falls Church, VA	322	1.34%	Falls Church, VA	13	0.51%
	8	Silver Spring, MD	329	1.24%	Silver Spring, MD	292	1.21%	Silver Spring, MD	37	1.45%
	9	Burke,VA	318	1.19%	Burke,VA	290	1.20%	Burke,VA	28	1.10%
	10	Vienna,VA	307	1.15%	Vienna,VA	292	1.21%	Vienna,VA	15	0.59%
	1	Alexandria,VA	1872	7.03%	Alexandria,VA	1751	7.28%	Alexandria,VA	121	4.73%
	2	arlington,VA	1848	6.94%	arlington,VA	1754	7.29%	arlington,VA	94	3.68%
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Top 10 Out of										
State Cities	5	Springfield,VA	520	1.95%	Springfield,VA	492	2.04%	Springfield,VA	28	1.10%

Entire Repo Export to	ort o Excel (formatted)
Export to	Excel (raw data)
Export to	PDF
Totals Sect	ion
Export to	D Excel
Export to	PDF
Summary S	ection
Export to	D Excel
Export to	D PDF
Filtered Re	oorts
	•

The Racelt reporting tools allow for "slicing and dicing" of information to enable reporting that meets all client needs. We are continually adding to our list of Reports.

\*\*Custom reports are available upon request.

Demographics Count by Question Adhoc (Custom) Reports Transfers Count by Date Participant Registrations E-Commerce (Products) Charitable Donations

### **Demographics**



Select report sections	Specify the count
Registered	
Gender	
Top States	10 🚔
Top Cities	10 🔷
Top out-of-State Cities	10 🚔
Top Metros	10 🚖
🗹 Top Area Codes	10 ≑
Male age divisions	
Female age divisions	
Countries	
✓ States	

The Demographics report is available under the specific Event. You can choose to view how many of the Top States, Cities, out-of-State Cities, Metros and area codes. You can slice and dice your report to view only information pertinent to you.

#### **Demographics**

			Qty	Percent		Qty	Percent		Qty	Percent
Registered	1	Combined	26626	100%	Registration	24068	90.39%	Team Registration	2556	9.60%
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Top 10 Out of										
State Cities	5	Springfield, VA	520	1.95%	Springfield,VA	492	2.04%	Springfield,VA	28	1.10%

#### Example: Demographics Report Top 10 States

You can print the entire report or view specific sections. All Sections will allow you to view a pie chart.



# **Count by Date**

<u>Organizer</u> > <u>Organization:</u> Army 1	Ten-Miler > Event: 2012 Army Ten-Miler > Reports: Counts By Date	
Event Settings		
Event Details	I want to view Counts by:	
Registration	The number of registrants that registered each day, week or month	
Event Pricing	The total number of registrants that registered each day, week or month	
Form Designer		
+ Advanced Settings	Frequency:	
Event Registrations	Day of Year     O Day of Year   O Month of Year	
<u>Participants</u>	Days from Event Start      Weaks from Event Start      Months from Event Start	
<u>Transfers</u>	Bays nom Event Start Start	
<u>Team Manager</u>	Crown by Category	
Add Participants	Cloup by Category	
Email Participants	Compared To (optional):	_
Other Forms		•
Results	"2012 Vulcan Run"	1
Import Participants	"Austin MN Haitian Hustle"	
Charities	"Du-It-High" DuathIon	
Set-up Charities	"Lap-The-Lake 50" Bike Race/Ride	
<u>Donations</u>	"Run Wild" 6K	-
Fundraisers		_
E-commerce	(use the control key to select multiple events)	
Products	Include Past Events	
Transactions	Caparata Dapart	
Reports	Generale Report	
Demographics		
Count By Date		
Count By Question		

Count by Date allows you to view the count of participants that have registered within a specific frequency of your event. You can compare categories or if you have multiple events (including past events) listed under your organization you can compare the events next to each other.

#### **Count by Date**



Example: Count by Category showing the number of participants that have registered in relation to the number of weeks prior to the event start date.

# **Count by Question**



Count by Question gives you an overall count of the selected question that you have chosen. All questions that involve a 'count' will be displayed.

Example: How many participants selected a small T-Shirt size vs. medium, large, X-large; How many participants are in a selected Wave Time; How many participants selected they have run this race in the past etc.

Proprietary and Confidential

# **Count by Question Examples**



#### **Count By Question**

Selected Question: How did you hear about us?

Generate New Report

answer	campTITAN
Friends	324
Acceleration North	6
CrossFit MSP	10
Velocity Sports Performance	10
FaceBook	23
Twitter	2
Doctors Office	1
Church	3
Total	379

#### **Count By Question**

Selected Question: Clydesdale/ Athena?

#### Generate New Report

answer	14th Annual Stone Harbor Triathlon
Clydesdale	24
Athena	6
Neither	230
Total	260

### **Participant Report**

Event Settings Event Details	Display th Search	he following Options	data: Completed	d Registrations	✓ Registration Do	wnload Team Manager Refund Log
Registration Event Pricing	First Na Confirma	me: ation Numbe	er:		Last Name: Email Address:	Search
+ Advanced Settings	Transac	tion Date (E	ST):	9	D to	🔋 🐑 Clear Form
Event Registrations						
Transfers	Registrat	tions <b>1</b> - 50 f	for: 2012 Army Te	en-Miler.	•	Export
<u>Team Manager</u> <u>Add Participants</u>		Date (EST)	Category	Last	First Contact Info	Confirmation # Team name
Email Participants Other Forms Results Import Participants	<u>Edit</u> <u>View</u> <u>Delete</u>	8/2/2012 12:50 PM	Ten-Miler Team Registration	de Leeuw		ZY4MXX7MTKM Uptown Girls
Charities Set-up Charities Donations Eurodesises	<u>Edit</u> <u>View</u> <u>Delete</u>	8/2/2012 12:39 PM	Ten-Miler Team Registration	Blevins		ZRYE3ZI6YWJ <u>DEARNG</u> <u>Aviation (misfits)</u>
E-commerce Products Transactions	<u>Edit</u> <u>View</u> <u>Delete</u>	8/2/2012 10:51 AM	Ten-Miler Registration	Rocha		VXJO9DFA78FE
Reports <u>Demographics</u> <u>Count By Date</u> Count By Question	<u>Edit</u> <u>View</u> <u>Delete</u>	8/2/2012 10:47 AM	Ten-Miler Team Registration	O'Donnell		ZLSSPDGEYFI <u>You can run.</u>
	<u>Edit</u> <u>View</u> <u>Delete</u>	8/2/2012 9:08 AM	Ten-Miler Registration	Checo		VDMO4EB492D3
	<u>Edit</u> <u>View</u> <u>Delete</u>	8/2/2012 8:57 AM	Ten-Miler Registration	Poyner		VTYO9DAA9122

You can view all participants from the participants page or you can export your participant list to Excel by selecting the 'Export' button

# **Participant Report**

						Participant Expo	ort Report							
transaction_date	division	discount code	first_name	last_name	email_address	organization_name	telephone	birth_date 👻	age	gender 👻	city	state_code	country_code	postal_code
5/23/2012	campTITAN			Campbell				1/30/1987	25 1	Л	Brooklyn park	MN	US	55430
6/1/2012	campTITAN			VELLANCE				10/22/1983	28	Л	SAVAGE	MN	US	55378
6/1/2012	campTITAN			BLACK				8/9/1972	39 1	Л	OTSEGO	MN	US	55330
6/1/2012	campTITAN			VANTHAVONG				9/30/1979	32	Л	BURNSVILLE	MN	US	55337
6/5/2012	campTITAN	CAMPSOCIAL		Westover				1/13/1976	36 1	Л	Bloomington	MN	US	55431
6/5/2012	campTITAN	CAMPSOCIAL		Malinis				9/8/1970	41	N	St Louis Park	MN	US	55416
6/5/2012	campTITAN	CAMPSOCIAL		Patel				5/11/1979	33 1	N	Minnetonka	MN	US	55305
6/5/2012	campTITAN	CAMPSOCIAL		Damar				2/1/1985	27	N	Plymoiuth	MN	US	55447
6/5/2012	campTITAN	CAMPSOCIAL		tadikonda				3/12/1986	26	Л	minneapolis	MN	US	55401
6/5/2012	campTITAN	CAMPSOCIAL		Kretchmer		Tough Mudder		4/6/1977	35 1	N	Minneapolis	MN	US	55417
6/5/2012	campTITAN	CAMPSOCIAL		Mrozek				5/29/1977	35 1	N	Richfield	MN	US	55423
6/5/2012	campTITAN	CAMPSOCIAL		Kidd				10/18/1978	33 1	Л	Farmington	MN	US	55024
6/5/2012	campTITAN	CAMPSOCIAL		Turek				7/12/1972	40	Л	Eagan	MN	US	55122
6/5/2012	campTITAN	CAMPSOCIAL		Rhoden				10/7/1974	37 F	-	Shakopee	MN	US	55379
6/5/2012	campTITAN	CAMPSOCIAL		Rhoden				12/26/1971	40	Л	Shakopee	MN	US	55379
6/5/2012	campTITAN	CAMPSOCIAL		Bro				12/10/1978	33 1	N	Oakdale	MN	US	55128
6/5/2012	campTITAN	CAMPSOCIAL		Schlough		LifeAbove		12/29/1971	40	Л	Waconia	MN	US	55387
6/5/2012	campTITAN	CAMPSOCIAL		Downham				10/7/1966	45 1	Л	Minneapolis	MN	US	55419
6/5/2012	campTITAN	CAMPSOCIAL		O'Brien				1/13/1977	35 1	Л	Minneapolis	MN	US	55413
6/5/2012	campTITAN	CAMPSOCIAL		LaFave				1/4/1967	45 1	Л	lakeville	MN	US	55044
6/5/2012	campTITAN	CAMPSOCIAL		Holman				6/3/1986	26 F		Apple Valley	MN	US	55124
6/5/2012	campTITAN	CAMPSOCIAL		Friend		LifeAbove		6/26/1964	48	Л	Princeton	MN	US	55371
6/5/2012	campTITAN	CAMPSOCIAL		Friend		LifeAbove		9/28/1996	15 1	Л	Princeton	MN	US	55371
6/5/2012	campTITAN	CAMPSOCIAL		Friend		LifeAbove		9/8/1997	14 F	-	Princeton	MN	US	55371
6/5/2012	campTITAN	CAMPSOCIAL		Burke				9/8/1997	14 F		Princeton	MN	US	55371
6/5/2012	campTITAN	CAMPSOCIAL		Nordsven				10/25/1969	42 1	Л	St Michael	MN	US	55376
6/6/2012	campTITAN	CAMPSOCIAL		Hanley				1/4/1974	38 1	Л	Edina	MN	US	55439
6/6/2012	campTITAN	CAMPSOCIAL		kuvaas				2/28/1979	33 1	Л	shakopee	MN	US	55379
6/6/2012	campTITAN	CAMPSOCIAL		OConnor				6/26/1975	37 F	-	Brooklyn Park	MN	US	55443
6/6/2012	campTITAN	CAMPSOCIAL		OConnor				12/19/1975	36 1	Л	Brooklyn Park	MN	US	55443
6/6/2012	campTITAN	CAMPSOCIAL		Ryan				12/1/1980	31 F	-	St. Louis Park	MN	US	55416
6/6/2012	campTITAN	CAMPSOCIAL		Betcher				11/21/1979	32 1	Л	St. Louis Park	MN	US	55416
6/6/2012	campTITAN	CAMPSOCIAL		Zvareck				4/18/1987	25 1	Л	Hastings	MN	US	55033
6/6/2012	campTITAN	CAMPSOCIAL		Sjoberg		LifeAbove		4/20/1975	37 F		St Paul	MN	US	55104
6/6/2012	campTITAN	CAMPSOCIAL		Ryding				6/24/1973	39 F		Minneapolis	MN	US	55407
6/6/2012	campTITAN	CAMPSOCIAL		Sustad				8/3/1990	22 F		Roseville	MN	US	55113
6/6/2012	campTITAN			SHEAK				1/3/1984	28	Λ	COTTAGE GORVE	MN	US	55016
6/6/2012	campTITAN	CAMPSOCIAL		mound				3/12/1973	39 1	Л	belle plaine	MN	US	56011
6/6/2012	campTITAN	CAMPSOCIAL		Lindus				4/30/1979	33 F		Woodville	WI	US	54028
6/6/2012	campTITAN	CAMPSOCIAL		May				9/1/1981	30 F		Cottage Grove	MN	US	55016

#### You can filter and edit all columns and rows within Excel

#### **Custom Reporting**

Event Settings	Display th	e following d	lata: Completed	Registrations	-	Registration Downloa	d <u>Team Manager</u> F	Refund Log
Event Details	Search	Options	Completed	Registrations		-		
Registration	First Na	me:	Deleted Re	egistrations	londing Dovmont			
Event Pricing	Confirme	tion Number	- Incomplete	Registrations	enuing Payment		Search	
Form Designer	Comma	ICON NUMBER	BIB Assign	ment			Clear Form	
+ Advanced Settings	Transact	ion Date (ES	ST):	9 (C)	to	9	Q	
Event Registrations								
Participants								
Transfers	Registrat	ions <b>1</b> - <b>50</b> fo	or: 2012 Army Te	en-Miler.				Event
<u>Team Manager</u>		Date						Export
Add Participants		(EST)	Category	Last	First Contact	Info	Confirmation #	Team name
Email Participants	Edit							
Other Forms	View	8/2/2012	Ten-Miler Team	rusher				DCNG Capital
Results	Delete	TZ7 PIVI	Registration					Guardians
Import Participants	-							
Charities	Edit Viow	8/2/2012	Ton Milor Toom					
Set-up Charities	Delete	12:50 PM	Registration	de Leeuw				Uptown Girls
Donations			U U					
<u>Fundraisers</u>	Edit							
E-commerce	View	8/2/2012	Ten-Miler Team	Blovine				DEARNG
Products	<u>Delete</u>	12:39 PM	Registration	Dievins				Aviation (misfits)
Iransactions								
Reports	Edit							
Demographics	<u>View</u> Delete	8/2/2012	Ten-Miler Registration	Rocha				
Count By Date	Delete	TU.ST AW	Registration					
Count By Question	Edit							
	View	8/2/2012	Ten-Miler Team					
	Delete	10:47 AM	Registration	O'Donnell				You can run,
	Edit							
	View	8/2/2012	Ten-Miler	Checo				
	Delete	9:08 AM	Registration					
	Edit	0/0/0040	T Miles					
	<u>View</u> Delete	8/2/2012 8:57 AM	Registration	Poyner				
	Delete	0.01740	regionation					

- Step 1: Make sure you are under 'Participants
- Step 2: Select which data you would like to display
- Step 3: Select Registration Download

### **Custom Reporting**



#### **Custom Report**

Default Name	Export Name	Question Type	Options
Participant First Name	Participant First Name	Free Form Text	
Participant Last Name	Participant Last Name	Free Form Text	Merge with previous question
Participant gender	Participant gender	Single Selection / Radio Button	Merge with previous question Split each answer as columns rs? Lers (+)
Back Preview			

You can select how you would like to view the answers. Do you want the answer to merge with the one above i.e. Do you want First Name and Last Name to display in the same column or separate?

Once you have created a custom report you can choose to edit the report, remove it or re-run the report.

Report Name	User Name	Date Created	Last Modifie	Command
group	Kailos, Whitney	5/1/2012 9:06:04 AM	5/1/2012 9:06:04 AM	edit remove run
50/50 vs Performance	Mackenzie, Erin	5/7/2012 10:32:57 AM	5/7/2012 10:32:57 AM	edit remove run
Military Grade/Affiliation	McKnight, Earl	5/7/2012 4:43:37 PM	5/7/2012 4:43:37 PM	edit remove run
Erin's Report	Mackenzie, Erin	5/7/2012 4:43:40 PM	5/7/2012 4:43:40 PM	edit remove run
Create a new report				

## **E-Commerce (Product) Report**

Registration	Id	Product Opt	ions Price	Date	Confirmation	n Payee First Payee Last Shipto First Shipto Last Shipto Line 1 Shi
Event Pricing Form Designer + Advanced Settings	2576	On-line Training Program	\$19.95	8/6/2012 8:09 AM	VUYO9D460479	79 Trask
vent Registrations Participants	2576	On-line Training Program	\$19.95	8/6/2012 12:21 AM	VXJO9E1E43E0	0 Fountain
<u>Fransfers</u> Feam Manager Add Participants	2576	On-line Training Program	\$19.95	8/5/2012 11:23 AM	VUJO9D3E01B5	95 Wippel
<u>Email Participants</u> <u>Other Forms</u> <u>Results</u>	2574	GEICO Pasta Dinner Ticket	\$29.00	8/3/2012 9:55 PM	VXYO9E0BDDC9	C9 Benitez
mport Participants harities Set-up Charities Donations	2574	GEICO Pasta Dinner Ticket	\$29.00	8/2/2012 11:45 AM	VSYO9CB91DB4	34 Brock
commerce	2574	GEICO Pasta Dinner Ticket	\$29.00	8/2/2012 10:20 AM	VTJO9DAB5580	30 bailey
Transactions ports emographics	2574	GEICO Pasta Dinner Ticket	\$29.00	8/2/2012 9:02 AM	VKMO4E9CA648	48 Stone
Count By Date Count By Question	2574	GEICO Pasta Dinner	\$29.00	8/2/2012 9:02 AM	VKMO4E9CA648	48 Stone

If you have enabled a product page, all purchased products will be located under 'E-Commerce: Transactions'. You can view:

Product Purchased	Participant Name
Price	Mailing Address
Date Purchased	Confirmation Number
All transactions can be exported to Excel allo	owing you to filter and sort the transaction
data how you would like it displayed.	

# **E-Commerce (Product) Export Report**

Product Id 💌	Product 💌	Price -	customerFee 💌	Confirmation # 💌	Transaction Date 💌	payment type 💌	First Name 💌	Last Name 💌
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2888	campTITAN Spectator Tickets	10	\$0.60		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2888	campTITAN Spectator Tickets	10	\$0.60		8/4/2012	CC		
2887	Call to Action Concert	20	\$1.20		8/4/2012	CC		
2888	campTITAN Spectator Tickets	10	\$0.60		8/3/2012	CC		
2888	campTITAN Spectator Tickets	10	\$0.60		8/3/2012	CC		
2888	campTITAN Spectator Tickets	10	\$0.60		8/3/2012	CC		
Total Pro	ducts Purchase Spectator Tick	ets 📈 Cor	ncert Tickets 🦯 T-Shirt (	Upgrades 🦯 🔁 🖉			1111	

In excel, the product report can be displayed with details that you wish to see. To name a few: Columns and Rows can be deleted, filters can be added and separate spreadsheets displaying each product individually can be created.

#### **Transfers Report**

Organizer > Organization: Army T Event Settings Event Details Registration Event Pricing Form Designer + Advanced Settings Event Registrations Participants Transfers	Ten-Miler > Event: 2012 Army Ten-Miler > Transfers         Show:       Completed Transfers         Search         Name:       Email Address:         Confirmation Number:       Category:         Transfer Type:       Direction:         Search         Search							
Team Manager	Type In/Ou	t Event	Participant	Category	Transaction	Transfer	Confirmation#	
Add Participants Email Participants Other Forms	Event Out	2012 Army Ten- Miler	Rachel Honderd	Ten-Miler Registration	5/15/2012 12:03:47 AM	5/15/2012 12:09:18 AM	VKVO4B790072	
Results Import Participants	Event In	2012 Army Ten- Miler	Rachel Honderd	Ten-Miler Team Registration	5/15/2012 12:10:59 AM	5/15/2012 12:10:59 AM	ZYLIJGY8VN8	
Charities <u>Set-up Charities</u>	Event Out	2012 Army Ten- Miler	<u>Joseph Grillo</u>	Ten-Miler Registration	5/15/2012 12:03:49 AM	5/15/2012 12:09:53 AM	VKMO4B790099	
<u>Donations</u> <u>Fundraisers</u>	Event In	2012 Army Ten- Miler	<u>Joseph Grillo</u>	Ten-Miler Team Registration	5/15/2012 12:12:27 AM	5/15/2012 12:12:27 AM	ZRC5LTEDPTI	
E-commerce <u>Products</u>	Event Out	2012 Army Ten- Miler	<u>Thomas</u> <u>Summers</u>	Ten-Miler Registration	5/15/2012 12:04:53 AM	5/15/2012 12:11:15 AM	<u>VKVO4B79063A</u>	
<u>Transactions</u> Reports <u>Demographics</u> <u>Count By Date</u> <u>Count By Question</u>	Event In	2012 Army Ten- Miler	<u>Thomas</u> <u>Summers</u>	Ten-Miler Team Registration	5/15/2012 12:14:34 AM	5/15/2012 12:14:35 AM	Z8RSXY747HN	
	Event Out	2012 Army Ten- Miler	Kori Summers	Ten-Miler Registration	5/15/2012 12:04:38 AM	5/15/2012 12:15:49 AM	VZVO4A712BB7	
	Event In	2012 Army Ten- Miler	Kori Summers	Ten-Miler Team Registration	5/15/2012 12:17:56 AM	5/15/2012 12:17:56 AM	ZRESWY6XDE2	
	Event Out	2012 Army Ten- Miler	Justin Williams	Ten-Miler Registration	5/15/2012 12:04:17 AM	5/15/2012 12:17:36 AM	VDMO4B9130D0	
	Event In	2012 Army Ten- Miler	Justin Williams	Ten-Miler Team Registration	5/15/2012 12:19:18 AM	5/15/2012 12:19:18 AM	ZP5L7FKYIWK	

If transfers are enabled you can view all complete and incomplete transfers or you can export all transfers to excel. Transfers include:

Individual to Team	Individual to New Category
Participant to Participant	Participant to New Event (within the Org)

You determine which transfers to allow through the transfer page.

Proprietary and Confidential

#### **Donation's Report**

vent Settings	Donations for you	ur Charitie	s <u>export</u>		Total Donations: \$564.00			
Event Details	Conveb Buy Ch	arity Nam						
Registration	Search By: On	anty Nan			Ocarcii			Add Donation
Event Pricing	Charity	Amount	t Confirmation	Date	Fundraiser	Donor		Add Donadon
Form Designer				8/3/2012		Patricia Haase		
Advanced Settings	Life Above	100.00	VZVO4DA77355	11:26:06 PM	Jess Buck	Stillwater auto	Actions	•
ent Registrations						Sales	Actions	
articipants dd Barticipants	Life Above	100.00	VUYO9D2F0790	8/3/2012	Calvin Friend	Calvin Friend	Modify Donation	_
<u>aa Participants</u>				0:47:27 PM				
ther Forms	Life Above	20.00	VZMO4D9BBDD0	8/2/2012	edward hogan	edward hogan	Actions	-
oculte				10:45:44 PM	5	5		
nport Participants	Life Above	5.00	VUY09D1219F0	8/1/2012	Bridget Loser	Bridget Loser	Actions	•
arities				10:18:01 AM				
Set-up Charities	Life Above	5.00		8/1/2012	Anthony Loser	Anthony Loser	Actions	•
Donations	Life Above	5.00	000000000000000000000000000000000000000	10:18:01 AM	Anthony Loser	Anthony Loser	Actions	
Fundraisers		10.00	VIGUOAEDACDOO	7/31/2012	Dura Jahasan	Dunn Johnson	Actiona	
commerce	Life Above	10.00	VKVU4E8A0B99	9:39:27 PM	Ryan Johnson	Kyan Johnson	Actions	
roducts	1.5	5.00		7/31/2012			Antione	_
ransactions	Life Above	5.00	VTY09D8D7179	12:27:58 AM	Kirk Randall	Kirk Randall	Actions	
ports				7/31/2012		Carolina		
emographics	Life Above	5.00	VTY09D8D7179	12:27:58 AM	Carolina Avendano	Avendano	Actions	·
ount By Date				7/21/2012				
ount By Question	Life Above	5.00	VTY09D8D7179	12:27:58 AM	Javier Avendano	Javier Avendano	Actions	· ·
				7/20/2012				
	Life Above	60.00	VDVO4E96B0AB	7/30/2012 9:51:46 PM	Tim Tweedy	Tim Tweedy	Actions	· ·

If you have a charity(s) set up you will be able to track donations through the donations page. You can export all data to excel, add an offline donation, modify donations or you can search for specific donations based on:

> Charity Name Donation Amount Confirmation Date

Fundraiser Name Fundraiser ID Donor Name Donor Organization

#### **Fundraiser's Report**

Event Settings	Search By: Fundraiser Nam	e •		Search			
Event Details Registration	Fundraiser Name	Туре	Primary Contact	Total Donations	Goal		
Event Pricing	Team No Regrets	Team	Nate DeJarnett	\$0.00	\$200.00	Actions •	
Form Designer + Advanced Settings	Team No Regrets	Individual	Joey De Jarnett	\$0.00	\$200.00	Actions Add Donation	
Event Registrations Participants	Team Amazing	Team	Scott Soltis	\$0.00	\$100.00	Add A Member Convert To Individual	
Add Participants	Dan Knutson	Individual	Dan Knutson	\$0.00	\$0.00	Delete This Fundraiser	
Email Participants Other Forms	The Glamorous	Team	Daovone Sitthimongkhol	\$20.00	\$500.00	View Donations View Team Members	
<u>Results</u> Import Participants	Mitch Pothen	Individual	Mitch Pothen	\$0.00	\$0.00	Actions 🔹	
Charities Set-up Charities	Nacole Kaai	Individual	Nacole Kaai	\$0.00	\$0.00	Actions -	
Donations	Taco Pump Agenda	Team	Bryann Schlough	\$0.00	\$100.00	Actions 🔹	
Fundraisers E-commerce	Ashley Collins	Team	Ashley Collins	\$50.00	\$50.00	Actions 👻	

If you have individuals or teams that have created their own fundraising page(s) you can view and conduct various actions:

View Donations Add an offline Donation Convert Team to Individual Fundraising Goals Add a member to the team Delete Team/Individual

You can search for the fundraiser by name, id or contact

#### name.

\*\*Currently you can not export the Fundraiser Report to excel.