

## **ACCESSING YOUR REGISTRATION DATA & REPORTS**

1. Go to [www.active.com/explorer](http://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*
  - This will give you a quick printable page with all of your participants and filtering capabilities.
  - 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
  - You can search individually for a participant and view his/her entire entry form
  - 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*
  - 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:**
    - **1) download all of your registration data by using standard download profile**  
*The quickest way, gives you all of your registration data*

- **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
  - 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
  - highlight the options you want to have in your download
  - 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).

- click the “next” button at bottom of page when done
- Step 2: Define Download Fields
  - You can choose any formatting option here
  - click the “next” button at bottom of page when done
- Step 3: Apply Fields to Download Profile
  - Skip over this - click “next”

- Step 4: Download File Format
  - Go to *Field Delimiter* and change from Comma to TAB
  - 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)
  - Click the “Next” button
  
- Step 5: Download Registrations
  - Go to the bottom of the page and click on *Download File*
  - A box will appear asking to OPEN or SAVE – select SAVE & click OK
  - Save and title your file
  - 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
  - You can now sort and save your download file