



## Volunteer and Site Liaison Web Access to RacePlanner

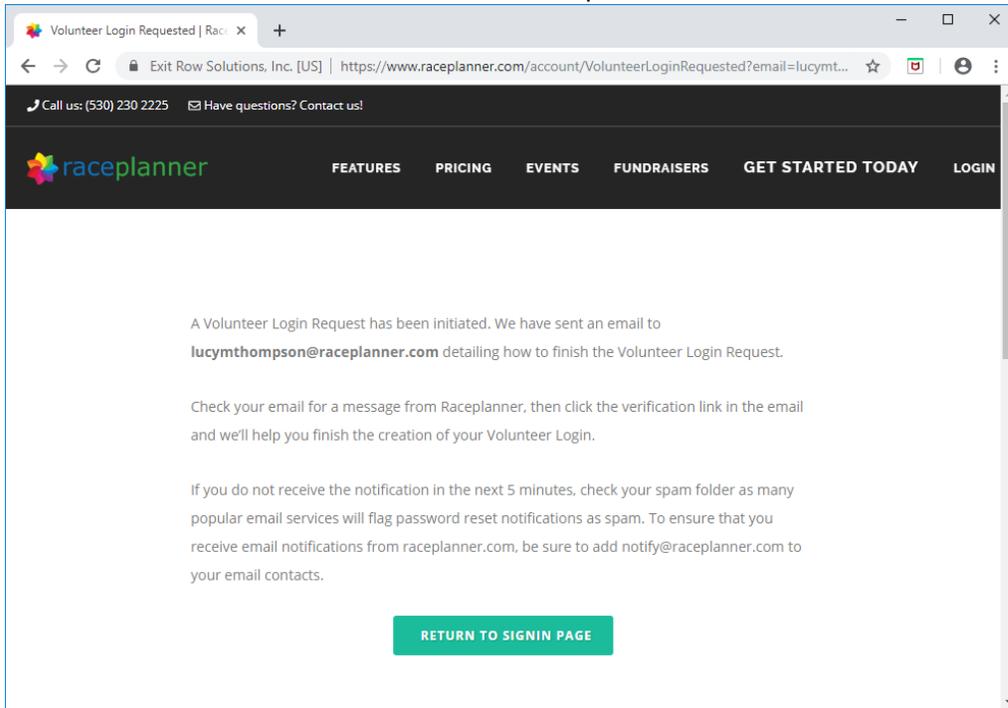
As a volunteer/site liaison you can now login to RacePlanner and view a list of all participants for the teams you are associated with, as well as access a number of reports for those teams such as attendance logs, health forms and shirt orders. Creating your login is simple! Just follow the steps below to create your username and password.

1. You will receive an email from an organization representative that includes a link to setup your username and password. (Or, you can open up a web browser and navigate to: <https://raceplanner.com/account/volunteerloginrequest>)
2. Click on the link to be taken to the Volunteer Login Request Form. On the Volunteer Login Request form, enter the email address associated with your volunteer application and then click the **Create My Login** button.

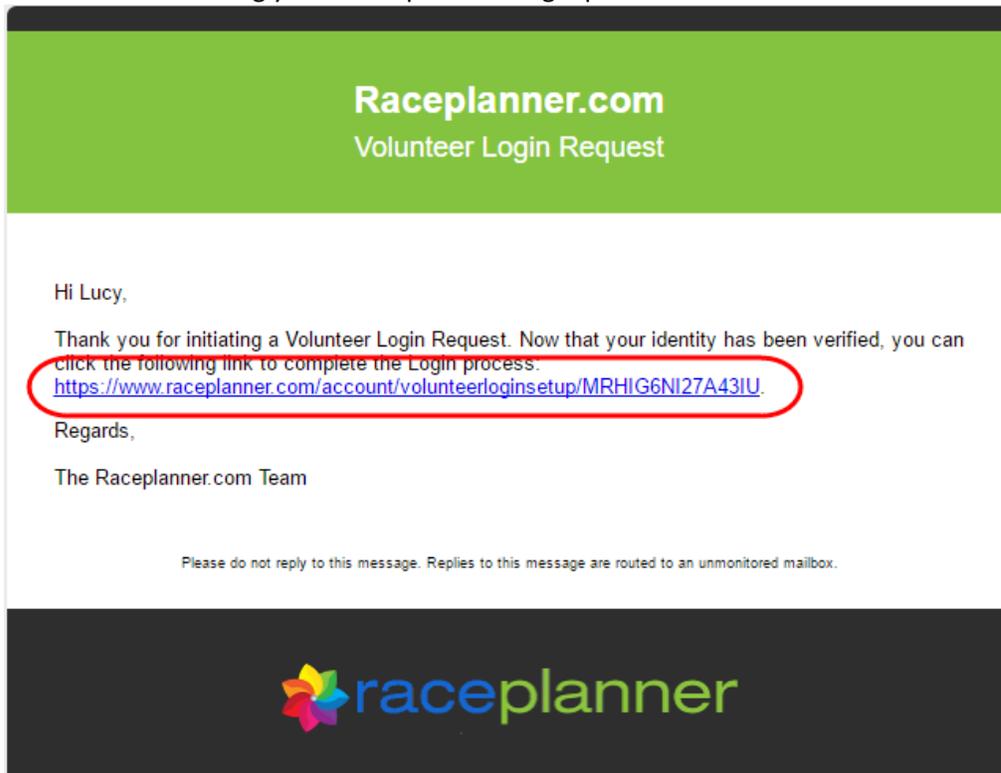
A screenshot of a web browser showing the "Volunteer Login Request" form on the RacePlanner website. The browser's address bar shows the URL "https://www.raceplanner.com/account/VolunteerLoginRequest". The page has a dark navigation bar with the RacePlanner logo and links for "FEATURES", "PRICING", "EVENTS", "FUNDRAISERS", "GET STARTED TODAY", and "LOGIN". Below the navigation bar, the page title is "How to create a Volunteer Login". The main content area contains the following text: "Creating a Volunteer Login is simple. Enter the email address associated with your volunteer application and click 'Create My Login'. We'll send you an email with instructions on how to finish the process." There are two input fields: "EMAIL ADDRESS" with a placeholder "your email address" and "ARE YOU HUMAN?" with a checkbox and the text "I'm not a robot". To the right of the "ARE YOU HUMAN?" field is a reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". At the bottom of the form is a green button labeled "CREATE MY LOGIN".



3. You will then be notified that a Volunteer Login Request has been initiated and that an email including a verification link will be sent to the email address provided.



4. Login to your email account. You will be receiving an email from [notify@raceplanner.com](mailto:notify@raceplanner.com) that will include a link allowing you to complete the login process.





5. After clicking on the link in the email, the Volunteer Login Setup form will appear. Enter the password you would like to use then click the **Update My Password** button.

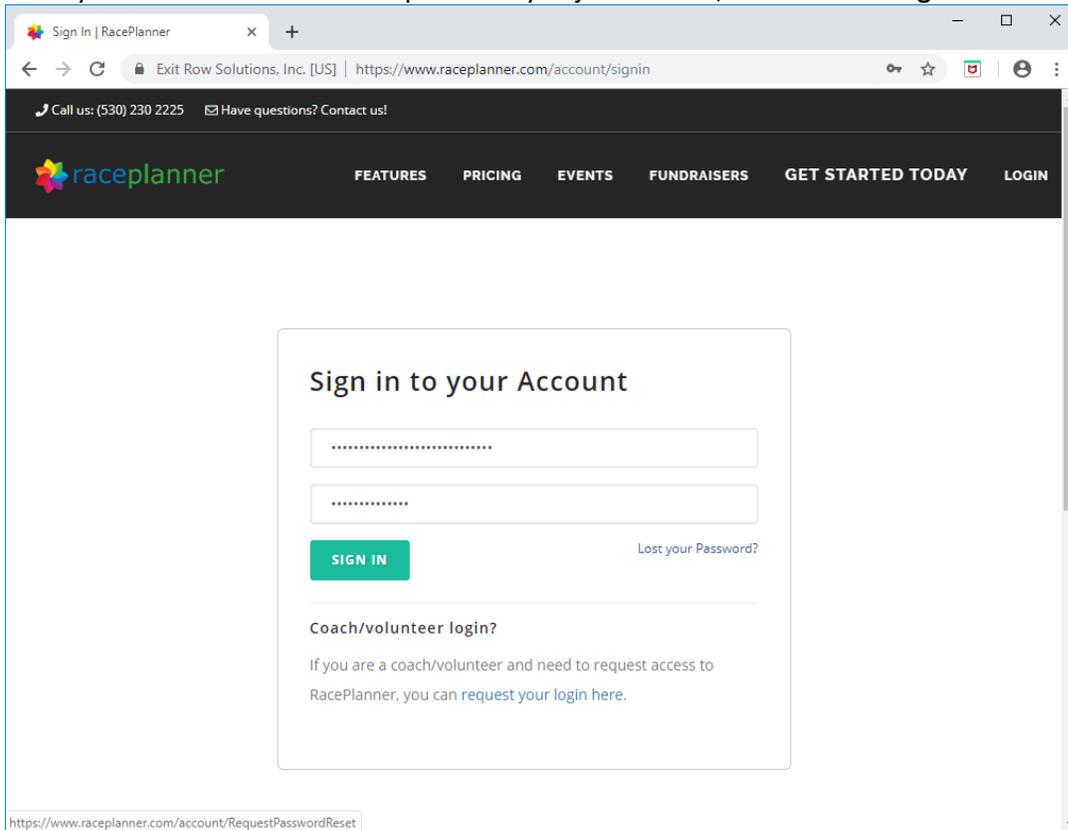
A screenshot of a web browser showing the "Volunteer Login Setup" page. The browser's address bar shows the URL "https://www.raceplanner.com/account/volunteerloginsetup/2M5CTA65G3G...". The page has a dark navigation bar with the RacePlanner logo and links for "FEATURES", "PRICING", "EVENTS", "FUNDRAISERS", "GET STARTED TODAY", and "LOGIN". The main content area is titled "Raceplanner Password Requirements" and contains the text: "New passwords are required to be a minimum of 6 characters in length, and must contain one number or symbol." Below this text are two password input fields. The first is labeled "NEW PASSWORD\*" and the second is labeled "CONFIRM NEW PASSWORD\*". Both fields show a lock icon and a series of dots representing the password. A green bar below the first field indicates the password strength as "Very Strong". At the bottom of the form is a green button labeled "UPDATE MY PASSWORD".

6. Your password has been created. Click the **Return to signin page** button to login to RacePlanner.

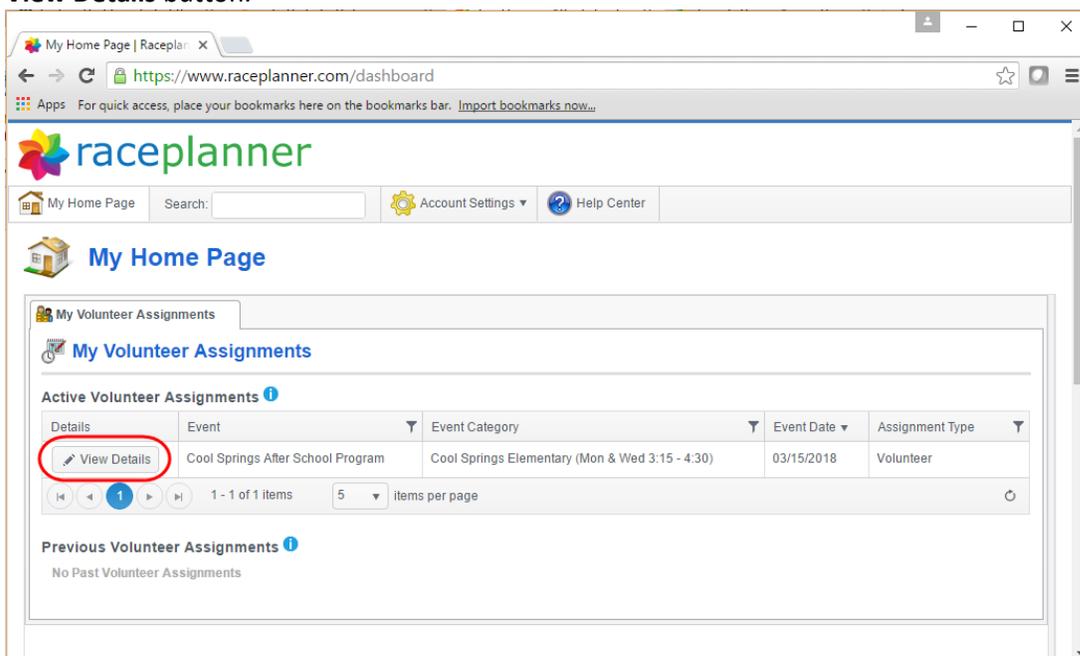
A screenshot of a web browser showing the "Password Changed" page. The browser's address bar shows the URL "https://www.raceplanner.com/account/PasswordChanged". The page has the same dark navigation bar as the previous screenshot. The main content area contains the text: "Your password has been changed. Follow the link below to return to the sign in page." Below this text is a green button labeled "RETURN TO SIGNIN PAGE".



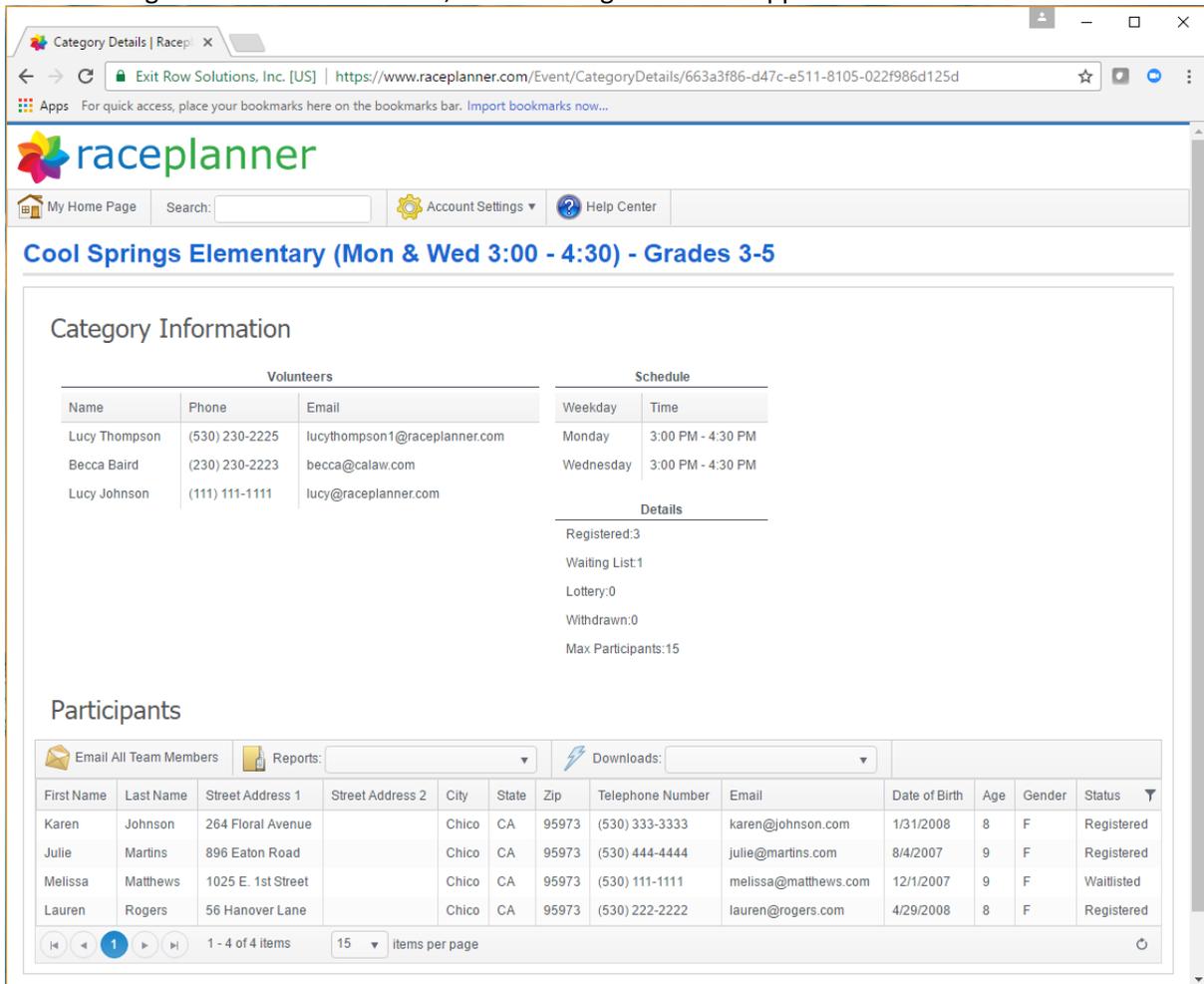
7. Enter your email address and the password you just created, then click the **Sign In** button.



8. You are now logged into RacePlanner and will be presented with your Volunteer Assignments. The teams that you are associated with will appear in the **Active Volunteer Assignments** table; past assignments will appear in the **Previous Volunteer Assignments** grid. To look at information for a particular team, click the **View Details** button.



9. After clicking the View Details button, the following screen will appear:



The screenshot shows the Raceplanner website interface. At the top, there is a navigation bar with the Raceplanner logo, a search bar, and links for 'My Home Page', 'Account Settings', and 'Help Center'. The main heading is 'Cool Springs Elementary (Mon & Wed 3:00 - 4:30) - Grades 3-5'. Below this, the 'Category Information' section is displayed, containing two tables: 'Volunteers' and 'Schedule'. The 'Volunteers' table lists three individuals: Lucy Thompson, Becca Baird, and Lucy Johnson, with their respective phone numbers and email addresses. The 'Schedule' table shows the event times for Monday and Wednesday, both from 3:00 PM to 4:30 PM. Below the schedule, a 'Details' section provides registration statistics: Registered: 3, Waiting List: 1, Lottery: 0, Withdrawn: 0, and Max Participants: 15. The 'Participants' section features a table with columns for First Name, Last Name, Street Address 1, Street Address 2, City, State, Zip, Telephone Number, Email, Date of Birth, Age, Gender, and Status. The table lists four participants: Karen Johnson (Registered), Julie Martins (Registered), Melissa Matthews (Waitlisted), and Lauren Rogers (Registered). Above the table are buttons for 'Email All Team Members', 'Reports', and 'Downloads'. At the bottom of the table, there are navigation controls showing '1 - 4 of 4 items' and '15 items per page'.

- a. Under the **Category Information** section at the top, you will be presented with schedule details, volunteer contact information, and counts for each type of registration status.
- b. In the **Participants** section, you will see a list of all participants on the team, including name and contact information. You will also be able to view the registration status for each participant. Click on the filter icon next to the **Status** column to view just a list of the participants in each status.
- c. There are three tools available in the Participants section:
  - i. **Email All Team Members** – When this button is clicked, your email system is activated, and a new email will open for composing with all participant email addresses in the Bcc: field (for Registered participants only).
  - ii. **Reports** – By clicking the drop down arrow in this tool, you can run the following reports that will bring back data just for the team selected:
    1. **Attendance Log** – This report can be used to keep records of attendance for every session of the season. This report is available in both a 10 week and 12 week format.

2. **Authorized Individuals** – When releasing a participant at the end of the practice, this report can be used to quickly view their pick up/release method, parent/guardian(s), emergency contact(s), and any other authorized individuals who may pick up the child.
  3. **Category Rosters** – This report displays a list of all participants on this team along with grade, age, shirt size, contact name, contact phone, and email address.
  4. **Category Roster with RB Information** - This report displays a list of all of the information included in the category roster, along with the name and email address of the participant’s running buddy.
  5. **Coach Packet** – This report consolidates the Coach Roster, Category Roster, Category Log Sheet, Shirt Order Summary, Participant Health Forms, and Authorized Individuals reports into one report that can be printed all at one time. In the upper-left hand corner of the report viewer, you can select the program duration of 10 weeks or 12 weeks.
  6. **Coach Roster** – This report displays a roster of all coaches associated with this team, including role type, phone, email, shirt size, background check date, last training date, and whether or not s/he is CPR certified.
  7. **Participant Health Forms** – This report provides the participant’s responses to certain standard questions that the participant answered during the registration process.
  8. **Participant Information – All Questions** – This report provides the responses to all questions that the participant answered during the registration process.
  9. **Shirt Order Summary** – This report displays the total quantity of shirts requested by size. (On page 2 of the report you can see the individual shirt size requested by each participant.)
- iii. **Downloads** – By clicking the drop down arrow in this tool, you can run the following downloads that will bring back data in Excel Spreadsheets:
1. **Email Listing** – This download includes a listing of all participants including their phone number, participant email address, parent/guardian email address, and emergency contact email address.
  2. **Participant Details** - This download includes a list of all participants on the team, their contact information, registration status, registration date, and information on whether or not the participant has a signed waiver.