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.

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.
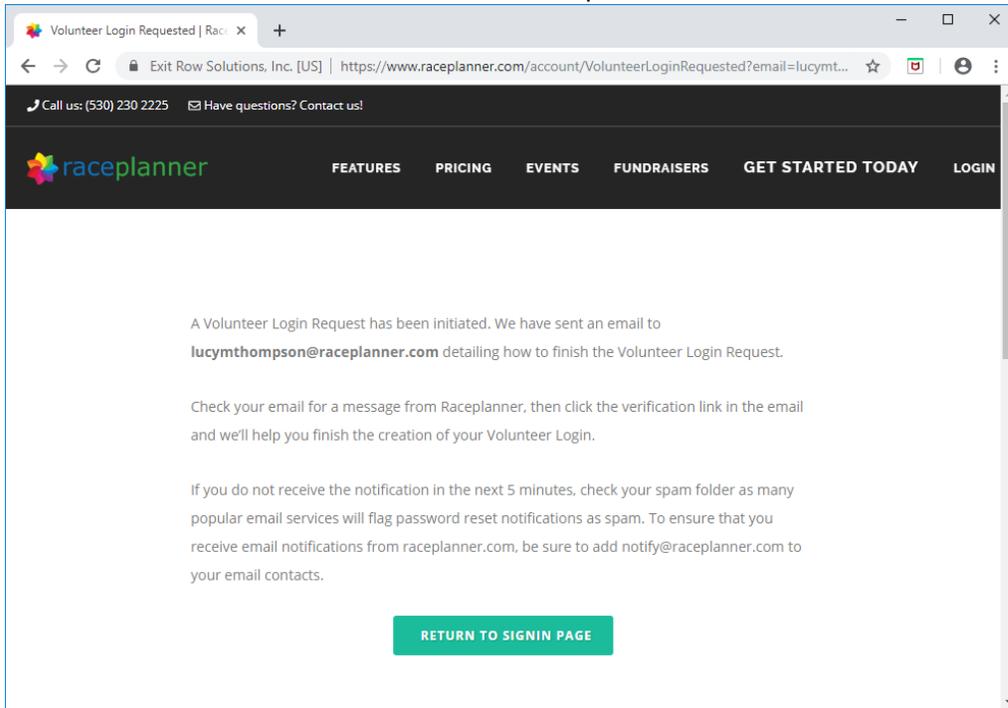
4. Login to your email account. You will be receiving an email from notify@raceplanner.com that will include a link allowing you to complete the login process.
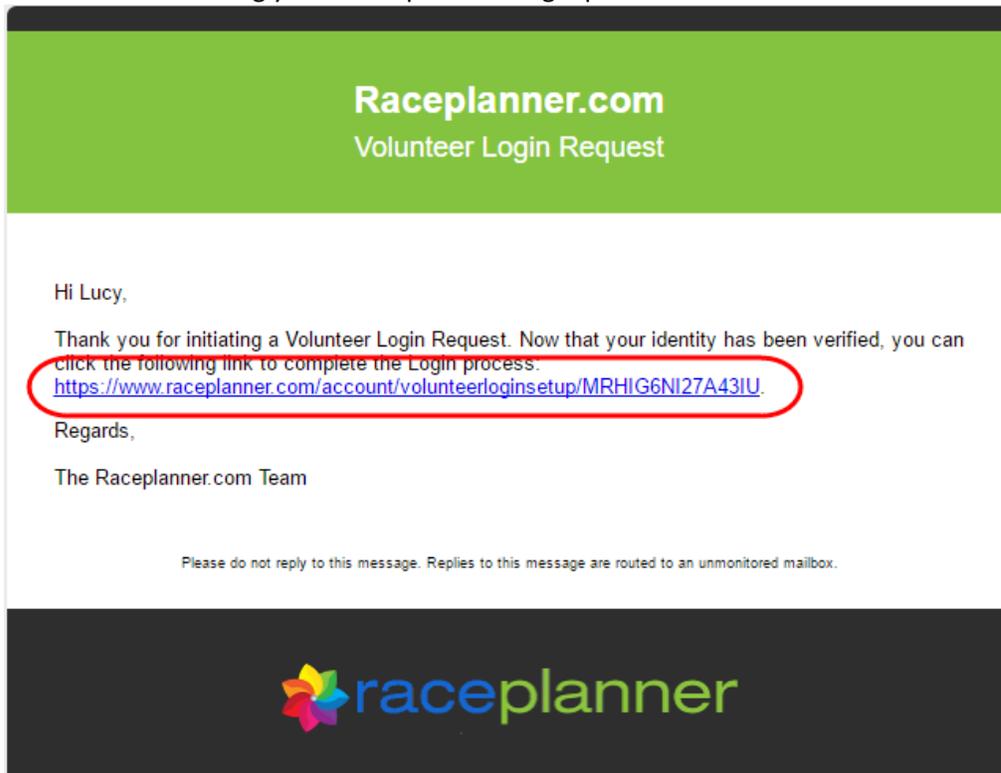
5. After clicking on the link in the email, the Volunteer Login Setup form will appear. Enter the password you would like to use then click the **Update My Password** button.

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

7. Enter your email address and the password you just created, then click the **Sign In** button.
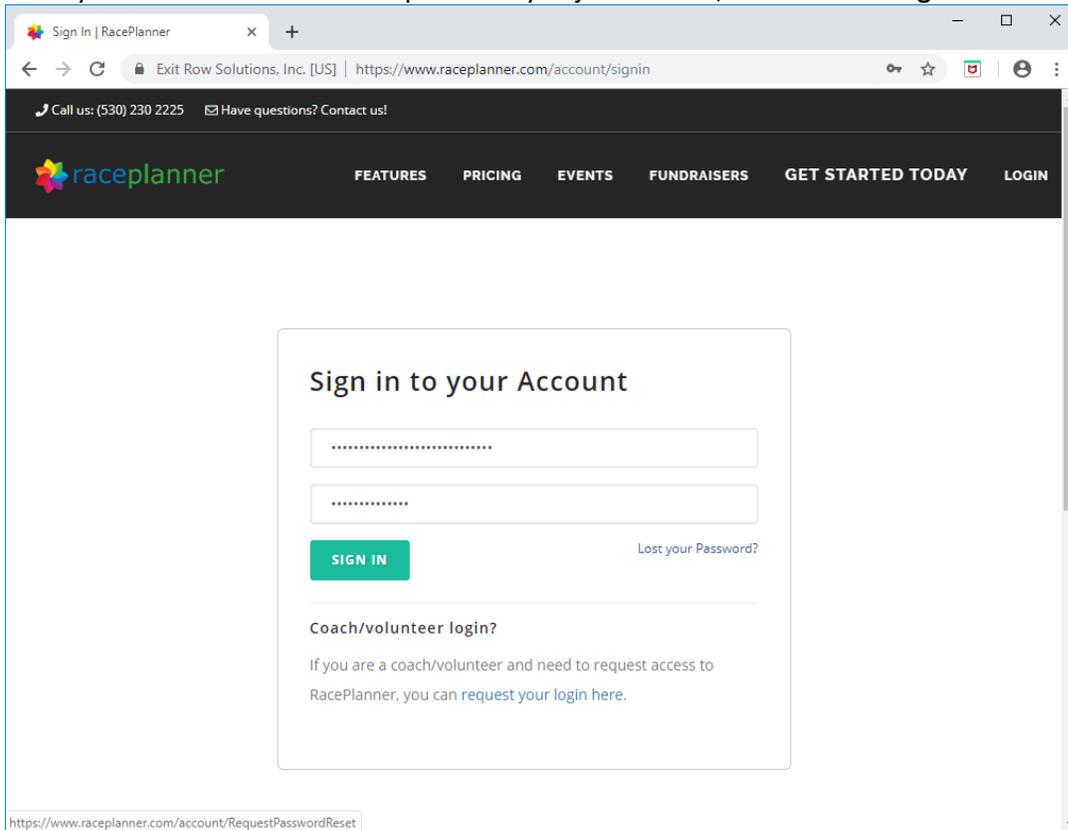
8. You are now logged into RacePlanner and will be presented with your Volunteer Assignments. The teams that you are associated with will appear in the **Active Volunteer Assignments** table; past assignments will appear in the **Previous Volunteer Assignments** grid. To look at information for a particular team, click the **View Details** button.
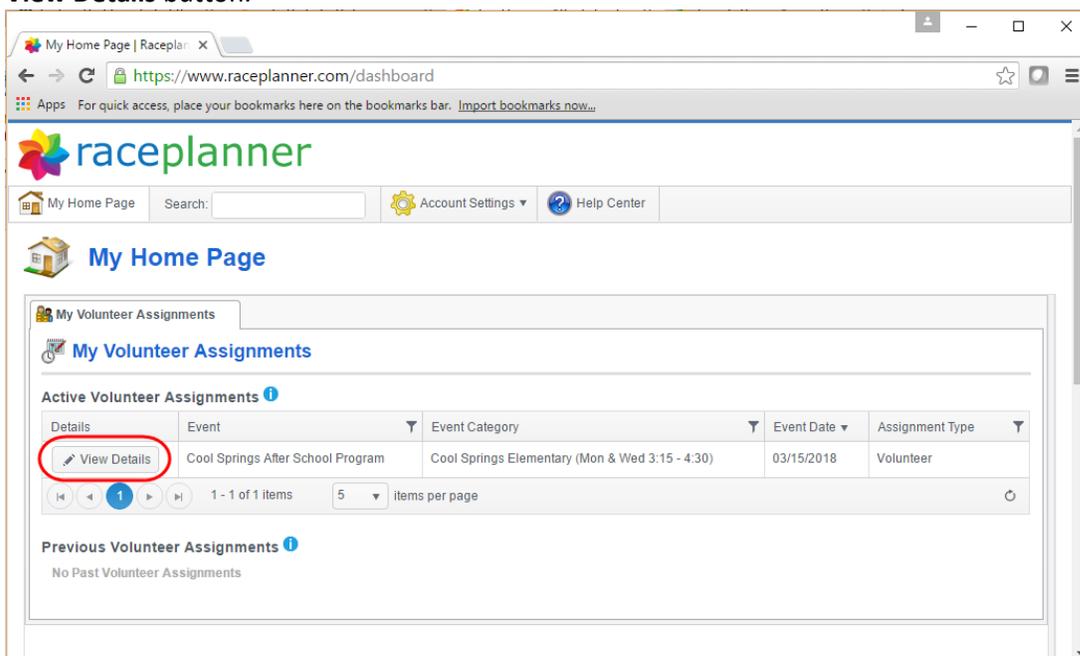
9. After clicking the View Details button, the following screen will appear:
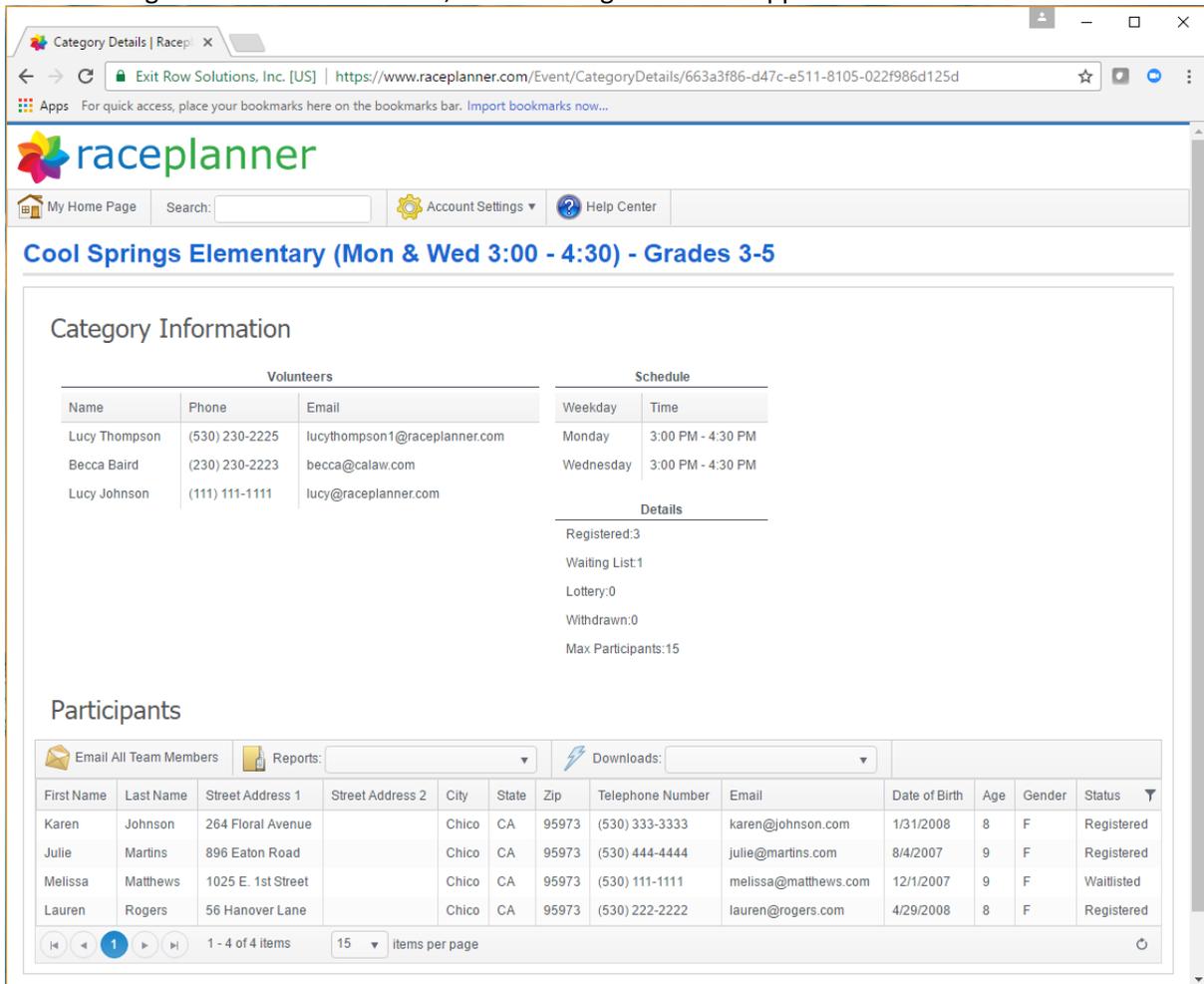
a. Under the **Category Information** section at the top, you will be presented with schedule details, volunteer contact information, and counts for each type of registration status.

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 <u>certain</u> standard questions that the participant answered during the registration process.
8. **Participant Information – All Questions –** This report provides the responses to <u>all</u> 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.