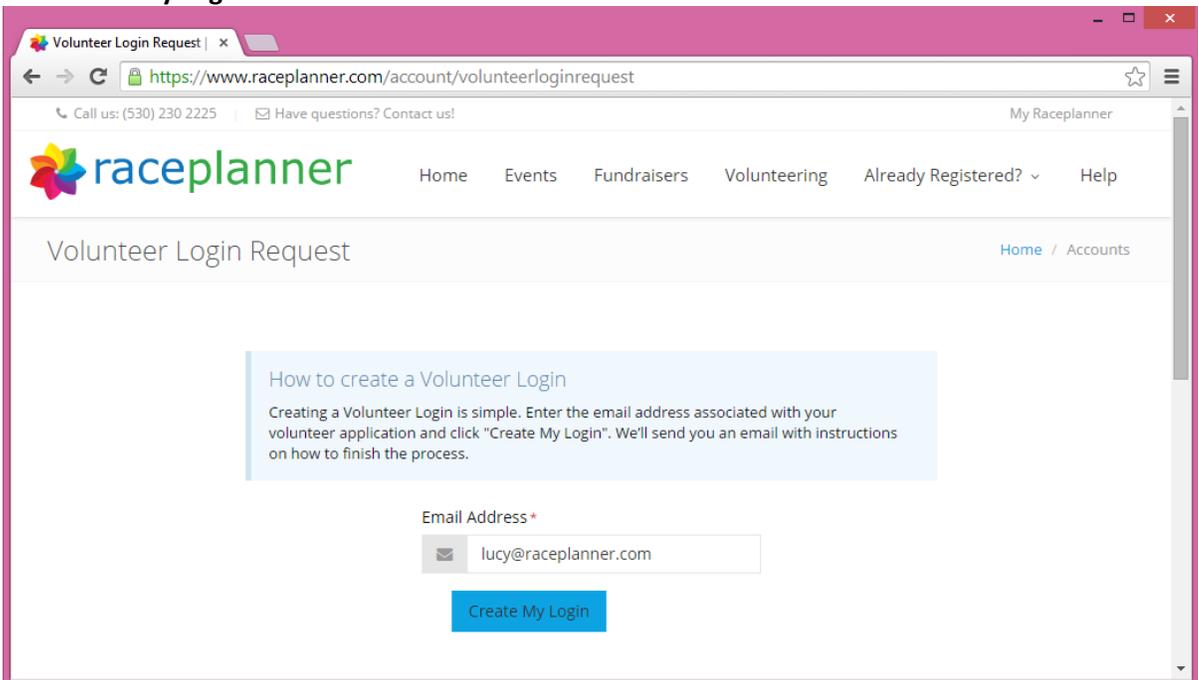


## Coach and Site Liaison Access to RacePlanner

As a coach/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 your 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.



The screenshot shows a web browser window with the URL <https://www.raceplanner.com/account/volunteerloginrequest>. The page title is "Volunteer Login Request". The RacePlanner logo is at the top left, and navigation links for Home, Events, Fundraisers, Volunteering, Already Registered?, and Help are at the top right. Below the navigation is a breadcrumb trail: Home / Accounts. A light blue box contains the heading "How to create a Volunteer Login" and the 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." Below this is a form with the label "Email Address\*" and a text input field containing "lucy@raceplanner.com". A blue button labeled "Create My Login" is positioned below the input field.



- 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.

Volunteer Login Requested

A Volunteer Login Request has been initiated. We have sent an email to **lucy@raceplanner.com** detailing how to finish the Volunteer Login Request.

Check your email for a message from Raceplanner, then click the verification link in the email and we'll help you finish the creation of your Volunteer Login.

If you do not receive the notification in the next 5 minutes, check your spam folder as many popular email services will flag password reset notifications as spam. To ensure that you receive email notifications from raceplanner.com, be sure to add notify@raceplanner.com to your email contacts.

[Return to signin page](#)

- 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.

Fri 9/5/2014 11:24 AM

[notify@raceplanner.com](mailto:notify@raceplanner.com)  
Raceplanner.com Volunteer Login Requested

To: [jennifer@exitrowsolutions.com](mailto:jennifer@exitrowsolutions.com)

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

**Raceplanner.com**  
Volunteer Login Request

Hi Alexi,

Thank you for initiating a Volunteer Login Request. Now that your identity has been verified, you can click the following link to complete the Login process:

<http://www.exitrowsolutions.com:8891/account/volunteerloginsetup/HHU2SU6PM9GOL1Y>

Regards,

The Raceplanner.com Team

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.



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.

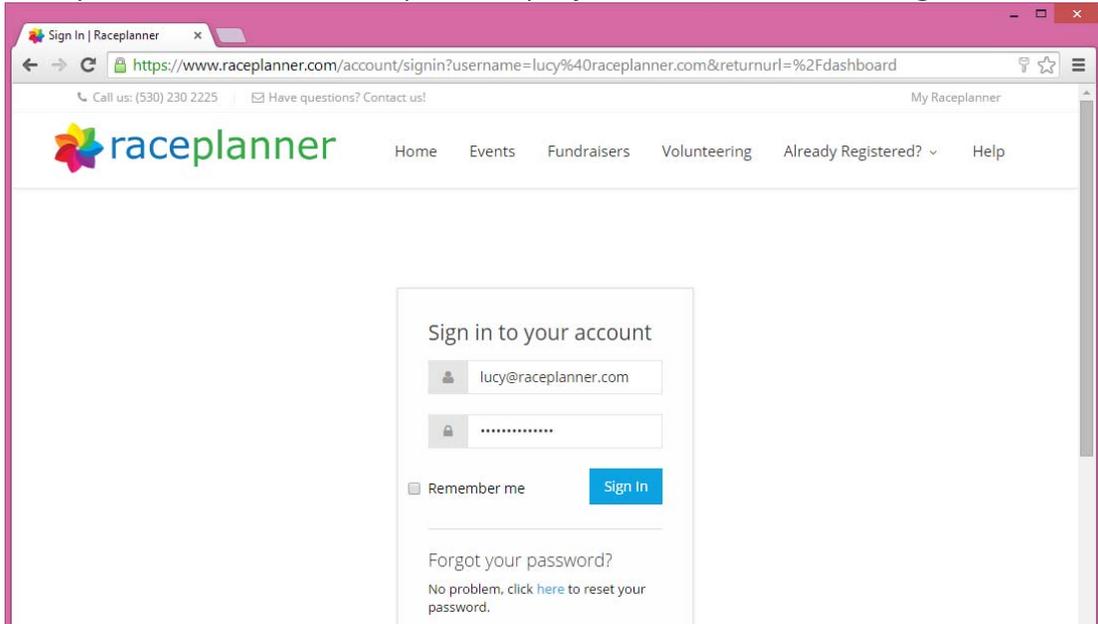
A screenshot of a web browser window showing the "Volunteer Login Setup" page. The browser's address bar shows the URL "https://www.raceplanner.com/account/volunteerloginsetup/KVVT2BTDJHYHMAH". The page header includes the RacePlanner logo and navigation links: Home, Events, Fundraisers, Volunteering, Already Registered?, and Help. The main heading is "Volunteer Login Setup". A light blue box contains the text "Raceplanner Password Requirements" and "New passwords are required to be a minimum of 6 characters in length, and must contain one number or symbol." Below this, there are two password input fields. The first is labeled "New password\*" and has a green bar below it that says "Very Strong". The second is labeled "Confirm new password\*". At the bottom of the form is a blue button labeled "Update My Password".

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

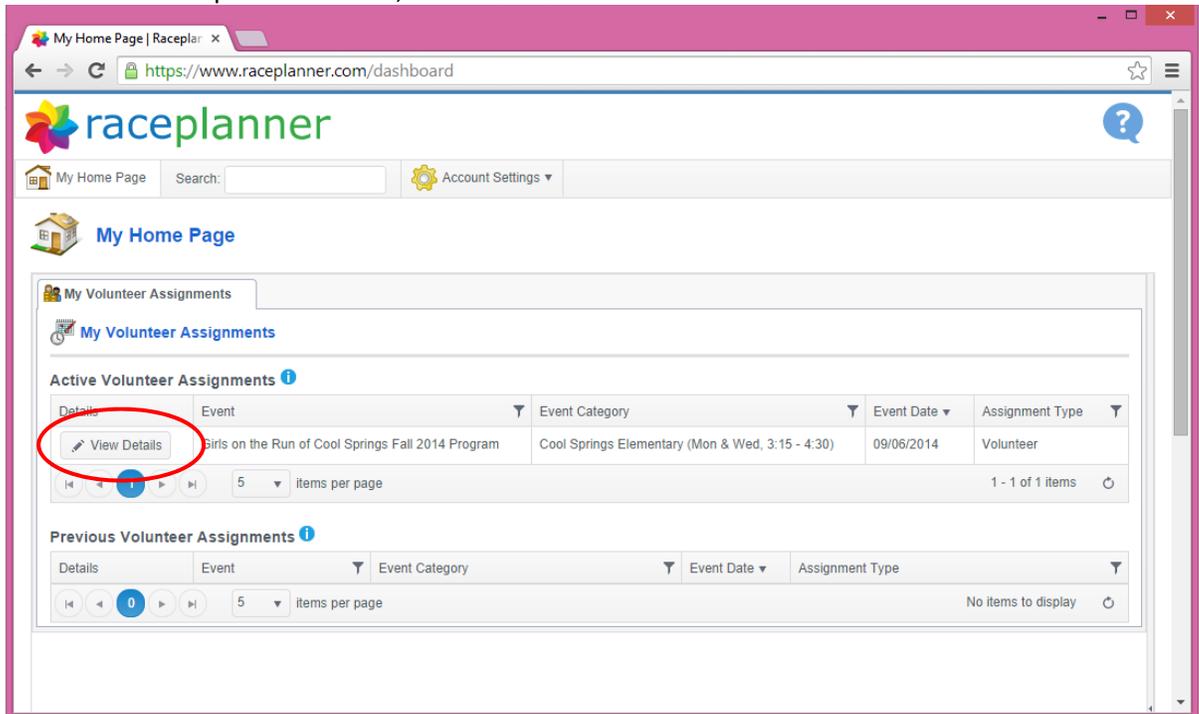
A screenshot of a web browser window showing the "Password Changed" confirmation page. The browser's address bar shows the URL "https://www.raceplanner.com/account/PasswordChanged". The page header is identical to the previous screenshot. The main heading is "Password Changed". Below the heading, the text reads "Your password has been changed. Follow the link below to return to the sign in page." At the bottom of the page is a blue button with a left-pointing arrow and the text "Return to signin page".



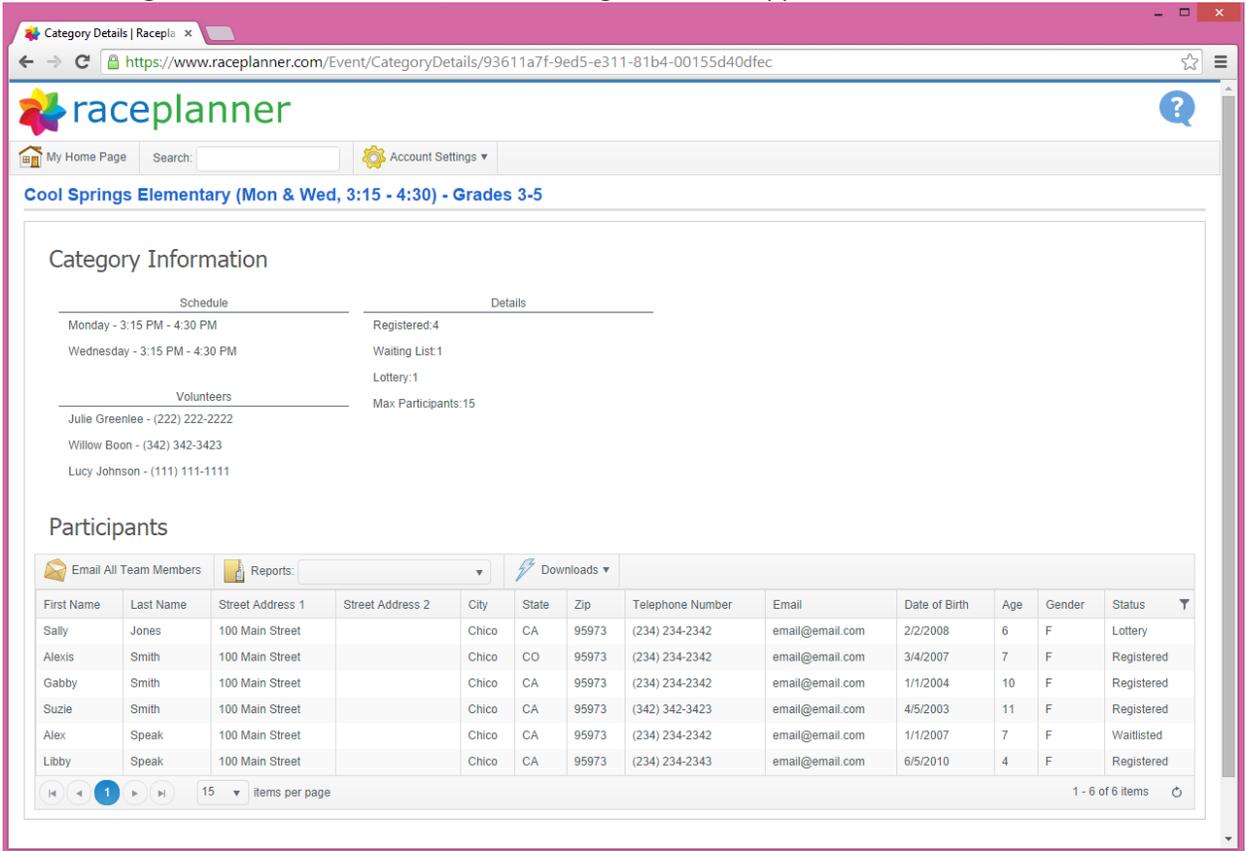
7. Enter your email address and the password you just created, then click the **Sign In** button.



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 an account settings dropdown. Below this, the page title is "Cool Springs Elementary (Mon & Wed, 3:15 - 4:30) - Grades 3-5".

The main content area is divided into two sections:

- Category Information:** This section is split into two columns: "Schedule" and "Details".
  - Schedule:**
    - Monday - 3:15 PM - 4:30 PM
    - Wednesday - 3:15 PM - 4:30 PM
  - Volunteers:**
    - Julie Greenlee - (222) 222-2222
    - Willow Boon - (342) 342-3423
    - Lucy Johnson - (111) 111-1111
  - Details:**
    - Registered: 4
    - Waiting List: 1
    - Lottery: 1
    - Max Participants: 15
- Participants:** This 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. Above the table are three tools: "Email All Team Members", "Reports" (with a dropdown arrow), and "Downloads" (with a download icon). The table contains 7 rows of participant data.

At the bottom of the participants section, there is a pagination bar showing "15 items per page" and "1 - 6 of 6 items".

- 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.
- 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 (registered, waitlisted, or lottery). Click on the filter icon next to the **Status** column to view just a list of the participants in each status.
- There are three tools available in the Participants section:
  - 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.
  - 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:
    - Category Log Sheet** – 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.
    - Category Roster** – This report displays a list of all participants on this team along with grade, age, shirt size, contact name, contact phone, and email address.
    - Category Roster with Running Buddy 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.



4. **Coach Packet** – This report consolidates the Coach Roster, Participant Roster, Category Log Sheet, Shirt Order Summary, and Participant Health Forms 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.
  5. **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.
  6. **Participant Health Forms** – This report provides the participant’s responses to certain Girls on the Run standard questions that the participant answered during the registration process.
  7. **Participant Information – All Questions** – This report provides the responses to all questions that the participant answered during the registration process.
  8. **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** – This tool provides access to data in Excel Spreadsheets. Currently, one download tool is provided, called **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.