

## Bike to Work Day 2014

### Weekly Pit Stop Registration Reports

The Bike to Work Day event database is scheduled to email you a registration report each week between now and Bike to Work Day. The reports will be automatically emailed on Thursdays at 12 am.

#### How to retrieve the report

**1. Find registration report email in inbox:**

Subject Line will be: **[Export Notification] Your export of BTWD 2014 - [your pit stop name] has completed**

**2. Open email and click link in email.** It will open a page that's directs you to log into Salsa Labs. (Salsa Labs is the database that WABA uses and through which we conduct BTWD registration.)

**3. Log into Salsa Labs use the following login info:**

Username: biketoworkday@waba.org

Password: Bike2Work!

**4. The next page that loads is your registration report.** (It will look funky and illegible, so you must do the following steps to put the information into an Excel spreadsheet.)

**5. Download the report:**

Under File choose "save page as". Title your document and select where you want to save it, ie: your desktop or make a BTWD reports folder. **Click Save.**

**6. Open Report with Microsoft Excel:**

Since Windows will not immediately recognize the file as an Excel file, you must tell your computer to open the file with Excel.

**To open it you must right-click on the file, select "open" or "open with" and choose "Microsoft Excel".** Excel will open the file. You may get a notification saying "the file is in a different format... do you want to open the file?" Click Yes.

The file will open as an Excel Spreadsheet. Here it gives you all the information (Name, email, address, employer, first time rider, etc) for those who are registered for your pit stop.

*> If the above method is not successful, an alternative method is to open Microsoft Excel from your desktop. Once the program has launched, select "open" and choose your file. You may have to change the file type from "All Excel Files" to "All Files" for Excel to show the file.*

Please note for the “first time rider” column, this refers to if it is the person’s first time participating in BTWD. The value 1 indicates that Yes, they are a first time participant.

**7. Need help? File not opening?**

Contact Michelle Cleveland at WABA. Email “[michelle.cleveland@waba.org](mailto:michelle.cleveland@waba.org)” or call 202-518-0524 x211.

**\*\*Please begin opening registration reports NOW. It’s important you check to make sure you are receiving them and can open them correctly. I am happy to help and walk you through the steps now. The week prior to Bike To Work Day, I will likely be unavailable to assist with opening your reports for the first time.\*\***