



Weekly Pit Stop Registration Report Instructions

The Bike to Work Day event database (managed by WABA) 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. Then the week before the event, they will be emailed daily so you have an accurate idea of how many people you have registered.

The reason for sending each pit stop manager a weekly registration report is so that you can have an automatic update on a weekly basis as to how many people have registered thus far for your pit stop. Keep in mind that registration tends to drastically increase the closer we get to the actual event. The registration report also has the emails for each registrant for your pit stop if you would like to communicate to them information about your pit stop or any changes you have.

How to view the report

- 1. Find your pit stop's registration report email in your inbox:**
Subject Line will be: "[Export Notification] Your export of BTWD 2015 - [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!

**Make sure you spell the username and password correctly, and capitalize where necessary. Any errors will result in you not being able to log in. If you can't log in, email WABA.*

The next page that loads is your registration report. (It will look illegible, so you must then copy the report data to Excel by downloading it and opening in Excel.)

- 4. 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.**

5. **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, 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 of saving and opening with Excel does not work, an alternate 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.

6. **Try opening your first few weekly registration reports.**

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

7. **Need help? Pit Stop Report not opening?**

Contact Michelle Cleveland at WABA. Email “michelle.cleveland@waba.org” or call 202-518-0524 x211.