

Bike to Work Day 2013

Weekly Pit Stop Registration Reports

The Bike to Work Day event database is scheduled to email you a registration report every week between now and Bike to Work Day on Thursdays at 12 am.

How to retrieve the report

1. Open email from the database

Subject Line will be: **[Export Notification] Your export of BTWD 2013 - DC - NoMa has completed**

2. Click link in email, It will open a page to log into Salsa Labs

3. Log into Salsa Labs use the following login account

Username: biketoworkday@waba.org

Password: Bike2Work!

4. The next page that loads is your registration report.

5. Download the report

Right-click and choose "save as" or under File choose "save page as". The file report that downloads is a tab-delimited file which can be opened in Wordpad or Microsoft Excel.

6. Open Report with Microsoft Excel

- a. Windows will not immediately recognize the file as an Excel file. To open it you must right-click on the file, select "open with" and choose "Microsoft Excel". The file should open as an Excel Spreadsheet. Depending on your computer, you might need to select "Choose default application" and add Microsoft Excel.
- b. 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 the file. You may have to change the file type from "All Excel Files" to "All Files" for Excel to show the file.

7. Need help?

Contact Greg Billing at WABA. Email "greg@waba.org" or call 202-518-0524 x212.

Please open all registration reports so you are familiar with the process. I can walk you through the steps now but providing support the week or two before Bike to Work Day is near impossible. Thanks for your understanding.