



Daily Pit Stop Registration Report Instructions

The Bike to Work Day (BTWD) event database (managed by WABA) is scheduled to automatically email you a registration report every day until BTWD.

WABA schedules these reports so pit stop managers can personally track how many people have registered for their pit stop. Keep in mind that registration tends to dramatically increase in May.

The registration reports are emailed automatically at midnight every day. The registration report contains email addresses of each registrant, which can be used to communicate information and changes pertaining to your pit stop.

How to view the report:

1. **Find your pit stop registration report email in your inbox.** Subject Line will be: "[Export Notification] Your export of BTWD 2018 - [your pit stop name] has completed".
2. **Open email and click the link in the email.** It will open a page that directs you to log into Salsa Labs. (Salsa Labs is the database that WABA uses and through which we create your pit stop signup.)
3. **Log into Salsa Labs using 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 membership@waba.org.*

4. **The report should download automatically as a zipped text (.txt) file:** Look for it in your downloads folder.
5. **Unzip the report file to gain access to the .txt file.** Either double-click (Mac) or right click and select "Extract All" (PC) and follow the prompts to unzip the file. Rename the file (add a date!) and place it in a BTWD 2018 reports folder on your desktop.

6. **Open the 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, 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. It should display all the information (name, email, address, etc.) for those who 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.

7. **Try opening your reports immediately.** It’s important that you check to make sure you are receiving the reports and can open them correctly. WABA staff are happy to help and walk you through the steps now. *However, two weeks prior to Bike To Work Day, WABA will be unavailable to assist with opening your reports for the first time.*
8. **Save the report in a folder.** Make a folder on your desktop or drive and store the daily files for your reference.
9. **Need help?** Contact Kristin Frontiera at WABA at kristin.frontiera@waba.org or call 202-518-0524 x202. **You must contact WABA before Friday, May 4 for assistance with your report for the first time.**