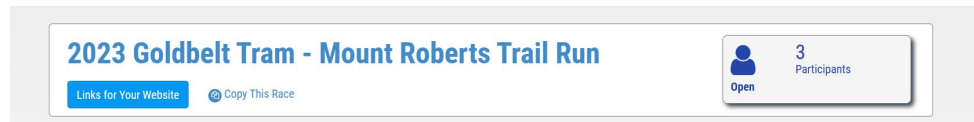


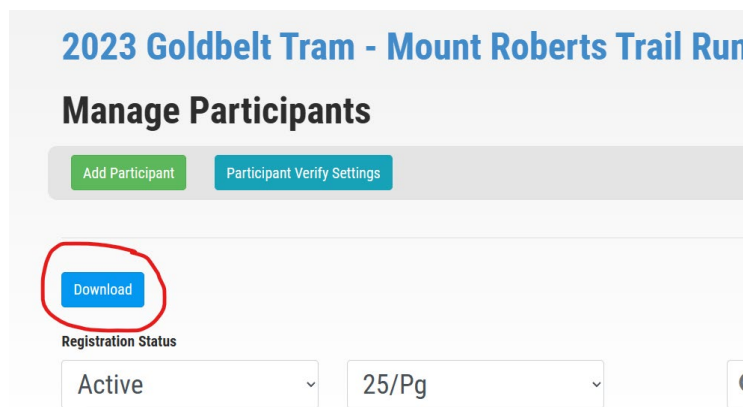
## Downloading a race participant list

**Step 1:** Log into your Race Entry account. If you don't have an account yet you can create one through the link in the email you received when you were added as a User or contact Alyssa Hobbs at [alyssahobbs78@gmail.com](mailto:alyssahobbs78@gmail.com) for assistance or text (907)723-5250.

**Step 2:** Navigate to the dashboard of your race and click on "Participants".



**Step 3:** On the next screen click the download button.



**Step 4:** A pop-up screen will appear. Select the type of list you'd like to see (i.e. active participants, inactive participants, etc.) and how you'd like your list sorted (i.e. by category, last name, first name, etc.). Below that are a series of criteria to choose from that you would like included in your spreadsheet. Click "uncheck all" to deselect search criteria.

### Download Participants

Download Type	Active Participants
Sort By	Registration Date
Download specific date range	All Time
<input type="button" value="Check all"/> <input type="button" value="Uncheck all"/>	

**Step 5:** To download the list you will use to submit race results, the fields you want to select are;

- First Name
- Last Name
- Category
- Bib #
- City
- State
- Price
- Discount

Also select the two custom question criteria:

- Gender
- Age as of 7/1 of the current year

Make sure to select “Gender” in the **custom questions** section and not the **standard questions** section. Gender was moved to the custom questions section to include the nonbinary category.

## Standard Questions

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> First Name | <input checked="" type="checkbox"/> Last Name | <input type="checkbox"/> Email                      |
| <input type="checkbox"/> Gender                | <input type="checkbox"/> Phone                | <input type="checkbox"/> Birthdate                  |
| <input checked="" type="checkbox"/> City       | <input checked="" type="checkbox"/> State     | <input type="checkbox"/> Country                    |
| <input type="checkbox"/> Province              | <input type="checkbox"/> Address              | <input type="checkbox"/> ZIP                        |
| <input checked="" type="checkbox"/> Category   | <input checked="" type="checkbox"/> Price     | <input checked="" type="checkbox"/> Bib Number      |
| <input type="checkbox"/> Order Number          | <input type="checkbox"/> Confirmation Number  | <input type="checkbox"/> Age on Race Day            |
| <input type="checkbox"/> Registration Date     | <input type="checkbox"/> Payment Type         | <input checked="" type="checkbox"/> Discount Amount |
| <input type="checkbox"/> Social Discount Click | <input type="checkbox"/> Promo Code Used      | <input type="checkbox"/> Check In Time              |
| <input type="checkbox"/> QR Code String        | <input type="checkbox"/> Waiver Signature     |   |

## Custom Questions

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Age as of 7/1/2023 | <input checked="" type="checkbox"/> Gender |
|--|--|

Once downloaded as an Excel spreadsheet you will need to add one more column titled “Time”.

Add information to each column for the participants that signed up using a paper form. Fill in the time for each participant as well. When finished email the completed list to Myron Davis at [myrond@gmail.com](mailto:myrond@gmail.com), and Alyssa Hobbs at [alyssahobbs78@gmail.com](mailto:alyssahobbs78@gmail.com). Any pictures you want to share can be sent to those addresses as well.