



Advanced Reporting

James Armington





Agenda

- **In Case You Missed It**
 - *Dashboard Data and Participant Reports*
- **Overlooked Participant Reports**
- **Understanding Price Points**
 - *Using data to track registration patterns*
- **Fundraising Reports**
- **Financial Reports**
- **Race Day Reporting**

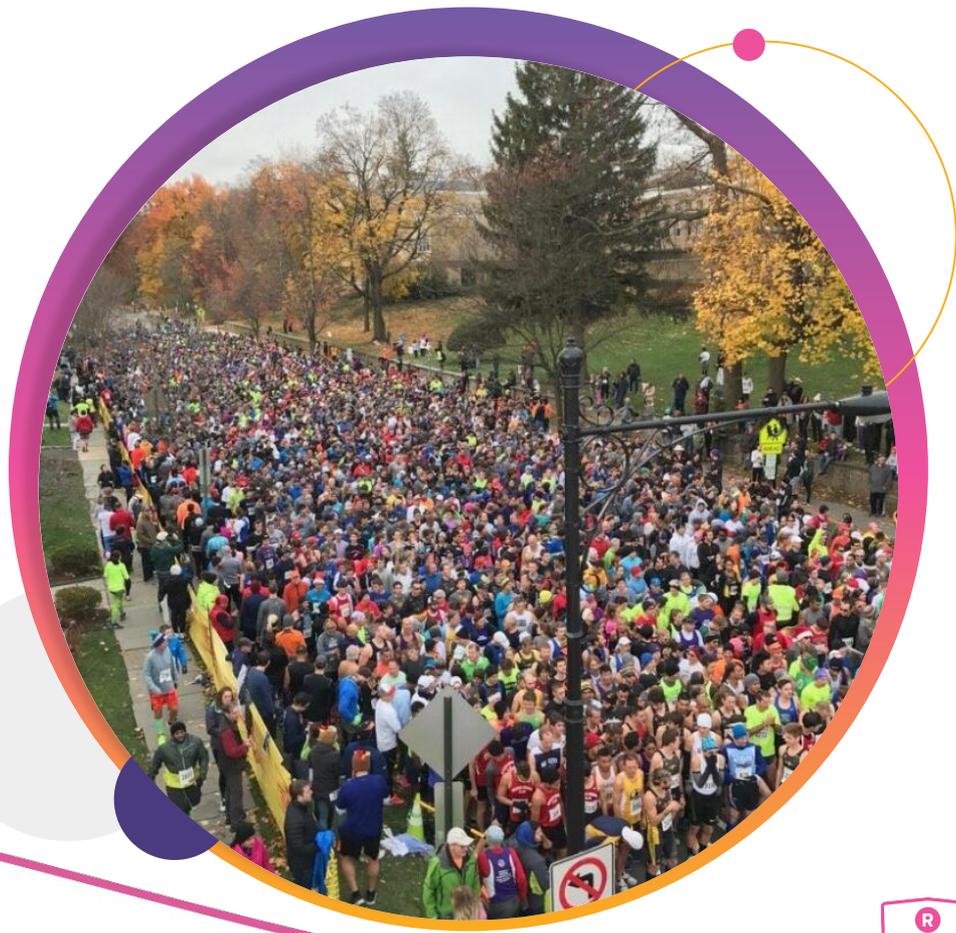
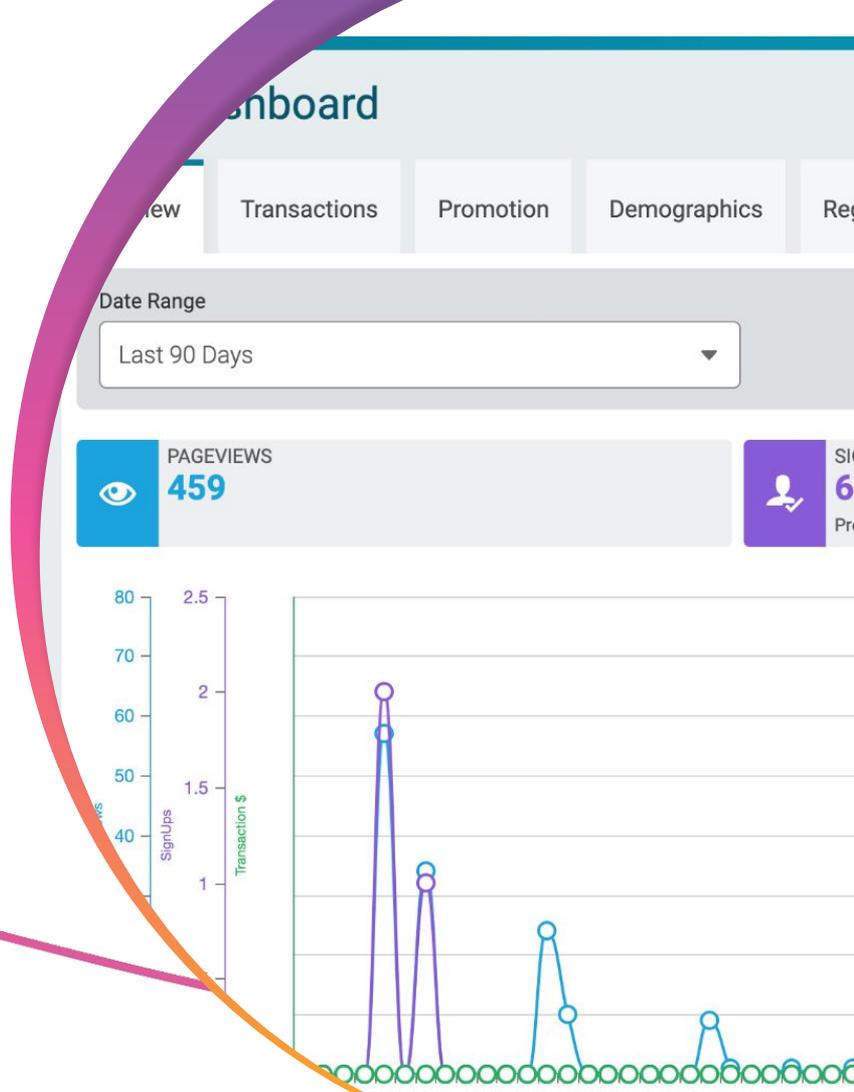


Photo: Ashenfelter 8K



Dashboard

Handy dashboard reports that will save you time



Dashboard Data

- Quick check ups on active signup numbers available in the upper right hand corner of the dashboard
- Total Signups
- Total Registrations
- Registration by Event
- YOY comparisons
- Last 30 Days*
- Days remaining*

Colorado Springs Marathon, Half, 5K, and Kids K

September 30, 2023 Colorado Springs, CO 80903

Race Status: ✔ View Website [View Website](#) Signups: 1,224

	THIS YEAR	LAST YEAR	YEAR BEFORE LAST
Total Registrations	1,224	2,190	1,448
Marathon	320	344	179
Half Marathon	547	969	700
5K	282	669	362
Kids K	41	90	76
Virtual Marathon	3	10	9
Virtual Half Marathon	7	30	26
Virtual 5K	5	53	73
Virtual Kids K	2	4	3
Team RWB Relay (Invite Only)	17	20	20
Today	6	4	2
Yesterday	9	13	0
Last 7 Days	50	46	4
Last 30 Days	368	230	4
With 107 Days Remaining	1,224	676	4
Total \$	\$75,237.20	\$131,230.80	\$72,049.65

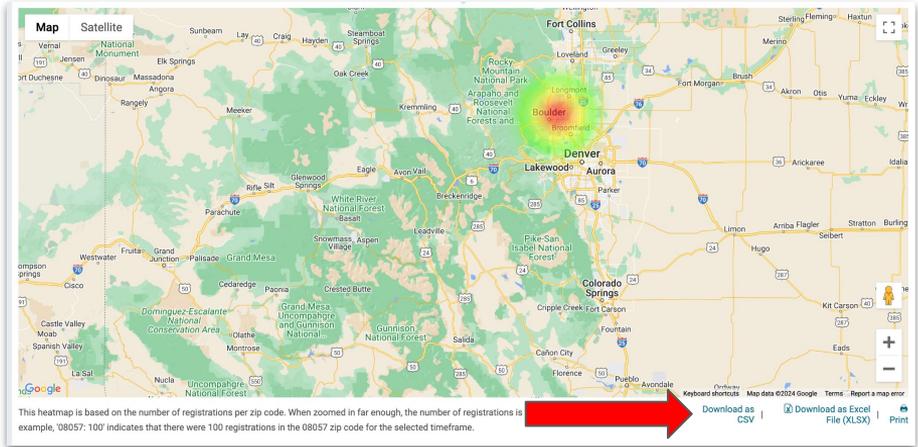
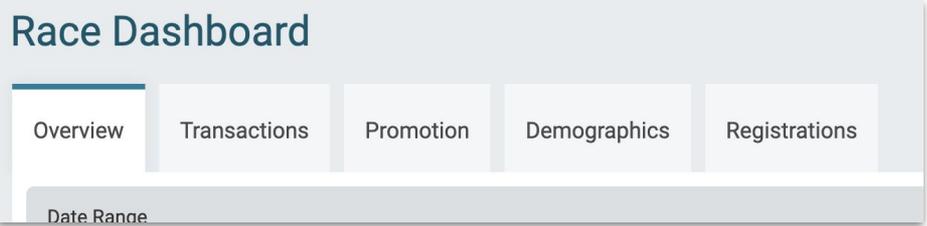
TYPE	#
Paid Online	1,144
\$0 Entry	80
Imported	0

Paid Online is the number of active registrants who paid more than \$0.00 to enter this race.
\$0 Entry is the number of active registrants who paid \$0.00 to enter this race.
Imported is the number of registrants who were imported.
 For more detailed reporting, please use the [Participant Report](#).

Note: These figures do not take into account post-registration actions, including transfers.

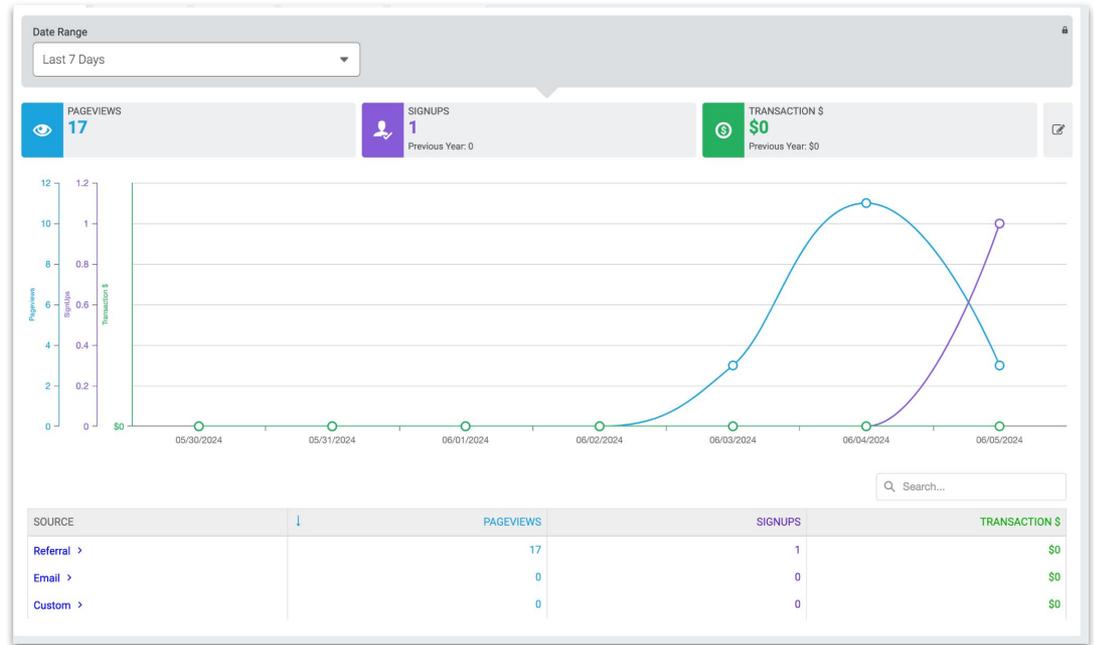
Dashboard Tab Features

- Dashboard tabs can be used to access quick information about your race
 - YOY Transaction reporting by date
 - Repeat participants, referrals and coupons
 - Demographic Data
- The **heat map** in the Demographics tab can be exported to give you a list of zip codes from your participants
 - Download as .csv or .xlsx



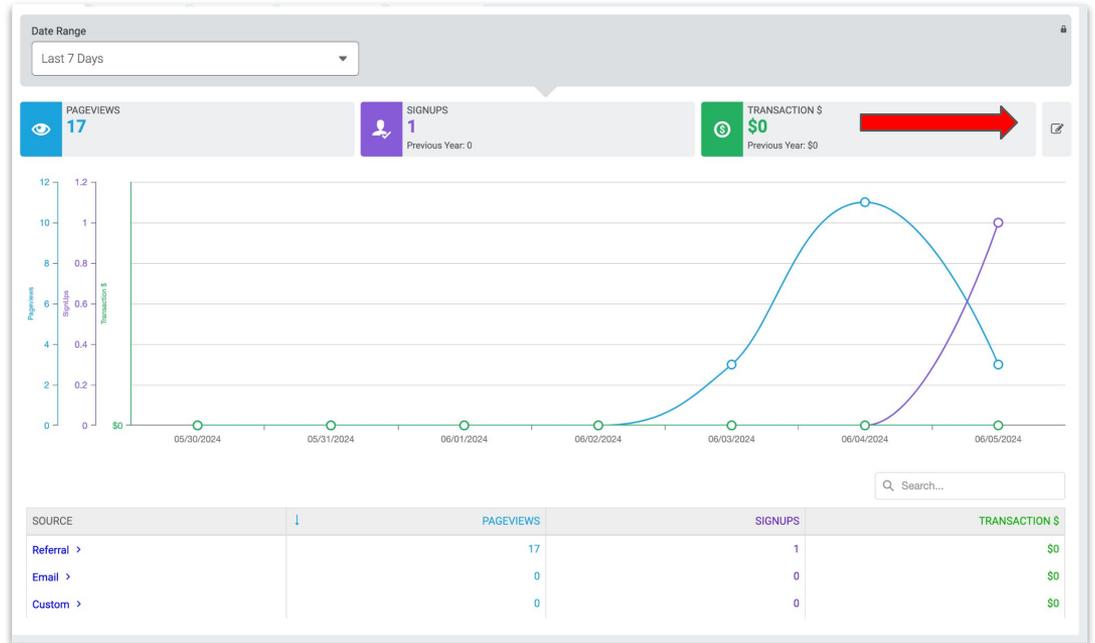
Dashboard Line Graph

- The line graph on the dashboard can report on any 90 day period to show your site traffic.
- Using the **SOURCE** links at the bottom, you can get more information on where your traffic is coming from
 - Referral will show the last website a visitor was on
 - Email will show performance of RunSignup emails
 - Custom is for Source Tracking



Dashboard Line Graph

- You can add more lines to this report by clicking the edit button
 - Donations
 - Sign Up dollars



Custom Charts

- An often overlooked feature on the dashboard are the custom cards and charts below the line graph.
- These can be customized and edited to provide you exactly the information you're looking for when you visit your race website

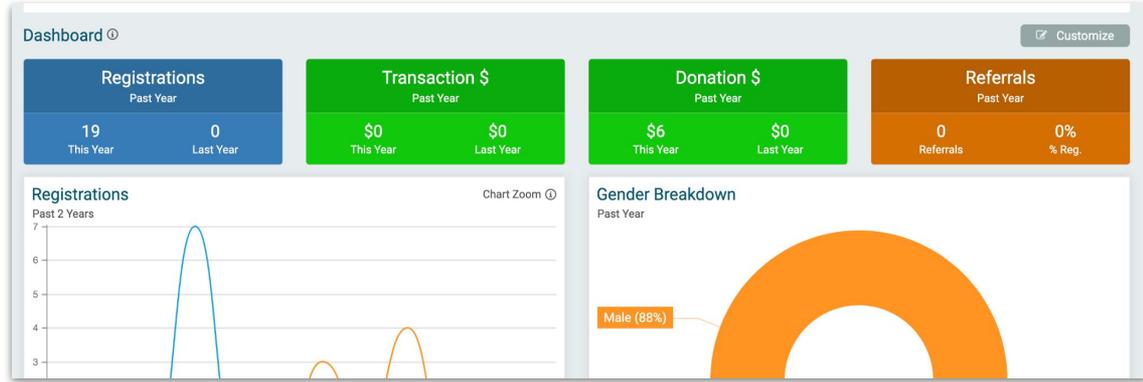


Chart Type *

- ✓ (Pick a Chart Type)
- # Registrations
- # Registrations Last Year Comparison
- Registration \$
- Transaction \$
- Transaction \$ Last Year Comparison
- Donation \$
- Donation \$ Last Year Comparison
- Loyalty Quick Card
- Coupons Quick Card
- Referrals Quick Card
- Age Group Breakdown
- Gender Breakdown

Dates *

- Lifetime
- Today
- Yesterday
- Month to Date
- Year to Date
- Date Range
- Past __ Days
- Past __ Years

Chart Size *

- Half-Width
- Full-Width

Graph Type Selection *

- Line Graph
- Bar Graph
- Quick Card

Data Interval *

- Day
- Week
- Month



Participant Report

How to get the most out of your participant report



...ted), test2, Family Pricing 5K: 19 Parti

Report Options ▾ Export Options ▾ Sa

NAME	EVENT	REGISTRATION DATE	GENDER
James Armington	test2	06/05/2024 8:55am MDT	
James Armington	test2	05/20/2024 12:03pm MDT	Male
t raiser	test2	05/09/2024 10:18am MDT	

View Participants

- Primary way to view your participants in your race
- Participant management can occur here as well
 - Refunds
 - Deferrals
 - Transfers
 - Info edits

The screenshot shows the 'View Participants' page for the 2023 event. It includes a search bar, report options, and a table of participants. The table has columns for Registration ID, Name, Event, Registration Date, Gender, Age, Email, T-Shirt, Race Fee, Amount Paid, and Edit Registration. A single participant, James Armington, is listed with registration ID 72601191. The 'Edit Registration' column contains three buttons: Edit, Manage, and Profile. A blue notification bubble with the number '1' is visible at the bottom center of the table area.

REGISTRATION ID	NAME	EVENT	REGISTRATION DATE	GENDER	AGE	EMAIL	T-SHIRT	RACE FEE	AMOUNT PAID	EDIT REGISTRATION
72601191	James Armington	Event Name	07/19/2023 5:40pm MDT	Male	37	james.armington@runsignup.com		\$0.00	\$0.00	Edit Manage Profile

View Participants: Search/Change Event

Search/Change Event

- Configure your report by using the Search/Change Event Button
 - Event drop down box can be used to pull archived data or specific events
- **Search All Fields** can be used for more specific searches
 - Bib number filters
 - Reserved entry codes
 - Registration ID filters*

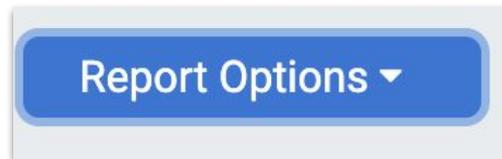
→ *Reg IDs are sequential, so this can help report with precision

View Participants: Report Options & Export Options

- Customize your participant report by using **Customize View**
 - **Pick From All Columns** will allow you to add fields to your report
 - Save selected columns to always show by default (per user)
- All boxes that are orange will be added to the report when you update

Make this the default report I see when I'm logged in.
Some race specific settings will not be included in the default.

[Update Report](#) [Cancel](#)



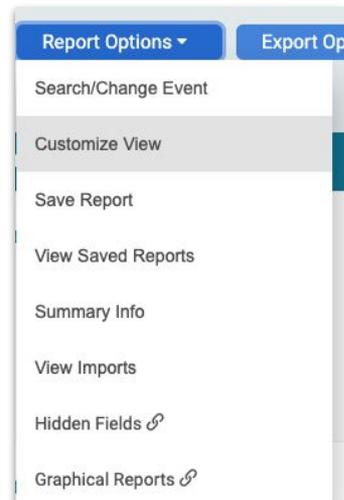
View Participants
2023 - Event Name, Event Name 2: 1 Participants

Search/Change Event | Report Options | Export Options | Save as Custom List & Send Email

Build Custom Report

Pick Common Columns to Display | Pick From All Columns

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Event	<input checked="" type="checkbox"/> Registration Date
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Email Address
<input type="checkbox"/> Street Address	<input type="checkbox"/> Bib Number	<input type="checkbox"/> T-Shirt
<input type="checkbox"/> Race Fee	<input type="checkbox"/> Amount Paid	<input type="checkbox"/> Offline Payment Amount
<input type="checkbox"/> County		
<input type="checkbox"/> Registration ID	<input type="checkbox"/> Registration Status	<input type="checkbox"/> Results URL
<input type="checkbox"/> Chip Number	<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Phone
<input type="checkbox"/> Checked In Status	<input type="checkbox"/> Reward Code	<input type="checkbox"/> Registration Add-Ons
<input type="checkbox"/> Store Purchases	<input type="checkbox"/> Waiver Signed	<input type="checkbox"/> Registration Notes
<input type="checkbox"/> Reserved Entry Code	<input type="checkbox"/> Shipping Address	<input type="checkbox"/> Country
Financial		
<input type="checkbox"/> Paid Online	<input type="checkbox"/> Payment	<input type="checkbox"/> Imported
<input type="checkbox"/> Transfer	<input type="checkbox"/> Transfer Fee	<input type="checkbox"/> Transferred Coupon
<input type="checkbox"/> T-Shirt Cost	<input type="checkbox"/> Race Profit	<input type="checkbox"/> Event Transfer Credits
<input type="checkbox"/> Race Transfer Credit	<input type="checkbox"/> Multi-Event Discount	<input type="checkbox"/> Processing Fee
<input type="checkbox"/> Processing Fee Paid by User	<input type="checkbox"/> Processing Fee Paid by Race	<input type="checkbox"/> Other Fees
<input type="checkbox"/> RaceJoy Payment	<input type="checkbox"/> Shipping Charge	<input type="checkbox"/> Partner Fee
<input type="checkbox"/> Affiliate Profit	<input type="checkbox"/> Extra Fees	<input type="checkbox"/> Amount Paid Later
<input type="checkbox"/> Multi-Person Sign-Up Pricing	<input type="checkbox"/> Coupon	<input type="checkbox"/> Coupon Tags



Saved Reports

- If you configure a report that you want to refer to quickly at a later date, you can use the save report button within Report Options
- All of your saved reports are visible within the “saved reports” sub section of the Reports toolbar.
- Access can be granted to a saved report to a non-race director using Secure Access/Info Sharing’s Advanced Settings

Save Report

Enter a unique name for the report name. If you use an existing report name, the old report will be overwritten.

Report Name

[Save Report](#) [Cancel](#)

- Participants >
- Not Registered >
- Giveaways/Add-ons >
- Group/Team Reports
- Donation Reports
- Shipping Charge Reports
- Marketing Reports >
- USAT Reports >
- USSA Validation Report
- Saved Reports**

Advanced Settings

Old Security Settings [+](#)

Event Sharing Tokens

[Learn More](#)

Race Director Security

Require race directors to use a strong password (8+ characters; letter)

Registrant Security

Require registrants to use passwords that need the following rec character for three of the following: uppercase letter, lowercase ~!@#%*&*).

The minimum password requirements are: 8 characters with at least one letter, lowercase letter, number, and symbol (e.g. ~!@#%*&*).

Saved Reports Access

[Set Up](#)

R DASHBOARD LOCATION Reports [>](#) **Saved Reports**

R DASHBOARD LOCATION Participants [>](#) View Participants [>](#) **Report Options**



View Participants: Pro Tip

- Commonly overlooked option in Report Options is “hidden fields”
- Useful fields for advanced reporting can be added to your Customize View options
 - Is Anonymous
 - Checkin app information
 - Postponement decisions

Dashboard

Hidden Participant Fields

On this page, you can enable participant report fields that are hidden by default. Enabling a field enables it for the race.

Enabled Fields

- User ID
- Is Anonymous
- Do Not Deliver
- Unsubscribed from Email Marketing
- Fundraiser ID
- Team Fundraiser ID
- Is Fundraiser Team Captain?
- CheckIn App Information
- Amount Reductions
- Transaction ID
- Discount for Minimum Donation
- Timer Fees
- Partner Fees
- Result Notifications
- No. Years (Match by Name/DOB/Sex)
- No. Years (Match by Name)
- No. Years (Match by Name/Email)
- Club Discount Membership ID
- Club Discount Member No.
- Race Postponement/Cancellation Decision Info
- Race Registrant File Upload
- Legacy Sales Tax

Report Options ▾

Export C

Search/Change Event

Customize View

Save Report

View Saved Reports

Summary Info

View Imports

Hidden Fields 

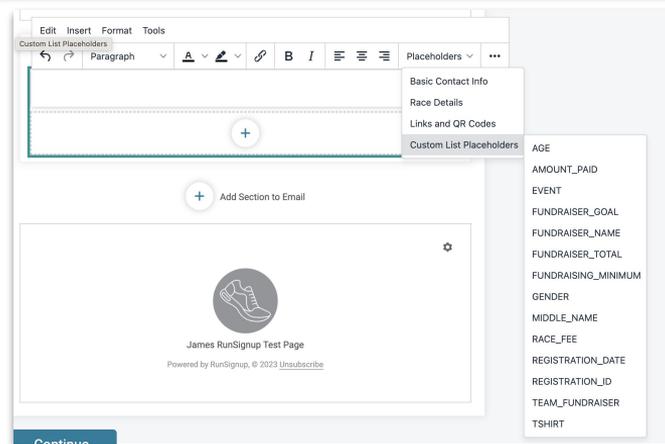
Graphical Reports 



View Participants: Save as Custom List & Send Email

- Once a report has been configured, you can quickly create a custom list from that report for use in Email V2
- The various columns in your report can be pulled into an email as **placeholders**
- **Example:** Use filters and Search/Change Event to select last year's 5K and 10K participants who registered between 10/1 and 10/31, then create a custom list of those participants for marketing

Save as Custom List & Send Email





Overlooked Participant Reports

A few spots to check



...ted), test2, Family Pricing 5K: 19 Parti

Report Options ▾ Export Options ▾ Sa

NAME	EVENT	REGISTRATION DATE	GENDER
James Armington	test2	06/05/2024 8:55am MDT	
James Armington	test2	05/20/2024 12:03pm MDT	Male
t raiser	test2	05/09/2024 10:18am MDT	

Participant Info Changes

- Participant information changes are recorded in the Participant Information Changes report
- This will track any change in participant information made by a race director, timer or participant

Dashboard 0 Help

Participant Information Changes

This report lists changes made to participants after registering.
This report only contains data from late January 2017 onward.

If you would like to sync your current race participants with their current profile information, [click here](#).

Start Date: 07/01/2023 🗓 End Date: mm/dd/yyyy 🗓

[Update Report](#)

PARTICIPANT	CHANGE DATE	CHANGES	EDITOR	REGISTERED EVENTS
Jim Armington james.armington@runsignup.com 555-555-5555	07/19/2023 11:20pm	first_name: James → Jim	67.166.33.182 James Armington james.armington@runsignup.com	Event Name – 2023

[Download as CSV](#)

Reports

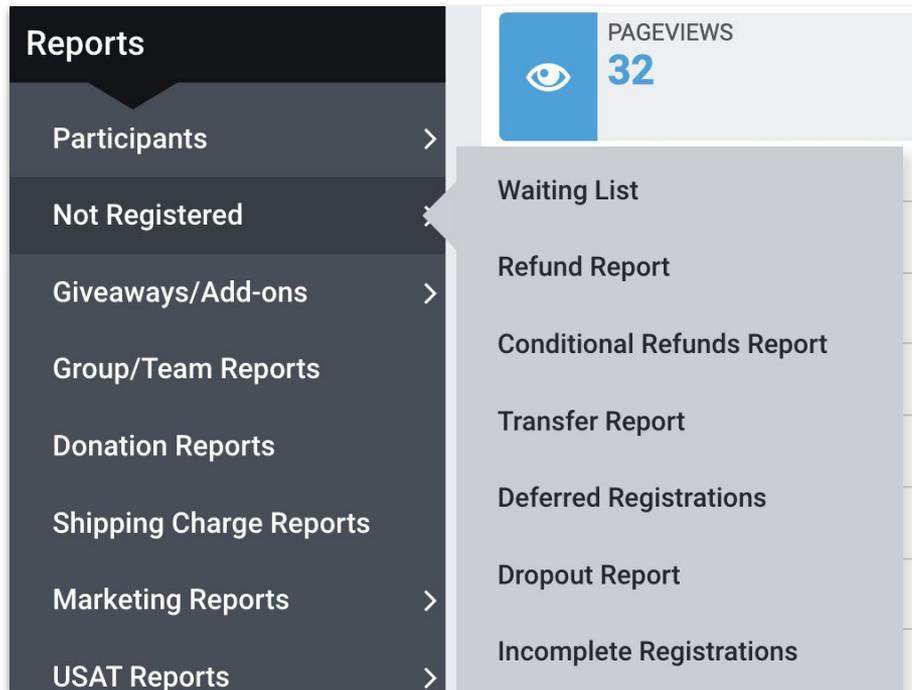
- Participants
- Not Registered >
- Giveaways/Add-ons >
- Group/Team Reports
- Donation Reports
- Shipping Charge Reports

PAGEVIEWS 33

- View Participants
- Search
- Summary
- Participant Info Changes**
- Net Promoter Score
- Waiver Agreements

Not Registered

- **Reports found here**
 - Refund report
 - Conditional Refund Report
 - Waiting List
 - Transfer Report
 - Deferred Reports
 - Dropout Report
 - Incomplete Registrations
- These can report on participants who are not currently registered in the race



Refund Report

- Name of participant
- Registration ID of participant
- Date of the refund
- Who submitted it
- If it was issued or not
- Quick links for pending refunds with fundraisers and groups/teams

NAME	EVENT	EMAIL	ADDRESS	PHONE	REFUND DATE	REFUND NOTES	AMOUNT PAID	AMOUNT REFUNDED	REFUND PROCESSING FEE	OTHER FEES	RSU FEES	SALES TAX REFUND	RACE NET PROFIT ⓘ	REMOVED FROM EVENT	REQUESTED BY	ISSUED	PAYMENT ⓘ
<input type="text"/> Registration #77127447	5K 11/23/2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	11/22/2023 11:42am MST		\$38.86	\$38.86	\$0.00	\$0.00	\$3.86	\$0.00	-\$3.86	Yes	Admin	Yes	
<input type="text"/> Registration #75771451	5K 11/23/2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	11/13/2023 2:42pm MST		\$38.86	\$38.86	\$0.00	\$0.00	\$3.86	\$0.00	-\$3.86	Yes	Admin	Yes	

If you have group/team refunds enabled, you can [see pending refunds here](#).
 If you have fundraiser refunds enabled, you can [see pending refunds here](#).

Transfer Report

Event Transfers

- Participants who have changed events.
- Shows old registration ID and new registration ID

Participant Transfer

- If participant transfers are enabled, you can track the exchange of registrations

Race Transfers

- Transfer out of the race to another race

Transfer Report 1 Help

Start Date
01/01/2023 📅
America/Denver Time

End Date
mm/dd/yyyy 📅
America/Denver Time

First Name

Exact Match

Last Name

Exact Match

Email Address

Search

Event Transfers | Participant Transfers | Race Transfers

Event Transfer Report
This Race Has No Event to Event Transfers

Waiver Report

- Confirm signature of a race waiver for participant
- Signed Online or not
 - Initials
 - Date
 - Email
- Important for verification of the **waiver ID**
 - Any adjustment to a waiver will yield a new waiver ID.

Waiver Agreements

1
Help

Name

Initials

Email

Waiver Signed Start Date

 :

Waiver Signed End Date

 :

Signed Online?

Search

373 Agreements

REGISTRATION ID	WAIVER ID	WAIVER SIGNED DATE	SIGNED ONLINE?	AGREED VIA CHECKBOX?	ENTERED NAME	ENTERED INITIALS	ENTERED DATE OF BIRTH	ENTERED DATE	WAIVER EMAIL
#83568589	#229495	06/08/2024 8:01am EDT	Yes	No					
#83567917	#229495	06/08/2024 7:36am EDT	Yes	No					
#83563542	#229495	06/08/2024 1:05am EDT	Yes	No					
#83563038	#229495	06/07/2024 11:55pm EDT	Yes	No					
#83562635	#229495	06/07/2024	Yes	No					

Sponsors

- Committed status, Visible, Paid, contact info and edit
- **Views**
 - Delivers a count of sponsor logo displays on websites, email and photos
 - Useful for proving value to your sponsors
 - Download to excel

Sponsors Report 0 Help

	SPONSOR	LEVEL	CONTACT	COMMITMENT	COMMITTED	PAID	VISIBILITY	VIEWS	
	Test	N/A	N/A	Tentative		✗ Not Paid	✓ Visible	135	Edit
	PHOTO SPONSOR	N/A	N/A	Tentative		✗ Not Paid	✓ Visible	24	Edit

[Download as CSV](#) | [Download as Excel File \(XLSX\)](#) | [Print](#)

Photo Views

- Total photos and total photo views
- Views per album
- Filter by race year

Edit Photo Albums Help

Change Year 11/23/23

Photo Stats

125	570
Views	Photos

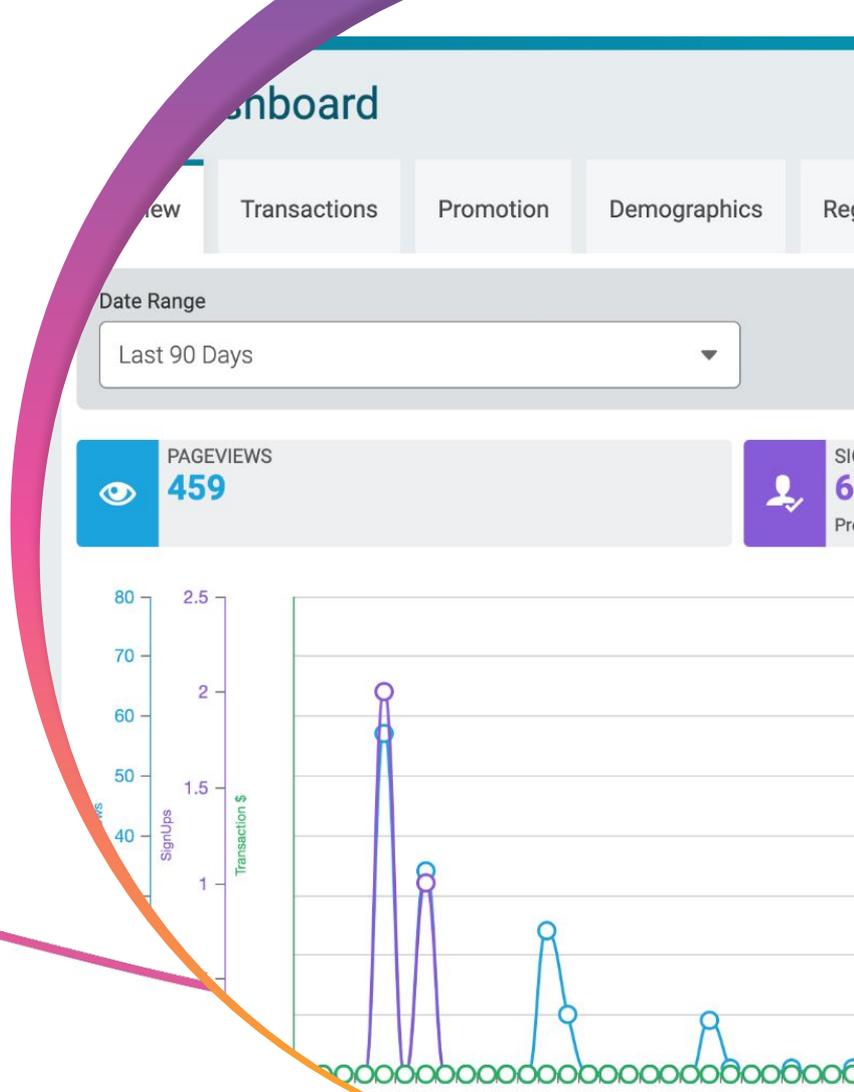
	2023 Alpine Bank Boulder Thanksgiving Day 5K 	Stats
		569 Photos 120 Views
		Actions

	All Participant Uploads	Stats
		1 Photos 5 Views
		Actions



Understanding Price Points

Using the dashboard reporting to better inform your pricing and marketing decisions



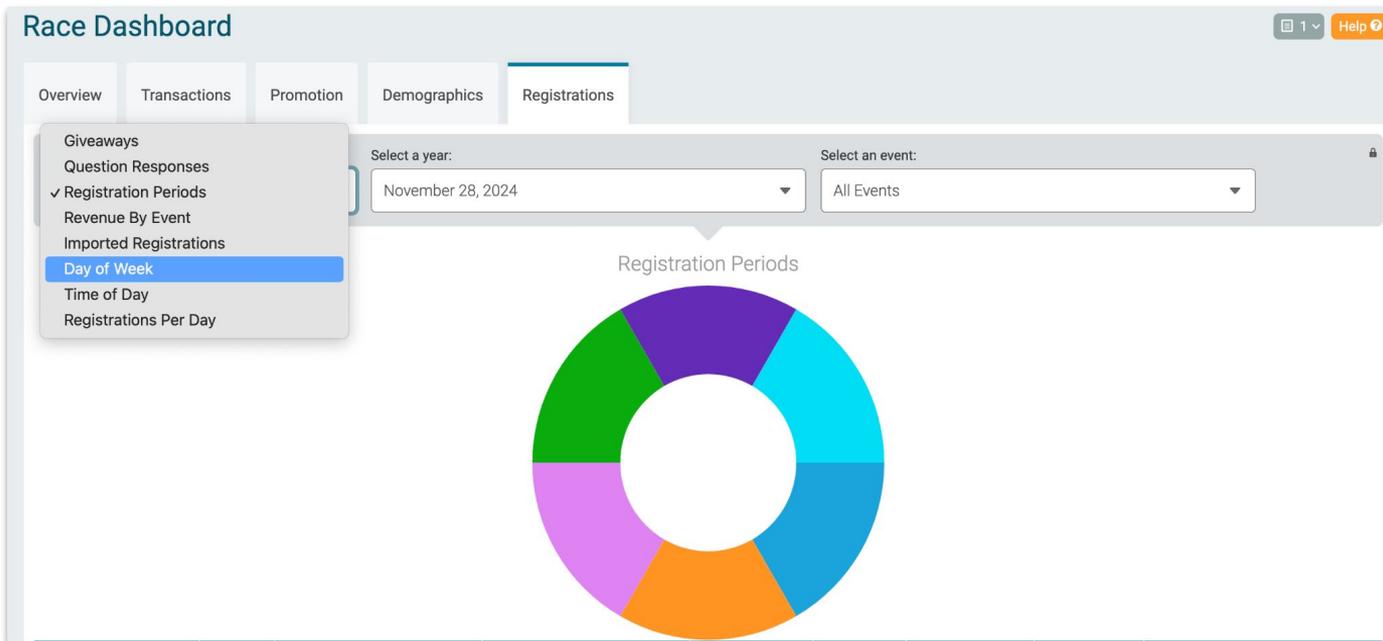
Price Increases and Registration Periods

26% of all registrations come within 3 days of a price increase or registration closing. Setting price points can be an effective way to drive registration behavior. Knowing when to set your price increases, and for how much, is an important part of building a profitable registration plan.

Registration Pattern Reporting

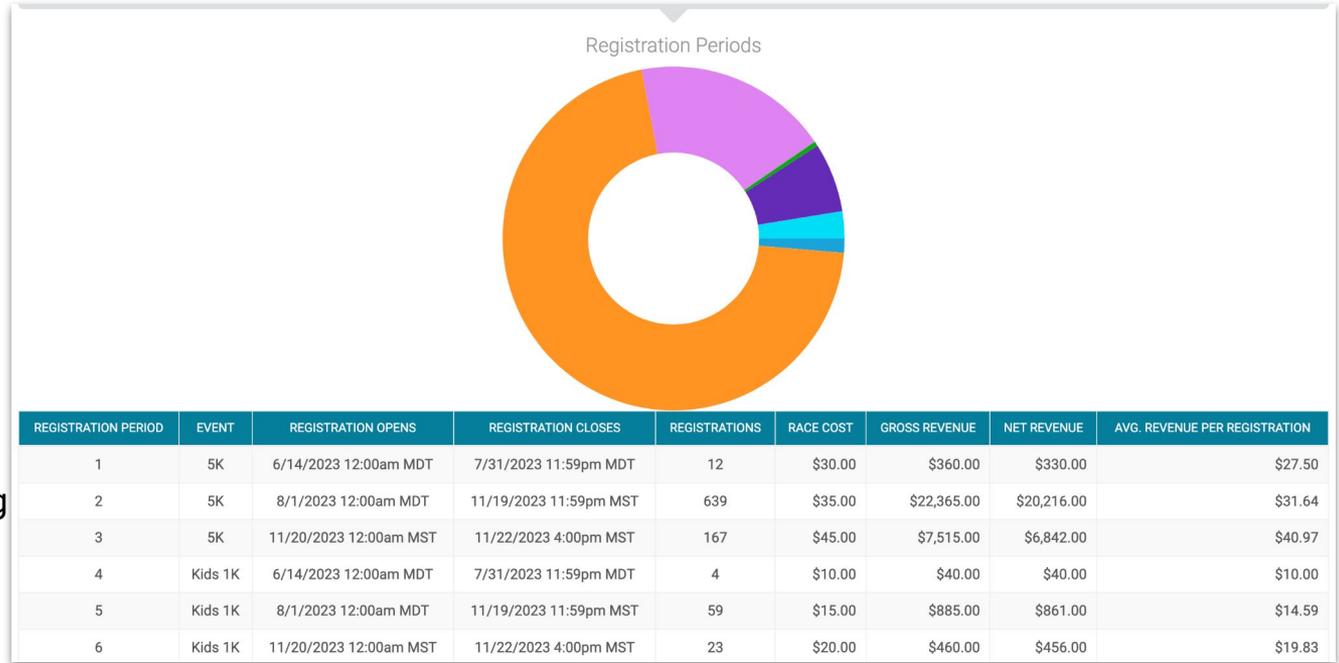
Registration Tab Reports

- Registration Periods
- Time of Day
- Day of Week
- Revenue by Event
- Registrations Per Day



Registration Periods

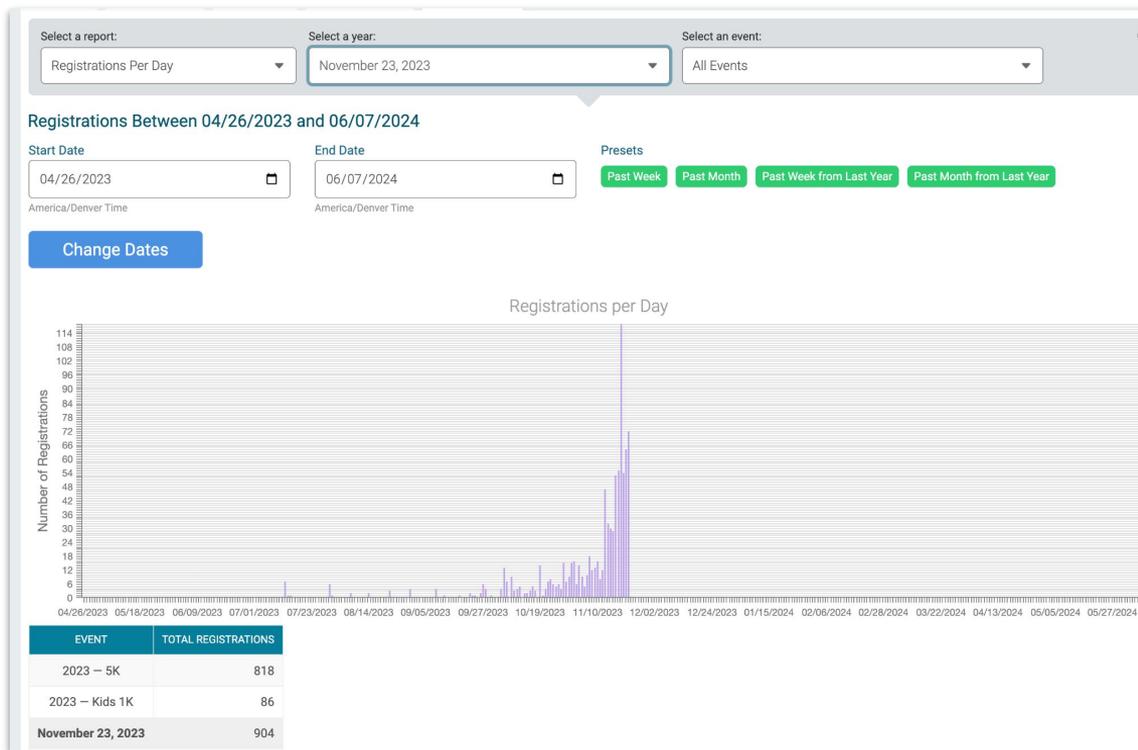
- Breakdown of registrations by registration period in each event
 - Shows registration behavior
 - Revenue reporting
- This is an excellent resource to use when considering price increases
- Can export to excel



Note: Net Revenue is the Gross Revenue minus discounts, coupons, special pricing and other adjustments. This report should be considered directionally accurate but may vary slightly from other reports due to adjustments and timing.

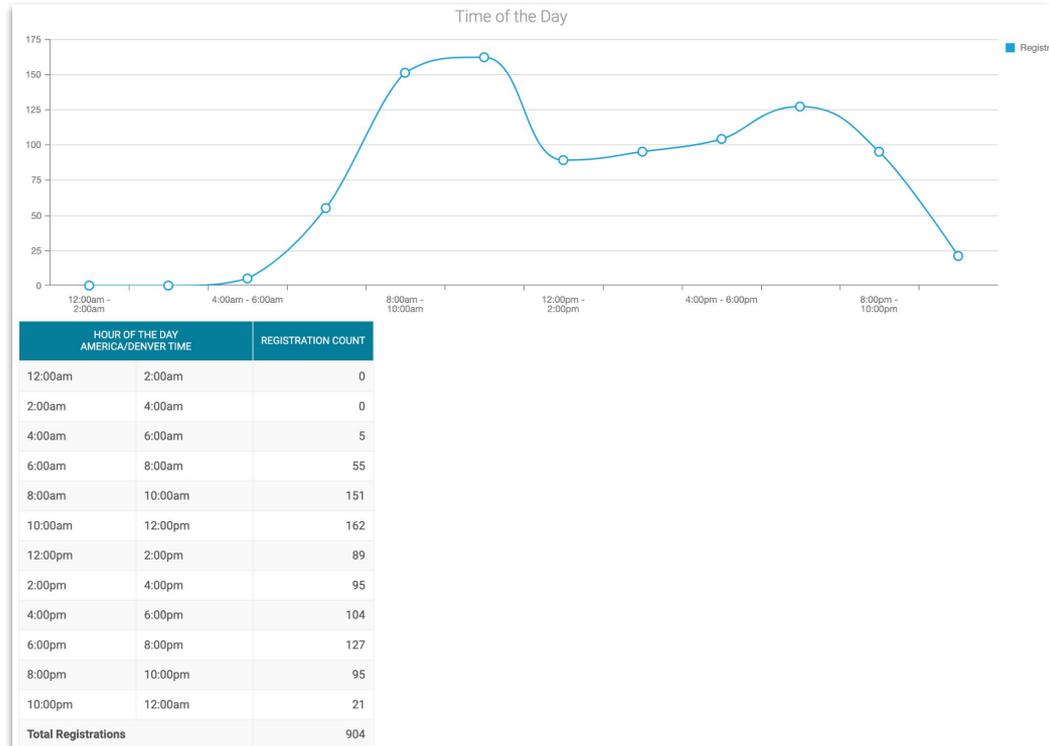
Registrations Per Day

- Customizable by race year, by event and date range
- Can be used to look at a specific week or month from last year's registration cycle easily
- Shows your behavior and when to expect surges in registration.
- Can export to excel



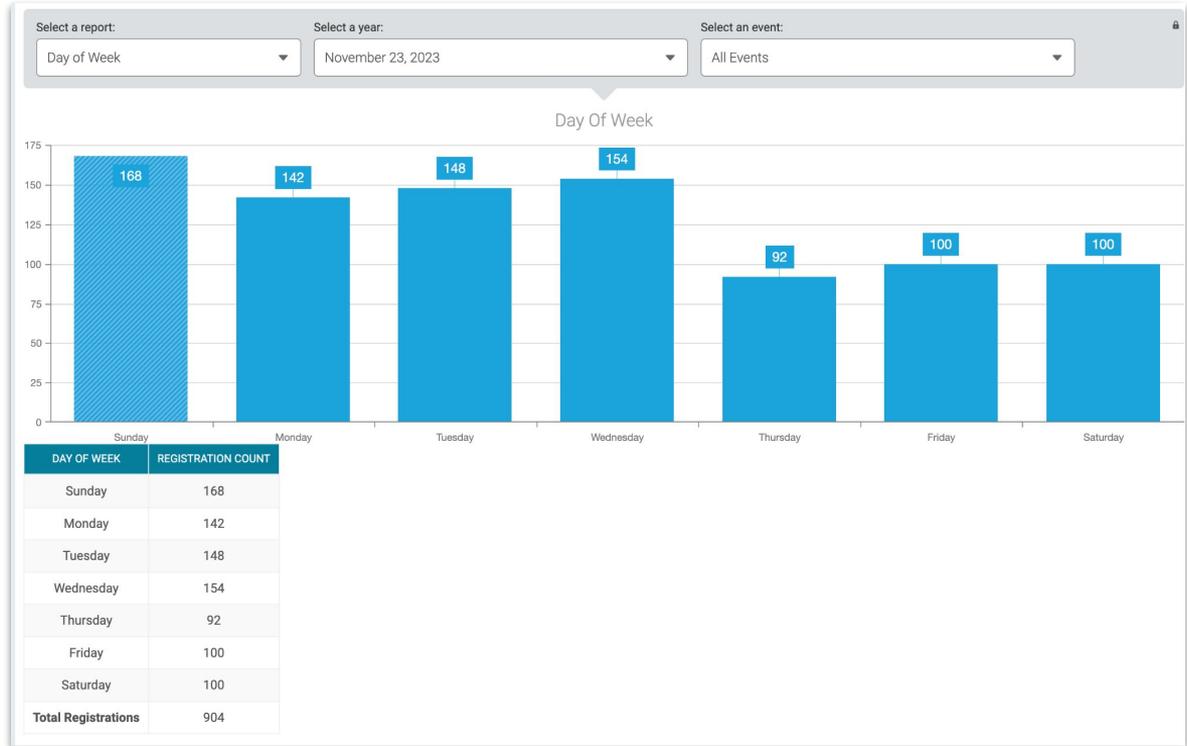
Time of Day

- Customizable by year and event
- Displays the registration patterns by time.
- This is useful for when to consider social media marketing, e-mail or when to make edits to your registration site.



Day of Week

- Customizable by year and event
- Used in conjunction with time of day to plan marketing efforts based on history of when registrants are actively looking to register for a race.





Fundraising Reports

Check on your fundraiser progress and manage your fundraisers



Fundraiser & Team Fundraisers Report

- Quickest way to check on specific fundraisers for management.
- Filtered by type (individual or team) charity and donation period.
- Information visible
 - Registration ID if linked
 - Charity
 - Goal
 - Edit, View and Delete Buttons
 - Team

Donation Period: Monday May 1, 2023 - Thursday May [v]
 Fundraiser Type: (Any Fundraiser Type) [v]
 Charity: (All Charities) [v]
 Fundraiser Name: [input]
 [Update Report]

Fundraisers

Number of Individual Fundraisers: 1 Number of Team Fundraisers: 0

[Actions v] [Reports v]

FUNDRAISER	FUNDRAISER TYPE	LINKED REG. ID	CAPTAIN	CHARITY	GOAL	DONATIONS	COLLECTED	TEAM	INCLUDED FUNDRAISERS	CREATION DATE	FUNDRAISER ACTIONS
#559806 James Armington [View Donations]	Individual	42742364	James Armington		\$200.00	3	\$551.00 275.5% of goal			03/18/2020 12:49pm MDT	[Edit] [View] [Delete]

Edit Fundraiser
James Armington

Fundraiser Name*: James Armington Fundraiser Goal: \$ 200.00 Fundraiser Minimum: \$.00

Tagline: [input] **View Donations**

View Options

Show goal thermometer. Show scrolling list of donors. Hide from public lists. Get visible via direct link.

Fundraiser Captain Email: [input]

The current captain (James Armington - james.armington@runsignup.com) will remain as the captain if not listed.

External ID @: [input]

Create Your Custom Fundraiser URL: <https://runsignup.com/jamesfunds>

Individual or Team? This is a team fundraiser. Team Fundraiser (No Team Fundraiser)

Linked Registration ID: 42742; [Go to Registration](#)

Important: Once this is set, the value can NOT be updated.

Report Generator

- Useful for pulling information for top fundraisers and team size.
- Report type
 - Captains, Top Fundraisers and Giveaways
- Captain reports can have captain information
- Top Fundraiser reports can include a list of top fundraisers

The screenshot displays the 'Fundraiser Report Generator' interface. At the top, the title 'Reports' is followed by 'Fundraiser Report Generator'. The form includes several sections: 'Donation Period *' with a date range dropdown; 'Report Type *' with a dropdown menu; 'Fundraiser Type' and 'Individual or Team?' both with '-- Any --' dropdowns; 'Report Details *' with a dropdown menu; and 'Additional Columns' with three checkboxes: 'Include team size', 'Include donations', and 'Include administrator contact info'. Below the main form, two callout boxes provide details: one for 'Report Type *' showing a list with 'Captains' selected and 'Top Fundraisers' highlighted; another for 'Additional Columns' showing 'Team Size' selected and 'Donation Amount' highlighted. A 'Number of Top Fundraisers *' dropdown is set to '25'.

Report Generator

- Once your report is configured, preview it or generate it
 - Preview will generate a list visible on RunSignup
 - Generate will export to excel
- The report will be visual and will have no management links. Use Fundraiser & Team Fundraiser report for management

Sort By * Number of Top Fundraisers *

Donation Amount 25

Additional Columns

Include manual donations

[Generate Report](#) [Preview Report](#)

FUNDRAISER ID	FUNDRAISER NAME	TEAM FUNDRAISER?	FUNDRAISER TYPE	TEAM SIZE	DONATIONS	CAPTAIN FIRST NAME	CAPTAIN LAST NAME	CAPTAIN EMAIL
---------------	-----------------	------------------	-----------------	-----------	-----------	--------------------	-------------------	---------------

Fundraiser Minimum Report

- Used when you've required fundraising minimums to be agreed upon during fundraiser creation.
- Allows you to view fundraisers who have not met the minimum and/or who have met their minimum
- You can email reminders, invoice, delete or charge fundraisers (if cards are saved) to charge to meet the minimum.

Generate Report

Donation Period

Report Generation Options

 Default to goal if fundraising minimum is not set.

Registrations in Donations Display Options

Tax deductible amount for registrations based on the [tax deduction rules](#).

Update Report

Fundraiser Minimums Report as of 6/7/2024 3:04pm CDT

Report Options

Hide fundraisers that have met their requirement.

Hide fundraisers that have NOT met their requirement.

Hide fundraisers whose team has met their requirement.

Show team details.

Hide deleted fundraisers.

Report Actions

Do Action

FUNDRAISER	FUNDRAISING TEAM	CAPTAIN	FUNDRAISING MINIMUM	REMAINING AMOUNT REQUIRED	INVOICED AMOUNT	EVENT	RACE FEE WAIVED?	NOTES
<div style="display: flex; justify-content: center; align-items: center;"> <div style="margin-right: 10px;">Report Actions</div> <div style="border: 1px solid #ccc; background-color: white; padding: 5px;"> <p>✓ (Select an Action)</p> <p style="background-color: #0070c0; color: white; padding: 2px 5px;">Email Reminders</p> <p>Remove Registrations</p> <p>Invoice Registrants</p> <p>Charge Registrants</p> <p>Retry Invoice Payment (Admin Only) - Do NOT Retry Multiple Times!</p> </div> </div>								



Fundraisers

Refund Report

- If Fundraiser rewards are being used, refund report will display earned refunds by fundraiser
 - Note, your fundraisers must be linked to a registration ID for refund
 - Fundraiser report can manually link to a Registration ID and opt in for rewards

Refund Report

Fundraiser Refund Report

Change Year ▾

REGISTRATION ID	PARTICIPANT	FUNDRAISER	REFUND INITIATED DATE	REFUND AMOUNT
May be less depending on fundraiser refund rules.				

FUNDRAISER ACTIONS

Edit View Delete

Linked Registration ID

669154 [Go to Registration](#)

Important: Once this is set, the value can NOT be updated.

Applied for fundraiser refund.

Only applicable if a registration ID is set.

Donations

Donation Report

- Search for donor details to find a specific donation
 - Name, email, date and amount
- Donation Period is used to search for a specific race year's donations
- Donation status can show donations in non-active or active status
- Search on fundraiser to see their donations

Donations 0 Help

Race Donations

Search ^ Actions ▾

First Name

Last Name

Email Address

Donations Starting America/Denver Time

Donations Ending America/Denver Time

Donation Period

Donations Greater Than America/Denver Time

Donations Less Than America/Denver Time

Donation Status

- ✓ Active
- Cleared/Refunded within 15 Minutes
- Refunded
- Non-cleared, Non-manual

Fundraiser Type

Fundraiser Name

Search

Only showing donations for donation period starting on Tuesday March 17, 2020.

Donations

Donation Report

- Donation management can be conducted using this report
 - Click the blue edit button to make donation adjustments
 - Resend donation confirmation emails

Edit Donation

Help

Update Donation from James Armington

Donation Amount: \$5.00

On Behalf Of

Name Of Donor

Anonymous

Fundraiser

[Dropdown]

Notes

[Text Area]

Update Donation

Back to Donations List

Donation ID	Name	Amount	Amount Paid	Processing Fee	Amount After Fees	Transaction ID	Donation Level	Fundraiser	Fundraiser Team	Charity	Donation Date	Manual Entry	Status	Anonymous	On Behalf Of	Matching Gift	Is Gift Match?	Phone	Email	Address	Edit	
6453859	James Armington	\$5.00	\$5.00	\$0.00	\$5.00						05/10/2023 12:00am MDT	Yes	Active	Yes	On Behalf Of	Edit	No		james.armington@runsignup.com Resend Confirmation Email	US	Edit	
6075728	Test Test	\$5.00	\$5.00	\$0.00	\$5.00					James test \$5.00	01/12/2023 5:51pm MST	Yes	Active	Yes	On Behalf Of test	Edit	No					Edit
3301661	James Armington	\$1.00	\$1.00	\$0.00	\$1.00						04/30/2020 10:00pm MDT	Yes	Active	No	On Behalf Of James Armington	Edit	No	555-555-5555	james.armington@runsignup.com Resend Confirmation Email	3080 Carbondale Ln Boulder, CO US 80301	Edit	



Donation Reports: Actions

- Export your report to .csv, .xlsx, google sheets
 - Download report or download all
- Summary Emails can be used to set up Daily and Weekly donation summary emails
 - This can help your staff stay informed on donations as they are received

The screenshot shows the 'Race Donations' report interface. A blue 'Actions' dropdown menu is open, listing various options: 'Download Current Report as CSV', 'Download All as CSV', 'Download Current Report as Excel (XLSX)', 'Download All as Excel (XLSX)', 'Set Up Export to Email List', 'Print Current Report', 'Print All', 'Download Report to Google Sheets', 'Download All to Google Sheets', 'Match With Registrations (Best Guess)', 'Year Over Year Summary', and 'Set Up Summary Emails'. The background shows search filters for First Name, Last Name, Email Address, Donations Starting/Ending, Donations Greater/Less Than, Fundraiser Type, and Donations Period/Status.

The screenshot shows the 'Donation Summary Email' configuration form. It includes fields for 'Message Subject *', 'Email Frequency *' (set to 'Daily'), and 'Delivery Time *' (set to '7:00am'). Below this, there are fields for 'Minimum Donation Amount *' (set to '\$.00') and 'Maximum Donation Amount *' (set to '\$.99'). At the bottom, there is a 'Set Up Recipients' section with 'Recipient Name *' and 'Recipient Email *' fields, and an 'Add Recipient' button. A 'Set Up a New Summary Email' button is located at the bottom right.



Financial Reports

Financial Summary breakdown, Sales Tax and Insurance



Financial Summary

- Starting point for financial reporting

Totals		
TYPE	EXPLANATION	TOTALS
Transactions	Total Credit Card Payments for your race.	+\$28,465.12
Transaction Processing Fees	Processing fees paid to RunSignup for your race.	-\$1,939.33
Sales tax remitted by RunSignup, Inc.	Sales tax paid by RunSignup, Inc. for your race.	-\$13.13
Directly Paid Charity Donations	Donations that were paid directly to the charity instead of going to the race.	-\$215.00
Refunds	This includes any refunds made for your race (e.g. registration refunds, store purchase refunds, etc.)	-\$0.00
Refund Processing Fees	RunSignup fee for processing refunds.	-\$0.00
Holdbacks	Funds being held for your race, primarily for refunds and chargebacks. ⓘ We require all events to have a Race Reserve. Details about your Race Reserve can be found here .	-\$564.80
Adjustments	See the description on each adjustment for more details.	+\$0.00
Owed to Race	Net Owed to Race	+\$25,732.86
Payments	Checks and Direct Deposits Made to the Race.	-\$23,134.71
Balance Owed	Net Owed to Race after Payments Made.	\$2,598.15

Financial Summary

Totals		
TYPE	EXPLANATION	TOTALS
Transactions	Total Credit Card Payments for your race.	+\$28,465.12
Transaction Processing Fees	Processing fees paid to RunSignup for your race.	-\$1,939.33
Sales tax remitted by RunSignup, Inc.	Sales tax paid by RunSignup, Inc. for your race.	-\$13.13
Directly Paid Charity Donations	Donations that were paid directly to the charity instead of going to the race.	-\$215.00

Transactions: Total transactions charged to customers, in real time.

- May not all have settled
- Transactions will disappear with cancellation within 15 minute window

Transaction Processing Fees: RunSignup processing fees + any from the timer or race operator

Sales Tax: Sales Tax that has been collected and remitted on your behalf (for states where sales tax is charged on registrations or merchandise).

Directly Paid Charity Donations: Donations to a charity that have their own payment account linked through the race. This *does not* include any donations the race collects in their own account.

Financial Summary

- Transaction drill down
- Download as .csv or view event summary

Download as CSV

Event Summary

Search

Transaction ID Payer Amount Paid \$

Start Date End Date

America/Denver Time America/Denver Time

Search

TOTAL	AMOUNT
No. of Transactions:	586
Amount Paid:	\$40,524.41
Processing Fees:	-\$3,038.82
Sales Tax & Other Fees: ⓘ	-\$6.59
Directly Paid Charity Donations:	-\$8,636.00
Profit:	\$28,843.00

Event Summary

Event Summary

EVENT	NO. REGISTRANTS ⓘ	TOTAL EVENT COSTS	TOTAL AMOUNT PAID	PROCESSING FEES	TOTAL PROFIT
	809 806 active	\$28,155.00	\$30,037.35	\$2,551.35	\$27,486.00
	86 86 active	\$1,385.00	\$1,499.03	\$142.03	\$1,357.00
	895	\$29,540.00	\$31,536.38	\$2,693.38	\$28,843.00

Other types of transactions (e.g. donations, group/team setup fees, etc.) do not appear on this report. This report is intended to get a quick view of profit by event.

Registration Add-on Summary

ADD-ON	NO. ADD-ONS	ADD-ON AMOUNT
No Addons		
Totals	0	\$0.00

TRANSACTION ID	PAYER	DATE	PAYMENT	AMOUNT PAID	PROCESSING FEE	SALES TAX & OTHER FEES	DIRECTLY PAID CHARITY DONATIONS	PARTNER FEE	AFFILIATE PROFIT	DETAILS
----------------	-------	------	---------	-------------	----------------	------------------------	---------------------------------	-------------	------------------	---------



DASHBOARD LOCATION

Financial



Summary



Financial Summary: Refunds

Refunds	This includes any refunds made for your race (e.g. registration refunds, store purchase refunds, etc.)	-\$0.00
Refund Processing Fees	RunSignup fee for processing refunds.	-\$0.00

Refunds: Any refunded funds

- Refunds initiated by you
- Automated refunds like referral rewards or fundraiser goal refund

Transaction Processing Fees: RunSignup processing fees + any from the timer or race operator

Refund Processing Fee: Former \$1/refund fee for processing refunds; this has been waived since 2020

Financial Summary: Holdbacks

Holdbacks

Funds being held for your race, primarily for refunds and chargebacks.

 Details about your Race Reserve can be found [here](#).

Holdbacks: Reserves to cover any potential refunds or chargebacks

- Required for refund features like Referral Rewards
- Optional to hold more to ensure funds are available for any chargebacks or manual refunds
 - Update Refund Reserve holdback amount via *Participants >> Participant Management >> Refund Reserve*
 - Click in to view the holdback history (money going in and out of the refund reserve)

Financial Summary: Holdbacks

- Holdback drill down
- Shows current reserve and desired reserve
- Can also report on other reserves using the race's payment account

Search

Amount

Start Date America/Denver Time

End Date America/Denver Time

[Search](#)

TOTAL	AMOUNT
Holdback Amount:	\$0.00
Current Reserve Amount	\$1.00
Percentage Reserved Amount (Admin Only)	\$0.00
Desired Reserve	\$200.00
Required Additional Reserve	\$199.00

[Manage Reserve](#)

RACE, CLUB, EVENT, ETC.	CURRENT RESERVE	DESIRED RESERVE
Bowregard - Boulder, CO	\$0.00	\$0.00
Charity: Test Charity	\$0.00	\$0.00
Email Marketing Dashboard: Bowregard	\$0.00	\$0.00
Event: Glen Allen Lighthouse Tours	\$0.00	\$0.00
Event: James Copy Test	\$0.00	\$0.00
See All		
Total	Current Reserve \$1.00	Desired Reserve \$600.00

There are no holdbacks for the current search.

Financial Summary: Adjustments

Can Include:

- **Chargebacks:** Also shows reversed chargebacks
 - Report at Financial>>Chargebacks
- **Additions to Refund Reserve - externally**
- **Funds moved from one race to another**
- **Check payment fee (\$10 fee for each check)**

ADJUSTMENT ID	DESCRIPTION	DATE	MONDAY MORNING REPORT	FUNDS TRANSFER ID	ADJUSTMENT AMOUNT
84643	Chargeback (ay_ZVFZMXXJGCCLHK42_0) Reason: 4837 - mc 4837: No Cardholder Authorisation Participant Name – Edit	07/11/2022 12:25:01pm EDT	No	Not Yet	-\$200.05
84512	Chargeback (ay_V5WQVNL4RBJNT872_0) Reason: 4834 - mc 4834: Duplicate Processing Participant Name – Edit	07/08/2022 10:49:34am EDT	No	Not Yet	-\$104.65
84424	Reversing chargeback entered on 2022-06-21 16:18:46. – Edit	07/07/2022 4:04:52am EDT	No	Not Yet	\$97.15



Financial Summary: Detailed Summary

- **Race Fees:** Registration fees paid
- **Registrations with Add-Ons:** Add-on purchases
- **Registration Coupons:** Coupons used against registration/add-on costs
- **Event Transfer Credits for Previous Registration:** When a participant transfers events, "Race Fees" includes the full cost of the new event. This field subtracts out the amount not actually paid because it was credited from the previous registration.
- **Donations:** Donations collected and paid to the Race
- **Donations Paid Directly to Charity:** Donations to charities with linked payment accounts

Detailed Summary

[View Detailed Summary](#)

Show/Hide Quantities is cool!



Detailed Summary

Activity from Sunday March 27, 2022 to Saturday August 13, 2022.

[Show/Hide Quantities](#)

COMPONENT	COLLECTED ONLINE	PAID TO RACE	OWED TO RACE
Race Fees	(544) \$19,663.00	(487) \$17,395.00	(57) \$2,268.00
Registrations with Add-ons	(132) \$2,512.00	(121) \$2,296.00	(11) \$216.00
Registration Coupons	(9) -\$272.00	(0) \$0.00	(9) -\$272.00
Event Transfer Credits for Previous Registration ⓘ	(9) -\$299.00	(3) -\$95.00	(6) -\$204.00
Donations	(186) \$5,163.66	(168) \$4,278.66	(18) \$885.00
Donations Paid Directly to Charity		-\$210.00	-\$5.00
Holdbacks/Refund Reserve	(53) -\$564.80	(43) -\$529.95	(10) -\$34.85
Total Race Profit	Total	Paid to Race	Owed to Race
	\$25,987.86	\$23,134.71	\$2,853.15

Please note that "Total Race Profit" lists the race profit for the current search dates and includes any payments that have already been made.

[Download in Excel](#)



Detailed excel download

Advanced Financial Reporting

Account Numbers

- You have the ability to set account numbers to make financial reporting easier to read
- These can be useful when tracking payments outside of RunSignup and needing unique identifiers for certain items in your race
 - Customizable for any paid fee or item in your race

Financial Account Numbers

You can enter account numbers here that will show up on the Excel report downloads from Financial > Summary.

Race Fees

Subaccounts

Race Fees: 5K - 11/28/2024

Race Fees: Kids 1K - 11/28/2024

Race Fees: 5K - 11/23/2023

Race Fees: Kids 1K - 11/23/2023

Processing Fees

Other Fees

Giveaways



Sales Tax Reports

- Breakdown on all sales tax being charged in your race
- Summary by state will show state breakdown
- Summary by jurisdiction will show more specific jurisdictions like county and city

Summary By Jurisdiction

This table shows the total tax collected per jurisdiction. Use this to remit your taxes.

STATE	JURISDICTION	JURISDICTION TYPE	REMITTED BY	NUMBER OF SALES TAX TRANSACTIONS	TAXABLE AMOUNT	EXEMPT AMOUNT	TOTAL SALES TAX
US/CA	CALIFORNIA	State	RunSignup, Inc.	1	\$0.00	\$3.70	\$0.00
US/CA	MARIN	County	RunSignup, Inc.	1	\$0.00	\$3.70	\$0.00
US/CA	MARIN CO LOCAL TAX SL	Other	RunSignup, Inc.	1	\$0.00	\$3.70	\$0.00
US/CA	MARIN COUNTY DISTRICT TAX SP	Other	RunSignup, Inc.	1	\$0.00	\$3.70	\$0.00
US/IN	INDIANA	State	RunSignup, Inc.	1	\$0.00	\$2.80	\$0.00
US/NJ	NEW JERSEY	State	RunSignup, Inc.	2	\$0.00	\$7.64	\$0.00
US/PA	PENNSYLVANIA	State	RunSignup, Inc.	28	\$0.00	\$1,239.22	\$0.00
US/PA	PHILADELPHIA	County	RunSignup, Inc.	28	\$0.00	\$1,239.22	\$0.00

[Download as CSV](#)

Summary By State

This table shows the total tax collected per state. It rolls up all jurisdictions (e.g. county and city) into the state.

STATE	REMITTED BY	NUMBER OF SALES TAX TRANSACTIONS	TAXABLE AMOUNT	EXEMPT AMOUNT	TOTAL SALES TAX
US/CA	RunSignup, Inc.	1	\$0.00	\$3.70	\$0.00
US/IN	RunSignup, Inc.	1	\$0.00	\$2.80	\$0.00
US/NJ	RunSignup, Inc.	2	\$0.00	\$7.64	\$0.00
US/PA	RunSignup, Inc.	28	\$0.00	\$1,239.22	\$0.00

[Download as CSV](#)



Sales Tax Transaction Report

- Sales tax transaction reports can be used to see the sales tax on specific transactions
- Clicking the orange “line items” button will drill down into specific line items that tax was charged for
 - Registration fees, processing fees, giveaways, add ons, etc.

SALES TAX ID	DATE	STATE	SALES TAX	REMITTED BY	DETAILS
#18560698	11/24/2023 10:34am MST	CO	\$0.00	RunSignup, Inc.	Refund: #747840 Line Items Avalara Info (Admin) Transaction ID: Order ID:
#18513151	11/22/2023 3:35pm MST	CO	\$0.00	RunSignup, Inc.	COLORADO: \$0.00 COLORADO » BOULDER: \$0.00 BOULDER » SCIENTIFIC & CULTURAL FAC.(CD): \$0.00 BOULDER » RTD GREATER DENVER: \$0.00 Transaction: ay_W9SZSRMLMHX5MPK42_0 Line Items



Sales Tax Transaction Report

- Line Item breakdown showing different elements of the sales tax transaction

ITEM TYPE	QUANTITY	TAXABLE AMOUNT	EXEMPT AMOUNT	TAX	TAX BY JURISDICTION
Registration Cost Avalara Item Code: 40000 Avalara Tax Code: OA029338 Database Item Code: 6	1	\$0.00	\$45.00	\$0.00	COLORADO: \$0.00 COLORADO » BOULDER: \$0.00 BOULDER » SCIENTIFIC & CULTURAL FAC.(CD): \$0.00 BOULDER » RTD GREATER DENVER: \$0.00
RunSignup Processing Fee Avalara Item Code: 1 Avalara Tax Code: ON030000 Database Item Code: 16	1	\$0.00	\$4.54	\$0.00	COLORADO: \$0.00 COLORADO » BOULDER: \$0.00 BOULDER » SCIENTIFIC & CULTURAL FAC.(CD): \$0.00 BOULDER » RTD GREATER DENVER: \$0.00

Event Insurance Report

- Track event insurance purchases here
- Policy
 - What policy was purchased
- Policy ID
 - The ID for that policy
- Shared W/ Race
 - Revenue share
- Purchase completed

Reports 1 [Help](#)

Event Insurance Report ⓘ [Change Year](#)

First Name Last Name Email Phone

[Search](#)

Protecht Allianz

REGISTRATION ID	REGISTRANT	EVENT	POLICY	POLICY ID	COVERAGE AMOUNT	POLICY PREMIUM	SHARED W/ RACE	DATE SOLD	PURCHASE COMPLETED	INSURANCE CANCELLED	ADJUSTMENT ID
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Advanced Financial Reporting

Payment Reports

- Using the Payments tab you can find downloadable reports to break out reporting based on payments your race has received.
 - Summary payment report
 - Detailed payment report
- Transaction type reports can give reports for certain items based on a specific payment

Payment Summary

Number of Payments	0
Total Payment Amount	\$0.00
Remaining Due To Race	\$0.00

Hold Payments

If clicked, payments will be held until you manually come back to this page and release them.

Reports

REPORT	DESCRIPTION	VIEW/DOWNLOAD
Summary Reports		
Summary Payment Report	Summary of each payment	Download Excel
Detailed Payment Report	Extended details summary of each payment	Download Excel
Individual Payment Summary (Overall)	Summary of an individual payment including other races included in the payment.	View Download Excel
Individual Payment Summary (Race Only)	Summary of an individual payment including only information for this race.	View
Event Summary	View event registration summary associated with a payment.	View
Race Date Summary	Summary of financials per race date.	View
Race Payments List	List of all payments to your race.	View Download CSV
Transaction Type Reports		
Race Payment Transactions	Download race transactions associated with a payment.	View Download CSV
Race Payment Registrations	Download race registrations associated with a payment.	View
Donation Report	Download race donations associated with a payment.	View
Store Purchase Report	Download race store orders associated with a payment.	View
Corporate Team Payments	Download corporate team payments associated with a payment.	View
Refunds Report	Download race refunds associated with a payment.	View Download CSV
Holdbacks Report	Download race holdbacks associated with a payment.	View Download CSV
Adjustments Report	Download race adjustments associated with a payment.	View Download CSV

Advanced Financial Reporting

Summary Payment Report

Payment No.	Payment Date	Payment Amount	# of Registrations	Race Fees	# of Club Membership Discounts	Club Membership Discounts	# of Registrations with Coupon	Registration Coupons	# of Donations	Donations	Donations Paid Directly to Charity	# of Refunds	Refunds	# of Holdbacks/Refund Reserve Transfers	Holdbacks/Refund Reserve	Total Race Profit	5K	Kids 1K
Payment A570880	Nov 28, 2023	\$8,411.14	229	\$8,615.00	2	-\$16.00	11	-\$149.00	90	\$3,726.00	-\$3,726.00	1	-\$18.86	2	\$0.00	\$8,411.14	\$7,925.00	\$525.00
Payment A5694240	Nov 21, 2023	\$9,902.00	319	\$10,135.00	10	-\$53.00	27	-\$180.00	89	\$2,075.00	-\$2,075.00	0	\$0.00	0	\$0.00	\$9,902.00	\$9,536.00	\$366.00
Payment A5676714	Nov 14, 2023	\$2,405.14	84	\$2,570.00	4	-\$24.00	10	-\$102.00	27	\$625.00	-\$625.00	1	-\$38.86	2	\$0.00	\$2,405.14	\$2,279.00	\$126.00
Payment A5658579	Nov 7, 2023	\$2,436.00	79	\$2,525.00	2	-\$12.00	12	-\$77.00	26	\$625.00	-\$625.00	0	\$0.00	0	\$0.00	\$2,436.00	\$2,349.00	\$87.00
Payment A5639171	Oct 31, 2023	\$1,467.00	48	\$1,520.00	1	-\$6.00	8	-\$47.00	15	\$530.00	-\$530.00	0	\$0.00	0	\$0.00	\$1,467.00	\$1,398.00	\$69.00
Payment A5619365	Oct 24, 2023	\$1,125.00	35	\$1,125.00	0	\$0.00	0	\$0.00	11	\$410.00	-\$410.00	0	\$0.00	0	\$0.00	\$1,125.00	\$1,110.00	\$15.00
Payment A5598480	Oct 17, 2023	\$622.00	21	\$640.00	1	-\$6.00	2	-\$12.00	9	\$100.00	-\$100.00	0	\$0.00	0	\$0.00	\$622.00	\$577.00	\$45.00
Payment A5575812	Oct 10, 2023	\$975.00	30	\$975.00	0	\$0.00	0	\$0.00	7	\$490.00	-\$490.00	0	\$0.00	0	\$0.00	\$975.00	\$975.00	\$0.00
Payment A5556204	Oct 3, 2023	\$369.00	13	\$375.00	0	\$0.00	1	-\$6.00	4	\$30.00	-\$30.00	0	\$0.00	0	\$0.00	\$369.00	\$334.00	\$35.00
Payment A5531078	Sep 26, 2023	\$168.00	5	\$175.00	0	\$0.00	1	-\$7.00	4	\$45.00	-\$45.00	0	\$0.00	0	\$0.00	\$168.00	\$168.00	\$0.00
Payment A5508346	Sep 19, 2023	\$35.00	1	\$35.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$35.00	\$35.00	\$0.00
Payment A5480731	Sep 12, 2023	\$120.00	4	\$120.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$120.00	\$120.00	\$0.00
Payment A5454803	Sep 5, 2023	\$130.00	4	\$130.00	0	\$0.00	0	\$0.00	1	\$5.00	-\$5.00	0	\$0.00	0	\$0.00	\$130.00	\$130.00	\$0.00
Payment A5433406	Aug 29, 2023	\$100.00	3	\$100.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$100.00	\$100.00	\$0.00
Payment A5410239	Aug 22, 2023	\$70.00	2	\$70.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$70.00	\$70.00	\$0.00
Payment A5387634	Aug 15, 2023	\$60.00	2	\$60.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$60.00	\$60.00	\$0.00
Payment A5367287	Aug 8, 2023	\$25.00	1	\$25.00	0	\$0.00	0	\$0.00	1	\$10.00	-\$10.00	0	\$0.00	0	\$0.00	\$25.00	\$25.00	\$0.00
Payment A5346198	Aug 1, 2023	\$115.00	6	\$115.00	0	\$0.00	0	\$0.00	1	\$10.00	-\$10.00	0	\$0.00	0	\$0.00	\$115.00	\$85.00	\$30.00
Payment A5305919	Jul 18, 2023	\$230.00	9	\$230.00	0	\$0.00	0	\$0.00	2	\$15.00	-\$15.00	0	\$0.00	0	\$0.00	\$230.00	\$230.00	\$0.00
Totals		\$28,765.28	895	\$29,540.00	20	-\$117.00	72	-\$380.00	287	\$8,636.00	-\$8,636.00	2	-\$77.72	4	\$0.00	\$28,765.28	\$27,486.00	\$1,357.00

Advanced Financial Reporting

Detailed Payment Report

REPORT OPTIONS

Select Payment
✕

- ✓ Payment #A5708980 - 11/28/2023 - \$8,411.14
- Payment #A5694240 - 11/21/2023 - \$9,902.00
- Payment #A5676774 - 11/14/2023 - \$2,405.14
- Payment #A5658579 - 11/07/2023 - \$2,436.00
- Payment #A5639171 - 10/31/2023 - \$1,467.00
- Payment #A5619365 - 10/24/2023 - \$1,125.00
- Payment #A5598480 - 10/17/2023 - \$622.00
- Payment #A5575812 - 10/10/2023 - \$975.00
- Payment #A5556204 - 10/03/2023 - \$369.00
- Payment #A5531078 - 09/26/2023 - \$168.00
- Payment #A5506346 - 09/19/2023 - \$35.00
- Payment #A5480731 - 09/12/2023 - \$120.00
- Payment #A5454803 - 09/05/2023 - \$130.00
- Payment #A5433406 - 08/29/2023 - \$100.00

Cancel

Event Registrations			
Event	Race Fee	Quantity	Total
5K	\$30.00	30	\$900.00
5K	\$35.00	19	\$665.00
5K	\$40.00	65	\$2,600.00
5K	\$45.00	87	\$3,915.00
Kids 1K	\$15.00	15	\$75.00
Kids 1K	\$20.00	23	\$460.00
Total		229	\$8,615.00
Registration (Processing Fees Paid By Race)			
Event	Processing Fee	Quantity	Total
5K	\$0.00	201	\$0.00
Kids 1K	\$0.00	28	\$0.00
Total		229	\$0.00
Giveaway/Shirt			
Giveaway/Shirt		Quantity	Total
Total		0	\$0.00
Deferral			
Event		Quantity	Total
Total		0	\$0.00
Gift Certificate			
Event		Quantity	Total
Total		0	\$0.00
Gift Certificate Usage (Excludes Registrants Covered Completely By Gift Certificate)			
Event		Quantity	Total
Total		0	\$0.00
Registration Extra Fees			
Registration Extra Fees		No. Registrations	Total
Total		0	\$0.00
Registration Address			
Registration Address		Quantity	Total
Total		0	\$0.00
Transfers			
Description		Quantity	Total
Event Transfer Credit		0	\$0.00
Event Transfer Fee		0	\$0.00
Event Transfers by Admin (Event difference not collected)		0	\$0.00
Participant Transfer Fee		0	\$0.00
Participant Transfer Processing Fees (Paid By Race)		0	\$0.00
Total		0	\$0.00
Donations - See "Donation Summary" Sheet			
Race Donation or Charity Name		Quantity	Total
Harvest Of Hope Pantry		90	\$3,726.00
Directly Paid to Charity		0	\$3,726.00
Race Donation		0	\$0.00
Total		90	\$0.00

Advanced Financial Reporting

Payment Account Reporting

- Payment account reports can show multiple races, tickets, charities and memberships tied to your payment account
- Configured by date

START DATE	TYPE	NAME	STATUS	RESERVE	MAXIMUM RESERVE HOLD DATE	REQUIRED PRE/POST-RACE RESERVE	REQUIRED PAYMENT ACCOUNT RESERVE	PAYABLE AMOUNT	TOTAL	RECENT PAYMENTS	LAST CHARGEBACK
	Club Boulder, CO	Bowregard - Boulder, CO Manage	Operating	\$0.00	—	\$0.00	\$0.00	\$0.00	\$0.00	N/A	—
	Charity Group	Charity: Test Charity Manage	Operating	\$0.00	—	\$0.00	\$0.00	\$0.00	\$0.00	N/A	—
	Email Marketing Dashboard	Email Marketing Dashboard: Bowregard Manage	Operating	\$0.00	—	\$0.00	\$0.00	\$0.00	\$0.00	N/A	—
	Ticket Event	Event: Glen Allen Lighthouse Tours Manage	Operating	\$0.00	—	\$0.00	\$0.00	\$0.00	\$0.00	N/A	—
	Ticket Event	Event: James Copy Test Manage	Operating	\$0.00	—	\$0.00	\$0.00	\$0.00	\$0.00	N/A	—

Advanced Financial Reporting

Payments Reporting

- View payments to your account via the payments tab and click into any transfer ID to drill into a specific payment

Start Date * End Date *

[Update Report](#)

TRANSFER ID	DATE	STATUS	NOTES	AMOUNT
#5932764	Tuesday March 5, 2024 11:17am EST	Completed		\$2,095.65
#5956619	Tuesday March 12, 2024 11:17am EDT	Completed		\$3,018.25
#5980693	Tuesday March 19, 2024 11:17am EDT	Completed		\$1,260.15
#6030460	Tuesday April 2, 2024 11:17am EDT	Completed		\$1,344.38
#6055673	Tuesday April 9, 2024 11:17am EDT	Completed		\$2,084.45
#6082155	Tuesday April 16, 2024 11:18am EDT	Completed		\$367.80
#6108682	Tuesday April 23, 2024 11:18am EDT	Completed		\$846.00
#6162504	Tuesday May 7, 2024 11:18am EDT	Completed		\$382.15
#6187087	Tuesday May 14, 2024 11:17am EDT	Completed		\$547.30
#6211128	Tuesday May 21, 2024 11:17am EDT	Completed		\$419.00
#6231460	Tuesday May 28, 2024 11:17am EDT	Completed		\$1,725.60
#6255981	Tuesday June 4, 2024 11:17am EDT	Pending Bank Transfer		\$1,365.03
				\$15,455.80

Advanced Financial Reporting

Payments Reporting

- Once you drill into a payment, you can see a detailed breakdown of that payment, the transactions associated with it, races and tickets included.
- Click on the reports button to download a report for any category or click the blue See Line items button to see a line by line breakdown for that entire payment

TYPE	EXPLANATION	TOTALS	REPORTS
Transactions	Total Credit Card Payments.	+ \$3,259.36	See Line Items
	Store Items \$0.00 See Line Items		
	Ticket Store Items \$0.00 See Line Items		
	Add-on Items \$0.00 See Line Items		
Transaction Processing Fees	Processing fees paid to RunSignup.	-\$163.67	
Refunds	This includes any refunds made (e.g. registration refunds, store purchase refunds, etc.)	-\$0.00	See Line Items
Refund Processing Fees	RunSignup fee for processing refunds.	-\$0.00	
Holdbacks	Funds being held, primarily for refunds and chargebacks.	-\$1,000.00	See Line Items
Adjustments	See the description on each adjustment for more details.	+\$0.00	See Line Items
Payment Amount	Total amount paid to account	+\$2,095.69	

[See Line Items](#)
[Back to Payment Account List](#)

Note: If you do not have permission to a race/club/etc., the details link may give you a "permission denied" error.

Coupons

- Search for coupon use in your race
 - Date used
 - Date created
 - Expiry date
 - Coupon code
- Coupon Summary
 - Shows summary usage information across the entire race

Report

Report Settings

Please note: these reports include registrations and purchases that may have been cleared or refunded.

Report Type

Overall Coupon Summary
 Summary by Coupon

Exclusion Options

Exclude shared races from report.
If unchecked, coupon uses from races that share your coupons will be included.

Exclude free transactions.
This is useful when comparing against payment reports.

Coupon

Tag(s)

(Any Tag)

Coupon Used Since

America/Denver Time

Coupon Used Until

America/Denver Time

Coupon Created On or After

America/Denver Time

Coupon Created On or Before

America/Denver Time

Coupon Expires On or After

America/Denver Time

Coupon Expires On or Before

America/Denver Time

Coupons Pro Tip

- Coupon tag feature is a great way to provide for easy reporting for your coupons
- When building coupons in your race, consider using Tags to make reporting easier
 - For sponsor codes, use a SPONSOR tag on all created coupons
 - This will allow a quick report to be built for you using tags

Report Settings

Please note: these reports include registrations and purchases that may have

Report Type

- Overall Coupon Summary
- Summary by Coupon

Exclusion Options

- Exclude shared races from report.
If unchecked, coupon uses from races that share your coupons will be included.
- Exclude free transactions.
This is useful when comparing against payment reports.

Coupon

Tags

(Any Tag)

Coupon Code *

To add multiple coupons, separate codes with commas.

Upload Text File

 No file chosen
You can upload a text file with each code on a separate line. Limited to 1,000 coupons at a time.

Coupon Starts *

12 : 00 AM

America/Denver Time

Tags

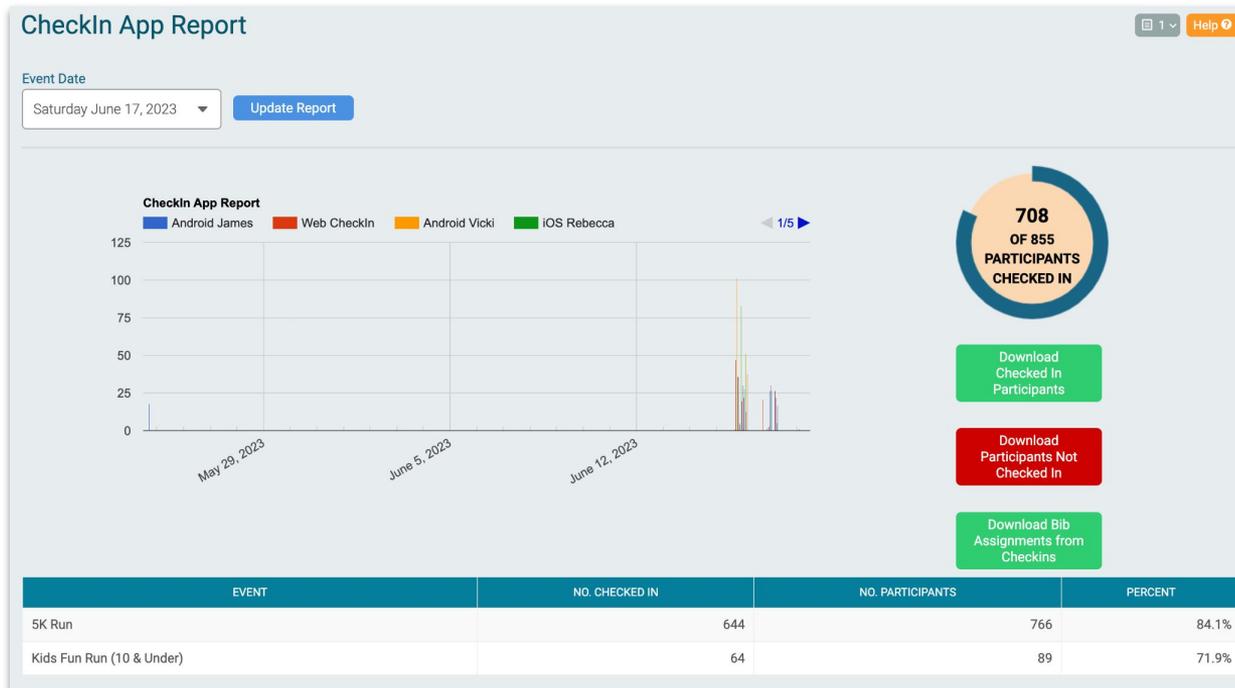
...

RaceDay Reports



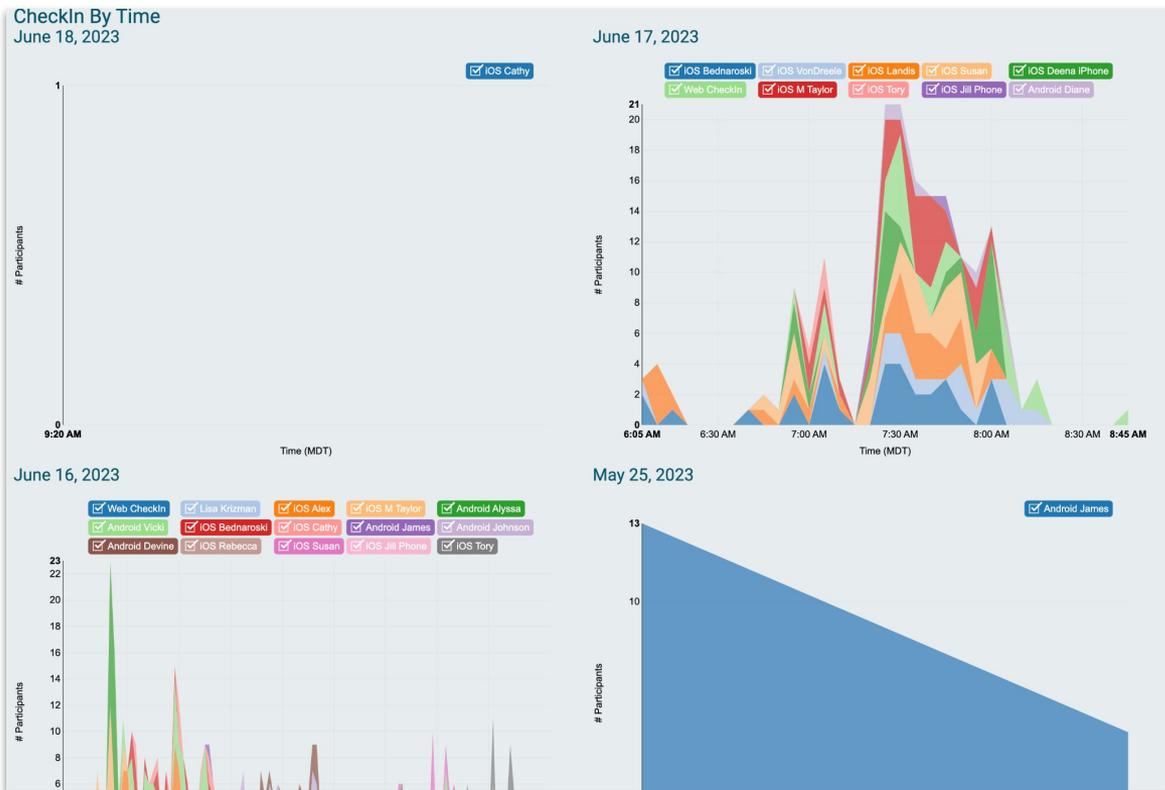
RaceDay CheckIn Stats

- Track how much of your race has checked in
 - Download checked in participants
 - Download not checked in participants
 - Download bib assignments



RaceDay CheckIn Stats

- View device activity by date and time using graphical information
 - Filter by device



RaceJoy Usage

- Track app usage for participants and spectators
- Track website traffic and clicks taken from the RaceJoy app





Questions?



Photo: TriAC