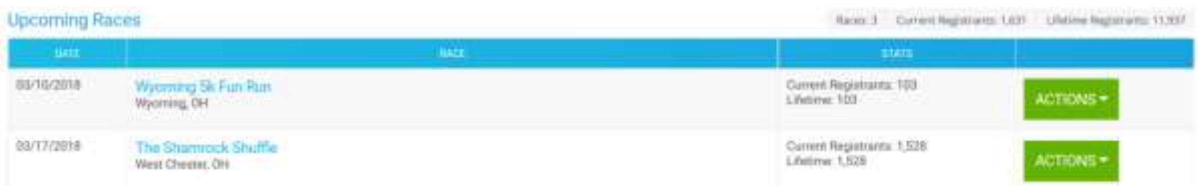
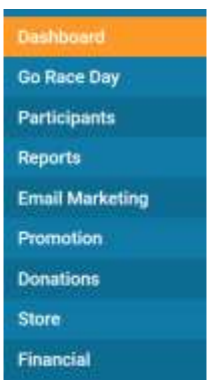
How to Create an Account and Monitor Participants

1. Go to TimingSpot.com and scroll down to the very bottom of the page. You will see a dark blue toolbar. Choose **Create Director Account**.
2. Once the account has been created you will need to email us at ghgtiming@gmail.com Send the email address that was used to create your account. We will link you to your event(s) with this account.
3. At the bottom of the TimingSpot.com homepage is a link to **Director Directions**. This will provide directions on how to navigate in the Director portal.
4. Once we have linked you to your event(s), you can go to TimingSpot.com and at the bottom of the page choose **Director Login**.
5. Once you have logged into your account, in the upper right corner you will see the running logo pictured below:

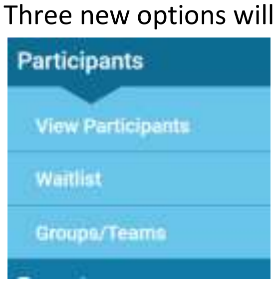
6. From the drop down menu next to the running logo, choose **My Races**.
7. All events associated with your account will appear. An example is below:



8. Move the cursor over the green **Actions** button. Three choices will appear. Choose **Go to Dashboard.**
9. On the left side of the screen is the <u>main toolbar</u> that you will use. It will look as follows:



10. Some of the links in this toolbar are locked. This is to prevent unintentional changes to the actual registration page.
11. The primary button that you will utilize is **Participants**. Choose this button.
    a. Three new options will appear as follows:

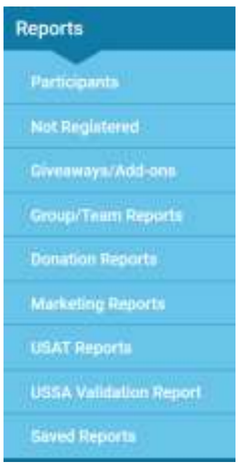
    b. Choose **View Participants**
        i. Choose **Export Options** to download participant information.
            1. Choosing **Download Report as CSV** will download a file of basic participant information in an excel format.
            2. Choosing **Download ALL as CSV** will download a file including participant information and all other product information gathered.

ii. While in the View Participant screen, you may notice buttons next to registrant's names that read: edit and manage. 

We ask that you do not use these buttons and DO NOT EDIT THE PARTICIPANT INFORMATION. Please contact us at GHGtiming@gmail.com to make any changes to participant information. If changes are made incorrectly, we may not be able to fix the mistake.

c. The other option in the Participant window that may be used is **Groups/Teams**. If your event has the option to sign up as a group or team, this tab will show you reports dealing with the number of groups/teams, group leaders, group totals, etc. This option will only be utilized if your event has a group or team sign up option.

12. On the main Dashboard (see step 9), **Go Race Day** has a feature that allows you to build labels. Most races will not use this option. We will work directly with the organizations that will be using this option.
13. On the main Dashboard (see step 9), choose **Reports**. The following choices will appear:



a. Choose **Giveaways/Add-ons** to see t-shirt counts and any other items you may have to sell or give to participants (hats, specialty items for sale)

b. Choose **Donation Reports** if donations are being accepted.

c. Choose **Marketing Reports** then **Coupons** to see a breakdown of coupon codes / discounts that have been used for your event.

14. On the main Dashboard (see step 9), choose **Email Marketing**. There are many emailing options including emailing particular groups, all participants, past participants, etc. If you have questions regarding email options, please contact us for assistance.