



## Accessing Event Participant Reports

Event Leaders can see who has registered for their Event and keep on top of fundraising goals using the Event Participant Reports.

To ensure the privacy of participants, only the Event Leaders will have permission to view and download reports from GoodLife Pulse. If there are other members of your volunteer committee who require access, please email [tmcguire@goodlifekids.com](mailto:tmcguire@goodlifekids.com) with their full name and email address.

### What's included in this report?

- Each registered participant's name, Team name, email address, and fundraising goal
- Funds raised by each participant including funds received offline and entered online
  - Offline confirmed: Funds entered online and paid in using participant's credit card
  - Pending: Funds entered online but not paid in using participant's credit card
- List of Team names and participants
- Fundraising goal for each Team
- Total funds raised by each Team, including offline unconfirmed donations (see description above)

### Reports will be available by end of day as follows:

July 3 – September 25, 2019	Every Wednesday
October 2 – November 1, 2019	Every Wednesday and Friday
November 4 – 15, 2019	Every Monday, Wednesday and Friday

If you require an updated version of your reports outside this schedule, please email Tara McGuire at [tmcguire@goodlifekids.com](mailto:tmcguire@goodlifekids.com).