



# RIDE NATION

## BIKE FOR LIFE

### How to Download a Participant List

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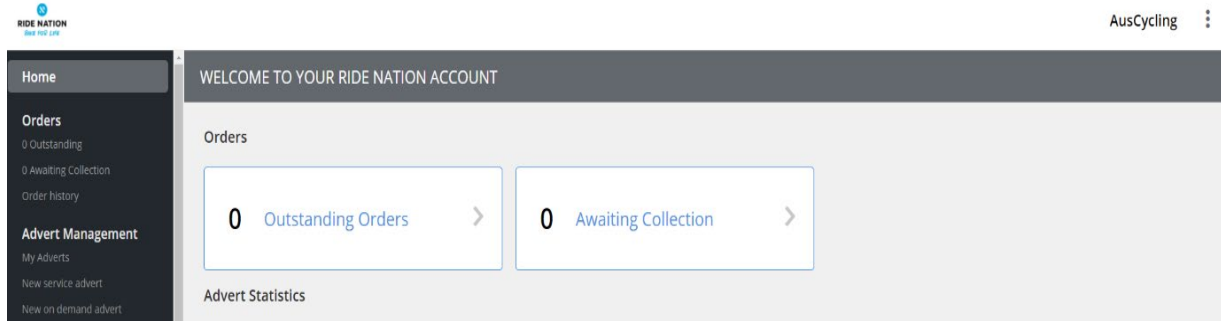


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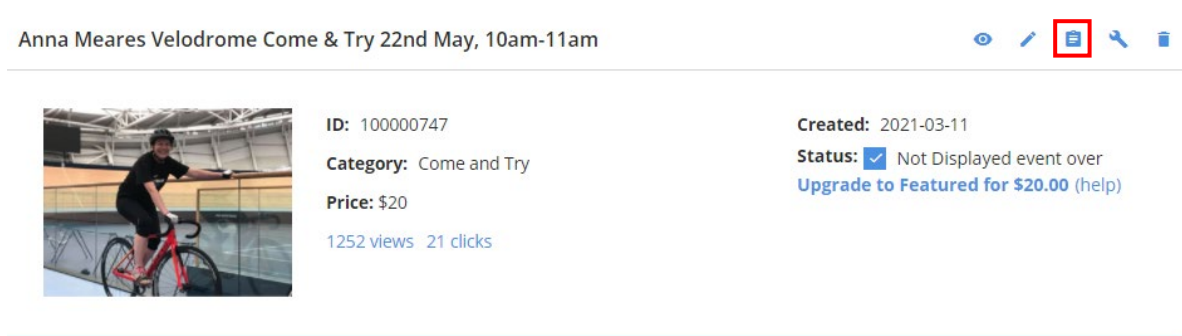
This document provides a step-by-step guide on how to download a participant list from any advert created on the Ride Nation Marketplace. Please contact: [clubs@ridenation.com.au](mailto:clubs@ridenation.com.au) if your club is not set up with a Ride Nation account.

### Getting Started

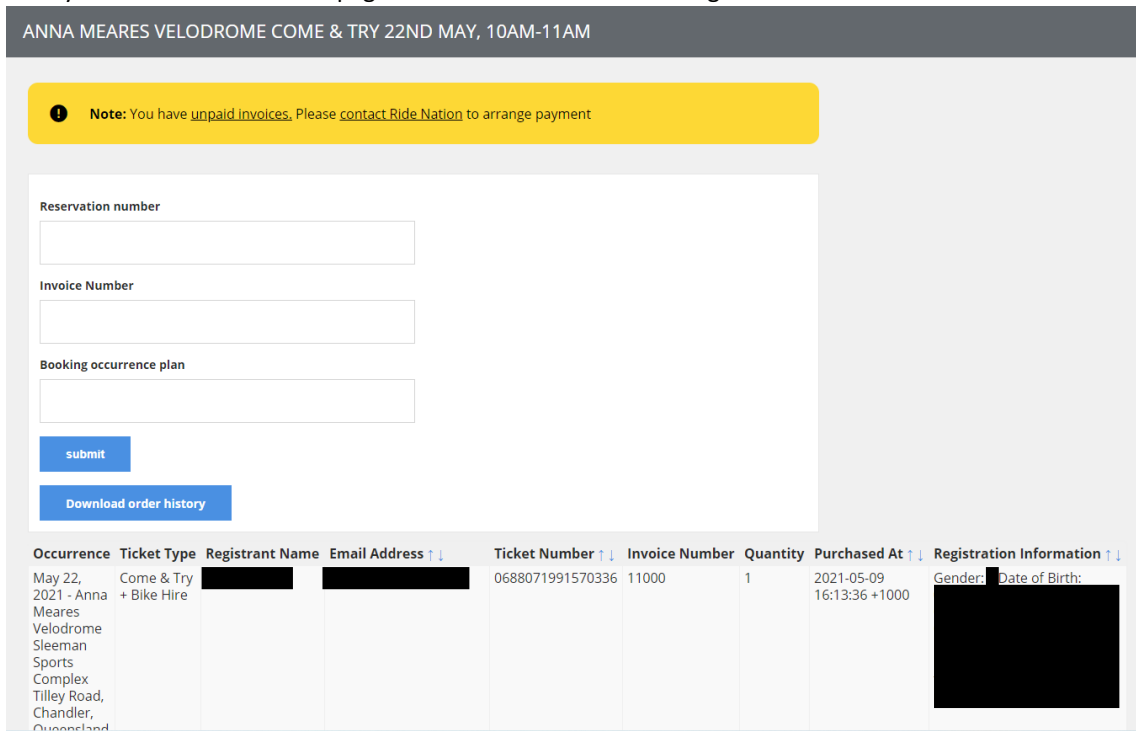
1. Head to <https://www.ridenation.com.au/> and click on the 'Coach/Club Sign In' button. Enter your username and password to log into your Ride Nation member account.
2. Click on 'My Account.' This will take you to the backend of the platform. Should look something like the image below:



3. Click on 'My Adverts' under the Advert management section on the left-hand side.
4. Scroll to find the advert you wish to view the participant list.
5. Click on the icon that looks like a clipboard (if you hover your cursor over the icon it will say 'View registrations'). Please see below image:



6. Now you should be taken to a page that looks like the below image:



- Click on button 'Download order history'. This will download the order history for the advert into a csv file (this will appear in your download's folder on your computer/device). The file name will be called 'purchased\_tickets'.
- Once you have opened the csv file, you will noticed that the information will be presented exactly as shown in Step 6.
- One important note is any additional questions you have added to the registration form will all appear in Column 'I'. Suggest expanding the height of the row to view all this information.
- We suggested printing this out to have at the registration area/meeting location for your program so the organiser can tick off those on the list who show up.
- Note any late registrations or on the day sign ups, the club needs to provide Ride Nation the data as this will not be available on the advert participant list (cannot reopen the registrations). It is essential that the late registrations are sent onto [clubs@ridenation.com.au](mailto:clubs@ridenation.com.au) including program, full name, DOB, gender and email address.

Any issues please contact: [success@ridenation.com.au](mailto:success@ridenation.com.au)

ENDS

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