

## UPLOAD REGISTRANT DATA TIPS

To download registration data from the event database, we have included some basic instructions below:

### DOWNLOAD REGISTRATION DATA:

(1) Login with coordinator account

### COORDINATOR LOGIN & SETUP:

<http://www.allsportcentral.com/ec/addCoordinator.cfm>

- (2) Select "View My Events"
- (3) Select the number next to the race name
- (4) Select "Upload Participants Data"
- (5) Select upload settings
- (6) Select fields to upload in the order you require and follow prompts

You can also visit the Coordinator Help area and download and watch the Event Database Overview video for additional pointers.

### EVENT DATABASE OVERVIEW HELP VIDEOS:

[http://www.allsportcentral.com/help/help\\_coordinators.cfm](http://www.allsportcentral.com/help/help_coordinators.cfm)

Contact [CustomerService@AllSportCentral.com](mailto:CustomerService@AllSportCentral.com) at 605 331 0030 if you have any questions. We would be happy to help out..

Steve  
AllSportCentral  
(tel) 605 331 0030  
(fax) 605 338 2768  
[CustomerService@AllSportCentral.com](mailto:CustomerService@AllSportCentral.com)

Registration. Results. Relax.  
<http://www.AllSportCentral.com>