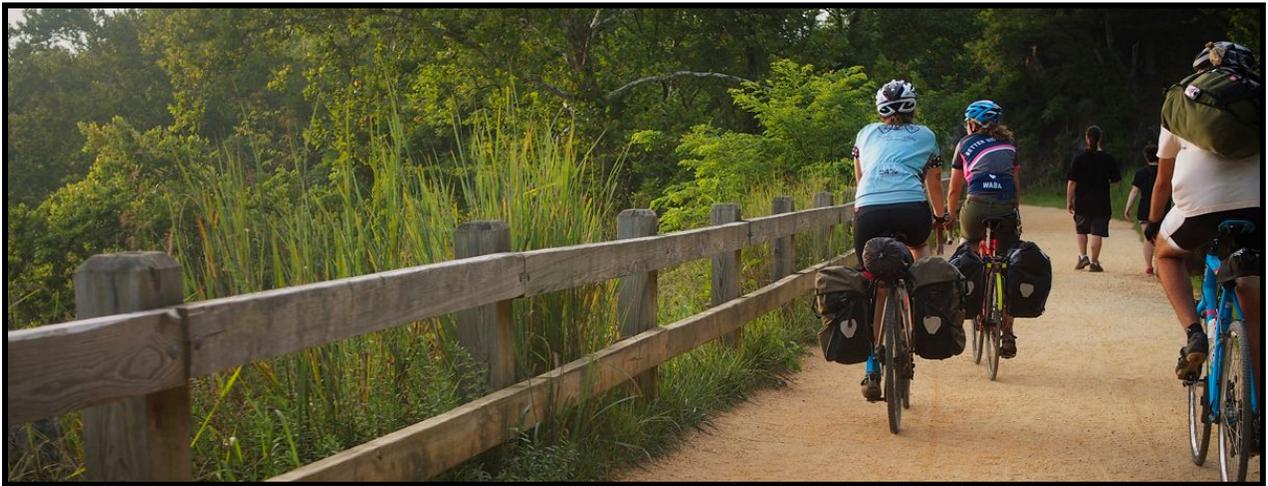


## WABA in the Wild Donation Report Instructions | 2018



In order to keep you up to date on who donated through your fundraising page, how much they donated, and how you are progressing towards your fundraising goal, we scheduled our database, Salsa Labs, to send you a weekly donation report. Note that every single time someone makes a donation to your page, you'll receive an automatic email. These reports are exactly the same information, but in a different format.

An email with a link to the report is automatically sent each Friday, starting March 30th.

Have fun tracking your progress, and be sure to send a thank you email or note to everyone who donates through your fundraising page!

### How to view the report:

- 1. Find your donation report email in your inbox.** Subject Line will be: “[Export Notification] Your export of [your name] Weekly Report—WITW 2018 has completed”.
- 2. Open email and click link in email.** It will open a page that directs you to log into Salsa Labs. (Salsa Labs is the database that WABA uses and through which we create your fundraising page.)
- 3. Log into Salsa Labs using the following login info:**

Username: wild@waba.org  
Password: iloveWABA2018!

*\*Make sure you spell the username and password correctly, and capitalize where necessary. Any errors will result in you not being able to log in. If you can't log in, email [cyrus.chimento@waba.org](mailto:cyrus.chimento@waba.org).*

Washington Area Bicyclist Association | 2599 Ontario Rd NW, Washington, DC 20009 ☐

202.518.0524 | [waba.org](http://waba.org) | [events@waba.org](mailto:events@waba.org)

4. **The report should download automatically as a zipped text (.txt) file:** Look for it in your downloads folder.
5. **Unzip the report file to gain access to the .txt file.** Either double-click (Mac) or right click and select "Extract All" (PC) and follow the prompts to unzip the file. Rename the file (add a date!) and place it in a WABA in the Wild reports folder on your desktop.
6. **Open the report with Microsoft Excel.** Since Windows will not immediately recognize the file as an Excel file, you must tell your computer to open the file with Excel.

**To open it, right-click on the file, select "open" or "open with" and choose "Microsoft Excel".** Excel will open the file. You may get a notification saying "the file is in a different format... do you want to open the file?" **Click Yes.** The file will open as an Excel Spreadsheet. It should display all the information (name, email, address, donation amount, etc.) for those who donated through your fundraising page.

*If the above method of saving and opening with Excel does not work, an alternate method is to open Microsoft Excel from your desktop. Once the program has launched, select "open" and choose your file. You may have to change the file type from "All Excel Files" to "All Files" for Excel to show the file.*

7. **Add up your donation total.** In an empty cell, enter "=SUM()" and press enter. Click the cell to edit the formula. Click between the parentheses, then click and drag to select all the values in the "Donation Amount" column. Press enter. The formula should calculate the sum of all the donations that have been made to your page.
8. **Save the report in a folder.** Make a folder on your desktop or drive and keep all saved the weekly reports for your own reference.
9. **Need help?** Contact Cyrus Chimento at WABA at [cyrus.chimento@waba.org](mailto:cyrus.chimento@waba.org) or call 202-518-0524 x218.