P2P Participant

The purpose of this report is to get a list of participants in a P2P event. Each row in the report represents a registrant & their related details.

## Use Case(s)

* Quickly viewing all registrants for all of an organization’s P2P events
* Easily getting all participants for an ongoing event for check-in purposes

## Filters

|  |  |
| --- | --- |
| **Filter** | **Description** |
| Range | Participant registration date (Today, Yesterday, This Month, Last Month, This Year, Last Year, Custom Range, All) |
| Status | Payment Status: All, Accepted, Pending, Voided, Declined, Errors, Offline |

## Advanced Filters

|  |  |
| --- | --- |
| **Filter** | **Description** |
| Forms | Form Name(s) |
| Form Tags | Forms attached to one or more form tags |
| Custom Fields | Custom Fields under the organization’s P2P forms |
| Source | Public Form, Mobile Donation Form, Facebook Donation Form, Virtual Terminal, Mobile VT, SMS (subfilter: SMS Keyword), Peer-to-Peer, Kiosk (subfilter: kiosks) Givi |
| Categories | Event Categor(y|ies) |
| Classifications | Event Classification(s) |
| Teams | Team Name(s) |
| Promo Codes | Promo Code(s) |
| Participant Statuses | (Active, Disabled) |
| Fundraising Roles | (Fundraising, Non-Fundraising) |

## Web-Based Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| ID | Participant ID |
| Date | Registration date |
| Form | Form name the registration is under |
| Name | Registrant name |
| Email | Registrant email |
| Classification | Registration classification, if applicable |
| Category | Registration category |
| Team | Team name |

## Standard Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Form Name | Form name |
| Form ID | Form ID |
| Form Data Mapping | Data mapping configured for form |
| Classification | P2P classification registered under, if applicable |
| Transaction | Transaction ID related to the registration |
| Source | Public Form, Mobile Donation Form, Facebook Donation Form, Virtual Terminal, Mobile VT, SMS (subfilter: SMS Keyword), Peer-to-Peer, Kiosk (subfilter: kiosks) Givi |
| Source ID | Identifier that works in conjunction with source for special donation sources (Designates iOS or Android for Givi, exact Kiosk ID if a kiosk, SMS short code if from a sms source, identifier for MobileVT if from there) |
| First Name | Registrant first name |
| Last Name | Registrant last name |
| Address | Registrant address |
| City | Registrant city |
| State | Registrant state |
| Zip | Registrant zip |
| Country | Registrant country |
| Employer | Employer Name |
| Employer Email | Employer Email Address |
| Email | Registrant email |
| Phone | Registrant phone |
| Participant ID | Participant ID |
| Registration Date | Date of registration |
| Registration Time (ET) | Time of registration |
| Registration Status | Registrant status (active, demo, disabled) |
| Registration Source | Registration origin (Online, Virtual Terminal) |
| Registration Type | Type of registrant (Subregistrant, Primary) |
| Registered By | If a subregistrant, the name of the primary registrant |
| Role | (Team Member, Individual, Team Leader) |
| Category | Category the registrant signed up under |
| Fee | Category fee for that registrant in dollars |
| Fee Paid | Total registration amount in dollars that was paid |
| Optional Donation | If an optional donation was made, the amount in dollars |
| Amount Paid | Total amount paid + optional donation amount |
| Promo Code | Promo codes applied |
| Payment Type | (n/a, Offline Cash, Offline Check, eCheck, Credit Card) |
| Card Type | Payment Card (e.g. Visa, Discover, MasterCard, American Express, PayPal) |
| Payment Channel | Standard, Apple Pay |
| Personal Goal | Personal fundraising goal, in dollars |
| Personal Amount Raised | Personal amount raised, in dollars (online + offline donations) |
| Personal Amount Verified | Personal amount raised and verified, in dollars (processed online + offline and marked verified) |
| Personal Amount Unverified | Personal amount raised and unverified, in dollars (processed offline) |
| Personal Page Link | Link to personal fundraising page |
| Team Name | Name of joined team |
| Team Captains | Team captains on the team |
| Team Amount Raised | Total amount raised by the team (online + offline donations) |
| Team Amount Verified | Verified amount raised by the team (processed online + offline and marked verified) |
| Team Amount Unverified | Unverified amount raised by the team (processed offline) |
| Team Page Link | Link to team fundraising page |
| Text Giving Active | If text giving is activated (Yes|No) |
| Emergency Contact 1 First Name | If applicable, primary emergency contact’s first name |
| Emergency Contact 1 Last Name | If applicable, primary emergency contact’s last name |
| Emergency Contact 1 Phone Number | If applicable, primary emergency contact’s phone number |
| Emergency Contact 1 Cell Phone Number | If applicable, primary emergency contact’s cell phone number |
| Emergency Contact 1 Email Address | If applicable, primary emergency contact’s email address |
| Emergency Contact 2 First Name | If applicable, secondary emergency contact’s first name |
| Emergency Contact 2 Last Name | If applicable, secondary emergency contact’s last name |
| Emergency Contact 2 Phone Number | If applicable, secondary emergency contact’s phone number |
| Emergency Contact 2 Cell Phone Number | If applicable, secondary emergency contact’s cell phone number |
| Emergency Contact 2 Email Address | If applicable, secondary emergency contact’s email address |
| (Custom fields) | Event custom fields |

## Additional Custom Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Date | Transaction date |
| Batch Date | The batch date for the particular transaction |
| Deposit Date | The deposit date for the particular transaction |
| Time (ET) | Transaction time |
| Status | Transaction Status |
| Total Amount | Total amount processed |
| Refund Amount | Refund amount |
| Transaction Qgiv Fee | Qgiv processing fee |
| Created By | User the transaction was created by |
| Kiosk | If donated through a kiosk, the kiosk name |
| Associated Info | Any extra associated information that is relevant to the transaction (<https://support.qgiv.com/hc/en-us/articles/115006117807-Associated-Info-Parameter-Tracking>) |
| Memo | Transaction memo |
| IP Address | IP address associated with the transaction |
| Payment Method | Method used to pay |
| Last Four | Last four digits of the payment type |
| Billing Name | Name associated with the payment type |
| Email Data Mapping | Data mapping configured for Email |
| Email Followup | If opted in to email followup (yes|no) |
| Fundraising Role | (Fundraising, Non-Fundraising) |
| Number of Donations | Number of donations made on single event. Includes unverified transactions/registrant depending on event settings. |
| Personal Amount Without GiftAssist | Personal amount raised, minus GiftAssist |
| Total Amount Online | Personal amount raised online |
| Personal Amount Offline Verified | Personal amount raised (processed offline and marked verified) |
| Total Amount Offline | Personal amount raised (processed offline) |
| Total Amount Cash | Personal amount raised, in cash |
| Total Amount Check | Personal amount raised, in checks |
| Total Amount Matching | Personal amount raised, in matching donations |
| Average Donation | Average donation made to individual or event. Includes unverified transactions/registration fee depending on event settings. |
| Team Amount Without GiftAssist | How much the team has raised, minus GiftAssist |
| Team Amount Online | Amount raised by the team (processed online) |
| Team Amount Offline Verified | Amount raised by the team (processed offline and marked verified) |
| Matching Allowed | If matching allowed checkbox was clicked or not |
| Matching Transaction | Transaction ID of the matching transaction, if the participant matched their optional donation |
| Matching Company | Company name of the matching transaction, if the participant matched their optional donation |
| Matching Amount | Donation amount of the matching transaction, if the participant matched their optional donation |
| Matching Donation Verified | If the participant matched their optional donation, whether the matched donation is verified or not |
| Optional Registration Donation | Indicates donation was made during registration |
| Custom Field | Event custom fields |
| Custom Column | Adds static text to every row |