# Brushfire: Event Registration Site Instructions

In order to have registration access to the event in Brushfire, the director will need to be listed on the event setup form. The Reliant LT Administrator will set up the director with a Brushfire account and give access. In order to give access to the registration site to other administrators helping with your program, the official Program Director, as noted on the EVENT SET UP FORM agreement must request others (ex. Registration Coordinators) to be set up with access privileges.

Access Brushfire Event Registration

1. You will receive an email that you have been invited to use Brushfire. Click "Finish setting up your account" to get started.
2. You will be taken to Brushfire to add a password. Go ahead and add a password and click "Create Account"
3. Once you've created your account, you will be taken to the list of available events. This is the link you will use to access the site: https://app. brushfire.com/start

Running Event Registration Reports and Exporting

1. Click the "Manage" button of the event registration you'd like to access
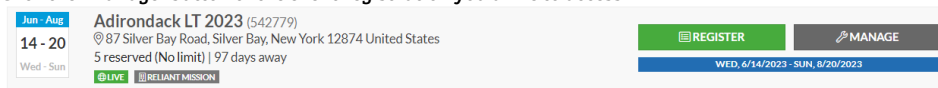
2. You will then be taken to the management screen of the event. Click the "Reports" tab on the left-hand side.
3. From here, there are different report options for you to see. The two most common for you will be the "**Event Roster**" and "**Outstanding Balances**" reports.
4. Once you choose a report, you can then print it, email it, export it, or subscribe.
   a. Printing it will open up a print box to choose your printer options.
   b. Emailing it will open up a new window to email the report to yourself and/or other people.
   c. Exporting it will download the Excel sheet as a CSV.
   d. Subscribing to it will open a new window that will allow you to subscribe to the report and receive it automatically via email on a regular occurrence.

Custom Reports

1. If you'd like to create a custom report with specific information, you can do so by clicking "Create New Report" from the Manage home page.
2. You can add attendee fields or order fields that you would like to have in your custom report.
3. Once you've added the fields you want in your custom report, click "Create Report"
4. Once you create it, you can then choose to print, email, export, or subscribe to it.
5. To access your custom report, on the reports tab, there is a button that says "CUSTOM" on the right-hand side where all the custom reports are stored.