

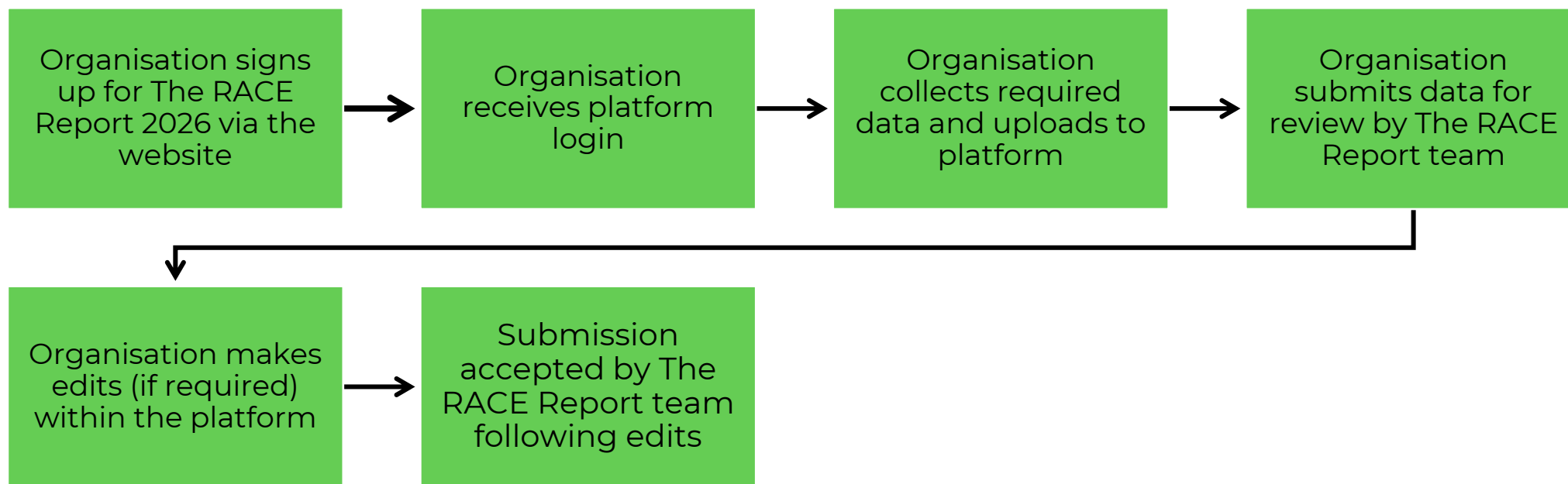
# **THE RACE REPORT**

## **Data platform submission guide**

Instructions for organisations submitting data in 2026

# Using The RACE Report data platform

From 2026, all data submissions will be made via The RACE Report data platform.



Use this guide to access, upload, review and submit your organisation's data.  
Contact [race-report@sos-uk.org](mailto:race-report@sos-uk.org) for help with your data submission at any point.

# How do I...?

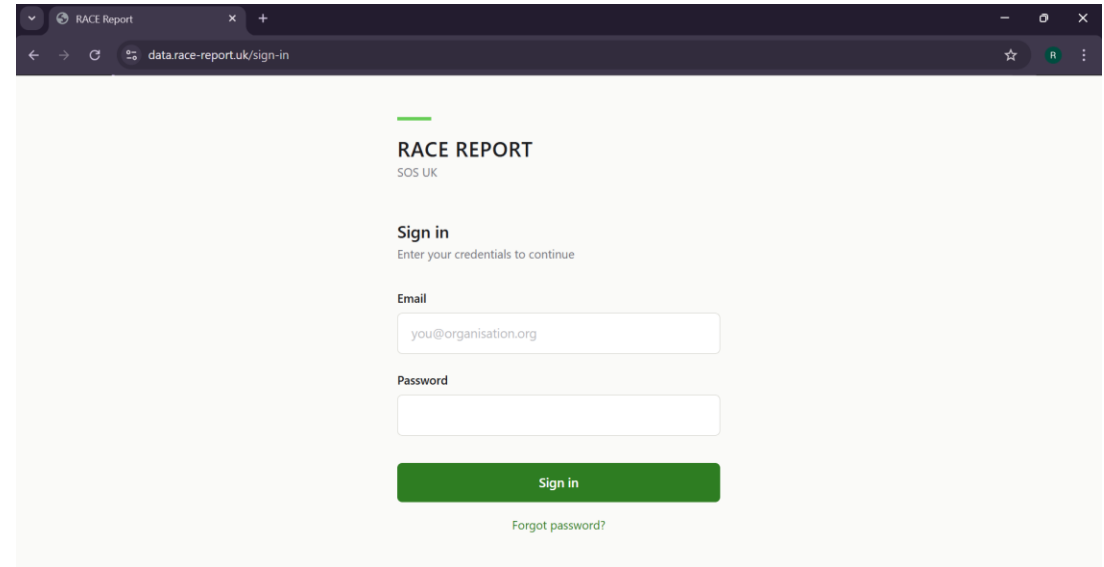
- [Access the data portal](#)
- [Add two-factor authentication to my account](#)
- [Add users from my organisation to the platform](#)
- [Start a new data submission](#)
- [Continue a data submission that's already started](#)
- [Complete section A of the data submission](#)
- [Complete section B of the data submission](#)
- [Complete section C of the data submission](#)
- [Submit my data](#)
- [Review my organisation's data if it is rejected](#)
- [Withdraw my organisation's data so I can make edits](#)
- [View my organisation's data after it has been approved](#)
- [Compare my organisation's data against aggregated data from all organisations participating in The RACE Report 2026](#)

# Accessing the data platform

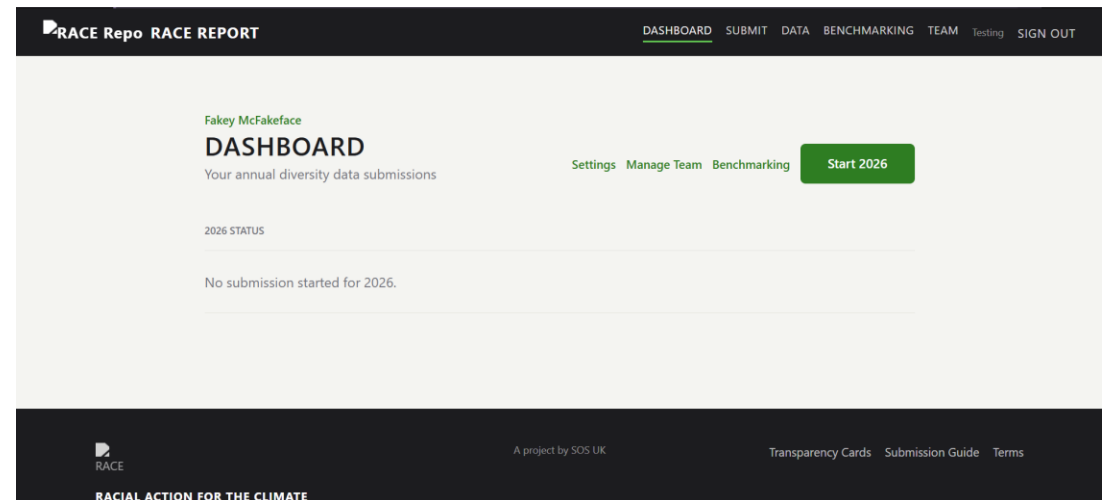
- The data platform can be accessed at: **[data.race-report.uk](https://data.race-report.uk)**
- Once your organisation has signed up to be part of The RACE Report in 2026, you'll receive credentials via email
- The credentials will be sent to the contact details provided at sign up, and this account will be the organisation's data platform admin
- Sign up to The RACE Report via our **[website](#)**

## Follow these steps to sign in:

- Go to: **[data.race-report.uk/sign-in](https://data.race-report.uk/sign-in)**
- Log in with the credentials provided by The RACE Report team or your organisation's data platform admin
- You should land on the **Org Dashboard** ([data.race-report.uk/org/dashboard](https://data.race-report.uk/org/dashboard))



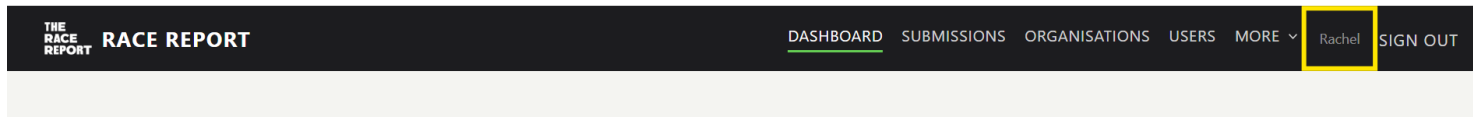
A screenshot of a web browser showing the sign-in page for the RACE Report. The browser's address bar displays "data.race-report.uk/sign-in". The page header includes the RACE Report logo and "SOS UK". The main heading is "Sign in" with the instruction "Enter your credentials to continue". There are two input fields: "Email" containing "you@organisation.org" and "Password". A green "Sign in" button is positioned below the fields, with a "Forgot password?" link underneath.



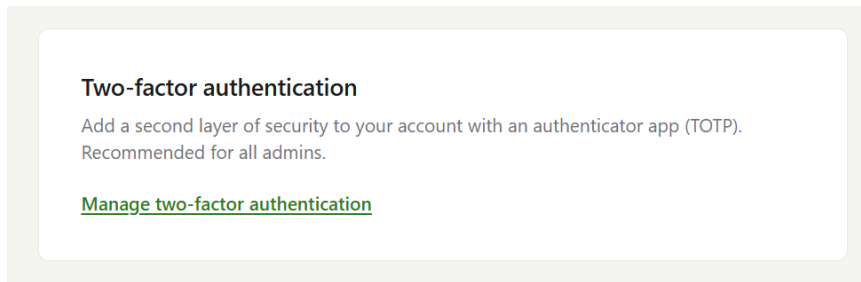
A screenshot of the "Org Dashboard" for the RACE Report. The top navigation bar includes "RACE Repo RACE REPORT" and links for "DASHBOARD", "SUBMIT", "DATA", "BENCHMARKING", "TEAM", "Testing", and "SIGN OUT". The user is identified as "Fakey McFakeface". The main heading is "DASHBOARD" with the subtitle "Your annual diversity data submissions". There are links for "Settings", "Manage Team", "Benchmarking", and a green "Start 2026" button. A section titled "2026 STATUS" contains the message "No submission started for 2026." The footer includes the RACE logo, "A project by SOS UK", and links for "Transparency Cards", "Submission Guide", and "Terms". The tagline "RACIAL ACTION FOR THE CLIMATE" is at the bottom.

# Adding two-factor authentication to your account

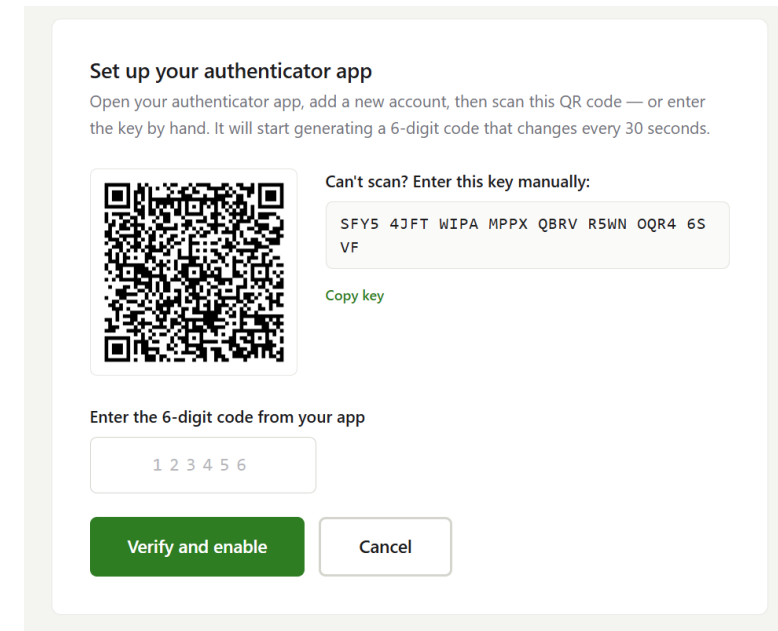
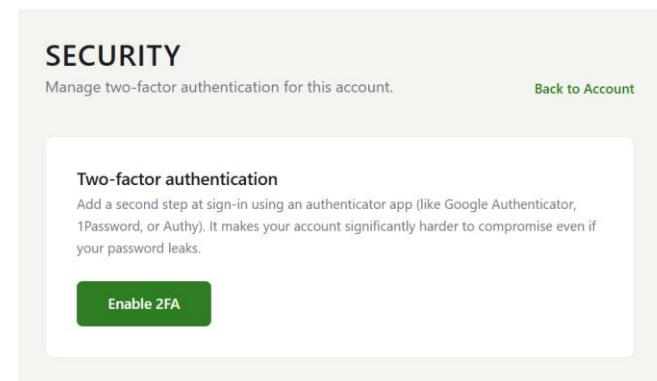
1. Log in to the data platform at: [data.race-report.uk](https://data.race-report.uk)
2. Head to your user area by clicking on your name on the top menu bar:



3. Scroll down to the 2FA management box and click on the 'Manage two-factor authentication' link.



4. Click 'Enable 2FA' and follow the instructions on screen to set up the authentication process.

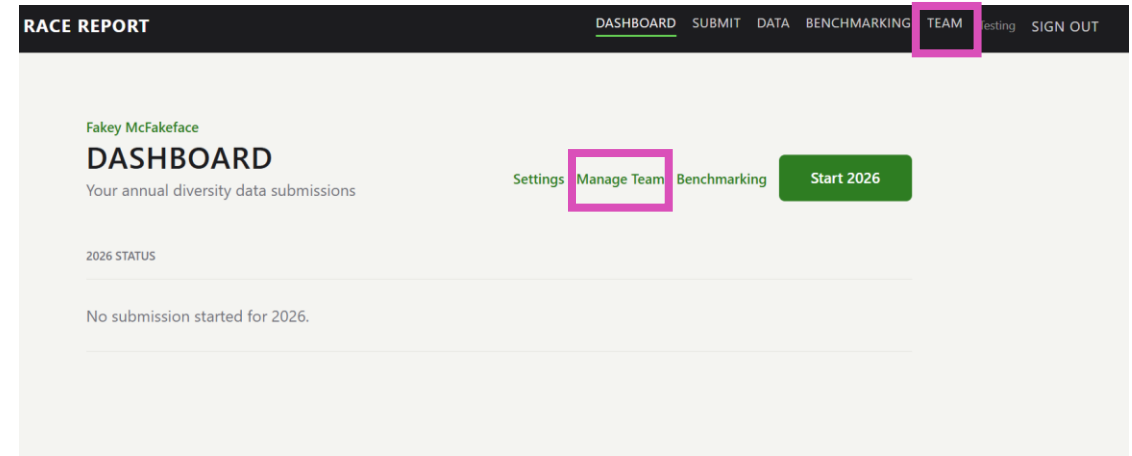


# Adding users to your organisation

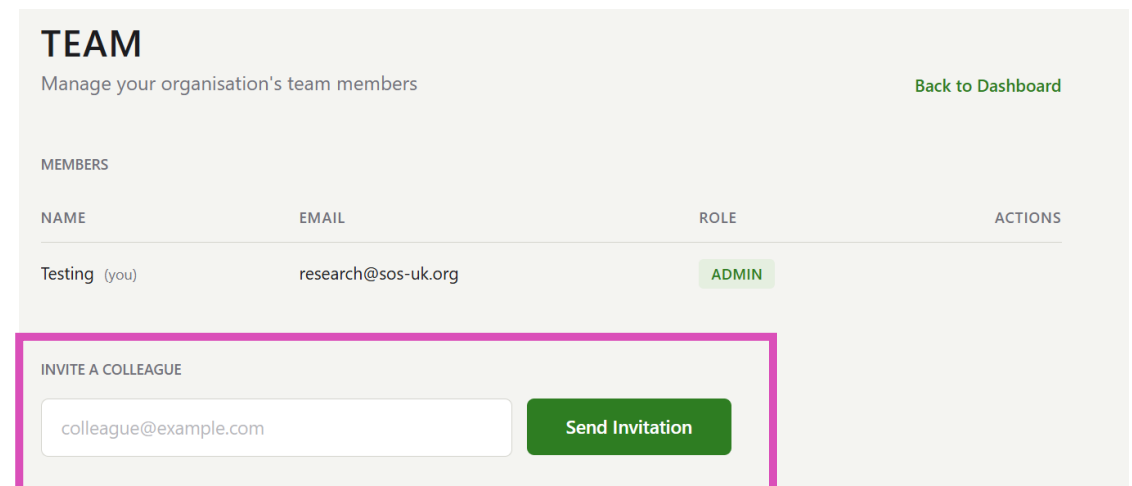
- There are two user types within the data platform: org admin and org user
- The contact details provided when your organisation signs up to The RACE Report will be allocated the org admin account.
- If you wish to change the org admin rights to a different user, please contact [race-report@sos-uk.org](mailto:race-report@sos-uk.org).
- Org admin accounts are able to create org user accounts within their organisation – all other capabilities are the same across the two account types
- If you work within an organisation and need an account for the platform to support completion of your data submission, please contact your organisation's admin.

## Adding org user accounts as an org admin:

- From the dashboard view, navigate to 'Manage team' or 'Team'.
- Enter the email address of the colleague you want to add as a user.
- An email invite will be sent to that address, and the colleague should follow the invite link to complete the process of creating their account. Please check junk mail for the invite.



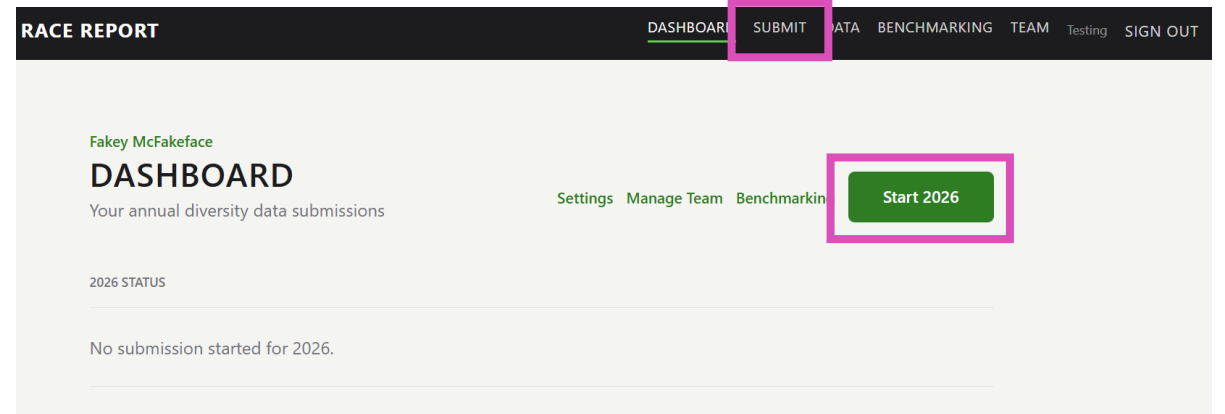
Dashboard view showing where to click to add user accounts for your organisation



Team view showing where to enter email addresses for additional user accounts

# Starting a new submission

- On the dashboard, click the **Start 2026 button**, or select 'Submit' from the header menu
- You can start a submission at any point during the submissions period (27<sup>th</sup> April to 25<sup>th</sup> September 2026).
- You do not need to complete the submission in one go, clicking the save button throughout the process will record any edits made before you submit to The RACE Report team to review.



# Continuing a data submission

- Once you have started a submission, it will show on your dashboard under your 'Submission history'.
- To continue your submission, click the 'Continue 2026' button, or select 'Continue' from your 'Submission history' list.

Dashboard for Fakey McFakeface. The page title is 'DASHBOARD' with the subtitle 'Your annual diversity data submissions'. Navigation links include 'Settings', 'Manage Team', and 'Benchmarking'. A green button labeled 'Continue 2026' is highlighted with a pink box in the top right corner.

2026 STATUS

DRAFT Headcount: —

SUBMISSION HISTORY

YEAR	STATUS	HEADCOUNT	SUBMITTED	ACTIONS
2026	DRAFT	—	—	<a href="#">Continue</a> <a href="#">Delete</a>

The 'Continue' button in the table is also highlighted with a pink box.

# Completing data submission section A: Organisation details

- Fill in your details (name, role, email). This should be the contact The RACE Report team need to liaise with when reviewing and confirming your data submission.
- Enter organisation details:
  - Charity/company number
  - Full time equivalent staff (FTE) size band
  - Total staff headcount (must match the number of staff you are submitting data for in section B)
  - Select options for:
    - sector (max 1 answer)
    - activities (max 3 answers)
    - years in operation
  - Staff headcount breakdown:
    - permanent
    - non-permanent
    - people managers
    - senior leaders
  - Trustee headcount (must match the number of trustees you are submitting data for in section B)
  - Optionally fill in pay gap data
- Click **'Save & continue to Staff Diversity Data'** at any point to save your progress

## SUBMISSION 2026

Section A: Organisation Details

- 1 Organisation Details
- 2 Staff Data (CSV)
- 3 Policy & Practice
- 4 Review & Submit

### Organisation Details

YOUR DETAILS

A1. Your name

A2. Your role

A3. Your email

---

### PAY GAP DATA

Report your organisation's mean and median pay gaps for ethnicity and gender. **We strongly encourage organisations with 50–249 staff to submit pay gap data where possible.**

Mean ethnicity pay gap (%) <input type="text" value="4.50"/>	Median ethnicity pay gap (%) <input type="text" value="3.40"/>
Mean gender pay gap (%) <input type="text" value="12.00"/>	Median gender pay gap (%) <input type="text" value="22.00"/>

[Save & Continue to Staff Diversity Data](#)

# Completing data submission section B: diversity data

- Download the blank Excel CSV template file and save it.
- Refer to the Excel CSV example file - this contains 5 example rows showing how data should be entered
- Data should be entered so that each row represents an individual member of staff or member of your governance body/trustee board
- Please **do not edit the column headings** - these are needed for the data to be read during the upload process
- Refer to the cell reference list on the following pages and in the online submission guide to make sure the right references are used to reflect staff/trustee characteristics for each column
- Please enter as much data as possible for each staff member
- If you are submitting intersectional data, please complete columns H to L
- Please only submit race/ethnicity data for trustees – leave all other personal characteristics columns blank but make sure they are designated as a trustee in column G.
- Once all data is added to the CSV template, upload to the data platform via the 'Choose file' button.
- Once the file is selected, you will see a preview of the data.
- Click 'Upload and validate' to move to the next step.
- If you want to progress to section C without uploading section B data, click 'Skip to Section C' button.

## SUBMISSION 2026

Section B: Staff Diversity Data

1 Organisation Details — 2 **Staff Data (CSV)** — 3 Policy & Practice — 4 Review & Submit

### Upload Staff Data CSV

Upload a CSV file with one row per person. Required columns: **ethnicity** (Column A), **age\_band** (B), **gender** (C), **employment\_type** (D), and role flag columns **is\_manager** (E), **is\_senior\_leader** (F), **is\_trustee** (G). Optional columns: **disability** (H), **sexual\_orientation** (I), **religion\_belief** (J), **marriage\_civil\_partnership** (K), **pregnancy\_maternity** (L). Please ensure you delete any example rows before uploading.

[Download blank CSV template](#) | [Download example CSV \(with sample data\)](#) | [View submission guide](#)

[Back to Section A](#) [Skip to Section C](#)

### CSV Preview

5 records found race-report-example.csv

#	ETHNICITY	AGE BAND	GENDER	EMPLOYMENT	MANAGER	SENIOR LEADER	IS_ON_GOVERNANCE_BOARD
1	asian_indian	25_34	woman	permanent	Yes	No	false
2	white_british	35_44	man	permanent	No	No	false
3	black_african	45_54	woman	non_permanent	No	No	false
4	mixed_white_asian	35_44	woman	permanent	Yes	Yes	false
5	not_disclosed	55_64	not_known	trustee_only	No	No	true

[Choose Different File](#) [Upload & Validate](#)

# Completing data submission section B: diversity data

- Once the CSV file is sent for upload and validation, the platform will perform checks on the data to ensure the figures submitted reflect the organisation details you have provided.
- Any errors will be highlighted.

### Upload Staff Data CSV

Upload a CSV file with one row per person. Required columns: **ethnicity** (Column A), **age\_band** (B), **gender** (C), **employment\_type** (D), and role flag columns **is\_manager** (E), **is\_senior\_leader** (F), **is\_trustee** (G). Optional columns: **disability** (H), **sexual\_orientation** (I), **religion\_belief** (J), **marriage\_civil\_partnership** (K), **pregnancy\_maternity** (L). Please ensure you delete any example rows before uploading.

[Download blank CSV template](#) | [Download example CSV \(with sample data\)](#) | [View submission guide](#)

**Validation Errors (1)**

Paid staff rows (4) does not match Section A headcount (25). Difference: 21 (84%)

[← Back to Section A](#) [Skip to Section C](#)

# Completing section B: cell references guide

## Column A: ethnicity

Use the following references to show the race/ethnicity of each staff member or trustee.

TRR race/ethnicity category	Section B CSV cell reference
Arab	arab
Asian/Asian British - Indian	asian_indian
Asian/Asian British – Pakistani	asian_pakistani
Asian/Asian British – Bangladeshi	asian_bangladeshi
Asian/Asian British – Chinese	asian_chinese
Asian/Asian British – Any other Asian background	asian_other
Black/African/Caribbean/Black British – Caribbean	black_caribbean
Black/African/Caribbean/Black British – African	black_african
Black/African/Caribbean/Black British – British	black_british
Black/African/Caribbean/Black British – Any other Black/African/Caribbean/Black British background	black_other
Gypsy or Traveller Communities	gypsy_traveller
Jewish	jewish
Latin/South/Central American	latin_south_central_american
Mixed/Multiple ethnic groups – White and Black Caribbean	mixed_white_black_caribbean
Mixed/Multiple ethnic groups – White and Black African	mixed_white_black_african
Mixed/Multiple ethnic groups – White and Asian	mixed_white_asian
Mixed/Multiple ethnic groups – White and Latin/South/Central American	mixed_white_latin
Mixed/Multiple ethnic groups – Any other Mixed/Multiple ethnic background	mixed_other
Roma	roma

TRR race/ethnicity category	Section B CSV cell reference
White – English	white_english
White – Scottish	white_scottish
White – Welsh	white_welsh
White – Northern Irish	white_northern_irish
White – British	white_british
White – Irish	white_irish
White – Any other White background	white_other
Any other ethnic group	other_ethnic_group
Total individuals that have not disclosed this information	not_disclosed

# Completing section B: cell references guide

## Column B: age\_band

Use the following references to show the age of each staff member. **For trustees, please leave blank**

TRR age category	Section B CSV cell reference
17 and under	under_17
18-24	18_24
25-34	25_34
35-44	35_44
45-54	45_54
55-64	55_64
65 and over	65_plus
Not known	not_known

## Column C: gender

Use the following references to show the gender of each staff member. **For trustees, please leave blank.**

TRR gender category	Section B CSV cell reference
Woman	woman
Man	man
Non-binary	non_binary
Self-describe in another way	self_describe
Not known	not_known

## Column D: employment type

Use the following references to show the age of each staff member. **For trustees, please leave blank.**

TRR employment category	Section B CSV cell reference
Permanent [staff with contracts that do not have expiration dates]	permanent
Non-permanent [Non-permanent, or temporary staff, are those on contracts that have a stated expiration date. These can include casual work, seasonal work and any other temporary work. It should not include volunteers – they are out of scope for The RACE Report]	non_permanent
Trustee [The governing body that is responsible for the governance of the organisation – it is typically made up of unpaid individuals. The name of the governing body is usually determined in its governing document]	trustee_only

# Completing section B: cell references guide

## Column E: people manager status

Use the following references to show if each member of staff has people manager responsibilities. Please count any staff, including senior leadership, that manage one or more staff as people managers. **Note: for trustees, please leave blank.**

TRR people manager category	Section B CSV cell reference
Is a people manager	TRUE
Is <b>not</b> a people manager	FALSE
Not known	not_known

## Column F: senior leader status

Use the following references to show if each member of staff has senior leadership responsibilities. Individuals at the highest level of executive management within the organisation. They can include heads of departments, directors and chief executive. Typically these are people that sit on a senior leadership team, or similar. **Note: for trustees, please leave blank.**

TRR senior leader category	Section B CSV cell reference
Is a senior leader	TRUE
Is <b>not</b> a senior leader	FALSE
Not known	not_known

## Column G: trustee status

Use the following references to show if each member of staff has senior leadership responsibilities. Individuals at the highest level of executive management within the organisation. They can include heads of departments, directors and chief executive. Typically these are people that sit on a senior leadership team, or similar.

TRR trustee category	Section B CSV cell reference
Is a trustee	TRUE
Is <b>not</b> a trustee	FALSE
Not known	not_known

# Completing section B: cell references guide

## Column H: promotion

Use the following references to show if each member of staff received a promotion during 2025. **Note: for trustees, please leave blank.**

TRR promotion category	Section B CSV cell reference
Was promoted	TRUE
Was not promoted	FALSE
Not known	not_known

## Column I: retention

Use the following references to show if each member of staff received a conversion from a non-permanent contract to a permanent contract. **Note: for trustees, please leave blank. Note: TRUE can only apply to staff identified as non-permanent in column D**

TRR retention category	Section B CSV cell reference
Was retained	TRUE
Was <b>not</b> retained	FALSE
Not known	not_known

## Column J: extension

Use the following references to show if each member of staff received an extension to a non-permanent contract during 2025. **Note: for trustees, please leave blank. Note: TRUE can only apply to staff identified as non-permanent in column D**

TRR extension category	Section B CSV cell reference
Contract was extended	TRUE
Contract was not extended	FALSE
Not known	not_known

# Completing section B: cell references guide

## Column K: gender reassignment

Use the following references to show if each member of staff identifies as the same sex they were assigned at birth. **Note: for trustees, leave blank.**

TRR gender reassignment category	Section B CSV cell reference
Same as sex assigned at birth	same_as_assigned
Not the same as sex assigned at birth	not_same_as_assigned
Prefer not to say	prefer_not_to_say
Not known	not_known

## Column L: disability

Use the following references to show if each member of staff identifies as disabled or not. **Note: for trustees, leave blank.**

TRR disability category	Section B CSV cell reference
Yes	yes
No	no
Don't know	dont_know
Prefer not to say	prefer_not_to_say
Not known	not_known

## Column M: sexual orientation

Use the following references to show how each member of staff identifies. **Note: for trustees, leave blank.**

TRR sexual orientation category	Section B CSV cell reference
Bisexual	bisexual
Gay or lesbian	gay_or_lesbian
Heterosexual	heterosexual
Queer	queer
Prefer to self-describe	self_describe
Prefer not to say	prefer_not_to_say
Not known	not_known

## Column N: religion and belief

Use the following references to show how each member of staff identifies. **Note: for trustees, leave blank.**

TRR sexual orientation category	Section B CSV cell reference
No religion or belief	no_religion
Buddhist	buddhist
Christian	christian
Hindu	hindu
Jewish	jewish
Muslim	muslim
Sikh	sikh
Other	other
Prefer not to say	prefer_not_to_say
Not known	not_known

# Completing section B: cell references guide

## Column O: marriage and civil partnership

Use the following references to show if each member of staff identifies as married or in a civil partnership, or not. **Note: for trustees, leave blank.**

TRR marriage/civil partnership category	Section B CSV cell reference
Yes	yes
No	no
Prefer not to say	prefer_not_to_say
Not known	not_known

## Column P: parental leave

Use the following references to show if each member of staff has taken any type of parental leave. **Note: for trustees, leave blank.**

TRR parental leave category	Section B CSV cell reference
Birthing parent leave (including shared parental leave)	birthing
Non-birthing parent leave (including shared parental leave)	non_birthing
Adoption leave (including shared parental leave)	adoption
None of these	none
Prefer not to say	prefer_not_to_say
Not known	not_known

# Completing data submission section C: EDI policy, practice and action

- Fill in the open-ended boxes, C1 to C3.
  - Any content you submit in C1 will appear on your transparency card so please make sure this is written for a public audience, not just The RACE Report team
  - We will not publish anything you submit in C2 or C3 without speaking with you first
- Select the appropriate response for your organisation from each drop down in C4 to C8, which cover actions designed to progress EDI that you organisation may be implementing.
- In each case choose from: Fully implemented, Implementation in progress, No implementation, Not applicable, Not appropriate, Not possible, Don't know
- When completed, click 'Review and submit'

**SUBMISSION 2026**  
Section C: Policy & Practice

✓ Organisation Details — ✓ Staff Data (CSV) — **3** Policy & Practice — 4 Review & Submit

### EDI Statements

**C1: EDI Approach Statement**

Please use the box below to share up to 250 words describing your organisation's approach and commitment to equity, diversity and inclusion. This statement will feature on your organisation's transparency card alongside the data from section C above that you have submitted.

Describe your organisation's approach to equality, diversity and inclusion...

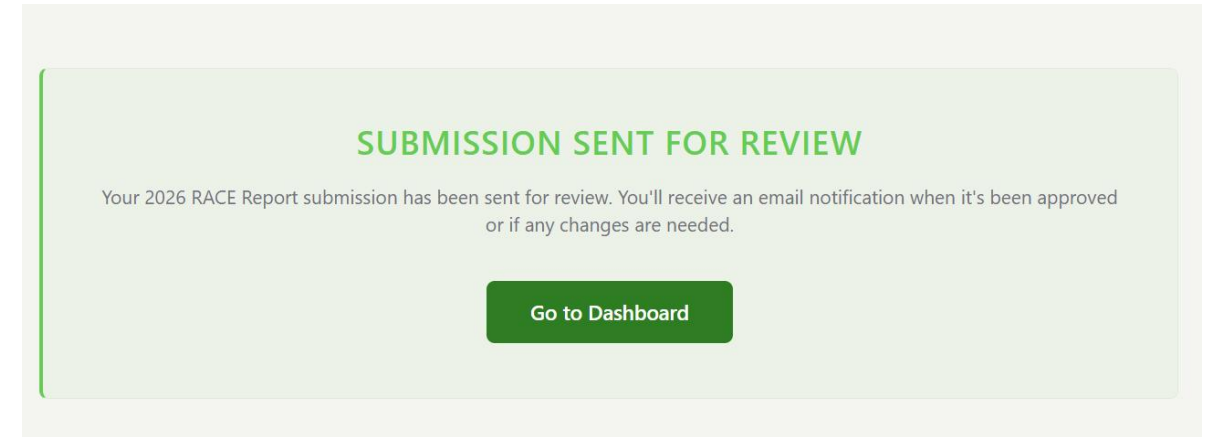
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### C4: Transparency

c4.a Published workforce diversity data	Fully implemented
c4.b Published ethnicity pay gap data	Implementation in progress
c4.c Published EDI annual report	Not applicable
c4.d Participated in external benchmarking/reporting	Not appropriate
c4.e Made public commitment to improve racial diversity	Not possible

# Submitting your data to The RACE Report team

- Following completion of sections A to C, please confirm your organisations consent to the use of the data you are submitting.
- To send your data to The RACE Report team for review, please click the 'Submit for review' button.
- When your data has been sent, you will see a confirmation message, as shown on the right.
- Following your submission, The RACE Report team will review your data, and either approve if there are no discrepancies, or if changes are needed, we will be in touch to discuss the edits.



# Reviewing your organisation's data if it is rejected

- Instructions coming soon.

# Withdrawing your organisation's data to make edits before resubmission

- If you want to withdraw your organisation's data prior to the closing date for submissions, or before approval from The RACE Report team, please navigate to the dashboard view, and click 'withdraw'.
- In the pop-up, click the 'Withdraw' button to return your submission to draft, and make the required changes. You can then follow the same process to re-submit your data.
- To make edits, click the 'Continue 2026' button.

Dashboard for Fakey McFakeface. The page shows the 2026 submission status as 'PENDING REVIEW' with a headcount of 25 and a submission date of 23/04/2026. A table below lists the submission history, with the 'Withdraw' button highlighted in a pink box.

YEAR	STATUS	HEADCOUNT	SUBMITTED	ACTIONS
2026	PENDING REVIEW	25	23/04/2026	Withdraw

Withdraw Submission

This will withdraw your 2026 submission from review and return it to draft status. You can then make changes and resubmit.

Buttons: Cancel, Withdraw

# Viewing your organisation's data after approval

- Instructions coming soon

# Comparing your organisation's data to the aggregated dataset

- Instructions coming soon

## Is something missing from this guide?

Please let us know what other data platform instructions you need at [race-report@sos-uk.org](mailto:race-report@sos-uk.org)

For general information about The RACE Report, please visit our [FAQs page](#).