

Event Sign In/Out Sheets

Last Modified on 11/03/2020 12:31 am EST

Create customized **Sign In/Sign Out Sheets** for an event. Using a Sign In/Sign Out sheet provides you with an attendance record for the event. You can print directly from Jackrabbit or export the file for another use.

1. Go to **Events > Sign in/Out Sheets**.
2. Select multiple events using any combination of *Search Criteria* or select a single event as shown below.
3. Select *Display Settings* including a sub-heading and whether the attendee's home phone should display. Additional settings allow you to sort in event start time order and create a separate sheet for each event.

Note: You can also opt to add columns for your staff to initial when they sign in/sign out of an event.

[Search Criteria](#) [Favorites](#) [Save Favorites](#) [Refresh](#) [?](#)

Description: This report produces a single Sign In/Out Sheet for all students enrolled across all events matching the criteria below. To produce a sheet for a single event (all event dates within date range), select an Event Type. To print a sheet for all students enrolled in Events of a specific Category1, select a Category 1 value.

Event Location

Room

Enrolled in Category1

Event Type

Dance Fever Birthday (EDU)

Namaste Birthday Party (EDU)

Parent's Night Out (EDU)

more less

Select one or more classes by holding the CTRL key

Event Date From Through Date

Display Settings

Sub-heading

Show Home Phone (Appears when printed using the "Print" link)

Show columns for Staff Sign In/Out

Separate Sign In/Out Sheet for Each Event

Sort in Event Start Time Order

4. Click **Submit**.
5. Print the *Sign In/Out Sheet* using the **Print** button or export using the **Export** button.

Sign In/Out Sheet (Events)

← RETURN

View 1 - 6 of 6		Print	Export	Refresh	1 columns hidden	Show/Hide Columns	Restore Columns		
	Family/Account	Lastname	Firstname ¹	Home Phone	Time In	Signature	Time Out	Signature	
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>					
1	Owers	Owers	Ashlee	(704) 555-7721	__:__	_____	__:__	_____	
2	Ager	Ager	Barbie	(704) 374-2415	__:__	_____	__:__	_____	
3	Zackmann	Zackmann	Cindy	(704) 555-4954	__:__	_____	__:__	_____	
4	Harding	Harding	Coreen	(704) 555-4685	__:__	_____	__:__	_____	
5	Unger	Unger	Olivia	(704) 555-3420	__:__	_____	__:__	_____	
6	Evans	Evans	Shawna	(704) 555-5478	__:__	_____	__:__	_____	