Who's Scheduled to be Here Report

The **Who's Scheduled to be Here** report offers a quick way to list all students enrolled in classes on a specific date. This report can also be accessed from the *Reports (menu) > Find Reports > Families/Students (left menu) > Students (tab)*.

- ⭐ The Family balance can be displayed on this report, giving you a heads up on anyone expected that day who may have an account that needs attention.
- ⭐ Quickly notify students expected at your facility of any disruption to classes that day with the ability to email from the report results.

Search Criteria and Display Settings

Search for students based on *Location, Category 1* (multi-select available), *Instructor*, and *Date*. Optionally include students with scheduled absences or students who are scheduled to be there for a makeup class.

Display settings allow you to control whether you want to see all classes or just the first class of the day and whether or not you want to include student skill/level information.

You can further customize your report by including additional information, such as the *Home Phone Number* or *Family Balance*, and choosing a sort order for the results.

Who's Scheduled To Be Here

← RETURN **✓ SUBMIT**

Search Criteria **🔍 Favorites** **💾 Save Favorites** **✗ Refresh** **❓**

Search for students that are enrolled in classes on a specific date.

| Location | ▼ |

Use **Ctrl** (Command on Mac) to select multiple Category 1s.

Enrolled in Category1
Adult Fitness
Camp
Costumes

| Instructor | ▼ |
| Date | 3/18/2019 📅 |

Include Absences and Makeups

| Include Students with Scheduled Absences | No ▼ |
| Include Students with Scheduled Makeups | Yes ▼ |

Display Settings

All Classes for this Day
Only First Class for this Day

Show Classes	All Classes for this Day ▼
Show Skill/Level	No ▼
Show Home Phone Number	Yes ▼
Show Family Balance	Yes ▼
Show Roll Notes	No ▼
Show Student/Barcode ID	No ▼
Sort By	Class Start Time, Student ▼

No
Skill/Level
Earliest started but not attained
Most recent started but not attained
Most recent attained
Subskill
Earliest started but not attained
Most recent started but not attained
Most recent attained

Class Start Time, Student
Student, Class Start Time
Instructor, Class Start Time, Student

If your database is set to tracking attendance vs tracking absences, the Include Absences and Makeups section will not be included in the criteria options.

Report Results

This report has direct email functionality from the results. Opt to send an email to all students in the list or select only a few students to email.

Who's Scheduled To Be Here - Monday, March 18, 2019

← RETURN   ✈ EMAIL   *Send an email to all students on the list, or only selected students.*

View 1 - 6 of 6   🖨 Print   ⤢ Export   ↻ Refresh   **5 columns hidden**   ▦ Show/Hide Columns   ↻ Restore Columns

	Student First Name	Student Last Name	Home Phone#	Class	Cat 1	Start Time	End Time	Instructors	Family Name	Primary Contact	Cell Phone#	Email	Family Balance	Email All
1	Dani	Ager	(704) 374-2415	Ballet I Mon 5pm	Dance	5:00pm	5:30pm	Dianne H.	Ager	Holly Ager	(704) 374-2415	hollyager41@gmail.com	120.00	☐
2	Olivia	Smith	(704) 555-9762	Ballet I Mon 5pm	Dance	5:00pm	5:30pm	Dianne H.	Smith	Jane Smith	(704) 379-2425	janesmith@email.com	-50.00	☑
3	Lauren	Andrews	(704) 349-1699	Tap I Mon 6pm	Dance	6:00pm	6:30pm	Dianne H.	Andrews	Shannon Andrews	(704) 374-2415	thisfamilysemail@gmail.com	549.32	☐
4	Shannon	Andrews	(704) 349-1699	Tap I Mon 6pm	Dance	6:00pm	6:30pm	Dianne H.	Andrews	Shannon Andrews	(704) 374-2415	thisfamilysemail@gmail.com	549.32	☑
5	Leslie	Brown	(704) 555-1313	Tap I Mon 6pm	Dance	6:00pm	6:30pm	Dianne H.	Brown	Janice Brown	(704) 555-4851	jbrownsemail@email.com	-25.00	☐
6	Amanda	Dierksen	(704) 555-4446	Tap I Mon 6pm	Dance	6:00pm	6:30pm	Dianne H.	Dierksen	Marlene Dierksen	(704) 555-8041	jlintonjr@outlook.com	120.00	☐

Additional customization is available using the *Show/Hide Columns* button. Columns to choose from are shown below:

5 columns hidden   ▦ Show/Hide Columns   ↻ Restore Columns

Show/Hide Columns ✖

Uncheck columns and click the "Apply" button to hide columns. Click the "Apply & Save" button to save these settings for your User ID.

Check All Uncheck All

☑ Student First Name	☑ End Time
☑ Student Last Name	☐ Class Room
☐ Age	☑ Instructors
☐ Student/Barcode ID	☑ Family Name
☑ Home Phone#	☑ Primary Contact
☐ Class Loc	☑ Cell Phone#
☑ Class	☑ Email
☑ Cat 1	☑ Family Balance
☑ Start Time	☐ Roll Notes

Apply 🔧   Apply & Save 💾   Cancel ✖

QUICK tip!

Save this as a frequently used report! Click the heart (icon) ♡ next to a report name, the heart will change to red ❤ and the report will be listed under the *Reports (menu) > **My Reports*** for quick and easy access!