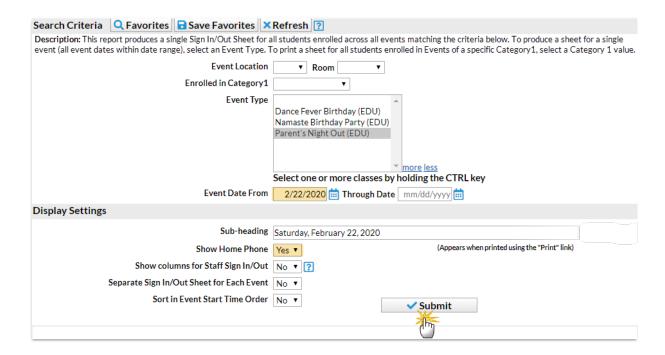
Event Sign In/Out Sheets

Last Modified on 11/03/2020 12:33 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 the Events (menu) > Find a Report > Events(tab) > Event 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.



- 4. Click Submit.
- 5. Print the Sign In/Out Sheet using the **Print** button.

Sign In/Out Sheet (Events)



Vie	View 1 - 6 of 6 ■ Print Export		□ Show/Hide Columns					
	Family/Account	Lastname	Firstname	Home Phone	Time In	Signature	Time Out	Signature
	Search	Search	Search	Search				
1	<u>Owers</u>	Owers	Ashlee	(704) 555-7721	:		:	
2	<u>Ager</u>	Ager	Barbie	(704) 374-2415	:		:	
3	<u>Zackmann</u>	Zackmann	Cindy	(704) 555-4954	:		:	
4	<u>Harding</u>	Harding	Coreen	(704) 555-4685	:		:	
5	<u>Unger</u>	Unger	Olivia	(704) 555-3420	:		:	
6	<u>Evans</u>	Evans	Shawna	(704) 555-5478	:		:	