





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.

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

2/22/2020 

 Through Date


mm/dd/yyyy 

Display Settings

Sub-heading



Saturday, February 22, 2020

Show Home Phone


Yes 

(Appears when printed using the "Print" link)


Show columns for Staff Sign In/Out


No  


Separate Sign In/Out Sheet for Each Event

No 

Sort in Event Start Time Order

No 

 **Submit**



4. Click **Submit**.
5. Print the *Sign In/Out Sheet* using the **Print** 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	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	__:__	_____	__:__	_____	