

Event Detail Report

Last Modified on 11/03/2020 12:33 am EST

The **Events Detail** report located under the *Events (menu) > Find a Report > Events (tab)* allows you to generate a detailed report based on specific search criteria. The report displays student information for each event.

The report can be created in a number of output formats, including Excel & PDF.

Date: 4/13/2015 10:45:27 PM

Dance Fever Birthday Party - 04/18/15 11:00am

Page: 1

Location: HELP

Room: Studio #1

Date: April 18, 2015

Desc:

Times: 11:00 AM - 1:00 PM

Max Size: 1

Instructors: Alicia H.

Customer Comments: We need to be finished right at 1pm as Sara needs to be ready for Team photos at 1:30pm...thanks!

Internal Notes: Clean-up to be done directly after party.

#	Name	Age Gndr	Home Phone	Enroll Date										
1	Sara Abernathy	10/F	704 555 4753	4/13/15										
Allergies/Spec Needs: Allergic to hazelnuts														
Notes: Enrolled														

Family: Abernathy

Home #: 704 555 4753

Question: Are you a current customer of our studio?

Answer: Yes

Question: How many children will attend this birthday party?

Answer: 7

Question: What is the birthday child's name and age?

Answer: Sara, Turning 11



Question: Would you like us to call you to discuss any special considerations.

Answer: Yes

To Do's: -Bring in candy caterer

-take down banner and replace with photos provided



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!