

Who's Scheduled to be Here Report

Last Modified on 11/03/2020 12:35 am EST

Located under the *Students* menu, 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, in the *Families/Students* section.

- ★ 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.
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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

Enrolled in Category1

Adult Fitness
Camp
Costumes

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

Instructor

Date 3/18/2019

Include Absences and Makeups

Include Students with Scheduled Absences No

Include Students with Scheduled Makeups Yes

Display Settings

Show Classes All Classes for this Day

All Classes for this Day

Only First Class for this Day

Show Skill/Level No

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

Show Home Phone Number Yes

Show Family Balance Yes

Show Roll Notes No

Show Student/Barcode ID No

Sort By Class Start Time, Student

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.*

The 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 | Aser | (704) 374-2415 | Ballet I Mon 5pm | Dance | 5:00pm | 5:30pm | Dianne H. | Aser | Holly Aser | (704) 374-2415 | hollyaser41@gmail.com | 120.00 | <input type="checkbox"/> |
| 2 | Olivia | Smith | (704) 555-9762 | Ballet I Mon 5pm | Dance | 5:00pm | 5:30pm | Dianne H. | Smith | Jane Smith | (704) 379-2425 | jan smith@email.com | -50.00 | <input checked="" type="checkbox"/> |
| 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 | <input type="checkbox"/> |
| 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 | <input checked="" type="checkbox"/> |
| 5 | Leslie | Brown | (704) 555-1313 | Tap I Mon 6pm | Dance | 6:00pm | 6:30pm | Dianne H. | Brown | Janice Brown | (704) 555-4851 | jbrownsemail@gmail.com | -25.00 | <input type="checkbox"/> |
| 6 | Amanda | Dierksen | (704) 555-4446 | Tap I Mon 6pm | Dance | 6:00pm | 6:30pm | Dianne H. | Dierksen | Marlene Dierksen | (704) 555-8041 | jintonjr@outlook.com | 120.00 | <input type="checkbox"/> |

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

☒ Student Last Name

☐ Age

☐ Student/Barcode ID

☒ Home Phone#

☐ Class Loc

☒ Class

☒ Cat 1

☒ Start Time

☒ End Time

☐ Class Room

☒ Instructors

☒ Family Name

☒ Primary Contact

☒ Cell Phone#

☒ Email

☒ Family Balance

☐ Roll Notes

Apply
Apply & Save
Cancel