

Event Sign In/Out Sheets

Last Modified on 06/05/2019 8:45 pm EDT

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 **Events > 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 Through Date

Display Settings

Sub-heading

Show Home Phone (Appears when printed using the "Print" link)

Show columns for Staff Sign In/Out [?](#)

Separate Sign In/Out Sheet for Each Event

Sort in Event Start Time Order

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

Export 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 ¹	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	__:__	_____	__:__	_____