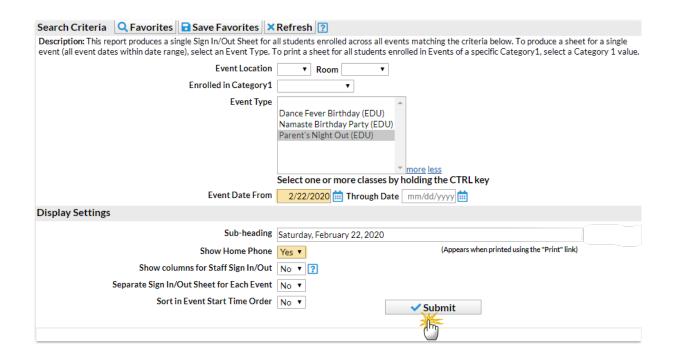# Event Sign In/Out Sheets

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) > **Event Reports** > **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)

← 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
	Search	Search	Search	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	__:__	_____	__:__	_____