

# 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.

[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.

# 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 <sup>1</sup>	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	<a href="#">Owers</a>	Owers	Ashlee	(704) 555-7721	..:..	_____	..:..	_____
2	<a href="#">Ager</a>	Ager	Barbie	(704) 374-2415	..:..	_____	..:..	_____
3	<a href="#">Zackmann</a>	Zackmann	Cindy	(704) 555-4954	..:..	_____	..:..	_____
4	<a href="#">Harding</a>	Harding	Coreen	(704) 555-4685	..:..	_____	..:..	_____
5	<a href="#">Unger</a>	Unger	Olivia	(704) 555-3420	..:..	_____	..:..	_____
6	<a href="#">Evans</a>	Evans	Shawna	(704) 555-5478	..:..	_____	..:..	_____