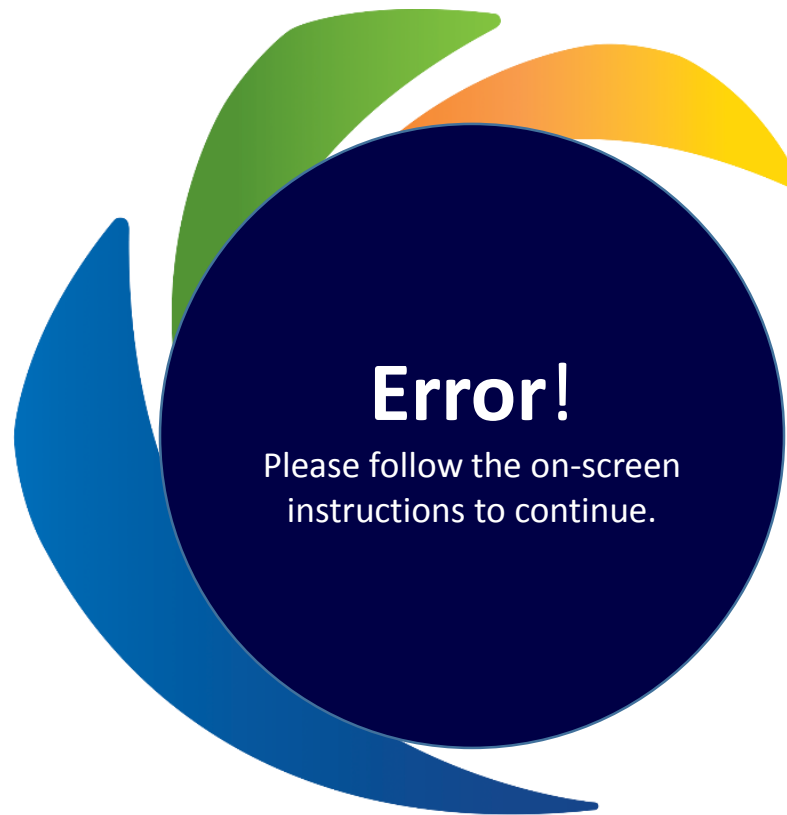




[Click to Begin](#)



Go Back



[Restart Course](#)

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Welcome, Intern Trainer! Account

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

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- ▶ Population
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- ▶ Refund
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- ▶ Reserve
- ▶ Help Center
- ▶ Active Support

Front Desk * Pending Receipt #1

Pending Receipt #1

Receipt Actions

- ▶ Registration
 - [Enroll](#)
 - [Enroll from Waiting List](#)
 - [Transfer](#)
- ▶ Refund/Withdraw
 - [Refund/Withdraw Transaction](#)
- ▶ Membership
 - [Renew Membership](#)
 - [Sell Membership](#)
- ▶ Account Actions
 - [Refund from Account](#)
 - [Pay on Account](#)
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- ▶ POS
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Trainer Site Pay Finish Cancel

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Tip:

*Select the **Reports** module*

This is where we print all reports

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Registration Reports

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- Activity Attendance Sheet - Daily
- Activity Overview
- Activity Totals
- Roster - Brief
- Roster - with Payments
- Roster - Expanded
- Facility Usage

FlexReg/Private Lessons Reports

- Attendance Sheet
- Attendance Sheet - Daily
- Programs
- Roster

Membership Reports

- Membership Usage
- Membership Autorenewal
- Membership by Customer
- Membership by Package

Daily Close Reports

- Account Distribution
- Cash Distribution by Account
- Cash Receipts
- Refunds

Financial Reports

- A/R Aging
- A/R Statements
- A/R Summary
- A/R Transactions
- Payment Plan
- Receipt Audit

Reservation Reports

- Calendar - Daily
- Calendar - Weekly
- Calendar - Monthly
- Permit Master
- Reservation Master

Activity Attendance Sheet

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Tip:

*Select the **Activity Attendance** option*

This can be found in the left center of the main page.

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Reports * +

Reports Home » Activity Attendance Sheet

Activity Attendance Sheet Help

Recall / Schedule a saved report definition

Filters

Selection	Value	
Activity		Remove
Season		Remove
Term		Remove
Department		Remove
Category		Remove
Activity Type		Remove

Activity Start Date From: To:

Activity Site Carlsbad Parks & Recreation

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Tip:

Select the Activity

Not putting an activity returns *all* data in our system

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Reports Home » Activity Attendance Sheet

Activity Attendance Sheet

Recall / Schedule a saved report definition

Filters

Selection	Value
Activity	<input type="text"/> Remove
Season	<input type="text"/> Remove
Term	<input type="text"/> Remove
Department	<input type="text"/> Remove
Category	<input type="text"/> Remove
Activity Type	<input type="text"/> Remove

Activity Start Date From: To:

Activity Site Carlsbad Parks & Recreation

Activity Search

Search Criteria

Activity Name

Activity Number

Facility Remove

Season

Term

Start Date/Time From: To:

Department

Category

Age Range

Activity Type

Supervisor

Instructor

Site All Sites

Status Open

Include Sub-Activities Only

Search

Tip:

Input the Activity Number

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Reports * +

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Activity Attendance Sheet

Recall / Schedule a saved report definition

Filters

Selection	Value
Activity	<input type="text"/> Remove
Season	<input type="text"/> Remove
Term	<input type="text"/> Remove
Department	<input type="text"/> Remove
Category	<input type="text"/> Remove
Activity Type	<input type="text"/> Remove

Activity Start Date From: To:

Activity Site Carlsbad Parks & Recreation

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Activity Search Help

Search Criteria

Activity Name

Activity Number

Facility Remove

Season

Term

Start Date/Time From: To:

Department

Category

Age Range

Activity Type

Supervisor

Instructor

Site All Sites

Status Open

Include Sub-Activities Only

Search

Tip:

Click Search

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Reports Home » Activity Attendance Sheet

Activity Attendance Sheet

Recall / Schedule a saved report definition

Filters

Selection	Value	
Activity		Remove
Season		Remove
Term		Remove
Department		Remove
Category		Remove
Activity Type		Remove

Activity Start Date From: To:

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Select Activity Help

Select	Name	Number	Open	Enr	W/L	Starting Day	Begins	Ends	Wks
<input checked="" type="checkbox"/>	Karate: Toddler - 03	21396	7	1	0	Wed	Jan 11, 2017 10:30 AM	Feb 15, 2017	6

Add All Selected Remove All Selected Done

Tip:

Check the activity courses you need

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Reports * +

Reports Home » Activity Attendance Sheet

Activity Attendance Sheet

Recall / Schedule a saved report definition

Filters

Selection	Value
Activity	<input type="text"/> Remove
Season	<input type="text"/> Remove
Term	<input type="text"/> Remove
Department	<input type="text"/> Remove
Category	<input type="text"/> Remove
Activity Type	<input type="text"/> Remove

Activity Start Date From: To:

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Select Activity Help

Select	Name	Number	Open	Enr	W/L	Starting Day	Begins	Ends	Wks
<input checked="" type="checkbox"/>	Karate: Toddler - 03	21396	7	1	0	Wed	Jan 11, 2017 10:30 AM	Feb 15, 2017	6

Add All Selected Remove All Selected Done

Tip:

Click Done

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Reports * +

Reports Home » Activity Attendance Sheet

Activity Attendance Sheet Help

Recall / Schedule a saved report definition

Filters

Selection	Value	
Activity	Karate: Toddler - 03	Remove
Season		Remove
Term		Remove
Department		Remove
Category		Remove
Activity Type		Remove

Activity Start Date From: To:

Activity Site: Carlsbad Parks & Recreation

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Tip:

Hide the filters section

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Reports Home » Activity Attendance Sheet

Activity Attendance Sheet Help

Recall / Schedule a saved report definition

Filters

Options

Run Report Cancel

Save Report Definition

Report Title

Set as Default for Me? ☐

Save Save As

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Tip:

Run the Report

