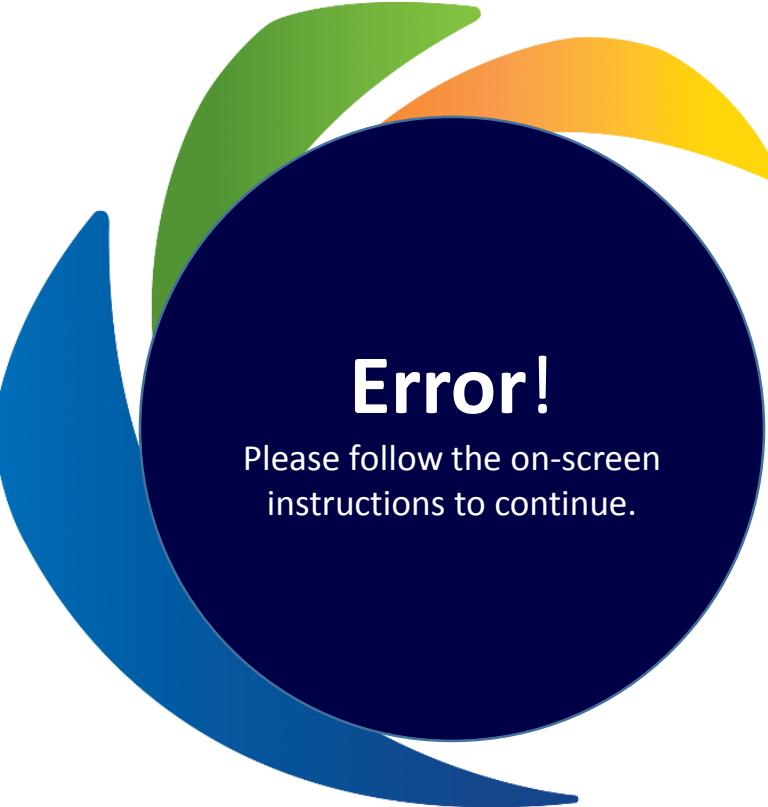




**Attendance
Roster (Brief)
Report**

Click to Begin



Error!

Please follow the on-screen
instructions to continue.

[Go Back](#)



Complete

Please navigate to the next module
in the course to continue.

[Restart Course](#)

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City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Front Desk x Pending Receipt #1

Pending Receipt #1

Help

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Help Center
- ▶ Active Support

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](#)
- ▶ Donation
 - [Make Donation](#)

Trainer Site Pay Finish Cancel

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Tip:

*Select the **Reports** module*

This is where we print all reports

The screenshot shows the ACTIVENet City of Carlsbad Reports Home page. The top navigation bar includes links for Front Desk, Customers, Organizations, POS, Reports, and Admin. The left sidebar contains a 'Reports Menu' with various report categories. The main content area is titled 'Reports Home' and lists several report types under different sections: Favorites, Registration Reports, FlexReg/Private Lessons Reports, Daily Close Reports, Reservation Reports, Membership Reports, Instructor Reports, and Financial Reports. The 'Roster - Brief' option under 'Registration Reports' is highlighted with a green border.

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ACTIVENet

City of Carlsbad

Reports Menu

Favorites

Campaign Reports

Daily Close Reports

Financial Reports

FlexReg/Private Lessons Reports

General Reports

Inventory Reports

Membership Reports

Population Reports

Registration Reports

Reservation Reports

Help Center

Active Support

Front Desk

Customers

Organizations

POS

Reports

Admin

Help

all Reports Reports Home Reports Home

Favorites

- Activity Totals
- Enroll
- Enroll In Class
- Instructor Payment Due
- Roster - with Payments

Reservation Reports

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

Registration Reports

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

Instructor Reports

- Instructors
- Instructor Schedule
- Instructor Weekly Schedule
- Instructor Attendance

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

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Tip:

*Select the **Roster Brief** option*

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

The screenshot shows the ACTIVENet City of Carlsbad software interface. At the top, there's a navigation bar with icons for Front Desk, Customers, Organizations, POS, Reports, and Admin. The main title is "Activity Attendance Sheet". On the left, a sidebar titled "Reports Menu" lists various report categories like Favorites, Campaign Reports, Daily Close Reports, etc. The main content area shows a "Filters" section with dropdown menus for Activity, Season, Term, Department, Category, and Activity Type, each with a "Remove" button. Below these is a date range selector for "Activity Start Date" with fields for "From" and "To". At the bottom, it says "Activity Site: Carlsbad Parks & Recreation". The URL in the browser is "anprod.active.com".

Tip:

Select the Activity

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

Tip:

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City of Carlsbad

Front Desk Customers Organizations POS

Reports Menu

Favorites Campaign Reports Daily Close Reports Financial Reports FlexReg/Private Lessons Reports General Reports Inventory Reports Membership Reports Population Reports Registration Reports Reservation Reports Help Center Active Support

Reports

Activity Attendance Sheet

Recall / Schedule a saved report definition

Filters

Selection

Value

Activity

Season

Term

Department

Category

Activity Type

Remove

Remove

Remove

Remove

Remove

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

From: Start Date/Time To: Date/Time

Department

Category

Age Range

Activity Type

Supervisor

Instructor

Site All Sites

Status Open

Include Sub-Activities Only

Search

Tip:

Input the Activity Number

The screenshot shows the ACTIVENet City of Carlsbad Activity Attendance Sheet report interface. At the top, there are navigation links for Front Desk, Customers, Organizations, and POS. The main area has a yellow header bar with 'Activity Attendance Sheet' and a 'Recall / Schedule' button. Below this is a 'Filters' section with dropdown menus for Activity, Season, Term, Department, Category, and Activity Type, each with a 'Remove' button. There are also date pickers for Activity Start Date ('From:' and 'To:'). At the bottom, it says 'Activity Site: Carlsbad Parks & Recreation' and includes links for Your Privacy Rights, Security, ACTIVE Network, and a copyright notice.

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ACTIVENet

City of Carlsbad

Reports Menu

Favorites

Campaign Reports

Daily Close Reports

Financial Reports

FlexReg/Private Lessons

Reports

General Reports

Inventory Reports

Membership Reports

Population Reports

Registration Reports

Reservation Reports

Help Center

Active Support

Reports

Activity Attendance Sheet

Recall / Schedule

Filters

Selection

Value

Activity

Season

Term

Department

Category

Activity Type

Remove

Remove

Remove

Remove

Remove

Remove

Activity Start Date

From:

To:

Activity Site: Carlsbad Parks & Recreation

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Activity Search

Help

Search Criteria

Activity Name

Activity Number: 21396

Facility

Season

Term

From: [date] To: [date]

Department

Category

Age Range

Activity Type

Supervisor

Instructor

Site: All Sites

Status: Open

Include: Sub-Activities Only

Search

Tip:

Click Search

The screenshot shows the ACTIVENet City of Carlsbad software interface. On the left, a sidebar menu includes options like Favorites, Campaign Reports, Daily Close Reports, Financial Reports, FlexReg/Private Lessons, Reports, General Reports, Inventory Reports, Membership Reports, Population Reports, Registration Reports, Reservation Reports, Help Center, and Active Support. The main area displays the 'Activity Attendance Sheet' report configuration. It features a 'Recall / Schedule' button and a 'Filters' section with dropdowns for Activity, Season, Term, Department, Category, and Activity Type, each with a 'Remove' button. Below these is an 'Activity Start Date' field with 'From:' and 'To:' date pickers. At the bottom, the 'Activity Site' is set to 'Carlsbad Parks & Recreation'. A green circular 'Tip:' callout points to the 'Activity Site' field. A modal window titled 'Select Activity' is open, listing a course for 'Karate Toddler - 03' with details: Name: 21396, Number: 7, Open: 1, Enr: 0, W/L: 6, Starting Day: Wed Jan 11, 2017, Ends: Feb 15, 10:30 AM. Buttons for 'Add All Selected', 'Remove All Selected', and 'Done' are at the bottom of the modal.

Tip:

Check the activity courses you need

The screenshot shows the ACTIVENet City of Carlsbad software interface. On the left, a sidebar menu includes options like Favorites, Campaign Reports, Daily Close Reports, Financial Reports, FlexReg/Private Lessons, Reports, General Reports, Inventory Reports, Membership Reports, Population Reports, Registration Reports, Reservation Reports, Help Center, and Active Support. The main area displays the "Activity Attendance Sheet" report configuration. It features a "Recall / Schedule" button to reuse a saved report definition. Below it, there's a "Filters" section with dropdown menus for Activity, Season, Term, Department, Category, and Activity Type, each with a "Remove" button. There are also date pickers for Activity Start Date (From: [date], To: [date]) and an Activity Site field set to "Carlsbad Parks & Recreation". A green circle with the word "Tip:" is overlaid on the left side of the main window. A modal window titled "Select Activity" is open on the right, listing a single activity entry:

Name	Number	Open	Enr	W/L	Starting Day	Begins	Ends	Wks
Karate:	21396	7	1	0	Wed Jan 11, 2017	15, 10:30 AM	- 03	6
Toddler								

Buttons at the bottom of the modal include "Add All Selected", "Remove All Selected", and "Done".

Tip:

Click Done

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ACTIVENet.

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Reports Menu

Favorites Campaign Reports Daily Close Reports Financial Reports FlexReg/Private Lessons Reports General Reports Inventory Reports Membership Reports Population Reports Registration Reports Reservation Reports Help Center Active Support

Reports

All Reports Reports Home Activity Attendance Sheet

Activity Attendance Sheet

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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City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Reports Menu

Favorites Campaign Reports Daily Close Reports Financial Reports FlexReg/Private Lessons Reports General Reports Inventory Reports Membership Reports Population Reports Registration Reports Reservation Reports Help Center Active Support

Reports Home » Activity Roster (Brief)

Options

Name	Values
Type of transactions	Roster
Activity Status	Open
Residency	All Customers
Customer Name Format	Lastname, Firstname
Retired	All Customers
Show Authorized Pick Ups?	No
Show Prerequisites?	<input type="checkbox"/>
Calculate Age Based On	<input checked="" type="radio"/> Report Date <input type="radio"/> Activity Start Date <input type="radio"/> Specified Age Calculation Date (If not specified, use start date instead)
Optional Field 1	Home Phone
Optional Field 2	Work Phone
Optional Field 3	1st Emergency Contact Name
Optional Field 4	1st Emergency Contact Phone
Team/Group Roster	<input type="checkbox"/>
Include Team Contacts?	<input type="checkbox"/>
Include League Contacts?	<input type="checkbox"/>
Show Transaction Date and Time	<input type="checkbox"/>
Show all Activity Custom Questions?	<input type="checkbox"/>
Show Specific Custom Questions	<input type="checkbox"/>

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Tip:

These are possible options when running this report.

The screenshot shows the ACTIVENet City of Carlsbad software interface. The top navigation bar includes links for Front Desk, Customers, Organizations, POS, Reports, and Admin. The Reports section is currently active, displaying a sub-menu for Activity Attendance Sheet. A modal dialog box is open, titled "Recall / Schedule" (a saved report definition). It contains sections for "Filters" and "Options". Below these is a "Run Report" button and a "Cancel" link. A "Save Report Definition" section is expanded, showing fields for "Report Title" (with an empty input field), "Set as Default for Me?" (with an unchecked checkbox), and two "Save" buttons ("Save" and "Save As"). The bottom of the screen displays standard footer links: Your Privacy Rights, Security, ACTIVE Network, and a copyright notice for 2017.

Tip:

Run the Report

Page 1 of 1

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https://anprod.active.com/cityofcarlsbadtrainer/servlet/showReport.sdi?f=389.mht

Jan 25, 2017
3:03 PM

Activity Roster (Brief)

Karate: Toddler - 03 - 21396

Dates: Jan 11, 2017 to Feb 15, 2017 Season: Fall 2016 / Winter 2017 Ages: 2Yr to 4Yr

Time: 10:30 AM to 11:00 AM Term: Enroll Min/Max: 5 to 8 Enrolled: 1

Weekdays: W Site: Carlsbad Parks & Recreation WaitList: 0 Holds: 0

Type: Standard Activity Location: Calavera Hills: Activity Room Team Placeholders: 0

Category/Age Range: Martial Arts / Children (5 & under) Total: 1

Instructor(s): Jorge L Lopez Open: 7

ROSTER Transactions Shown Only

#	Enrollee Name	Tx	Qty	Age	Gndr	Home Phone	Work Phone	Receipt #	Team Name	Area
						1st Emergency Contact Name	1st Emergency Contact Phone			
1	L-Name, F-Name	AN	1	2.9	M	Phone #		1035999.001		
						L-Name, F-Name	Phone #			

Tip:

Click to Finish

This is what the report looks like