|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Notes** | **Last Scheduled Plan** | **Last Updated** | **Last Log In** | **Future Schedule** | **Email** | **Phone** |
| first\_name, last\_name | Grad date: 2019 | 04/29/18 | 07/09/18 | 04/18/18 |  | parent\_name@domain.com | Home:  847-nnn-nnnn |
| first\_name, last\_name | Grad date: 2017 |  |  |  | September Traditional - Acolyte  9, 2018 Late Service | parent\_name@comcast.net | Home:  847-nnn-nnnn |
| first\_name, last\_name | Grad date: 2020 |  |  |  |  | parent\_name@yahoo.com |  |
| first\_name, last\_name | Grad date: 2018 | 11/06/16 | 07/09/18 | 09/14/16 |  | parent\_name@gmail.com | Mobile:  847-nnn-nnnn |
| first\_name, last\_name | Grad date: 2019 |  | 08/12/18 | 08/26/18 |  | parent\_name@att.net |  |
| first\_name, last\_name | Grad date: 2018 | 09/23/18 | 09/02/18 | 09/02/18 | September Traditional - Acolyte  9, 2018 Late Service  September Traditional – Coffee Bar  23, 2018 Late Service | parent\_name@gmail.com | Mobile:  224-nnn-nnnn |
| first\_name, last\_name | Grad date: 2017 | 07/15/18 | 06/01/18 |  |  | parent\_name@gmail.com |  |

**Report Purpose:**

This report lists all the confirmands in the program with the following details:

1. The name of the confirmand (*Name* column)
2. The grade/class of the confirmand (*Notes* column)
3. The date the confirmand last served as an acolyte or coffee bar attendant (*Last Scheduled Plan* column)
4. When the confirmand’s account information was last changed (*Last Updated* column)
5. When the user associated with the confirmand’s account last logged into the Planning Center Online software (PCO) (*Last Log In* column)
6. The dates the confirmand is scheduled to serve as an acolyte or coffee bar attendant (*Future Schedule* column)
7. Other columns that are intuitive are the *Email* and *Phone* columns

The *Last Log In* column are helpful for the administrators of the program to identify the confirmands who were not using the PCO system and would need prompting, or assistance, to become active in their service.

The *Last Scheduled Plan* column indicates the possibility of never have served or a large span of time having elapsed since the confirmand had last served as an acolyte or coffee bar attendant and would need encouragement/prompting to get on the schedule.

Some parents were not comfortable using the Planning Center Online (PCO) system and their confirmands were added to the serving schedule by the Acolyte Coordinator based on email conversations between the parents and the Acolyte Coordinator. This is evident by the no *Last Log In date* and dates in the *Last Scheduled Plan* and the *Last Updated* columns.