

Event Detail Report



Last Modified on 04/29/2021 7:45 am EDT

The **Events Detail** report located under the *Events (menu) > Events Reports* allows you to generate a detailed report based on specific search criteria. The report displays student information for each event.

The report can be created in a number of output formats, including Excel & PDF.

Date: 4/23/2021 5:08:06 PM		Dance Fever Birthday - 12/05/20 1:00pm				Page: 1	
Location: EDU		Room: Studio A		Date: December 5, 2020			
Desc:		Times: 1:00 PM - 3:30 PM				Max Size: 50	
Instructors: Dianne H.							
Customer Comments:				Internal Notes:			
#	Name	Age Gndr	Home Phone	Enroll Date			
1	Sara Abernathy	10/F	704 555 4753	12/01/2020			
Allergies/Spec Needs: Allergic to hazelnuts							
Notes: Enrolled							
Family: Abernathy		Home #: 704 555 4753					
Question:	Are you a current customer of our studio?			Answer:	Yes		
Question:	How many children will attend this birthday party?			Answer:	7		
Question:	What is the birthday child's name and age?			Answer:	Sara, Turning 11		
Question:	Would you like us to call you to discuss any special considerations.			Answer:	Yes		
To Do's: -Bring in candy caterer							
-take down banner and replace with photos provided							



Save this as a frequently used report! Click the heart (icon)  next to a report name, the heart will change to red  and the report will be listed under the *Reports (menu) > My Reports* for quick and easy access!