

# Event Details Report [Share](#)

Last Modified on 09/25/2025 11:36 am EDT

The **Event Details** report located under the *Activities* menu > *Events* > *Event 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.

## Parents Night Out - 09/12/25 6:00pm

**Location:** EDU  
**Desc:**

**Room:**

**Date:** September 12, 2025  
**Times:** 6:00 PM - 10:00 PM  
**Max Size:** 10

**Instructors:** Ashley S., Carrie M.

**Customer Comments:**

**Internal Notes:**

#	Name	Age Gender	Home Phone	Enroll Date													
1	Adriano Avery Allergies/Spec Needs: Notes: Enrolled	10/M	(999) 555-7779	9/8/25													
2	Megan Boyles Allergies/Spec Needs: Notes: Enrolled	10/F		9/8/25													
3																	
10																	

**Family:** Avery  
**Question:** Are there any dietary preferences or restrictions?  
**Answer:** Lactose intolerant

**Home #:** (999) 555-7779

**Family:** Boyles  
**Question:** Are there any dietary preferences or restrictions?  
**Answer:** No

**Home #:**



Save a frequently used report for quick and easy access! Click the **Heart** icon next to a report name to change the heart to red and add the report to your Reports menu > [My Reports](#).