Event Sign In/Out Sheets share

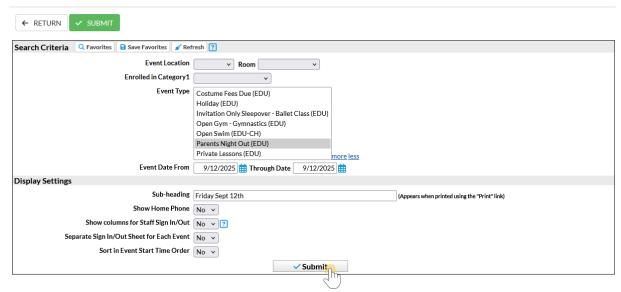
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Create customized Sign In/Sign Out Sheets for an event. Using a Sign In/Sign Out sheet provides you with an attendance record for the event. You can print directly from Jackrabbit or export the file for another use.

- 1. Go to the Activities menu > Events > Event Reports > Event Sign In/Out Sheets.
- 2. Use the Search Criteria to select a single event or multiple events using any combination.
- 3. Select **Display Settings**, including a sub-heading and whether the attendee's home phone should display. Additional settings allow you to sort in event start time order and create a separate sheet for each event.

Note: You can also opt to add columns for your staff to initial when they sign in/sign out of an event.

Sign In/Out Sheets (Events)



- 4. Click Submit.
- 5. Print the Sign In/Out Sheet using the Print button.

Sign In/Out Sheet (Events)

