

Event Sign In/Out Sheets [Share](#)

Last Modified on 09/25/2025 11:35 am EDT

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)

[← RETURN](#) [✓ SUBMIT](#)

Search Criteria [Q Favorites](#) [Save Favorites](#) [Refresh ?](#)

Event Location Room

Enrolled in Category1

Event Type
Costume Fees Due (EDU)
Holiday (EDU)
Invitation Only Sleepover - Ballet Class (EDU)
Open Gym - Gymnastics (EDU)
Open Swim (EDU-CH)
Parents Night Out (EDU)
Private Lessons (EDU) [more less](#)

Event Date From 9/12/2025 Through Date 9/12/2025

Display Settings

Sub-heading Friday Sept 12th (Appears when printed using the "Print" link)

Show Home Phone No

Show columns for Staff Sign In/Out No ?

Separate Sign In/Out Sheet for Each Event No

Sort in Event Start Time Order No

[✓ Submit](#)

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

Sign In/Out Sheet (Events)

[← RETURN](#)

View 1 - 2 of 2 [Print](#) [Export](#) [Refresh](#) **1 columns hidden** [Show/Hide Columns](#) [Restore Columns](#)

	Family/Account	Lastname	Firstname	Time In	Signature		Time Out	Signature
	<input type="text"/>	<input type="text"/>	<input type="text"/>					
1	Avery	Avery	Adriano	..:.	_____	___	..:.	_____
2	Boyles	Boyles	Megan	..:.	_____	___	..:.	_____