

Event Sign In/Out Sheets

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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 **Events** (menu) > **Event Reports** > **Event Sign In/Out Sheets**.
2. Select multiple events using any combination of *Search Criteria* or select a single event as shown below.
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.

Search Criteria [🔍 Favorites](#) [📁 Save Favorites](#) [✕ Refresh](#) [?](#)

Description: This report produces a single Sign In/Out Sheet for all students enrolled across all events matching the criteria below. To produce a sheet for a single event (all event dates within date range), select an Event Type. To print a sheet for all students enrolled in Events of a specific Category1, select a Category 1 value.

Event Location Room

Enrolled in Category1

Event Type

- Dance Fever Birthday (EDU)
- Namaste Birthday Party (EDU)
- Parent's Night Out (EDU)

[more less](#)

Select one or more classes by holding the CTRL key

Event Date From Through Date

Display Settings

Sub-heading

Show Home Phone (Appears when printed using the "Print" link)

Show columns for Staff Sign In/Out [?](#)

Separate Sign In/Out Sheet for Each Event

Sort in Event Start Time Order

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

Sign In/Out Sheet (Events)

[← RETURN](#)

View 1 - 6 of 6								
		Print	Export	Refresh	1 columns hidden	Show/Hide Columns	Restore Columns	
	Family/Account	Lastname	Firstname ¹	Home Phone	Time In	Signature	Time Out	Signature
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>				
1	Owers	Owers	Ashlee	(704) 555-7721	..:..	_____	..:..	_____
2	Ager	Ager	Barbie	(704) 374-2415	..:..	_____	..:..	_____
3	Zackmann	Zackmann	Cindy	(704) 555-4954	..:..	_____	..:..	_____
4	Harding	Harding	Coreen	(704) 555-4685	..:..	_____	..:..	_____
5	Unger	Unger	Olivia	(704) 555-3420	..:..	_____	..:..	_____
6	Evans	Evans	Shawna	(704) 555-5478	..:..	_____	..:..	_____