General - Tournament/Room Report - PDF/Excel

Last Modified on 04/03/2019 12:23 pm EDT

Report Description

The Tournament/Room Report that can be created in a PDF or Excel spreadsheet. This report includes basic information, such as: student name, birthday, schedule, sleeping position.
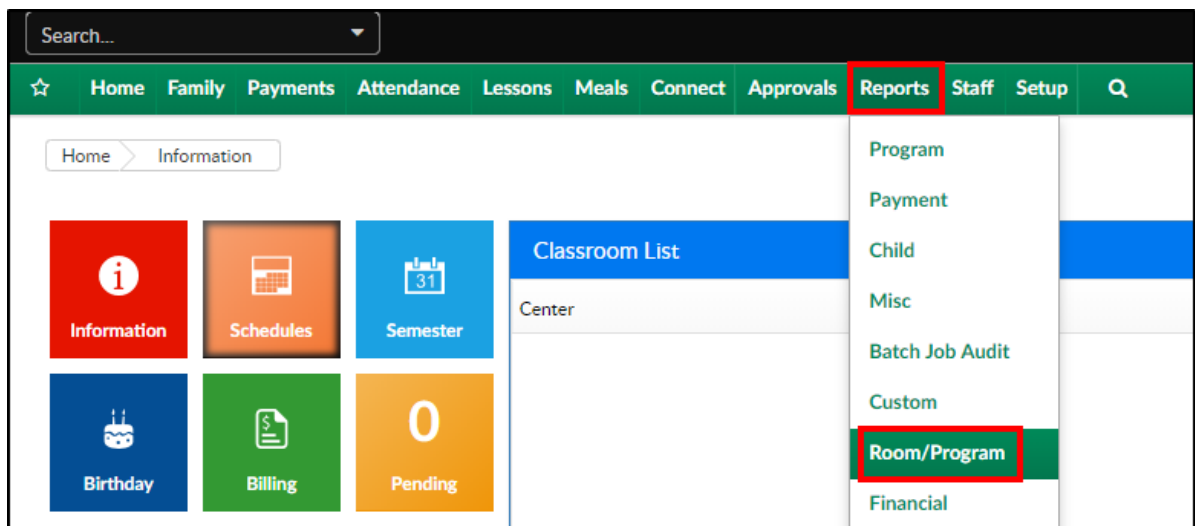
Report Conditions

- N/A

Sample Report

Click the report name to view a sample: Tournament_Room Report.xlsx 📎

Accessing the Report

1. From the Reports menu, click Room/Program
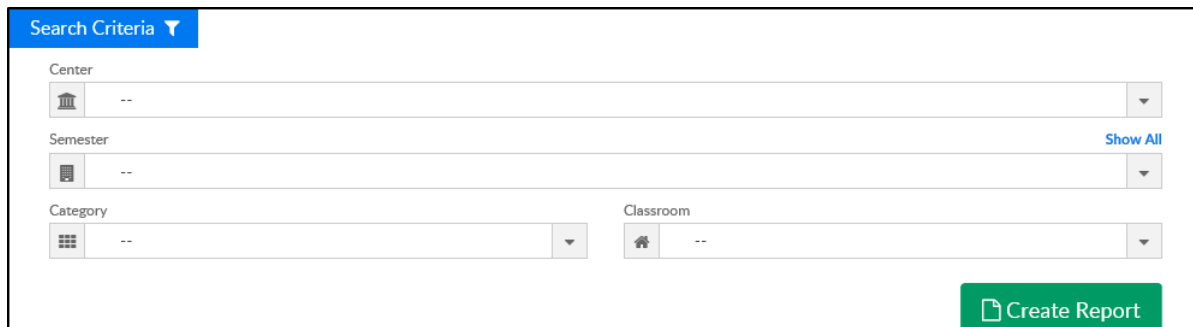

2. From the Report Category drop-down, select General

3. Choose Tournament/Room Report or Tournament/Room Report - Excel

from the Report drop-down

Report

Tournament/Room Report - Excel

4. Use additional search criteria as needed

Search Criteria

Center

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Semester

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Show All

Category

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Classroom

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Create Report

- Center - select a center or leave blank to view all centers
- Semester - select a semester, if applicable
- Category - select a category, if applicable
- Classroom - choose a classroom, if applicable

5. Click Create Report

6. The report will download in PDF or Excel format (depending which was selected in Report field)

Report Fields

- #
- Child Name
- Age
- Date of Birth
- Parent 1 Name
- Parent 2 Name
- Tournament Name (room name)
- Schedule (Monday-Sunday)
- Sleeping Position