

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

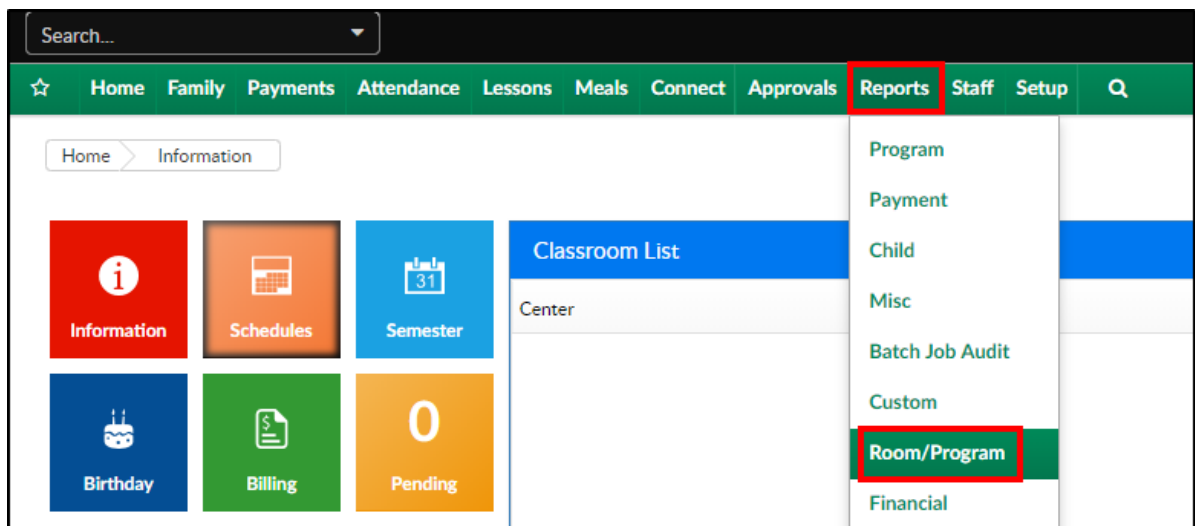
- N/A

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



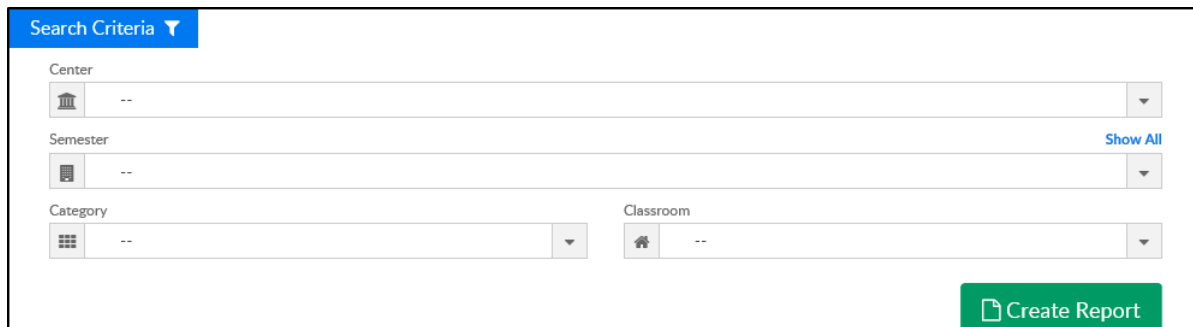
3. Choose Tournament/Room Report or Tournament/Room Report - Excel

from the Report drop-down



A screenshot of a dropdown menu titled "Report". The menu is open, showing a list of options. The selected option is "Tournament/Room Report - Excel". There is a small icon of a document with a checkmark to the left of the selected option and a downward arrow to the right.

4. Use additional search criteria as needed



A screenshot of a "Search Criteria" form. The form has a blue header with the text "Search Criteria" and a downward arrow. Below the header are four search fields: "Center" (with a building icon), "Semester" (with a calendar icon), "Category" (with a grid icon), and "Classroom" (with a house icon). Each field contains "--" and has a downward arrow. A "Show All" link is visible next to the Semester field. At the bottom right of the form is a green button with a document icon and the text "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
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