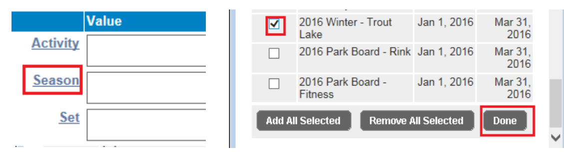
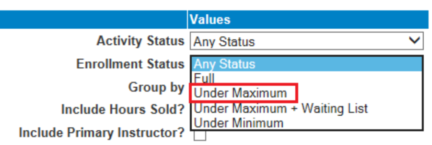
REPORTS - PROGRAM ENROLLMENT - HELP GUIDE

This guide provides the recommended filters to produce certain/intended report outputs. Using different filter combinations may result in different outputs from ActiveNet.

Activity Totals Report - Program Statistics

The Activity Totals report displays activity registration numbers. This report includes the minimum and maximum number of registrants permitted for each activity, the actual number of registrants, the number of resident and non-resident registrants, and the number of holds, waitlists, and open slots.

Access Activity Totals Report 1. Click the **Reports** icon 2. Click **Registration Reports** drop down on the left-hand side. 3. Select **Activity Totals** report	
Filter by Season 4. Click on **Season** link. This will open up a new page. 5. Check box next to chosen season. 6. Scroll to bottom of page and click **Done.** The page will close. Note: **Activity Site** will be automatically selected.	
Options 7. **Activity status:** Select **Any Status** from drop-down list 8. **Enrollment Status:** Select from drop-down to filter activities by enrollment numbers.	
Produce Report 9. Click **Run Report**	

How to read the report

- **Number - Name:** Activity Number and Activity Name
- **Start Date - End Date, Day and Time:** Activity date range, day and time
- **Season:** Activity season
- **Set:** Activity set (Applicable to skating and swim lessons)
- **Min:** Minimum number of participants required
- **Max:** Maximum number of participants required
- **Hours:** Total number of hours activity is held for
- **Days :** Total number of days activity is held on
- **Res:** Customer is a resident **(Not in Use)**
- **Non Res:** Customer is a non-resident **(Not in Use)**
- **Total (Enrollment):** Total number of customers enrolled into activity
- **Total (Drop-In):** Total number of drop-in customers for the activity
- **Percent:** % enrollment distribution (Applied only to activities displayed on the
- **Holds: (Not in use)**
- **Waits:** Number of customers on waitlist
- **Team: (Not in Use)**
- **Open:** Number of open spots available for enrollment

For more information or to get assistance, please contact us at:

- 3-1-1 (within Vancouver)
- 604-873-7000 (outside of Vancouver)

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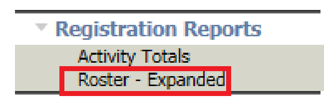
Roster Expanded - List of Customers

The Roster report displays a standard activity roster with activity information and basic enrollee information with payments.

Access Roster - Expanded Report

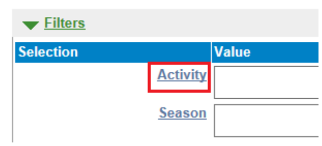
1. Click the **Reports** icon
2. Click **Registration Reports** drop down on the left-hand side.
3. Select **Roster - Expanded**

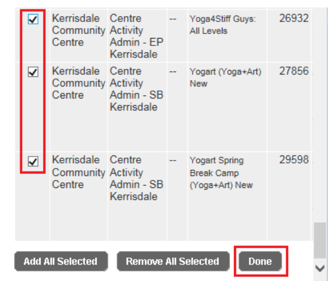


Filter by Activity

4. Click on **Activity** link. This will open up a new page.
5. Enter activity name and click search.
6. Check box next to chosen activities. Multiple can be selected.
7. Scroll to bottom of page and click **Done.** The page will close.

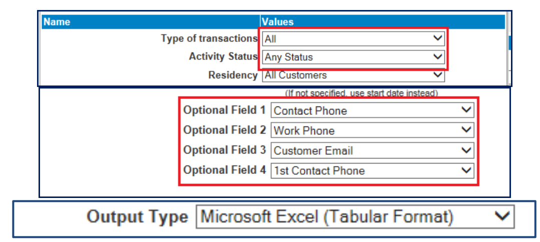
Note: **Activity Site** will be automatically selected.





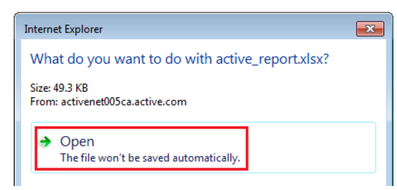
Options

8. **Type of transactions:** Select from drop-down
9. **Activity Status:** Select **Any Status**
10. **Optional Fields:** Select information to include on report
11. **Output Type:** Select **MS Excel (Tabular Format)**



Produce Report

12. Click **Run Report**
13. A prompt will appear asking what you want to do with the file.
14. Click **Open**. The file will open in Excel.



How to read the report

Report is produced in tabular format.

- **#:** Sequential number counting total number of enrollments (not enrollment entry order)
- **Retired?:** Customer account is active or retired
- **Qty:** Number of times the customer is enrolled into the activity
- **Resident?:** Customer is Resident or Non-Resident **(Not in Use)**

Fields not in use:

- **Holds**
- **Team Placeholders**
- **Area**
- **Team Name**
- **Grade**

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