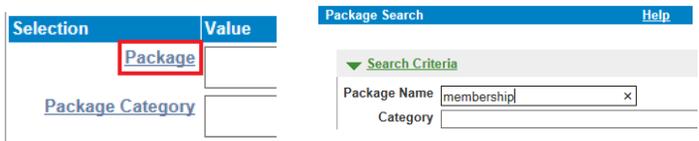
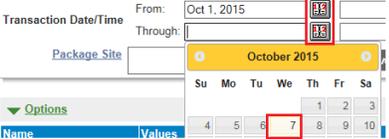




REPORTS – ASSOCIATION MEMBERSHIP STATISTICS - HELP GUIDE

Pass Totals Report - Membership Sold as a Pass

The Pass Totals report displays sales information about specific membership packages. For each membership package, the report includes the number of active passes; the number of memberships sold, renewed, refunded, and transferred; and their corresponding amounts.

<p>Access Pass Totals Report</p> <ol style="list-style-type: none"> 1. Click the Reports icon 2. Click Pass Reports drop down on the left-hand side. 3. Select Pass Totals report 	
<p>Select Membership Package</p> <ol style="list-style-type: none"> 4. Click Package link. This will open a new page. 5. Type Membership into the Package Name field and click Search. 6. Check box next to Membership Passes. Multiple can be selected. 7. Scroll to bottom of page and click Done. The page will close. 	
<p>Filter by Transaction Date/Time</p> <ol style="list-style-type: none"> 8. Click on the calendar icons  and select dates to set Transaction date range. 	
<p>Produce Report</p> <ol style="list-style-type: none"> 9. Click Run Report 	

How to read the report

- **Active:** Total number of active passes
- **Total:** Total number of unique passes (includes expired passes)
- **Sales:** Number of passes sold in specified transaction period
- **Renewal:** Number of passes renewed in specified transaction period
- **Cancel:** Number of passes refunded in specified transaction period
- **Xfer In:** Number of passes transferred into package in the specified transaction period (**Not in Use**)
- **Xfer Out:** Number of passes transferred out of package in the specified transaction period (**Not in Use**)
- **Issued:** Number of passes issued in the specified transaction period (Sales + Renewals - Refunded)
- **Sales:** Income from pass sales in specified transaction period
- **Renewals:** Income from renewed passes in specified transaction period
- **Refunds:** Total refund amount in specified transaction period
- **Xfers In:** Income from transfers into package in specified transaction period (**Not in Use**)
- **Xfers Out:** Income from transfers into package in specified transaction period (**Not in Use**)
- **Income:** Total package income in specified transaction period (Sales +Renewals - Refunded)

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

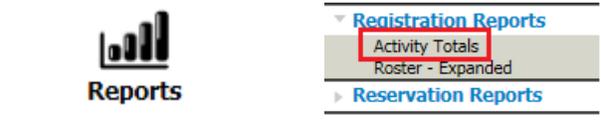
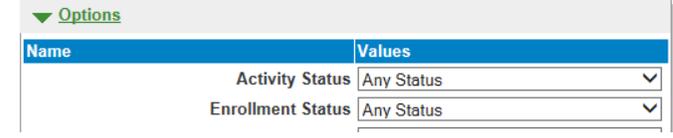
- 3-1-1 (within Vancouver)
- 604-873-7000 (outside of Vancouver)





Activity Totals Report - Membership Sold as an Activity

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.

<p>Access Activity Totals Report</p> <ol style="list-style-type: none"> 1. Click the Reports icon 2. Click Registration Reports drop down on the left-hand side. 3. Select Activity Totals report 	
<p>Filter by Membership Activity</p> <ol style="list-style-type: none"> 4. Click Activity link. This will open a new page. 5. Type Membership into Activity Name field and click Search. 6. Check box next to CCA Membership Activity. Multiple can be selected. 7. Scroll to bottom of page and click Done. The page will close. 	
<p>Options</p> <ol style="list-style-type: none"> 8. Activity status: Select Any Status from drop-down list 9. Enrollment Status: Select Any Status from the drop-down list. 	
<p>Produce Report</p> <ol style="list-style-type: none"> 10. 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 report)
- **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:

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Activity Totals Report - Automatic Membership due to enrollment into any activity

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 holds, waitlists, and open slots. **Note: Total numbers are approximate as customers can be enrolled into multiple activities.**

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 **Season** link. This will open a new page.
5. Check box next to chosen season.
6. Scroll to bottom of page and click **Done**. The page will close.

Activity	Value
Season	
Set	

<input checked="" type="checkbox"/>	2016 Winter - Trout Lake	Jan 1, 2016	Mar 31, 2016
<input type="checkbox"/>	2016 Park Board - Rink	Jan 1, 2016	Mar 31, 2016
<input type="checkbox"/>	2016 Park Board - Fitness	Jan 1, 2016	Mar 31, 2016

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.

Name	Values
Activity Status	Any Status
Enrollment Status	Any Status
Group by	Full
Include Hours Sold?	Under Maximum
Include Primary Instructor?	Under Maximum + Waiting List
	Under Minimum

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 report)
- **Holds: (Not in use)**
- **Waits:** Number of customers on waitlist
- **Team: (Not in Use)**
- **Open:** Number of open spots available for enrollment

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