

How do I print an attendance sheet for a recurring event?

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Q: Is it possible to print out attendance sheets that show all dates for a recurring event? A: It is possible to see the attendance for reoccurring events in the reports section. If you go to [Detailed Event Report](#), you can choose what parameters show up on the report (Attendance being one of those options).

When you bring up the Detailed Event Report, type in the name of the event for the Keyword Search. Next, choose the Date Range that it will be between (The first date to the last date of the event). Check the other fields as you go down if you'd like to limit your report even more. Lastly, under the Report Display Columns, check the box that says Attendance and whichever others you would like. Once

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