

## Creating an Account:

1. To create an account select "Accounts" on your left.
2. Click on Create an Account to the right of the search bar.



3. Each account is to a unique email address.
  - **Note:** Email is required to be entered when creating an account from the public side. Internally it can be skipped but keep in mind it does make it easier for the public to go back and login. Remind them, contact preferences for Organization Emails can be edited/removed as desired. Example email for those without one: [FirstLast@noemail.com](mailto:FirstLast@noemail.com)
4. Enter in required data and any additional account members.

### Create User

Account Holder | Other Account Members | Organization

First, Last, DOB, Age Gro...      ✕

### Edit User

Account Holder | Organization | BPRD

**BASICS**

Account Type: Individual | Organization

Name\*:  Middle N:

Date of Birth, Age Group:  OR

Gender\*:

**CONTACT INFO**

Primary Phone:

Mobile Phone:

Work Phone:

Apply Contact Changes ...

**ADDRESS**

Address Line 1 \*:

Address Line 2:

City, State, ZIP\*:

County/Parish:

Residency Override: User's Address Determines Residency (Default)

Apply Address Changes ...

**ACCOUNT SETTINGS**

Email:

Username:

Generate Password:

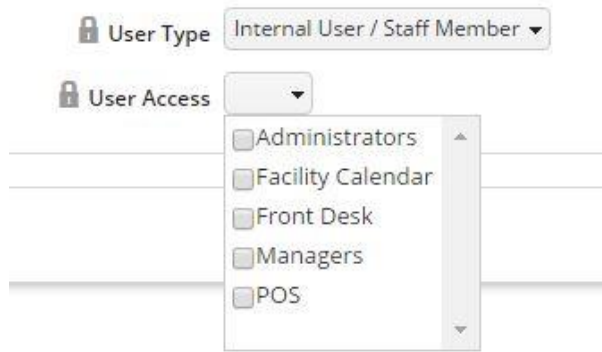
Password:

Confirm Password:

User Type:


- ~~Super Admin (REC)~~
- Internal User / Staff Member
- Public User

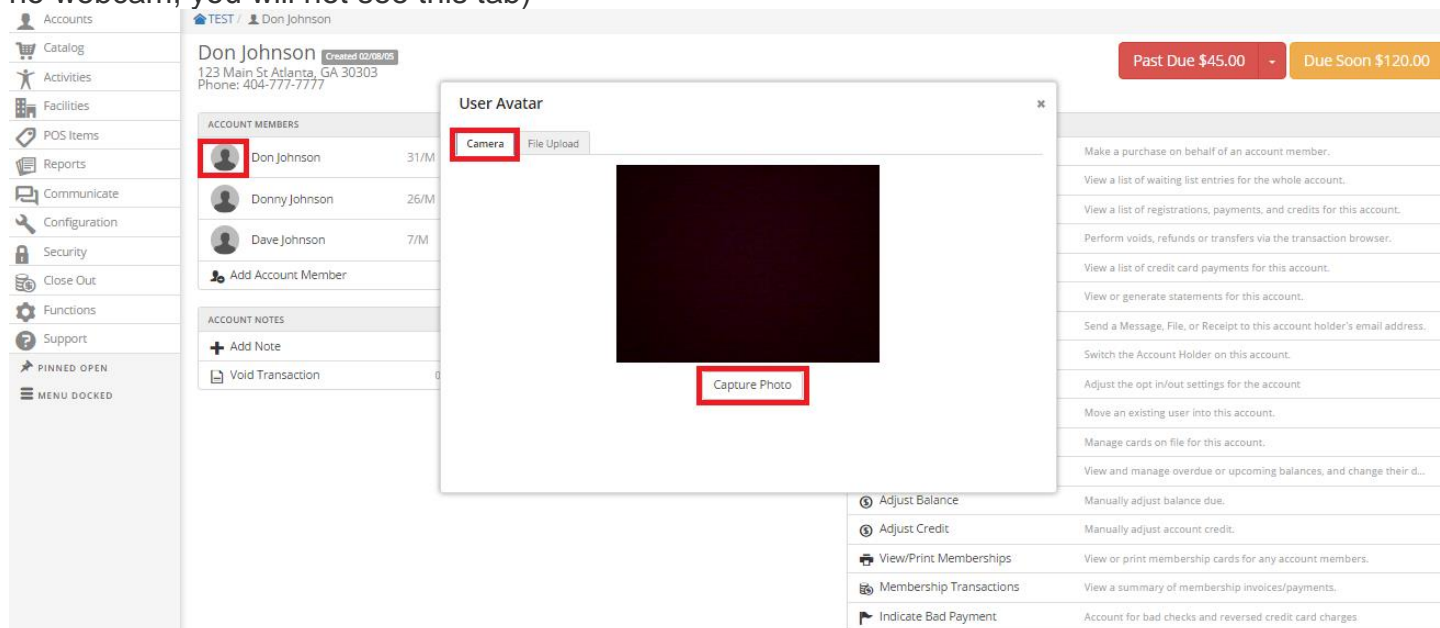
- For public users - keep permissions assigned as public user. For staff members - select the appropriate user type.



6.

## Printing a Membership Card:

- First, you will need to take the photo! Navigate to Accounts> search for and select the user you would like to update.
- Then, click this  icon next to the appropriate account member.
- Once you are in that User Avatar pop-up window, there will be a "Camera" tab. As long as you have a webcam attached to the computer, you will be able to click Capture Photo. (If there is no webcam, you will not see this tab)



- You may also upload an existing photo from your computer, by using the File Upload tab.
- Now that you have taken a photo and associated it with this user, you can now use this photo on the membership card!

6. Next, while in the same user account, select View/Print Memberships in the right hand column, near the bottom.

ACCOUNT MEMBERS

Don Johnson	31/M	Resident
Donny Johnson	26/M	Resident
Dave Johnson	7/M	Resident

ACCOUNT ACTIONS

Catalog	Make a purchase on behalf of an account member.
Waiting List Status	View a list of waiting list entries for the whole account.
Transaction Browser	View a list of registrations, payments, and credits for this account.
Voids, Refunds, & Transfers	Perform voids, refunds or transfers via the transaction browser.
Merchant Log History	View a list of credit card payments for this account.
Account Statements	View or generate statements for this account.
Contact Account Holder	Send a Message, File, or Receipt to this account holder's email address.
Designate Account Holder	Switch the Account Holder on this account.
Account Contact Preferences	Adjust the opt in/out settings for the account
Add Existing Account Member	Move an existing user into this account.
Cards On File	Manage cards on file for this account.
View Balances	View and manage overdue or upcoming balances, and change their d...
Adjust Balance	Manually adjust balance due.
Adjust Credit	Manually adjust account credit.
<b>View/Print Memberships</b>	View or print membership cards for any account members.
Membership Transactions	View a summary of membership invoices/payments.
Indicate Bad Payment	Account for bad checks and reversed credit card charges
Account Action Log	View the history of edits on this account

7. Then, choose the View/Print Card tab.

Don Johnson Aquatic Family Memberships Family of 2 Apr 13, 9am-5pm

All Account Memberships: ACTIVE MEMBERSHIPS Don Johnson for Aquatic Family Memberships Family of 2 Apr 13, 9am-5pm (Expires 09/01/2017)

Details Payments Renewal History Scan History **View/Print Card**

MEMBERSHIP CARDS

Don Johnson View Card

+ Create card for Donny Johnson

+ Create card for Dave Johnson

+ Create card for non-account member

Change Number Print Delete **Include Avatar On Card**

Membership Card 7458215 1 / 1

Test Organization

Don Johnson

Aquatic Center Membership 2013

8. Select "Include Avatar on Card."

9. You are all set!

## Performing a Transfer


You will want to open the users account who you would like to perform the transfer for by navigating to accounts, and typing in the user's name, username or email.


Once you have opened the users account you can then complete the following steps to perform the transfer:

1. Navigate to the user's profile and select 'voids, transfers, and refunds'


**Test User** Created 07/26/10  
123 Main St Atlanta, GA 30303  
Phone: 404-555-1212

**ACCOUNT MEMBERS**








 Test User	11...	Resident
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 Add Account Member

**ACCOUNT NOTES**

 Add Note

**ACCOUNT ACTIONS**

-  Catalog Make a purchase on behalf of an account m...
-  Waiting List Status View a list of waiting list entries for the whol...
-  **Voids, Refunds, & Transfers** View a list of registrations, payments, and c...
-  Voids, Refunds, & Tra... Perform voids, refunds or transfers via the t...
-  Merchant Log History View a list of credit card payments for this a...
-  Account Statements View or generate statements for this account.
-  Contact Account Holder Send a Message File or Receipt to this acco...

2. Locate the participant who you would like to transfer to a different activity or session.

TEST / Test User / Transaction Browser

### Transaction Browser Test User


Account Member: (1) Test User


Transaction From: 12/12/2015

Transaction To: 12/12/2016

Transactions | **Activities** | Reservations | POS Items | Balances

Results 1-2 of 2 (Page 1 of 1)


 Refund Selected Items



#	Participant	Program	Location	Date	Time	Receipt Total	Paid	Balance	Action
1.	<input type="checkbox"/> Test User	Yoga YOGA	Location TBD	02/10-04/22	12am-12am	4958269 \$0.00	\$0.00	\$0.00	

3. Select the action tab on the far right hand side, and a drop down will populate where you can select transfer.

Transactions | **Activities** | Reservations | POS Items | Balances

Results 1-2 of 2 (Page 1 of 1)

 Refund Selected Items

#	Participant	Program	Location	Date	Time	Receipt Total	Paid	Balance	Actions
1.	<input type="checkbox"/> Test User	Yoga YOGA	Location TBD	02/10-04/22	12am-12am	4958269 \$0.00	\$0.00	\$0.00	
2.	<input type="checkbox"/> Test User	Yoga YOGA	Location TBD	02/10-04/22	12am-12am	4958269 \$0.00	\$0.00	\$0.00	

**Transfer**  
Change Participant  
Adjust Balance

- The activity transfer page will populate, and from there you will begin to type the new section that the participant will be transferred into.

## Activity Transfer

Original Activity/Session Yoga YOGA

Participants 1.  Test User

Target Activity/Session

Current Expired All

Yoga YOGA 2 | Location TBD | All Ag ✕

New Session Price

Eligibility Override

Enrollment Override

Note

notes

Preview Transfer >

- Input new price if applies.
- Eligibility Override - This would be applied if the participant does not fit the eligibility of the new activity, (example: by age)
- Enrollment Override - This is used when a session of the activity which the participant is being transferred into is full, or if the enrollment time has passed and you would like to transfer the participant after the fact.
- Notes can be applied in the notes field if any are needed during the transfer.
- Select Preview Transfer, and at the bottom of the screen the transfer summary will populate for you to proof over before completing the transfer.

Preview Transfer >

### Transfer Preview

#	Participant	Transaction	Amount Paid	Unpaid Balance	Change in Balance Due	Change in Account Credit	Note
1	Test User	4958269	\$0.00	-	-	-	notes

Complete Transfer

Reel - Recreation Software Solutions

10. After proofing you can select complete transfer, and the roster will populate for which the participant has been transferred into.

### Yoga YOGA 2

Roster **2/12 Slots Filled**    Waiting List **0**    + Create Shared Roster

[Contact Participants](#)   [Print Roster](#)   [Transfer Participants](#)   [Remove Participants](#)

**FILTERS**

VIEW EXPANDED LIST

INCLUDE DROP-INS

<input type="checkbox"/>	Contact	Age	Registration	Paid	Waiver Status	Receipt	Qty	Tools
1 <input type="checkbox"/>	<b>Test User</b> lschenck@rec1.com 4045551212	11	12/12/2016 2:21 PM	Paid	OK	4958279	2	

## Performing a Refund:

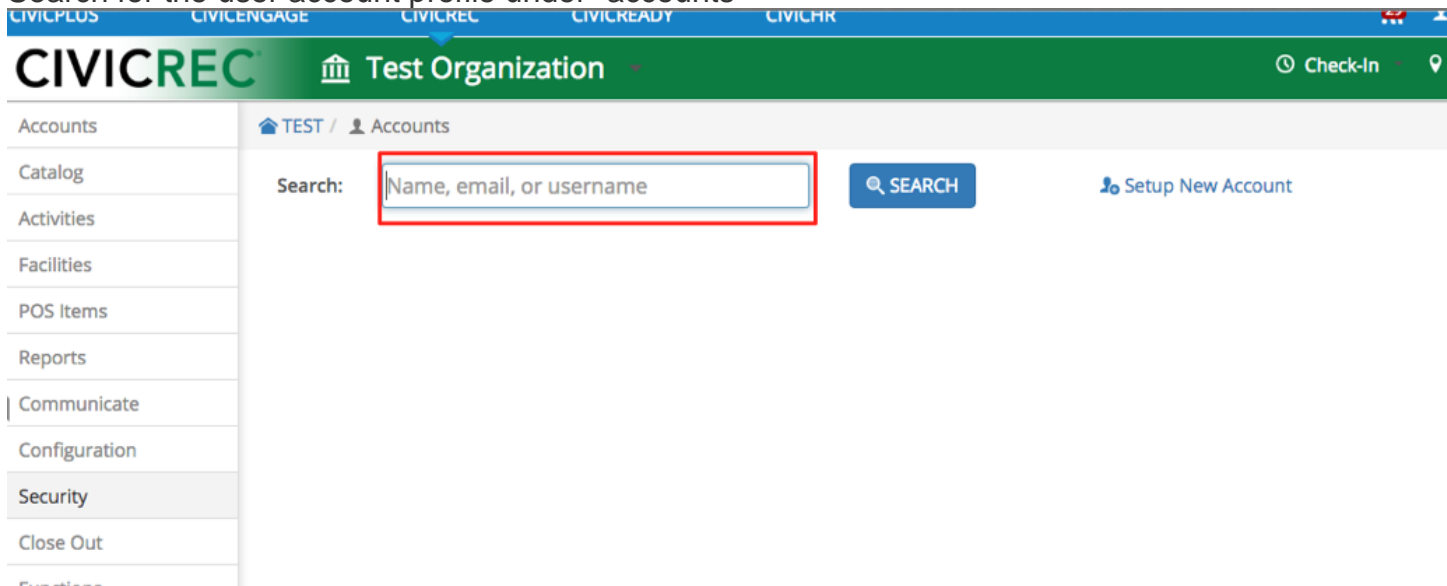
### Important Note about Credit Card Refunds

For refunds for transactions where the original transaction involved the processing of a credit card online, Refunds cannot be issued until the next day of business. Credit Card transactions do not "settle" until midnight on the day of the transaction, so they cannot be credited until the next day. The only option on the same day of a credit card transaction is to VOID the transaction entirely. This will prevent the charge from hitting the person's credit card.

### Instructions

Steps for Issuing a Transaction Refund/Credit:

1. Search for the user account profile under "accounts"



2. Upon entering the user's profile, click on the button that says "Voids/Refund/Transfers" in the Account Actions section at the bottom of the profile.

3. You will be taken to a screen that will show the prior transactions for the user's account. Click on the activities or facilities tab (whichever the transaction should be under) select refund next

to the transaction.

Transaction Browser Lisa Barlow

Account Member: (1) Lisa Barlow

Transactions | Activities | Reservations | POS Items | Balances

Results 1-20 of 20 (Page 1 of 1)

Refund Selected Items

#	Participant	Program	Location	Date	Time	Receipt Total	Paid	Balance	Acti
1	<input checked="" type="checkbox"/> Lisa Barlow	Concert in the Park Fall Kids Mar 26, 2pm-5pm Sa	East Park	09/01-12/31	2pm-5pm	4711717 \$30.00	\$30.00	\$0.00	
2	<input type="checkbox"/> Lisa Barlow	Concert in the Park Fall Kids Mar 26, 2pm-5pm Sa	East Park	09/01-12/31	2pm-5pm	4711717 \$30.00	\$30.00	\$0.00	
3	<input type="checkbox"/> Lisa Barlow	Concert in the Park Fall Kids Mar 26, 2pm-5pm Sa	East Park	09/01-12/31	2pm-5pm	4711717 \$30.00	\$30.00	\$0.00	

4. Select the method (i.e. payment type) you wish to issue the refund in (or select User Credit to issue a credit that can be used on a later registration.). You can credit back to any handling method.

**Note:** As mentioned above, issuing a refund back to a credit card is not possible on the SAME day as the original transaction. Additionally, it is important to note that most merchants will only allow for credit card refunds prior to 120 days.

Receipt # 4711717

Customer Lisa Barlow

Payment Type  Cash for (\$30.00)

Refund Items	Item	Amount Paid	Balance Due	Balance Reduction	Refund Amount	Refund Quantity
<input checked="" type="checkbox"/>	Credit/Refund: Lisa Barlow for Concert in the Park Fall Kids Mar 26, 2pm-5pm Sa, Date: 10/08/2016					
<input checked="" type="checkbox"/>	REMOVE FROM ROSTER	\$30.00	\$0.00	\$0.00	\$30.00	2
	Admin Fee: None	-	\$0.00	-	-	
	Total Credit	-	-	\$0.00	\$30.00	

fund Reason/Note

Close Continue

5. Indicate any amounts and adjustments and indicate the refund payment type.
6. NOTE: If you want to remove the person from the activity while issuing the credit, ensure that the check the box that says "Remove from Activity" is selected. If you leave that box unchecked, the refund/credit will be issued, but the person will be left on the roster. (Facility rentals can be left intact in this same way)
7. Optional: Add a comment to indicate the reason for the Refund/Credit



8. Click the "submit" button.

Refund Confirmation

Customer Lisa Barlow

Payment Type 1. Cash

Refund Items	Item	Balance Change	Refund Amount
	Credit/Refund: Lisa Barlow for Concert in the Park Fall Kids Mar 26, 2pm-5pm Sa, Date: 10/08/2016 REMOVE FROM ROSTER (Quantity: 2)	\$0.00	(\$30.00)
	<b>Total</b>	\$0.00	(\$30.00)

Refund Reason/Note

Close **Submit**



### Test Organization

1401 Test Ronald Jackson Parkway  
Suite 190  
Atlanta, GA 30303

404-555-1212  
info@rec1.com  
www.rec1.com

### Refund/Credit Receipt 5122124

01/27/2017 12:01 PM

#### Account Information

Lisa Barlow  
1345 Towne Lake Hills South Drive  
Apt. 20-110  
Kennesaw, GA 30189

#### Payment

Cash (\$30.00)

#### Received By

Laura Weathers at The Splash Zone

#### Item

Refund of Lisa Barlow for Concert in the Park Fall Kids Mar 26, 2pm-5pm Sa, Date: 10/08/2016  
TICKET #: Refunded/Removed

Quantity Amount Paid

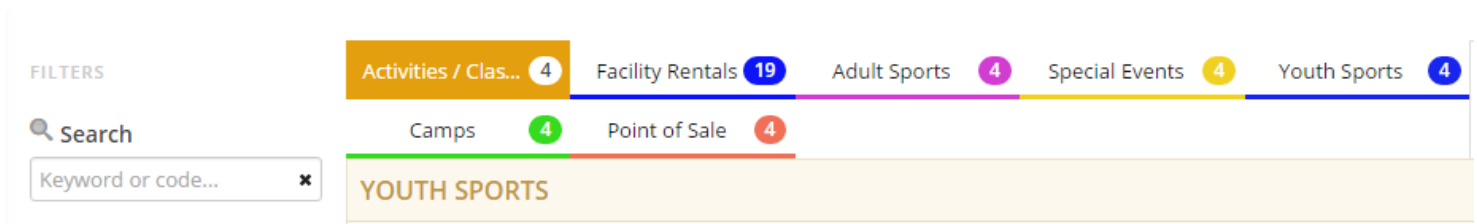
2 (\$30.00)

**Total Credit (\$30.00)**

## Processing a Transaction

When processing a transaction from the Catalog, be sure the user has an account (if needed). To create an account, see [Create an account](#).

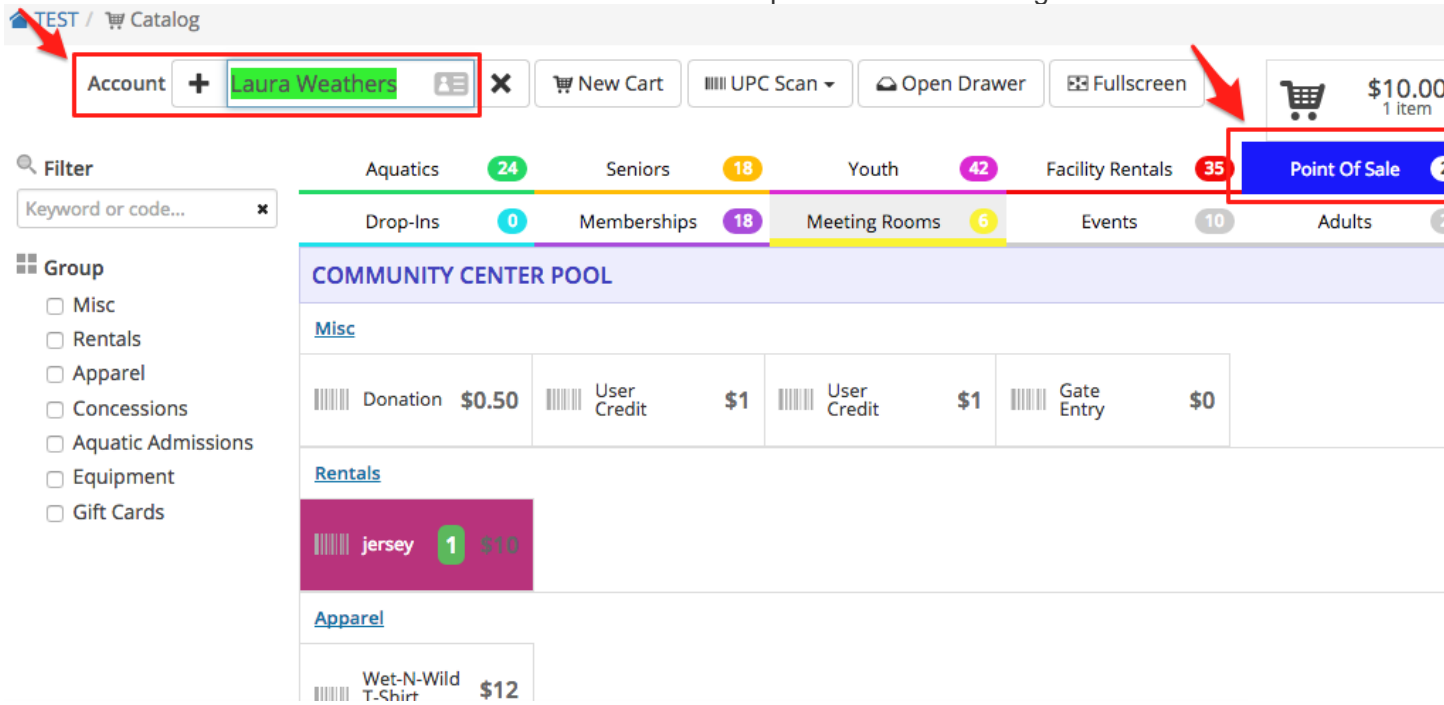
If the user already has an account, simply click on  and type in the users first or last name.



## POS

To find the activity you can use the search and filters on the left side. You can also click on the tabs to find the appropriate item the customer is registering for. Then add items to the cart. Check out or close and add any additional items.

1. After you have configured your POS item you can then go to the catalog> POS tab.
2. Enter in the customer's name in the account field on the left top corner of the catalog screen.



3. Select the POS item that needs to be added to the customer's account, and click checkout.

#	Item	Quantity	Total
1.	jersey	- 1 +	\$10.00 x

**TOTAL** **\$10.00**

[Close](#) [Checkout](#)

4. Enter payment type if the customer has given you the type of payment they will be using, or you can set as pay later at the top of the screen (see images).

1. jersey	- 1 +	\$10.00 v	x
<b>Total Charges</b>		<b>\$10.00</b>	
Gift Card Code		✓ Claim	

<b>ADD</b>	<b>Cash</b> ENT	<b>Amount</b> <input type="text" value="\$10.00"/>	<b>PAYMENTS</b>
<input type="radio"/>	<input type="radio"/>	<b>Memo</b> <input type="text" value="Memo"/>	\$10.00 Due
<input type="radio"/>	<b>Payer Account</b> + <input type="text" value="Laura Weathers"/>	<b>Overpayment</b> <input type="checkbox"/>	
<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>	
<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>	

Cancel [Add Cash Payment >](#)

5.

1. jersey - 1 + \$10.00 ▼ ×

**Total Charges** \$10.00

Gift Card Code  ✓ Claim

**ADD PAYMENT**

**Amount**

**Save Card**

**Memo**

**Payer Account** +

**Credit/Debit Card**

**Cardholder Name**

**Address**

**City, State, Zip**

**Overpayment**

[Cancel](#)

[Add Credit/Debit Card Payment >](#)

**PAYMENTS**

\$10.00 Due

Account

Browse

**Payment**

Receipt


Com

## Quickpay

The Quickpay feature for checkout, allows for rapid-fire transactions to be done through the Catalog one after another.

This feature is available for transactions that do not require other steps such as prompts, waivers or forms during the checkout process including registrations, drop in's and point of sale purchases.

Simply add the items to the cart and enter in payment.

Rentals	0	Drop-Ins	...	POS	0		\$20.00 4 items
	#	Item	Quantity		Total		
	1.	Test123	<input type="text" value="1"/>		\$5.00 <input type="button" value="x"/>		
All Ages	2.	Jake <del>Crump</del> for Concert in the Park Single-Day Ticket (09/01/2015)	1		\$5.00 <input type="button" value="x"/>		
	3.	Child Jake for Concert in the Park Single-Day Ticket (09/01/2015)	1		\$5.00 <input type="button" value="x"/>		
	4.	Test Test for Concert in the Park Single-Day Ticket (09/01/2015)	1		\$5.00 <input type="button" value="x"/>		
<b>TOTAL</b>					<b>\$20.00</b>		
<input type="button" value="Close"/> <input type="button" value="Checkout"/>							
QUICKPAY — (CASH/CREDIT/POS ONLY)							
CASH:		<input type="button" value="\$1"/> <input type="button" value="\$5"/> <input type="button" value="\$10"/> <input type="button" value="\$20"/> <input type="text" value="Exact Change"/>					
CREDIT/DEBIT:		<input type="button" value="Swipe Card Now"/>					
PAYMENT SUMMARY:		<input type="text" value="\$0.00"/> <input type="button" value="CASH"/> <input type="button" value="CLEAR"/>					
CHANGE DUE:		<input type="text" value="TBD"/>					
<input type="button" value="Close"/> <input type="button" value="Submit QuickPay"/>							

Eligible

Print a receipt and enter in another transaction.

Enjoy speedy checkout.

## Selling & Redeeming Gift Certificates

- Gift cards/certificates are available through our Point of Sale Module.
- **IMPORTANT:** You must select an account holder to assign the transaction

Select Account Holder

Account + [Account Holder] [View Profile: Landon Schenck] [New Cart] [UPC Scan]

Aquatics 29 Seniors 16 Youth 33 Facility Rentals 34 Point Of Sale 23 **\$10.00**

Drop-Ins 0 Memberships 14

**COMMUNITY CENTER POOL**

#	Item	Total
1.	\$10 Gift Card	\$10.00
<b>TOTAL</b>		<b>\$10.00</b>

QUICKPAY — (CASH/CREDIT/POS ONLY)

CASH: \$1 \$5 \$10 \$20 Exact Change

CREDIT/DEBIT: Swipe Card Now

PAYMENT SUMMARY: \$0.00 CASH CLEAR

CHANGE DUE: \$0.00


Close [Checkout] [Submit QuickPay]

Misc: User Credit \$1, Gate Entry

Apparel: Wet-N-Wild T-Shirt (Child) \$10, Wet-N-Wild T-Shirt (Adult)

Concessions: Candy Bar \$1.50, Fountain Drink (32oz), Ice Cream \$2, Fruit

- Once you sell a gift certificate, it will generate a unique gift card code, visible on the receipt, which can be claimed by another user during checkout.

 **Broadmoor**

**Broadmoor Parks and Recreation**  
1401 Test Ronald Jackson Parkway  
Suite 190  
Atlanta, GA 30303  
404-555-1212  
info@rec1.com  
www.rec1.com

**SAMPLE RECEIPT**

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**Registration/Payment Receipt** [Barcode]

04/18/2016 11:10 AM

Account Information	Payment	Received By
[Account Holder]	Dept Credit \$10.00	[User Name]

Item	Amount Paid
\$10 Gift Card	\$10.00
<b>GIFT CARD CODE: SYY-TJC-MXW</b>	
<b>Subtotal</b>	<b>\$10.00</b>
<b>Total Payment</b>	<b>\$10.00</b>

- To redeem the code, enter the code at the final checkout screen and select 'Claim' beside the code.  
(**Note:** Code may be entered with or without the dashes)
- Selecting 'Claim' will put a credit in the amount of the gift certificate code on the user's account balance.

### Payment

Notes | Date Override

Item	Quantity	Price
1. Swim Diapers +	- 1 +	\$10.00
Total Charges		\$10.00

Gift Card Code:   Claim

ADD PAYMENT

- Cash
- Check
- Credit/Debit Card
- Dept Credit

PAYMENTS

- \$10.00 Due

CHECKOUT FOR AMY FRANK

- Account Profile
- Browse Catalog
- Payment**
- Receipt

[Complete Transaction >](#)

[Browse Catalog <](#)

- The user credit can then be applied as a payment in this transaction or may be saved for a later date.

### Payment

Notes | Date Override

Item	Quantity	Price
1. Swim Diapers +	- 1 +	\$10.00
Total Charges		\$10.00
Account Credit		(\$10.00)
Net Charges		\$0.00

Gift Card Code:   Claim

ADD PAYMENT

- Cash
- Check
- Credit/Debit Card
- Dept Credit

PAYMENTS

- 1. Dept Credit \$10.00

CHECKOUT FOR AMY FRANK

- Account Profile
- Browse Catalog
- Payment**
- Receipt

[Complete Transaction >](#)

[Browse Catalog <](#)

## Booking a Facility

1. Open the Book, Rent, Reserve Catalog tab:

The screenshot shows the City of Denton PARD Catalog interface. At the top, there is a green header with the City of Denton logo and a 'TRIAL ACCOUNT' badge. Below the header, the navigation bar includes 'Account + N/A', 'New', 'UPC', and 'Fullscreen'. The main navigation area features several tabs: 'Programs & Activities' (289), 'Membership, Passes & Punch Cards' (62), 'Book, Rent, Reserve' (147), and 'Aquatics'. Underneath, there are sub-tabs for 'Youth & Adult Sports' (228), 'Camps and Childcare' (66), 'Special Events' (15), and 'Volunteer & Community S'. A 'Filter' section on the left allows for keyword searches and location selection. The 'Location' list includes various facilities like American Legion Hall, Denia Rec Center, Denia Sports Complex, Denton Civic Center, Denton Natatorium, Denton Senior Center, Evers Baseball Comp., Fred Moore Park, Goldfield Tennis Cen., Mack Park Sports Co., MLK Jr. Rec Center, North Lakes Rec Cen., North Lakes Sports C..., and Pavilions. The main content area displays a list of facilities with their respective counts and brief descriptions, such as 'American Legion Hall' (2), 'Denia Rec Center' (3), 'Denia Sports Complex' (6), 'Denton Civic Center' (12), 'Denton Civic Center Pool' (2), 'Denton Natatorium and Water Works Park' (24), 'Denton Senior Center' (9), 'Evers Baseball Complex' (12), 'Fred Moore Park' (1), and 'Goldfield Tennis Center' (10).

2. Selected the correct facility, date and time

The screenshot shows the CIVICREC interface for booking a facility. The header includes the CIVICREC logo, City of Denton logo, and 'TRIAL ACCOUNT' badge. The navigation bar shows 'Check-In' and 'American Legion Hall (ALH)'. The main navigation area features tabs for 'Youth & Adult Sports' (228), 'Camps and Childcare' (66), 'Special Events' (15), 'Volunteer & Community Service' (1), and 'Point of Sale' (284). The 'Location' list on the left includes various facilities, and the 'Tags' section includes 'Birthday Party', 'Cabana', 'Softball Field', and 'Swim Lane'. The main content area displays the 'American Legion Hall' details, including its description and contact information. The 'Make a Reservation' section includes a date selector (July 2017), a rate selector (Nonresident Fee (\$25/Hour)), and a time selector (From: 10:00 AM To: 11:00 AM). The 'AVAILABLE TIMES' section lists three time slots: 10:00 AM to 04:00 PM (Resident Fee), 10:00 AM to 04:00 PM (Nonresident Fee), and 04:00 PM to 11:00 PM (Resident Fee (After Hours Weekday) and Nonresident Fee (After Hours Weekday)). An 'Add To Cart' button is visible at the bottom.



3. Add to cart and select account if needed, then check out

The screenshot shows a web application interface for a reservation system. At the top, there's a navigation bar with 'TRIALACCOUNT' and user information 'CAROLINE S'. Below this, there are tabs for 'Youth & Adult Sports' (228 items), 'Camps and Childcare' (66 items), and 'Special Events'. A section for 'American Legion Hall' provides details about the facility and an 'Annex' section with contact information: Facility: Annex, Location: American Legion Hall, Phone: 940-349-8575, Email: Bobby.Givens@cityofdenton.com, Address: 629 Lakey St, Denton, TX 76205. A 'Make a Reservation' form is active, showing a calendar for July 2017 with the 18th selected. The rate is 'Resident Fee (\$20/Hour)'. A 'TOTAL' of \$476.00 is displayed at the bottom right, along with a 'Checkout' button.

4. Answer any additional prompts then submit responses

The screenshot shows the 'Prompts' section of the reservation system. The header includes 'City of Denton TRIALACCOUNT' and 'CHECKOUT FOR CAROLINE SEWARD'. A sidebar on the right lists navigation options: Account Profile, Browse Catalog, Prompts (selected), Waivers, Payment, and Receipt. The main content area has a table with 'Prompt' and 'Response' columns. There are four prompts for Caroline Seward:
 

- Please enter your best contact number?
- Please enter your email address?
- What type of event are you having?
- What time is the actual event?

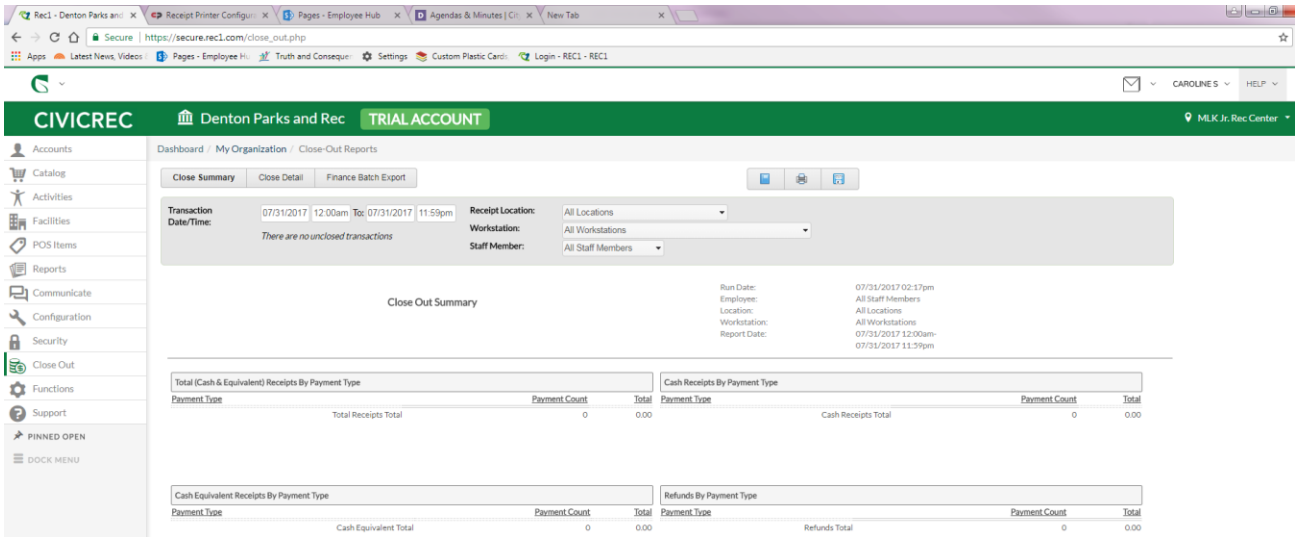
 Each prompt has an empty input field. A green 'Submit Responses' button is located at the bottom right. A shopping cart icon in the top right corner shows a total of \$476.00 for 1 item.

5. Confirm waiver agreement, this is set to be emailed to the person for a digital signature or you can print it

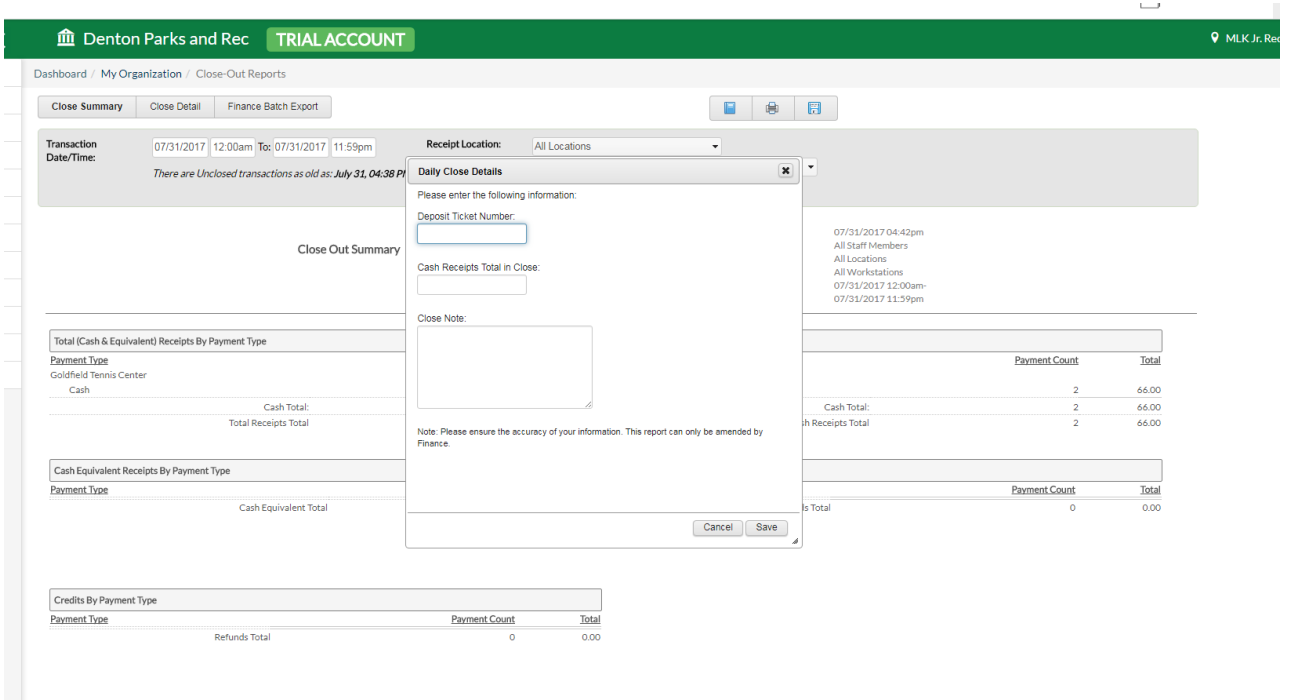
6. Take payment

# Shift Change/Closing Out

1. At the end of a shift or at the end of the day open the Close Out Link and select Close Summary



2. Filter down to your location and work station
3. If you are just switching cashier, print the close summary and verify your drawer
4. If you are closing for the night, print the summary and verify your deposit, initial summary and added any need notes attach to rest of your paperwork
5. Once you verify everything is correct, save the close summary and enter the deposit slip number, and deposit total, then hit save



6. If you are required to do so print, the GL summary from the reports tab

# Printing Attendance Sheets

The screenshot shows the CIVICREC Reports page. The left sidebar contains a navigation menu with 'Reports' highlighted by a red box labeled '1'. In the main content area, 'Activity Reports' is highlighted by a red box labeled '2'. Under 'Activity Reports', 'Sign-In Sheets (Original Version)' is highlighted by a red box labeled '3'. The page title is 'Denton Parks and Rec' and the location is 'North Lakes Rec Center'.

The screenshot shows the 'Sign-In Sheet' configuration page. Red boxes highlight the following elements: '4 Sheet Type' set to 'Multi Day Check-Off', '5 Date Range' set to 'From 09/02/2017 To 09/30/2017', '6' next to the 'Sessions' list, '7' next to the selected 'Fall Session 1' under 'Kinderdance', '8 Location' set to 'North Lakes Rec Center', '9 Refresh' button, and '10 Print' button. Below the configuration, the page displays 'Kinderdance Fall Session 1' with a table for participant attendance.

Participant Name	Sat Sep 9 9:00am	Sat Sep 16 9:00am	Sat Sep 23 9:00am	Sat Sep 30 9:00am
1. Chang, Luana				
2. Dorwaldt, Aria				
3. McKinney, Norah				
4. Welch, Harper				
5.				
6.				