

Class Rosters/Attendance Sheets

Class rosters allow you monitor registrations and withdrawals. Additionally, these rosters contain important contact information so that you can communicate any changes or class needs to the participants (i.e. equipment they need to bring), medical information, and any customer comments they wish you to know.

Attendance sheets are a useful tool for your classes. First, you will be able to determine if the individuals that are attending your class are officially registered for the class. Second, you can monitor the participation of each enrollee. In the instance that an individual requests a refund/credit on account after the class has started, you may be contacted by the Supervisor and the attendance sheet will be useful to determine if the individual has attended any of the classes to date.

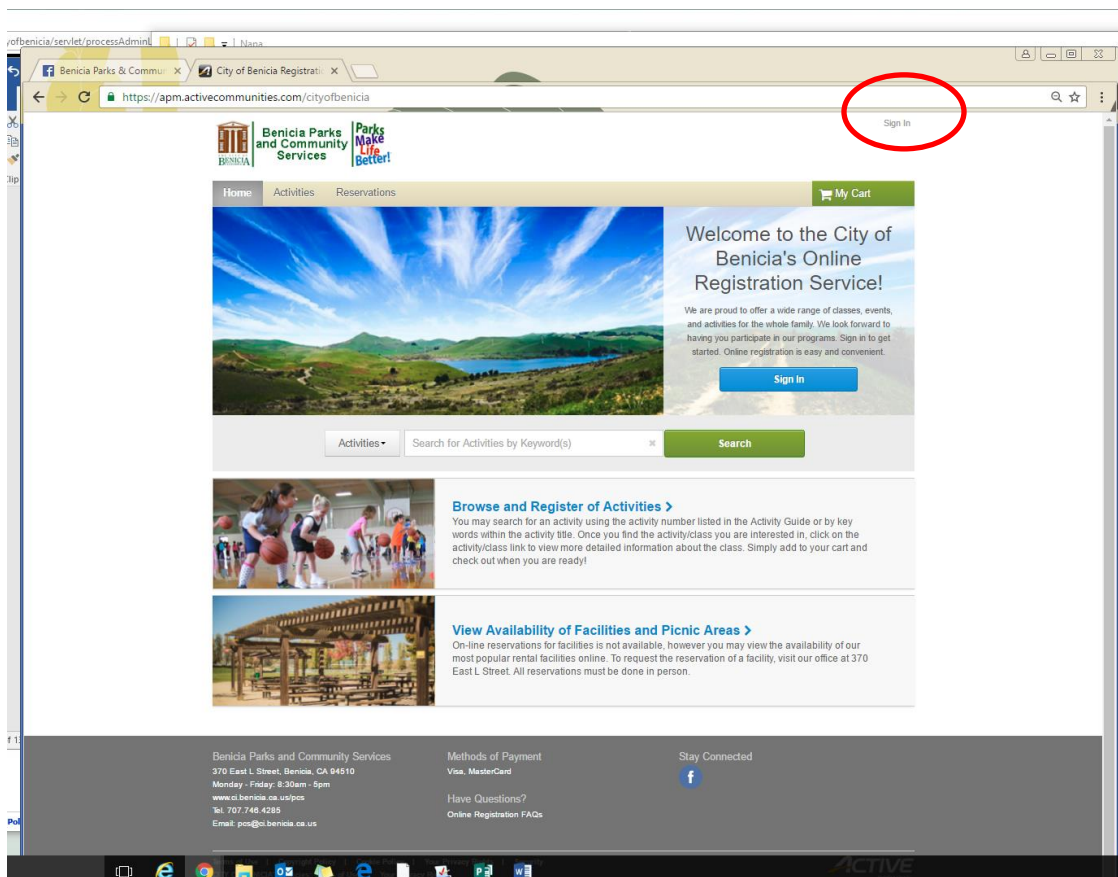
****NOTE:** The following pages will walk you through the process of printing your rosters and attendance sheets, and changing your password/security question. If you have difficulty accessing your ActiveNet account, please contact the your Recreation Supervisor.

Printing Class Rosters and Attendance Sheets

PRINTING A CLASS ROSTER

Step 1: Access ActiveNet via the following link: <https://apm.activecommunities.com/cityofbenicia>

You will reach a page like the one below. Click "Sign In" in the upper right

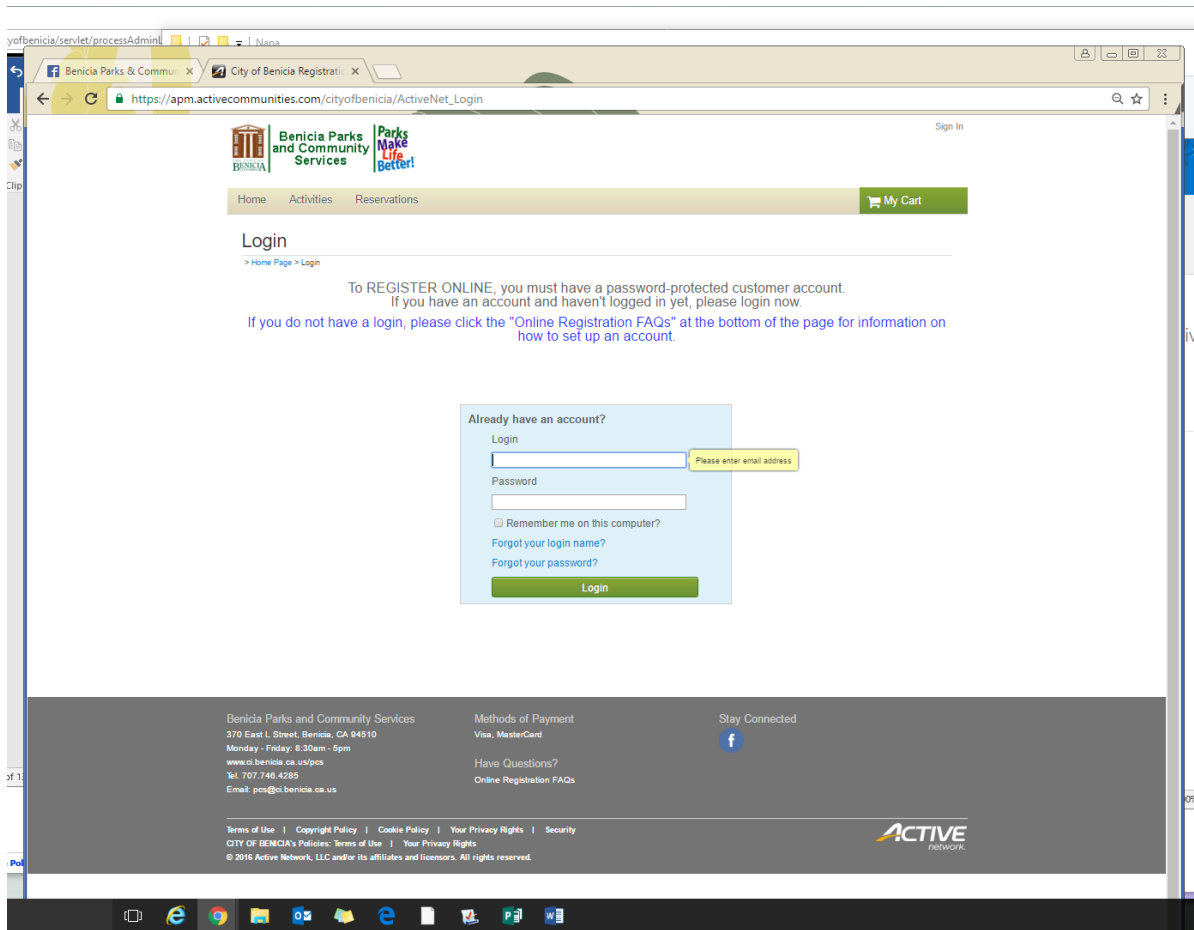


Step 2:

You will reach a login page like the one below.

Log in using **the email that you provided as your contact email** on your instructor application form. For your password, if you have not yet accessed ActiveNet, your password will be: **benicia123**

If you are logging in for the first time, you will want to change your password and security question for your profile. (see next step)



Step 3:

Once logged in you should see an Account Options screen like the one below:

To change password, click on "change your password." This will bring up a screen that allows you to choose change your password and security question. The default security question that we have set up for your account is "What is the model name of your first car?" The default answer is BMW.

To print your class roster, you have several options below the Instructor Information section. For this example, I have chosen to print a Roster Report

https://apm.activecommunities.com/7FileName=accountoptions.sdi&fromLoginPage=true - City of Ben - Internet Explorer

Benicia Parks and Community Services | Parks Make Life Better!

Home Activities Reservations My Cart

Account Options for **YOUR NAME...**

Welcome to your online registration account.
To make any changes to your account, including adding new family members or modifying current information, please contact us at 707-746-4285.

- Account Activity
 - Show Your Daily Schedules
 - Show and Manage your Wish List
 - List Account Deposits
 - List Account Credits
 - List of Prior Transactions
 - List Scholarships
 - Print Tax Receipts
 - List Saved Credit Cards
- Account Settings
 - Change Your Password**
- Payment Options
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments
- Instructor Services
 - Roster Report
 - Roster - Brief with payments
 - Attendance Sheet
 - Sign-in Sheet
- Online Services
 - Register for Activities
 - Make Reservations
 - View Your Shopping Cart
 - Logout

Benicia Parks and Community Services
370 East L Street, Benicia, CA 94510
Monday - Friday: 8:30am - 5pm
www.ci.benicia.ca.us/pcs
Tel: 707.746.4285
Email: pcs@ci.benicia.ca.us

Methods of Payment
Visa, MasterCard

Stay Connected
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Have Questions?
Online Registration FAQs

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ACTIVE network

Search the web and Windows

Step 4: Choose the proper season (should default to the current brochure cycle), and then select the class(es) for which you would like rosters. For this example, I have chosen only the second class, *Winter Break Basketball Camp (half day)*, as it is the only one showing enrollment. *You do not need to put anything in the Transaction date/time area.* Please check the box that says "Include Medical Alert Notes" and "Include Customer Transaction Notes," as well as "Show all activity Custom Questions." This will give you any notes that the customers have left for you as the instructor about their participation in the class. Though you can change the information that prints out on the roster (i.e. phone number, email, etc.) under Option Field 1-4, you do not need to change those from the default unless you wish to do so. When you have made your selection(s), press "Run Report"

Activity Roster (Brief)

Search Criteria

Select Activities

Select Season: **Fall/Winter 2016** (circled in red)

Select Term: **Fall 2015**

Search

Select	Activities	#Enrolled	Start Date	Time
<input type="checkbox"/>	Winter Break Basketball Camp (full day)	0	Dec 26, 2016	9:00 AM
<input checked="" type="checkbox"/>	Winter Break Basketball Camp (half day)	2	Dec 26, 2016	9:00 AM

Transaction Date/Time From: [] [] [] [] Through: [] [] [] []

Options

Name	Values
Type of transactions	Roster
Residency	All Customers
Customer Name Format	Lastname, Firstname
Retired	All Customers
Show Authorized Pick Ups?	No
Include Medical Alert Notes?	<input type="checkbox"/> (circled in red)
Show Prerequisites?	<input type="checkbox"/>
Calculate Age Based On	<input checked="" type="radio"/> Report Date <input type="radio"/> Activity Start Date <input type="radio"/> Specified Age Calculation Date <small>(If not specified, use start date)</small>
Optional Field 1	Primary Phone Phone
Optional Field 2	Secondary Phone Phone
Optional Field 3	1st Contact Name
Optional Field 4	1st Contact Phone
Team/Group Activity	<input type="checkbox"/>
Include Team Contacts?	<input type="checkbox"/>
Include League Contacts?	<input type="checkbox"/>
Show Transaction Date and Time	<input type="checkbox"/>
Show all Activity Custom Questions?	<input type="checkbox"/> (circled in red)
Show Specific Custom Questions	[] Remove
Custom Question Text to Print	Full Question
Show Coupons?	<input type="checkbox"/>
Show Customer Skills	None
Show Incomplete Waivers Only?	<input type="checkbox"/>
Show Charges for Customer?	<input type="checkbox"/>
Show Customer Alternate Keys?	<input type="checkbox"/>
Show Customer Pass Numbers?	<input type="checkbox"/>
Show Customer Type?	<input type="checkbox"/>
Output Type	Adobe Acrobat Reader
Output as an Enrollee List?	<input type="checkbox"/>
Include Customer's Transaction Notes?	<input type="checkbox"/> (circled in red)
Include Staff's Transaction Notes?	<input type="checkbox"/>
Use Head of Household (Email contact) Contact Information?	<input type="checkbox"/>
Include Trial?	<input type="checkbox"/>
Include Planned Absences?	<input type="checkbox"/>
Include Make-up Class Customers?	<input type="checkbox"/>
Print Rosters That Have Changed Since	[] []
Sort Contents by	Enrollee Name
Sort Pages by	Instructor Name
Sort Private Lesson Rosters by	Enrollee Name
Show Private Lesson in Summary Form?	<input type="checkbox"/>

If you choose email as one of the optional fields above, you will need to choose this option for the email to print on the roster

→ Run Report

Step 5:

The report will come up in a separate tab and will look similar to the one below, depending if you change any of the optional fields. You can see the names and contact information for each person currently enrolled, as well as the parameters that you have set up for the class. If there are any Medical Alerts on file they will show up under the person's name. Additionally, if the class is full this will show you the quantity of people on the waitlist. You may print this or save it to your computer.

Activity Roster (Brief)

Winter Break Basketball Camp (half day) - 5415

Dates: Feb 7, 2013 to May 30, 2013	Season: 2013 Winter/Spring	Enroll Min/Max: 3 to 30	Enrolled: 4
Time: 12:15 PM to 1:00 PM	Term:	Waiting List: 0	Holds: 0
Weekdays: Th	Site: City of Napa - Parks and Recreation		
Type: Standard Activity	Location: Senior Center Large Annex Room	Team Placeholders: 0	
Activity Primary Category/Activity Secondary	Seniors/Club 50 / Fitness	Total: 4	
Instructor(s): Tim Gaskell		Open: 26	

ROSTER Transactions Shown Only

#	Enrollee Name	Tx	Qty	Age	Gndr	Primary Phone	Secondary Phone	Receipt #	Team Name	Area
						1st Contact Name	1st Contact Phone			
1	Backer Sardeman, Marielouise	AN	1	71.0	F	(707) 224-9140		1000140.001		
						Robert Sardeman	(707) 224-9140			
2	Crain, Deborah	AN	1	57.5	F	(707) 224-9170		1000208.001		
						Manuel Yajeya	(707) 224-9170			
3	De Laat, Anneke	AN	1	76.8	F	(707) 494-5464		1000072.002		
4	Singh, Vinita	AN	1	68.0	F	(650) 289-0961		1000151.002		

AC = Enrollment from team contact payment	AP = Enrollment from ProActive	PH = Deposit with hold
AD = Enrollment from a deposit	AT = Enrollment from a transfer	PN = Deposit with not hold
AH = Enrollment from team place holder	AV = Enrollment from direct	RV = Withdrawal with a refund
AL = Enrollment from lottery	AW = Enrollment from the wait list	TV = Withdrawal from a transfer
AM = Team place holder enrollment	AY = Enrollment from ProActive with no hold	WA = Wait list with no hold
AN = Normal enrollment	PA = Enrollment from the package	TR = Trial class enrollment
AF = Modify Enrollment	CV = Withdrawal with a credit	RP = Reverse Payment

PRINTING AN ATTENDANCE SHEET

Step 1:

From your Account Options screen, choose "Attendance Sheet." For this example, I have chosen to print the entire week, though there is the option to print it daily.

untoptions.sdi&fromLoginPage=true - City of Ben - Internet Explorer



Sign In

Home Activities Reservations

My Cart

Account Options for YOUR NAME...

Welcome to your online registration account.

To make any changes to your account, including adding new family members or modifying current information, please contact us at 707-746-4285.

- Account Activity
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 - List Account Credits
 - List of Prior Transactions
 - List Scholarships
 - Print Tax Receipts
 - List Saved Credit Cards
- Account Settings
 - Change Your Password
- Payment Details
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments
- Online Services
 - Register for Activities
 - Make Reservations
 - View Your Shopping Cart
 - Logoff
- Instructor Services
 - Roster Report
 - Roster - Print with payments
 - **Attendance Sheet**
 - Sign in Sheet

Benicia Parks and Community Services
370 East L Street, Benicia, CA 94510
Monday - Friday: 8:30am - 5pm
www.ci.benicia.ca.us/pcs
Tel. 707.746.4285
Email: pcs@ci.benicia.ca.us

Methods of Payment
Visa, MasterCard
Have Questions?
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Step 2:

Choose the correct season, and then choose the class(es) for which you would like the attendance sheets. Again it is not necessary to alter the other options, but you are welcome to do so, if you want to customize the sheet. When you have selected your class(es), press "run report"

Activity Roster (Brief)

▼ Search Criteria

▼ Select Activities

Select Season

Select Term

Select	Activities	#Enrolled	Start Date	Time
<input type="checkbox"/>	Winter Break Basketball Camp (full day)	0	Dec 26, 2016	9:00 AM
<input checked="" type="checkbox"/>	Winter Break Basketball Camp (half day)	2	Dec 26, 2016	9:00 AM

Transaction Date/Time From:

Through:

Name	Values
Miscellaneous	<input type="text" value="None"/>
Customer Name Format	<input type="text" value="Lastname, Firstname"/>
Retired	<input type="text" value="All Customers"/>
Page Orientation	<input type="text" value="Portrait"/>
Meeting Dates per Page	<input type="text" value="Maximum"/>
Include Withdrawn Participant?	<input type="checkbox"/>
Include Phone Number?	<input type="checkbox"/>
Team Attendance Sheet	<input type="checkbox"/>
Show Customer Alternate Keys?	<input type="checkbox"/>
Show Customer Pass Numbers?	<input type="checkbox"/>
Show Private Lesson Only?	<input type="checkbox"/>
Include Space for Time In and Time Out	<input type="checkbox"/>
Include Planned Absences?	<input type="checkbox"/>
Include Make-up Class Customers?	<input type="checkbox"/>
Output Type	<input type="text" value="Adobe Acrobat Reader"/>



