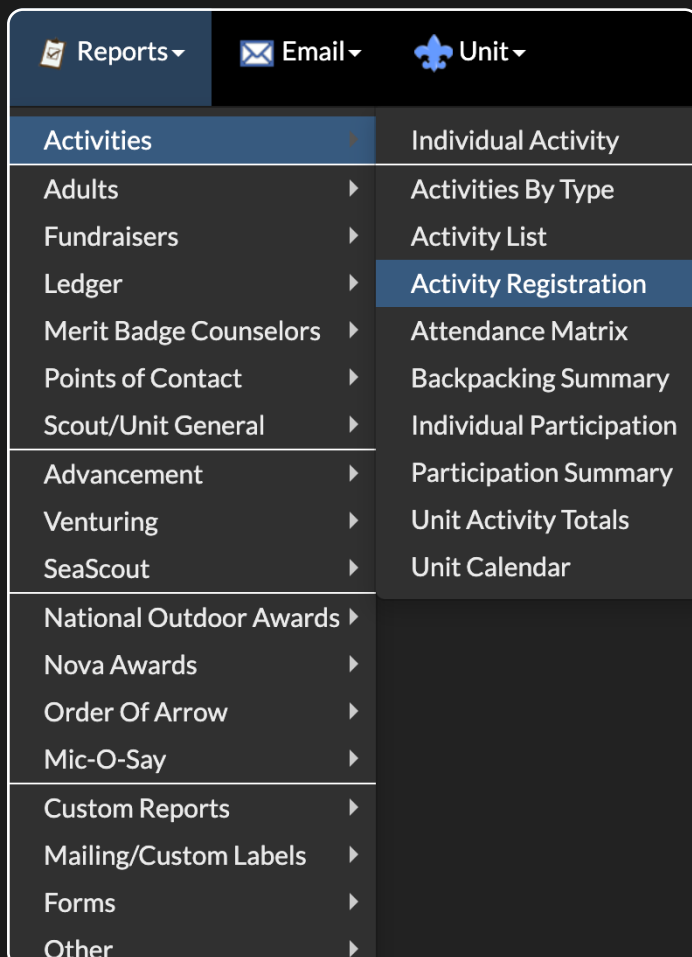


# Finding Event Signups

Once you have posted an event on the TroopMaster website, it's important to check who signed up for your event. Follow these steps to do so:



1. Navigate to the top menu bar and select "Reports".
2. Select the first option labeled "Activities".
3. Lastly, select "Activity Registration" in order to generate a report for a specific activity of your choice.

# Finding Event Signups pt. 2

Now, select the activity you would like to generate a report for (by clicking on it).

Show All Activities | Filter by Member | Showing +/- 90days

Level	Type	Title	StartDate	EndDate	Location	Register
Troop	Meeting	December Court of Honor	12/13/21 7:00 PM	12/13/21 8:30 PM	GRMS MPR	No
Troop	Other	Lashing Requirement Outing	12/05/21 10:00 AM	12/05/21 12:00 PM	GRMS Black Top	Yes
Unit	Meeting	Troop Meeting	11/29/21 7:00 PM	11/29/21 8:30 PM		No
Troop	Conservation	Conservation	11/21/21 9:00 AM	11/21/21 12:00 AM	Wagner ranch nature park, Orinda ca	Yes
Troop	Serv Proj	Kids Against Hunger Service Project	11/20/21 11:00 AM	11/20/21 12:30 PM	1258 Quarry Ln, Pleasanton, CA 94566	Yes
Unit	Hiking	Hiking	11/20/21 9:00 AM	11/20/21 12:00 PM	Diablo Foothills Regional Park	Yes
Unit	Meeting	Troop Meeting	11/15/21 7:00 PM	11/15/21 8:30 PM		No
		December				

Members

Include Scouts |  Include Adults

All Scouts | All Adults

Group By Patrol

Sort By

Alphabetically

RSVP Value

RSVP Order

Include Remarks

Include Description

Exclude members that will not be attending

Include Comments

Include Email

Include Phone Number

Include Questions

Include Unanswered

Double space

Finally, hit "Generate Report" and you will be able to see who signed up for your event, as well as some other information.

Generate Report

Close