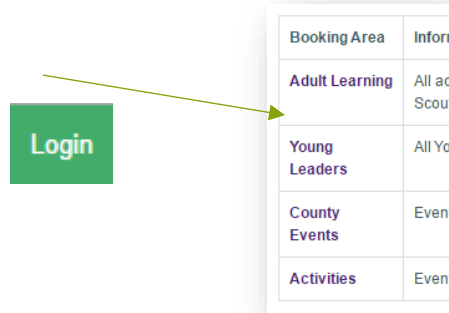


VIEWING REPORTS ON ONLINE BOOKING

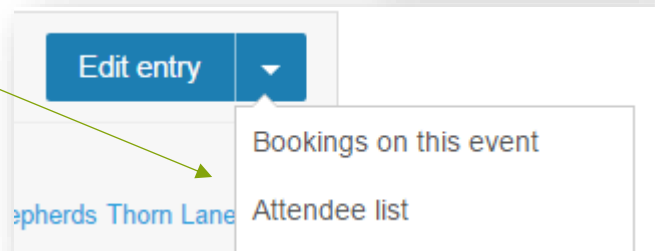
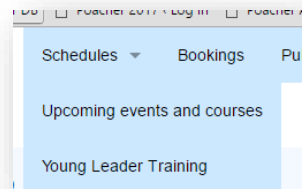


In order to view the reports, you first need the correct permissions.

LOG IN Go to wyscouts.org.uk/events and select the type of booking
Click on Login at the top of screen
Enter your Username/Password
Choose Admin Site **Admin site**



CHOOSE REPORT Select schedules and the relevant type of booking, booking, known as schedule
Choose the event/course and on the right hand side your option



Bookings on this event gives more detailed list by choosing export options (If you are exporting to your device please remember the Data Protection)

Attendee List gives a summary of attendees

LOG OUT When you have finished go to ACCOUNT and LOGOUT

