

Participants & Rosters: Printing List of Active Children



Lists of children can be printed from multiple places, including on each roster page or from the main participant page.

To print a list of active children as a PDF:

- Click on “Participants & Rosters” on the main dashboard.
- Click the green “Print Participant List” button.
- Save or print the generated PDF.
- Fields included on the form are:
 - Participant Name
 - DOB
 - Roster Assignment
 - Parent/Guardian

MY FOOD PROGRAM Afterschool Program		Participant List	
Created: 09/21/2018			
Participant Name	Birthdate	Rosters	Guardian Name
Jones, Joshua	02/22/2017	Room 2, Room 1	Andrea Morris
Mitchell, James	09/27/2010	Room 2	Michael Mitchell
Parker, Amanda	11/01/2014	Room 2	Patricia Parker
Parker, Virginia	02/05/2011	Room 1	Patricia Parker
Ramirez, Philip	10/19/2014	Room 1	Walter Watson
Rodriguez, Patricia	01/02/2015	Room 2	Maria Rodriguez
Smith, Ruby	08/03/2010	Room 2	Janet Walker
Wilson, Jerry	10/13/2013	Room 1	Walter Watson