

## Participants & Rosters: Printing List of Active Participants



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

### To print a list of active participants 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 Foo PROGRAM Adult Day Center		Participant List	
		Created: 09/20/2018	
Participant Name	Birthdate	Rosters	Guardian Name
Anderson, Frank	04/02/1940	Monday Attendees	null
Barber, Delia	08/18/1955	Monday Attendees, Wednesday Attendees, Friday Attendees	null
Fernandez, Gary	08/01/1932	Monday Attendees	null