


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



Child Care Home

Participant List

Created: 09/11/2018

Participant Name	Birthdate	Rosters	Guardian Name
Johnson, Bethany	03/03/2009	Unassigned	Susan Johnson
Johnson, Dale	10/14/2010	Unassigned	Susan Johnson
Smith, Jane	10/16/2017	Unassigned	Amanda Smith
Smith, John	04/09/2013	Unassigned	Amanda Smith