

How to Print a Register

A user may wish to generate a printable version of a session register. Useful attendee data, such as contact information and medical details, can be added to printed registers.

To generate a printable register for a single session:

- Hover over **Work** and select **Session Groups**
- Select the relevant **Session Group**
- Click on **Sessions** from the **Attendances** Tab on the left-hand side
- Select the relevant **Session Date**
- Click on Actions and then Print
- Select whether a Signature column should appear on the register
- Click **Confirm** to download



To generate a printable register for multiple sessions:

- Hover over **Work** and select **Session Groups**



- Select the relevant **Session Group**
- Click on **Sessions** from the sections on the left-hand side
- Click on Actions and then Print
- In the pop-up window, select the sessions to include on the register
- Click **Submit** to download