Reports

When you log into pickAtime, you'll land on the **Event Reports** page by default. Reports fall into two categories: **Event-Specific** and **Account-Specific**.

Event-Specific Reports

Use the **Event** drop-down to select your Roster event.

Report	What it shows
Participant List	A comprehensive list of everyone registered for the selected event, including any data collected during sign-up

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Managing Reports

Every report supports the following options:

Action	Description
Format	Print, export to XML, or export to tab-delimited (Excel-compatible)
Email Report	Send the report to yourself or others
Save Report Settings	Saves customizations (e.g., added fields) so they persist next time you run the report
Schedule Report Delivery	Set a date range, time of day, and frequency for automated email delivery

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Account-Specific Reports

Toggle to **Account Reports** mode to view data across your **entire vendor account** (all events).

Report	What it shows
Settings	Your account's auto-generated scheduler URL

Report	What it shows
Account – Invoices and Payments	Account balance, invoice history, and payment history. Click an invoice # to view it and pay by credit card.
Problem Appointments	Appointments placed "on hold" — e.g., when a slot with an existing appointment is deleted, the appointment isn't deleted but flagged here for review
Appointments for All Roster Events	All appointments across every Roster event
Contacts Without Appointments	Contacts who've logged in but never booked an appointment
List of Administrators	Admin emails and access levels. For teachers (auto-assigned Appointment Viewer access), this also shows which resources/teachers they can access. Click **Additional Fields → Last Logged In** to see last login dates.
% Full	Percentage of booked vs. available slots, across multiple events
Cancelled Appointments	All cancelled appointments, with cancellation date/time and who cancelled
Appointment Counts for All Events	Total appointment counts across every event
Resource Mapping	Shows all resources and their associated contacts/teachers — useful for verifying Team assignments in PTA scheduling
Scheduled Report Delivery	Overview of your automated report deliveries — recipients, frequency, last sent date. Delete entries here to cancel a scheduled delivery.
Appointments Summary by Contacts	Appointment Summary listed by contact

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