

Reports

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Our school conferences were last month, but we'd like to view the Reports from the conference. How do I view conference data in the past?

Even if your event has ended, your data remains accessible. To view reports for a past conference, you simply need to adjust the date filters in your dashboard.

How to View Past Conference Data

1. At the top of your screen, ensure the correct event is selected in the **Event:** pull-down menu.
2. Look for the two date boxes (the **From** and **To** fields) near the bottom of the report console section.
 - By default, these often show the current date.
 - Manually enter or select the dates when your conferences actually took place (e.g., last month's dates).
3. Once the dates are set to the past, the **Reports** will populate with the data from that specific timeframe.

Can I email each parent their schedule?

Yes, on the **Reports / Event Reports** page, select the **Parents' Schedule** report from the report pull-down. On the right from the PARENT drop-down menu, select the **Email Report** button. This will email each parent their schedule of appointments in a table format.

Can I email each teacher their schedule?

Yes, on the **Reports / Event Reports** page, select the **Teachers' Schedule** report from the report pull-down. On the right from the TEACHER drop-down menu, select the **Email Report** button. This will email each teacher their schedule of appointments in a table format.