

Reports

Our conferences were last month — how do I view past Reports?

1. Log in to your account and select **Reports / Event Reports**.
2. You'll see two date fields — **From** and **To**.
3. Enter the date range covering your past conference dates.

This will pull report data for that specific period.

Can I email each parent their schedule?

Yes:

1. Go to the **Reports / Event Reports** section.
2. Select **Parents' Schedule** from the report pull-down.
3. Select the orange **Email Report** button.
4. Select send to each parent(s)

Each parent will receive their own appointment schedule in a table format.

Can I email each teacher their schedule?

Yes:

1. Go to the **Reports / Event Reports** page.
2. Select the **Teachers' Schedule** report.
3. Select the orange **Email Report** button.
4. Select send to each teacher(s)

Each teacher will receive their own individual schedule.

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