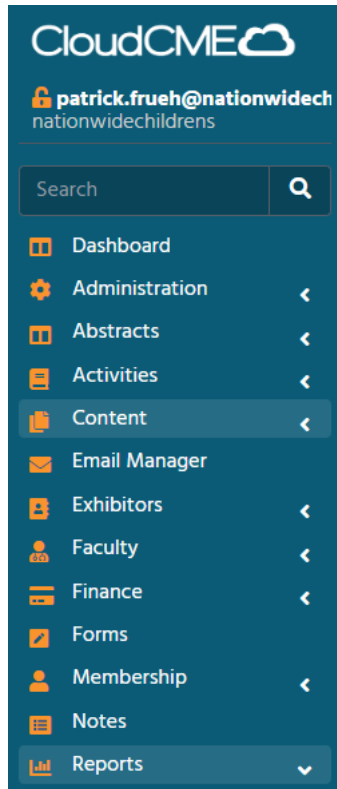


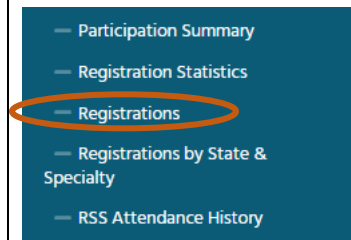
How to Generate a Registration Report

Step 1:

Once logged into CloudCME, Click 'Reports' then scroll down to **Registrations.**



You will need to scroll down before you'll see it:



Step 2:

Enter in your Activity ID or Activity name into the search bar.

Tip: CloudCME will be able to pull up your activity more quickly with the activity ID.

Registrations

Activity Name... Parents Only ?

Registrations

29933| Parents Only ?

LMS Conference: Test Child 3 (30051) - 30051-29933

LMS Conference: Test Child 2 (30050) - 30050-29933

LMS Conference: Test Child 1 (30049) - 30049-29933

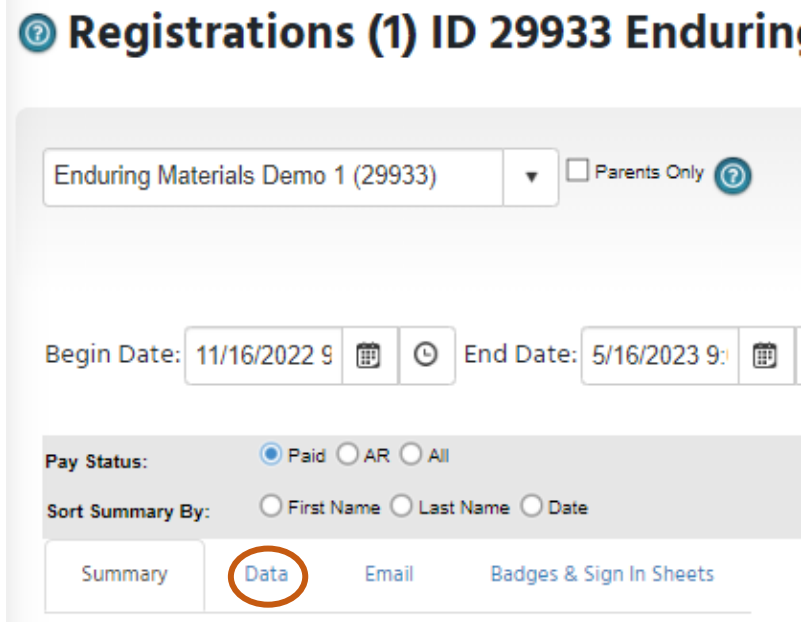
Enduring Materials Demo 1 (29933)

Step 3:

Once you've entered your Activity ID or Activity Name you will see the Registrations dashboard.

To pull the registration report as an excel spreadsheet, you'll want to click on the **Data** tab.

You will be able to see all registrants from this view.



Registrations (1) ID 29933 Enduring

Enduring Materials Demo 1 (29933) Parents Only

Begin Date: 11/16/2022 9:00 AM End Date: 5/16/2023 9:00 AM

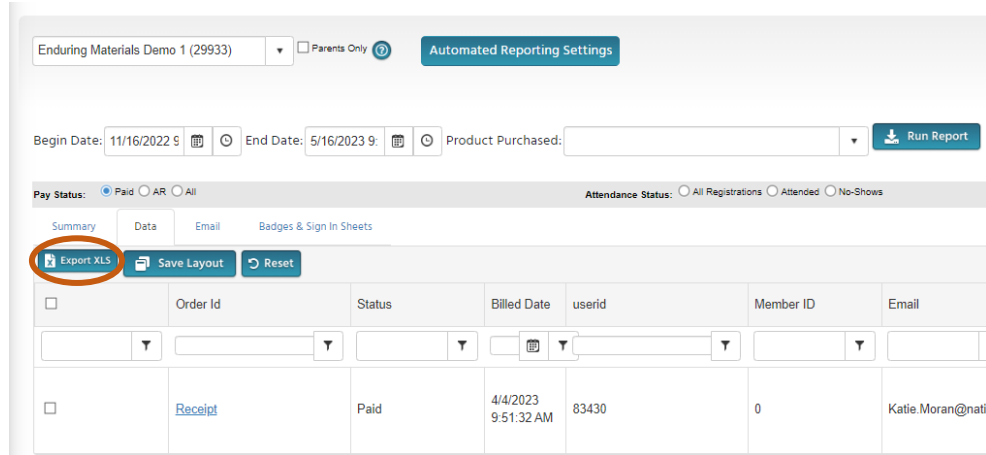
Pay Status: Paid AR All

Sort Summary By: First Name Last Name Date

Summary **Data** Email Badges & Sign In Sheets

(optional)

Click **Export XLS** to download the report as an Excel sheet.



Enduring Materials Demo 1 (29933) Parents Only

Begin Date: 11/16/2022 9:00 AM End Date: 5/16/2023 9:00 AM Product Purchased:

Pay Status: Paid AR All Attendance Status: All Registrations Attended No-Shows

Summary Data Email Badges & Sign In Sheets

<input type="checkbox"/>	Order Id	Status	Billed Date	userid	Member ID	Email
<input type="checkbox"/>	Receipt	Paid	4/4/2023 9:51:32 AM	83430	0	Katie.Moran@natic

Questions? Contact us at IPCE@nationwidechildrens.org