SUMMER CAMP ONLINE REGISTRATION REPORTS

Log on to mymascotmedia.net

Log in with your email and pw (click on forgot password if you do not remember)

On the left side of screen you will see a list of links.

You will click on reports.

Then click on registrations.

At the top of the screen, click on the box and there will be a list of camps. Click on your camp.

This will pull up a list of students registered.

Click on export to excel (green box at top of page), and you can save and set up on your own excel page in whatever form you would like. I would suggest you keep a spreadsheet for manual and a page two for walk up or mail in. This way you can continue to add online as people register.