



## Key Data for Membership and ADA

### Registered Members [including teens]:

1. From the Main Menu click the Universal Selection Engine
2. On the Time Frame choose Enrolled at least one day
3. Fill in dates 1-1-18 to 3-31-18 or 1-1-18 to 6-30-18 or 1-1-18 to 9-30-18 or 1-1-18 to 12-31-18
4. If you are tracking Community Outreach in a separate Unit, then also choose Members' Unit at the bottom left and choose only your Units that contain members
5. Click Count

Universal Selection Engine - Selects People

All Members in the System

Individual Member Last, First:   
Memb #:   Active Only

Attended  Any 'Club Attendance' Activity  at least  day(s)  
between:  and:  [Example](#) [Set Rules](#)

Enrolled at least one day  
between:  and:  [Example](#)

Latest  Entry Date  
between:  and:  [Example](#)

Latest  Expiration Date  
between:  and:  [Example](#)

Enrolled OR Attended at least one day ('Club Attendance' Activity) using 'Set Rules' above  
between:  and:  [Example](#)

Time Frame - Enrolled

Members' Unit

Zip Code

Other

Reset Grouping Tools [?](#) Mark None Mark All Count  
Continue Close

Select a Report Choose Report Here ...

### Community Outreach (Other Youth Served):

This could vary depending on how the information is tracked. Our recommendation is the Community Outreach members are in a separate Unit in Member Tracking System™.

1. From the Main Menu click the Universal Selection Engine
2. On the Time Frame choose Enrolled at least one day
3. Fill in dates 1-1-18 to 3-31-18 or 1-1-18 to 6-30-18 or 1-1-18 to 9-30-18 or 1-1-18 to 12-31-18
4. Click the Members' Unit checkbox on the bottom left and choose the Community Outreach Unit
5. Click Count

Universal Selection Engine - Selects People

Member's Unit is tracked over time. Enter a date to filter by the Mbr's Unit as of that date.  
Members won't be included if they were not Enrolled ON that date.  
Leave the date blank to filter by Member's Current Unit.

Select Members Enrolled in selected Unit(s) On:

Code	Unit Name	Select
01	Downtown Unit	<input type="checkbox"/>
02	Southside	<input type="checkbox"/>
C O	Community Outreach	<input checked="" type="checkbox"/>

Mark Unit(s) where Club Name contains:   
 Include Members with blank Unit values

Time Frame - Enrolled

Members' Unit - Some

Zip Code

Other

Reset Grouping Tools [?](#) Mark None Mark All Count  
Continue Close

Select a Report Choose Report Here ...



## Teen Membership:

1. From the Main Menu click the Universal Selection Engine
2. On the Time Frame choose Enrolled at least one day
3. Fill in dates 1-1-18 to 3-31-18 or 1-1-18 to 6-30-18 or 1-1-18 to 9-30-18 or 1-1-18 to 12-31-18
4. Click the Ages checkbox on the top left of the screen
5. Fill in Ages 13.0000 to 20.9999 or the ages that fit your clubs needs
6. Choose Select Data As Of today or the end of the reporting period
7. If you are tracking Community Outreach in a separate Unit, then also choose Members' Unit at the bottom left and choose only your Units that contain members
8. Click Count

Universal Selection Engine - Selects People

When selecting low and high ages, be very specific. If you want all 6 to 9 year olds, the low age should be 6 and the high age should be 9.9999.

Low Age: 13.0000  
High Age: 18.9999

Select the Dates of Birth below. This allows you to select members with specific birthdays. If you want everyone in the age range specified above, enter 01/01 and 12/31 below.

Beginning DOB: 01/01 (mm/dd)  
Ending DOB: 12/31 (mm/dd)

Select Data As Of: 03/31/2018

Each date chosen will produce different results.

Birthdays can occur any day and move members out of the chosen age range above.

Buttons: Reset, Grouping Tools, Mark None, Mark All, Count, Continue, Close

## School Year ADA:

1. From the Main Menu click Reports
2. Click the Calendar tab
3. Choose the Average Daily Attendance Report in the center of the screen
4. On the Universal Selection Engine on the Time Frame choose All Members in the System
5. Do not choose any other filters on this screen and click Continue
6. On the Average Daily Attendance Report screen choose
  - a. On the – Main Report Options – tab choose Report By Unit
  - b. ADA for Specific Dates
  - c. Click Entire Organization
  - d. Click Page Break By Unit if you are a multiple unit organization and want to break it down by unit

Average Daily Attendance Report

70 Members are currently selected on the Universal Selection Engine.

This report counts all members from the Universal Selection Engine for all activities selected on the 'Select Activities to Include' tab, and will NOT duplicate counts if a member has attended more than one activity in a day at a single Unit. It will NOT count days on which nobody attended.

- Main Report Options - - Select Activities to Include - - Select Specific Dates -

Report By Unit (selected) | Report by Current School Attended | Report By Age Ranges | Report By Current School Grade

Avg Daily Attendance (ADA) by Month (selected) | ADA by Week | ADA for Specified Dates

From: 01/01/2018 To: 03/31/2018

Entire Organization (selected)

Show Unit Detail (checkbox)

Only Count Attendance at Units Selected on 'Select Attendance Units' tab (checkbox)

Specific Unit where attendance occurred: 01 - Downtown Unit

Include Other Youth Served and Non Members Served Counts (checkbox)

Report Subtitle (optional):

Buttons: Make Menu Favorite, Preview, Print, Export to Excel, Close, Close to Main Menu

