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

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

Total Youth Served:
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 all of the Units or leave it unchecked to obtain the same results
5. Click Count

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

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

e. Click the – Select Activities to Include – tab at the top
f. Choose General Attendance Only or Select All on the left to choose all Activities

g. Click the – Select Specific Dates – tab at the top
h. Fill in the specific Start and End time for your School Year program

7. Click Preview

Summer ADA:
Repeat exact steps above and choose the dates for your summer program.

All of these reports can be pulled for any date range by simply changing the dates in each of the steps above.