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# 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

=a Unive	ersal Selection Engine - Selects P	ople 🛛
Г	Activities	All Members in the System
Г	Age Groups	
Г	Ages	Individual Member Last, First:
Г	Cities	
Г	Ethnicities	Attended Any 'Club Attendance' Activity at least 1 day(s)
Г	Fee Level	between: 07/01/2018
Г	Genders	and: 07/01/2018
Г	Groups	Fnrolled at least one day
Г	Housing Area	between: 01/01/2018 ( ) III and: 03/31/2018 ( ) III Example
Г	Income Level	C latert
Г	Membership Status	between: 05/01/2018 () Mill and: 05/31/2018 () Mill Example
Г	Membership Types	
Г	New / Renewal	C Latest V Expiration Date
Ø	Phone Type	between: 06/14/2016 • 12/31/2017 • 12/31/2017
Г	School Grades	
Г	School Level	C Enrolled OR Attended at least one day (Club Attendance' Activity) using Set Rules' above     between: 01/01/0015    d > Impl and: 12/01/0015    d > Impl and:
Г	Schools	
<b>N</b>	Time Frame - Enrolled	
Г	Members' Unit	Reset Grouping 7 Mark None Mark All Count
Г	Zip Code	Continue <u>C</u> lose
Г	Other	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<sup>™</sup>.

- 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

nversal Se	Activities	eople		Men	nber's Unit	is tracked over time. E	Enter a date to filter by	the Mbr's Unit	as of that date.		
	Age Groups	_	Members won't be included if they were not Enrolled ON that date.								
	Ages	_	Leave the date blank to filter by Member's Current Unit.								
	Cities	-	/	Se	elect Memb	ers Enrolled in select	ed Unit(s) On:	• •			
	Ethnicitiae	-	/	2	Code	Downtown Lipit	Init Name	Select			
	Can Lavel	- /			02	Southside					
	Fee Level	- /			CO	Community Outreac	h				
	Genders	_ /				,		hind			
	Groups										
	Housing Area	1 /									
	Income Level	1 /									
Mei	mbership Status	1 /									
Mem	bership Types	1 /									
New	/Renewal	1 /									
P	ione Type	1 /									
Scl	nool Grades	1/									
	School Level	1/									
	Schools	1/		F	Mark Unit(	s) where Club Name of	contains:				
īm	e Frame - Enrolled	1 -	/-	,	monude Mit	anipers with blank Oni	t values				
er	nbers' Unit - Some				Reset	Grouping 7	Mark None Mark	All Count			
	Zip Code	<b>_</b>					Continue	Close			
	Other				Select a Re	nort Choose Repor	t Horo				

## **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

	Activities
	Age Groups
	Ages
	Cities
	Ethnicities
	Fee Level
	Genders
	Groups
	Housing Area
	Income Level
N	Membership Status
N	Membership Types
	New / Renewal
	Phone Type
	School Grades
	School Level
	Schools
Tim	ne Frame - Enrolled
	Members' Unit
	Zip Code
earcal Sol	Other
al Sel	Other
al Sel	Other
l Sel	Other  ection Engine - Select Activities Age Groups
Sel	Other Activities Age Groups Ages Other
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Il Sel	Other  Activities  Activities  Age Groups  Cities  Ethnicities  Fee Level  Genders  Groups  Housing Area  hoome Level  Membership Status  Kembership Status
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I Sel	Other  Activities  Activities  Age Groups  Cities  Ethnicities  Fee Level  Genders  Genders  Housing Area Income Level Membership Status Membership Status  Membership Types New / Renewal Phone Type School Grades
h N	Other  Activities  Age Groups  Celes  Ethnicities  Fee Level  Genders  Groups Housing Area hoome Level  Membership Status  Membership Status  New / Renewal Phone Type School Grades School Level
sal Sel	Other  Activities  Age Groups  Cities  Age Groups  Cities  Cit
al Sel	Other  Control Engine - Select  Activities  Age Groups  Cities  Ethicities  Ethicities  Genders  Groups  Housing Area  Croups  Housing Area  Noome Level  Wembership Status  Wembership Status  Phone Type  School Grades  School Level  Schools  Refare = Frouldad
N N Tin M	Other  Activities  Activities  Age Groups  Cities  Ethnicities  Fee Level  Genders  Groups  Housing Area  New / Renewal  New / Renewal  School Grades  School Grades  School Crades  School Crades  School Level  Chools  The Frame - Exceled  Component  Com
n h	Other Other Activities Age Groups Cities Age Groups Cities Ethnicities Ethnicities Free Level Genders Groups Housing Area Income Level Membership Status Membership Status School Grades School Grades School Crades

### **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

📑 Univ	ersal Selection Engine - Selects	People 23
	Activities	
•	Age Groups	When selecting by and high ages, be very specific.
<b>N</b>	Ages, 13 to 18.9999	If you want all 6 to 9 par olds, the low age should be 6 and the
Г	Cities	nige age should be 9.9999.
Г	Ethnicities	Low Age 13.0000
г	Fee Level	High Age 18.9999
г	Genders	Select the Dates of Birth below. This allows you to select
г	Groups	members with specific birthdays. If you want everyone in the age
Г	Housing Area	Pariaria DOB at 24
Г	Income Level	Ending DOB 11/01 (mm/dd)
Г	Membership Status	
Г	Membership Types	Select Data As Of:
Г	New / Renewal	Each date of bsen will produce dilierent results.
Г	Phone Type	Birthdays can occur any day and move members out of the
Г	School Grades	cNosen age range above.
Г	School Level	Select Data As Of: 03/31/2018 • 🗐
Г	Schools	
N	Time Frame - Enrolled	
v	Members' Unit - Some	Reset Grouping 7 Mark None Mark All Count
Г	Zip Code	Continue Close
	Other	Select a Report Choose Report Here

### 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

-	,			<u> </u>					
I Average Daily Attendance Report 23									
<b>70</b> 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	e - Select Specific D	ates -						
Report By Unit	C Report by Current S	ichool Attended	← Report By Age Range	is C Re Sc	port By Current hool Grade				
C Avg Daily Attendance (ADA) by Month       C ADA by Week       C ADA for Specified Dates         From:       01/01/2018       ▲ ▶ IIII       To:       03/31/2018       ▲ ▶ IIII									
<ul> <li>⊂ Entire Organization</li> <li>⊢ Show Unit Detail</li> <li>⊢ Only Count Attendance at Units Selected on 'Select Attendance Units' tab</li> <li>⊂ Specific Unit where attendance occurred: 01 - Downtown Unit</li> </ul>									
Include Other Youth Served and Non Members Served Counts     Only available if 'ADA by Month' and 'Report By Unit' are used and if 'Only Count Attendance at Unit Selected' is Not checked									
Report Subtitle (optional)									
Make Menu Favorite	view <u>P</u> rint	Export to Exc	el	<u>C</u> lose	Close to Main Menu				

- 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

😑 Average Daily Attendance Report			22							
65 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 -										
	Activity	Select								
	Arts & Crafts									
	Breakfast									
Show Active	Computer Lab		Set Attendance							
Activities Only	Dinner		Code Rules							
	General Attendance									
General	Halloween Party									
Allendance	Lunch									
Only	MOSI Field Trip									
Select All	Passport to Manhood									
Clear All	Power Hour									
Clear All	Project Learn									
# Selected: 1	Skil Tech - Basic									
· · · · ·	Smart Girls		<b>•</b>							
	Record: H									
Report Subtitle (optional)										
Make Menu Favorite Preview	Print Export to Excel		<u>C</u> lose Close to <u>M</u> ain Menu							

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

Average Daily Attendance Report	the Univ	oreal Soloction Engine			22			
70 memoers 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 In	nclude -	- Select Specific Dat	es -					
Enter specific dates to be considered for the Average Daily Attendance report. For single dates, you may enter just the 'Start' date. For date ranges, enter the first date of the range and the final date of the range. Select an entire row and use your Delete key to remove a line. This form uses the same date controls used throughout the program, so: Type C in any field to get a calendar T for today's date - to lower the date by one day + or = to increase the date by one day		Start - 1/1/2018 8/20/2018	End 6/1/2C 12/31/2C		Clear Form - Add all Weekend dates in above range (Sat + Sun) Add all Weekday dates in above range (Mon - Fri) Translate Date Ranges into single dates make it easier to remove individual dates from the report)			
Re-Suit	Record:	H 4 3 of 3 → H →=	K No Filter Search					
Report Subtitle (optional):								
Make Menu         Preview         Print		Export to Excel		<u>C</u> lo:	se Close to <u>Main Menu</u>			

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.