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Activity Participation by Zip Code

These instructions will provide a count of members that participated in specific activities broken down by zip code.

1. From the Main Menu, click the Reports button
2. Click the Demographics tab
3. Choose the Zip Code Report button on the top center
4. On the Universal Selection Engine choose
 - a. Time Frame = All members in the System
 - b. Click Activities in the top left
 - c. Choose your Unit
 - d. Choose who Attended At Least one time between mm/dd/yyyy and mm/dd/yyyy
 - e. Choose the specific activities in the list
 - f. Click Continue
5. On the next screen choose the Display Zip Code In Effect On date (This most often would be the last date of the reporting period) Example: If you are reporting on 1/1/18 to 3/31/18 then this date would be 3/31/18
6. Choose the Detail Level
7. Optionally fill in a Report Subtitle
8. Click Preview

Vision's Membership Registration					
Zip Code Report					
Computer Lab Participation from 1/1/18 to 5/31/18					
County	Zip Code	Male	Female	Unknown	Total
Pinellas	(unknown)	2	1	0	3
	33701	15	5	0	20
	33702	3	3	0	6
	33721	2	0	0	2
	33763	3	5	0	8
	33764	2	4	0	6
	33765	3	5	0	8
	33766	2	4	0	6
	33767	6	3	0	9
	34602	3	2	0	5
	34622	0	1	0	1
	34695	1	1	0	2
	County Totals:		42	34	0
Organization Totals		42	34	0	76