

Running a Roster Report with and without Payments

1. Go to [Active Net](#) and log in.

Login

> Home Page > Login

To make a reservation or register for an activity, you must have a password-protected customer account.

Already have an account?

Login

parksandrecreation@frederickcountymd.!

Password

I'm not a robot

reCAPTCHA
Privacy - Terms

[Forgot your login name?](#)

[Forgot your password?](#)

Login

Don't have an Account?

Create New Account

2. Once you're logged in, you will see your "Instructor Information" section. Click on "Roster – Brief" for the report without payment details, and click on "Roster – Brief with payments" for the report with payment details.

- **Account Activity**
 - [Family Member's Schedule](#)
 - [Account Deposits List](#)
 - [List Account Credits](#)
 - [List Saved Credit Cards](#)
 - [Registrations and Reservations](#)
 - [Your Gift Cards List](#)
 - [Tax Receipts](#)
- **Other Services**
 - [Register for Activities](#)
 - [Make Reservations](#)
 - [View Your Shopping Cart](#)
 - [View Gift Cards](#)
 - [Logoff](#)
- **Personal Information**
 - [Change Your Password](#)
 - [Change Account Address or Personal Information](#)
 - [Change Question Answers](#)
 - [Change Information about Family/Friends](#)
- **Account Payments**
 - [Pay on Account](#)
 - [List of Account Payments](#)
 - [View Account Payment Details](#)
 - [Change Auto-Charge Payments](#)
- **Instructor Information**
 - [Roster - Brief](#)
 - [Roster - Brief with payments](#)
 - [Roster - Expanded](#)
 - [Attendance Sheet](#)
 - [Attendance Sheet-daily](#)
 - [Email Participants](#)
 - [Payment Due](#)

Running a Roster Report with and without Payments

- Select the season and activities you are running the report for, and click "Run Report" at the bottom of the screen (*You can also select various "options", if needed.*)

- Your report will look similar to the report below.

Without Payments:

ROSTER Transactions Shown Only										
#	Enrollee Name	Tx	Qty	Age	Gndr	Primary Phone	Alternate Phone	Receipt #	Team Name	Area
						1st Contact Name	1st Contact Phone			
1	Fake, Name	AN	1		F	(555) 555-5555		1000000.001		In Frederick County
2	Fake, Name	AN	1		F	(555) 555-5555	F (555) 555-5555	1000000.001		Resident
3	Fake, Name	AN	1		F	(555) 555-5555	F (555) 555-5555	1000000.001		In Frederick County
4	Fake, Name	AN	1		F	(555) 555-5555		1000000.001		In Frederick County
5	Fake, Name	AN	1		F	(555) 555-5555		1000000.001		In Frederick County
6	McClain, Katherine	AN	1		F	(555) 555-5555		1068935.001		In Frederick

With Payments:

ROSTER Transactions Shown Only												
#	Enrollee Name	Tx	Qty	Age	Gndr	Primary Phone	Alternate Phone	Receipt #	Tot Fee	Tot Paid	Due	Area
						1st Contact Name	1st Contact Phone					
1	Fake, Name	AN	1		F	(555) 555-5555		1000000.001	\$41.00	\$41.00	\$0.00	In Frederick County
2	Fake, Name	AN	1		F	(555) 555-5555		1000000.001	\$41.00	\$41.00	\$0.00	Resident
3	Fake, Name	AN	1		F	(555) 555-5555		1000000.001	\$41.00	\$41.00	\$0.00	In Frederick County
4	Fake, Name	AN	1		F	(555) 555-5555		1000000.001	\$41.00	\$41.00	\$0.00	In Frederick County
5	Fake, Name	AN	1		F	(555) 555-5555		1000000.001	\$41.00	\$41.00	\$0.00	In Frederick County