Step 1: Go to:  www.mpsaz.org/commed
Scroll to the bottom of the page: Select Staff login

Step 2: Enter your Username & Password

Roster and Account Tutorial
This online resource will give you all registration/roster information electronically.

Questions: call Lisa DiSante 480-472-1110 or
Tot Wallace 480-472-7253 (office) or 480-209-4908 (cell)
Report Options:

There are two report options for your use. Each report works in the same way, but displays different information.

Data Elements = Registration information (Emergency contacts, health concerns, phone numbers etc.)

Purchases by Item will include payments made (revenue).

Customers by Item will include demographic information.

Print the report of your choice without excluding the data elements to obtain all registration information attached to your camp, including emergency contact, health concerns etc. Exclude the data elements to obtain an alphabetical list of participants (attendance roster). Each report provides a total at the end of each item.

You can export any report into Excel and sort as desired. This option is at the top of each report after it generates.
Report Examples:

Data elements were not excluded on this report

<table>
<thead>
<tr>
<th>Receipt #</th>
<th>Date</th>
<th>Last Name</th>
<th>First Name</th>
<th>Grade</th>
<th>Email</th>
<th>Memo</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>757253</td>
<td>7/27/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>60.00</td>
</tr>
</tbody>
</table>

**Student First Name**

**Student Last Name**

**MPS Student ID #**

**Current School**

**Grade Level**

**Student’s age**

**Student Home Phone**

**Parent Work Phone**

**Parent Cell Phone**

**Valid Email Address**

**Emergency Contact Name**

**Emergency Contact Phone**

**Does student have health conditions/concerns?**

**If yes, please describe.**

**Team/Coach/Friend request**

**Parent Willing to Coach**

**If yes, Head Coach or Assistant Coach**

**Permission to Participate**

**Do you have an MYB jersey?**

**If no, continue shopping to purchase a jersey.**

**Contributor/Payee Street Address**

**Contributor/Payee City**

**Contributor/Payee Zip Code**

Data elements (registration info.) will vary, based on your camp.
SAME REPORT—DATA ELEMENTS EXCLUDED. This option provides an alphabetical list of participants.