


Roster and Account Tutorial

This online resource will give you all registration/roster information electronically.

Questions: call Lisa DiSante 480-472-1110 or

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The screenshot shows the top of the Mesa Community Education website. On the left is the logo for Mesa Public Schools with the text 'mesa PUBLIC SCHOOLS' and 'Community Education'. To the right of the logo is the address: '855 West 8th Avenue, Mesa, Arizona 85210-3401, Phone (480) 472-7250'. Below the logo is a navigation menu with links: 'Home', 'School Year Programs', 'Summer Programs', 'Mesa Youth Sports', and 'More'. On the far right is a search bar with the text 'MPS Search' and a magnifying glass icon. Below the navigation is a large banner with the text 'Engaging Minds - Enriching Lives - Ensuring Opportunity'. At the bottom of the banner are two links: 'Staff login' and 'Staff report tutorial'. A red arrow points from a circled '1' to the 'Staff login' link. Below the banner is the footer with the Mesa Public Schools logo and tagline 'Unprecedented Excellence in Education', the address '63 East Main Street · Mesa, Arizona 85201', and copyright information '© 2012 Mesa Public Schools. All rights reserved.' along with links for 'MPS Home', 'About Mesa', 'Contact Us', and 'Translate'.

[Staff login](#)  **1** Scroll to the bottom of the page

[Staff report tutorial](#)

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

Step 2: Enter your **Username & Password**

The screenshot shows the staff login form. At the top is a dark blue header with the text 'MESA PUBLIC SCHOOLS' and 'UNPRECEDENTED EXCELLENCE IN EDUCATION'. Below the header is the text 'Enter your User Name & Password' with a circled '2' and a red arrow pointing to the form. The form consists of two input fields: 'User Name' and 'Password'. Below the 'Password' field is a 'Sign in' button.

REPORTS

[Purchases By Item](#)
[Customers By Item](#)

Report Options:

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

The screenshot shows a web form for generating reports. At the top, there is a dropdown menu labeled 'Item:' with the text 'Select options'. To its right are two date input fields: 'Start:' with '8/2/2012' and 'End:' with '8/2/2012'. Further right are two checkboxes: 'Exclude Data Elements' and 'Exclude \$0.00 Receipts'. To the right of these is a 'Number of Columns:' field with the value '3'. At the far right is an 'OK' button. Below the form, four red arrows point from text boxes to the 'Item:' dropdown, the 'Start:' date field, the 'Exclude Data Elements' checkbox, and the 'OK' button.

Select the item(s) you wish to view from the dropdown list. Examples would be Session I, Session II, hitting, fielding etc.

Adjust the start date to the start of your registration

Select Exclude here to obtain an alphabetical list of participants. If you do not click here, all registration info. will be included.

Click OK to run report.

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

Purchases by Item will include payments made (revenue).

TIPS!

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:

MYB MPS-boys - MYB MPS boys 3rd-6th

Data elements were not excluded on this report

Receipt #	Date	Last Name	First Name	Grade	Email	Memo	Qty	Total
757258	7/27/2012						1	80.00
		<u>Student First Name</u>		<u>Student Last Name</u>		<u>MPS Student ID #</u>		
		<u>Current School</u>		<u>Grade Level</u>		<u>Student's age</u>		
		<u>Student Home Phone</u>		<u>Parent Work Phone</u>		<u>Parent Cell Phone</u>		
		<u>Valid Email Address</u>		<u>Emergency Contact Name</u>		<u>Emergency Contact Phone</u>		
		<u>Does student have health conditions/concerns?</u>		<u>If yes, please describe.</u>		<u>Team/Coach/Friend request</u>		
		<u>Parent Willing to Coach</u>		<u>If yes, Head Coach or Assistant Coach</u>		<u>Permission to Participate</u>		
		<u>Do you have an MYB jersey?</u>		<u>If no, continue shopping to purchase a jersey.</u>		<u>Contributor/Payee Name</u>		
		<u>Contributor/Payee Street Address</u>		<u>Contributor/Payee City</u>		<u>Contributor/Payee Zip Code</u>		

Data elements (registration info.) will vary, based on your camp.



SAME REPORT—DATA ELEMENTS EXCLUDED. This option provides an alphabetical list of participants.

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MYB MPS K-2nd - MYB MPS student K-2nd DATA ELEMENTS WERE EXCLUDED ON THIS REPORT

Receipt #	Date	Last Name	First Name	Grade	Email	Memo	Qty	Total
634302	1/5/2012	1	80.00
639775	1/9/2012	1	80.00
640839	1/10/2012	1	80.00
640770	1/10/2012	1	80.00
632971	1/3/2012	1	80.00
635437	1/5/2012	1	80.00
643414	1/13/2012	1	80.00
641743	1/11/2012	1	70.00
632820	1/1/2012	1	80.00
662715	2/9/2012	1	80.00
641934	1/11/2012	1	80.00
632955	1/3/2012	1	80.00
639759	1/9/2012	1	80.00
640404	1/10/2012	1	80.00
641695	1/11/2012	1	80.00
640875	1/10/2012	1	80.00
637028	1/6/2012	1	80.00