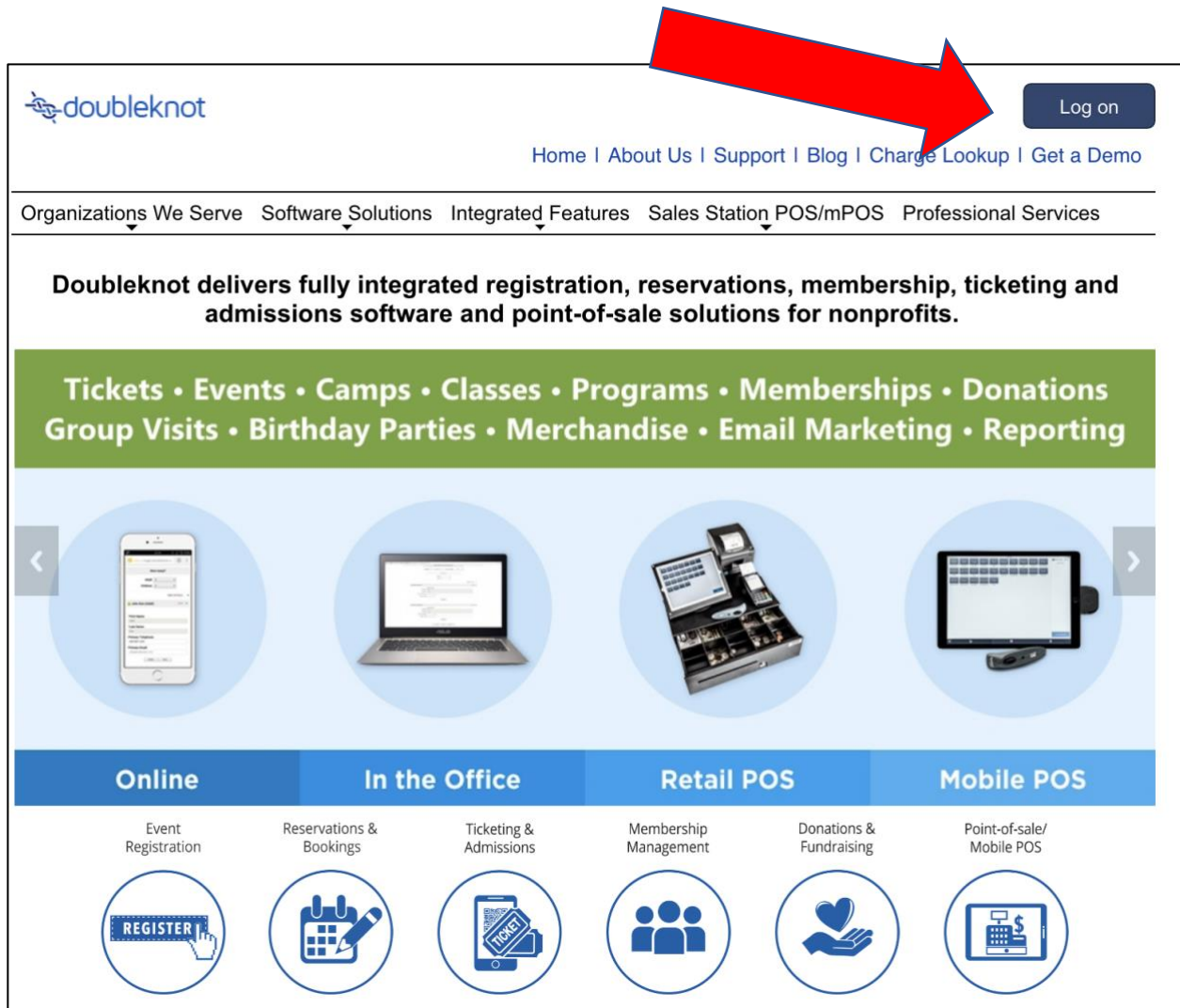


# Doubleknot Report Instructions

For Doubleknot support, go to [www.shac.org/dk](http://www.shac.org/dk)

- Go to [www.doubleknot.com](http://www.doubleknot.com)
- Log on



The screenshot shows the Doubleknot website homepage. At the top left is the Doubleknot logo. To the right is a dark blue 'Log on' button, which is highlighted by a large red arrow. Below the logo is a navigation menu with links: Home | About Us | Support | Blog | Charge Lookup | Get a Demo. Underneath is a secondary menu: Organizations We Serve | Software Solutions | Integrated Features | Sales Station POS/mPOS | Professional Services. The main content area features a green banner with the text: 'Doubleknot delivers fully integrated registration, reservations, membership, ticketing and admissions software and point-of-sale solutions for nonprofits.' Below this is a light green banner listing services: Tickets • Events • Camps • Classes • Programs • Memberships • Donations, Group Visits • Birthday Parties • Merchandise • Email Marketing • Reporting. The next section is a carousel of four images: a smartphone, a laptop, a retail POS terminal, and a tablet. Below the carousel are four blue boxes labeled 'Online', 'In the Office', 'Retail POS', and 'Mobile POS'. Each box contains a list of services and an icon: 'Online' (Event Registration, REGISTER icon), 'In the Office' (Reservations & Bookings, calendar icon), 'Retail POS' (Ticketing & Admissions, TICKETS icon), 'Membership Management' (Membership Management, people icon), 'Donations & Fundraising' (Donations & Fundraising, heart icon), and 'Point-of-sale/ Mobile POS' (Point-of-sale/ Mobile POS, tablet icon).

# Event Management

## Step 1: Select the Org

- For day camp, select SHAC New Day Camp
- For district events, select the division

## Step 2: Select Event Management

The screenshot displays a web application interface. On the left is a sidebar menu with a blue header 'SHAC North Division Districts'. Below the header is a 'Feature List' section containing: Calendar & Event Signup, Communications Center, Document Library, E-List Signup, Forums, Constituent Directory, My Organizations, and Newsletter. Below this is an 'Administer' section containing: Event Management, Organization URLs, Reports, and User Manuals. A red arrow points to the 'SHAC North Division Districts' header with the text 'Step 1: Select Org'. The main content area on the right shows 'Upcoming Events' with a date '07, 2018' and a list item: 'Friday, April 27, 2018' followed by 'Iron Horse Camporee 2018'. A second red arrow points to the 'Event Management' option in the sidebar with the text 'Step 2: Event Management'.

### Step 3: Select Current event or Past

### Step 4: Select the Tab

- Select the Calendar Activities tab for events and training
- Select the Program tab for merit badge events

### Step 5: Select the event

Organization: SHAC North... (Houston-TX) [URLs](#) [Report Multiple](#)

CALENDAR ACTIVITIES | DONATIONS | FACILITIES | PROGRAMS | FORMS | UTILITIES

Only Show  Current and Future  Past  All

Category: All Categories

Description	Starting	Ending	
Aldine Pathfinder Camporee 2019	3/26/2019 6:00 PM	3/28/2019 10:00 PM	<a href="#">Details</a>
Aldine Pathfinder Cuboree 2018	11/2/2018 6:00 PM	11/4/2018 10:00 AM	<a href="#">Details</a>
Aldine Pathfinder District Camporee 2018	4/20/2018 6:00 PM	4/22/2018 10:00 PM	<a href="#">Details</a>
Aldine Pathfinder District Dinner 2018	12/8/2018 6:30 PM	12/8/2018 8:30 PM	<a href="#">Details</a>
Aldine Pathfinder District First Aid Meet 2019	12/8/2019 9:00 AM	12/8/2019 12:00 PM	<a href="#">Details</a>
Aldine Pathfinder Pinewood Derby 2019	1/19/2019 8:00 AM	1/19/2019 12:00 PM	<a href="#">Details</a>
Aldine Pathfinder Webelos Do Your Best 2019	3/1/2019 6:00 PM	3/3/2019 11:00 AM	<a href="#">Details</a>
Iron Horse Camporee 2018	4/27/2018 6:00 PM	4/29/2018 11:00 AM	<a href="#">Details</a>

## Event Details and Reports

You will see an overview of money collected and how many have registered. To download reports, click on reports on the left column.

[View/Export Registrations](#) Iron Horse Camporee 2018  
[Email Registration Export](#) <http://samhoustonbsa.doubleknot.com/event/iron-horse-camporee-2018/2092264>  
[Reports](#) 4/27/2018 6:00 PM - 4/29/2018 11:00 AM  
[Activity UR](#) Register between 3/1/2017 and 4/29/2018

**Financial**

Total Booked	<b>\$100.00</b>
Total Collected	<b>(\$100.00)</b>
Outstanding	<b>\$0.00</b>

**Registration Status**

Completed Registrations	<b>1</b>
-------------------------	----------

**Participants**

	Registered
Adult	4
Boy Scout	8
<b>Total</b>	<b>12</b>

Done

# Download Calendar Activity Reports

(For district events and trainings)

- **First**, look for Customized Reports at the Bottom of the Page. If none, select View Registrations and All Registrant Information

**CALENDAR ACTIVITY REPORTS FOR:**

- Orion District Pinewood Derby

Reports are organized by category. To view a report, click its name in the list. Some reports have been renamed.  
[View reports by their old names](#) >

**ALL REGISTRATION AND REGISTRANT INFORMATION**

- Registration Detail – Formatted**  
Information for every registration in a format similar to the customer receipt. Depending on the number of events and registrations, this report can take a few minutes to generate.
- View Registrations and All Registrant Information**  
For each registrant, displays information about the registration owner, overall costs and payments, registrant costs and payments, and other registrant information. Information from forms is included.
- View Registrations Without Form Information**  
Displays all available information for each registration except any information collected on forms. Any form costs are included in the overall registration cost.
- View Registrations Without Registrant Information**  
Displays all available information for each registration, but information about individual registrants is not included. If forms are associated with the event(s), form information is included.

**ATTENDANCE**

- Checkedin**
- Event Ticket Usage**  
For every ticket issued, this report displays how often the ticket was used and the time(s) and date(s) it was used. 0 indicates that a ticket was not used, that tickets were not issued for the event, or that tickets were not used with Doubleknot checkin.
- Registrant List**  
Each registrant's last name, first name, group (if used), registration number, and the event name.
- Registrants Cleared from Waitlist**  
Information about each registrant who was automatically cleared from the waitlist.

**PAYMENTS**

- Payment Transaction Details (Form Costs Included in Registration Cost)**  
Detailed information about costs and payment transactions. Costs and payments associated with forms are not listed separately and are included in the overall costs and payments.
- Payment Transaction Details (Form Costs Listed Separately)**  
Detailed information about costs and payment transactions. Costs and payments associated with forms are listed separately and are not included in the overall costs and payments.
- Registration and Payment Summary**  
Summary of each registration including costs, payments, balance due, and number of registrants.
- Registrations with Payments Due**  
For each registration, this report displays costs, payments, and amount due (if any). If a payment schedule is in use, payments due will be organized by payment schedule item.

**PRODUCTS**

- Registrations with Packages**  
For events that contain store products as part of a bundled package, this report displays the product, quantity, and cost for each package item on registrations.

**VIEW AND EXPORT**

- [Email Me Registration Export](#)
- [View and Export Registrations](#)

**CUSTOM**

- Custom created reports
- [San Jacinto Training Report](#)

# Download Program Reports

(Merit Badge Events)

First, look for Customized Reports at the Bottom of the Page. If none, select View Registrations and All Registrant Information

The screenshot displays a menu of report categories, each with a dropdown arrow on the right. The categories and their sub-options are:

- ALL REGISTRATION AND REGISTRANT INFORMATION**
  - View All Registrations and Registrant Information**: For each registrant, this report displays information about the registration owner, overall costs and payments, registrant costs and payments, and other registrant information. Information from forms is included.
  - View Registrations Without Form Information**: Displays all available information for each registration except any information collected on forms. Any form costs are included in the overall registration cost.
  - View Registrations Without Registrant and Form Information**: Displays all available information for each registration except individual registrant information. Any information collected on forms. Any form costs are included in the overall registration cost.
  - View Registrations Without Registrant Information**: Displays all available information for each registration, but information about individual registrants is not included. If forms are associated with the program(s), form information is included.
- ATTENDANCE**
  - Program Registrants by Session**: For each registrant, displays the session name, registration number, registrant type (if used), and all available registrant information.
  - Total Number of Registrants by Session**: For each session, this report displays the session name, registration type, and the number of registrants in that group.
  - Total Registrants per Session**: Displays the total number of registrants for each program session.
- LEGACY REPORTS**
  - Registrations with Program Facility Reservations**: Displays information about every registration that contains a program facility reservation.
- PAYMENTS**
  - Balance Due by Session**: Displays one line for every registration with group name, registration number, purchaser information, the date of the last transaction, and any balance due.
  - Payment Transaction Details (Form Costs Included in Registration Cost)**: For each registration, this report displays detailed information about registration costs and payments. Costs and payments associated with forms are included in overall registration costs and payments.
  - Registration and Payment Summary with Group Information**: Displays a summary of each registration including costs, payments, balance due, number of registrations, and group information.
  - Registrations With Payment Due**: For each registration, this report displays costs, payments, and amount due (if any). If a payment schedule is in use, payments due will be organized by payment schedule item.
- PRODUCTS**
  - Registrations with Packages**: For programs that contain store products as part of a package, this report displays the product, quantity, and cost for each packaged item on registrations.
- CUSTOM**
  - Custom created reports
  - Orion MBU**: Originating From View Registrations and Registrant Information

Red arrows point to the following options:

- Two arrows labeled "Download Full Report" point to "View All Registrations and Registrant Information" and "View Registrations Without Form Information".
- An arrow labeled "How many have registered per session" points to "Total Registrants per Session".
- An arrow labeled "First, look here" points to the "CUSTOM" category.

# Alternate Method to View Reports

## Step 1: Select the Org

- For day camp, select SHAC New Day Camp
- For district events, select the division

## Step 2: Click on Reports

The screenshot displays the SAM Houston Area Council website. At the top, there is a logo for the Boy Scouts of America and the text "SAM HOUSTON AREA COUNCIL". Below the logo, there is a navigation bar with links for "Support", "Training Videos", and "Help". On the right side of the navigation bar, there is a user greeting "Welcome Melissa" and links for "Log Off" and "My Account".

On the left side of the page, there is a dropdown menu for "SHAC North Division Districts". Below this menu is a "Feature List" with the following items:

- Calendar & Event Signup
- Document Library
- E-List Signup
- Forums
- Constituent Directory
- My Organizations
- Newsletter

Below the "Feature List" is an "Administer" section with the following item:

- Reports

On the right side of the page, there is a section titled "Upcoming Events" with the following list:

- Friday, October 6, 2017  
**Iron Horse Webelos Woods 2017**
- Friday, October 13, 2017  
**Orion Camporee 2017**
- Saturday, October 28, 2017  
**Phoenix Cuboree 2017**
- Friday, November 10, 2017  
**Tall Timbers Webelos Woods 2017**
- Friday, December 8, 2017  
**Phoenix Webelos Woods 2017**

Two red arrows with white text are overlaid on the screenshot. One arrow points to the "SHAC North Division Districts" dropdown menu with the text "Step 1: Select Org". The other arrow points to the "Reports" link in the "Administer" section with the text "Step 2: Reports".

# Reports

- **Option 1: Select Calendar Activity Reports** for district events and training (with the exception of Merit Badge Days)
- **Option 2: Select Program Reports** for Merit Badge Days.

The screenshot shows the SAM Houston Area Council website interface. At the top right is a [Home](#) link. The header features the council's logo and name: "SAM HOUSTON AREA COUNCIL" and "BOY SCOUTS OF AMERICA". Below the header is a navigation bar with links for "Feature List", "Support", "Training Videos", and "Help". On the right side of the navigation bar, it says "Welcome Melissa" with links for "Log Off" and "My Account".

The main content area is titled "REPORTS" and contains several report categories, each with an icon and a brief description:

- ADMINISTRATOR REPORTS** (Globe icon): Consolidated high-level information about registrations, reservations, and memberships.
- CALENDAR ACTIVITY REPORTS** (Calendar icon): Events, registrations, and registrants for Calendar Activities configured in Event Management. *(A red arrow points to this category.)*
- DUES REPORTS** (Dues icon): Dues items configured in Event Management.
- FUND RAISER REPORTS** (Fund Raiser icon): Fund Raisers configured in Event Management.
- FACILITY REPORTS** (Home icon): Facilities, reservations, and registrants for Facilities configured in Event Management.
- PROGRAM REPORTS** (Program icon): Programs, registrations, and registrants for Programs configured in Event Management. *(A red arrow points to this category.)*
- PROGRAM SESSION REPORTS** (Session icon): Session events, registrations, and registrants for program sessions configured for Programs in Event Management.



# Option 1: Calendar Activity Reports

(for district events and training with the exception of Merit Badge Days)

- Select to Show Current and Future events, Past events, or all events
- Select Report and Click Continue

[Home](#)

**SAM HOUSTON AREA COUNCIL**  
BOY SCOUTS OF AMERICA.

**Feature List | Support | Training Videos | Help**

Welcome Melissa  
[Log Off](#) | [My Account](#)

### SELECT CALENDAR ACTIVITY(IES) FOR REPORTS

Select one or more calendar activities to include in reports, then click **Continue**

Organization:

Only Show  **Current and Future**  **Past**  **All**

**Calendar Activities**

Description	Date
<input type="checkbox"/> Iron Horse Camporee 2018	4/27/2018 6:00 PM - 4/29/2018 11:00 AM
<input type="checkbox"/> Aldine Pathfinder District Dinner 2018	4/20/2018 6:00 PM - 4/22/2018 10:00 PM
<input type="checkbox"/> Tall Timbers District Dinner 2018	4/20/2018 4:00 PM - 4/22/2018 11:00 AM
<input type="checkbox"/> Orion Webelos District Dinner 2018	4/2/2018 6:00 PM - 4/4/2018 9:00 AM
<input type="checkbox"/> Orion District Pinewood Derby	3/31/2018 8:00 AM - 12:00 PM
<input type="checkbox"/> Aldine Pathfinder Webelos Do Your Best 2018	3/30/2018 6:00 PM - 4/1/2018 11:00 AM
<input type="checkbox"/> Soaring Eagle Camporee 2018	3/30/2018 6:00 PM - 4/1/2018 11:00 AM
<input type="checkbox"/> Soaring Eagle District Pushmobile 2018	3/3/2018 9:00 AM - 12:00 PM
<input type="checkbox"/> Soaring Eagle District Dinner 2018	2/8/2018
<input type="checkbox"/> Iron Horse District Dinner 2018	2/3/2018
<input type="checkbox"/> Tall Timbers District Recognition Dinner 2018	1/27/2018 6:00 PM - 8:00 PM
<input type="checkbox"/> Phoenix District Dinner 2018	1/27/2018 5:00 PM - 8:00 PM
<input type="checkbox"/> Orion District Dinner 2018	1/27/2018
<input type="checkbox"/> Aldine Pathfinder District First Aid Meet 2018	1/20/2018 9:00 AM - 12:00 PM

# Download Calendar Activity Report

- First, look for Customized Reports at the Bottom of the Page. If none, select View Registrations and All Registrant Information

**CALENDAR ACTIVITY REPORTS FOR:**

- Orion District Pinewood Derby

+ Show less

Reports are organized by category. To view a report, click its name in the list. Some reports have been renamed.  
[View reports by their old names](#) >

**ALL REGISTRATION AND REGISTRANT INFORMATION**

**Registration Detail – Formatted**  
Information for every registration in a format similar to the customer receipt. Depending on the number of events and registrations, this report can take a few minutes to generate.

**View Registrations and All Registrant Information**  
For each registrant, displays information about the registration owner, overall costs and payments, registrant costs and payments, and other registrant information. Information from forms is included.

**View Registrations Without Form Information**  
Displays all available information for each registration except any information collected on forms. Any form costs are included in the overall registration cost.

**View Registrations Without Registrant Information**  
Displays all available information for each registration, but information about individual registrants is not included. If forms are associated with the event(s), form information is included.

**ATTENDANCE**

**Checkedin**  
Event Ticket Usage  
For every ticket issued, this report displays how often the ticket was used and the time(s) and date(s) it was used. 0 indicates that a ticket was not used, that tickets were not issued for the event, or that tickets were not used with Doubleknot checkin.

**Registrant List**  
Each registrant's last name, first name, group (if used), registration number, and the event name.

**Registrants Cleared from Waitlist**  
Information about each registrant who was automatically cleared from the waitlist.

**PAYMENTS**

**Payment Transaction Details (Form Costs Included in Registration Cost)**  
Detailed information about costs and payment transactions. Costs and payments associated with forms are not listed separately and are included in the overall costs and payments.

**Payment Transaction Details (Form Costs Listed Separately)**  
Detailed information about costs and payment transactions. Costs and payments associated with forms are listed separately and are not included in the overall costs and payments.

**Registration and Payment Summary**  
Summary of each registration including costs, payments, balance due, and number of registrants.

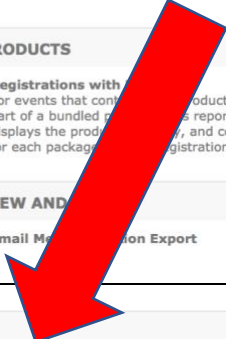
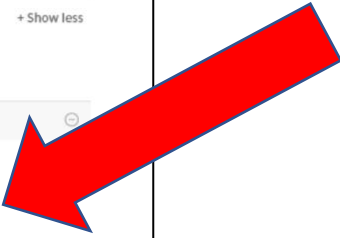
**Registrations with Payments Due**  
For each registration, this report displays costs, payments, and amount due (if any). If a payment schedule is in use, payments due will be organized by payment schedule item.

**PRODUCTS**

**Registrations with Products**  
For events that contain products as part of a bundled package, this report displays the product name, quantity, and cost for each package and registration.

**VIEW AND EXPORT**

Email Message Export      View and Export Registrations



**CUSTOM**

Custom created reports

San Jacinto Training Report



# Option 2: Download Merit Badge Report

- First, look for Customized Reports at the Bottom of the Page. If none, select View Registrations and All Registrant Information

**PROGRAM REPORTS FOR:**

- 2017 - Orion District - Merit Badge University

[+ Show less](#)

Reports are organized by category. To view a report, click its name in the list. Some reports have been renamed.  
[View reports by their old names](#) >

**ALL REGISTRATION AND REGISTRANT INFORMATION** ⊖

<p><b>View All Registrations and Registrant Information</b> For each registrant, this report displays information about the registration owner, overall costs and payments, registrant costs and payments, and other registrant information. Information from forms is included.</p>	<p><b>View Registrations Without Form Information</b> Displays all available information for each registration except any information collected on forms. Any form costs are included in the overall registration cost.</p>
<p><b>View Registrations Without Registrant and Form Information</b> Displays all available information for each registration except individual registrant information and any information collected on forms. Any form costs are included in the overall registration cost.</p>	<p><b>View Registrations Without Registrant Information</b> Displays all available information for each registration, but information about individual registrants is not included. If forms are associated with the program(s), form information is included.</p>

**PAYMENTS** ⊖

**Registrations With Payment Due**  
For each registration, this report displays costs, payments, and amount due (if any). If a payment schedule is in use, payments due will be organized by payment schedule item.

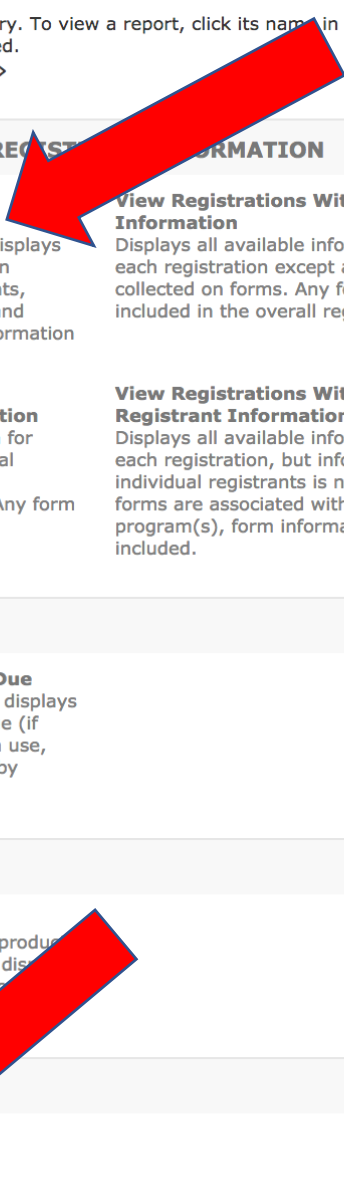
**PRODUCTS** ⊖

**Registrations with Packages**  
For programs that contain store products as part of a package, this report displays the product, quantity, and cost for each packaged item on registration.

**CUSTOM** ⊖

Custom create

**Orion MBU**



# Export the Report

The screenshot shows the SAM Houston Area Council website interface. At the top, there is a navigation bar with links for "Home", "Feature List", "Support", "Training", and "Help". A user is logged in as "Melissa", with "Log Off" and "My Account" links. The main content area is titled "REPORT" and includes a toolbar with icons for menu, print, export, and edit. A red arrow points to the export icon, which has opened a dropdown menu with the following options:

- Export to Excel**: File for Microsoft's spreadsheet application
- Word document**: File for Microsoft's word processor, most widely-used office application
- CSV**: Stores tabular data in text file, that can be used in Google Docs
- XML**: Both human-readable and machine-readable text file

Below the menu, the text "No Results" is visible, and a "Done" button is located at the bottom left of the report area.