



View a Registrant's Question Profile Answers

1. To locate a registrant's answers to the questions that were asked at the time of registration, click on the **Person** menu option under the **Main** menu.

ID	Name	Age	Email
	lamb		
2967606	Lamb, Alec	0	Mslamb1@noemail.com
2967608	Lamb, Alex	0	matthew.lamb@noemail.com
3461029	Lamb, Bill	0	matthew.lamb2@noemail.com
3555887	Lamb, Bill	0	matthewlamb@revtrak.com
2746334	Lamb, Billy	0	matthew.lamb@noemail.com
2778542	Lamb, Billy	0	mslamb@noemail.com
3276871	Lamb, Billy	0	matthew.lamb@revtrak.com
2967611	Lamb, Billy1	0	matthew.lamb@noemail.com
3626087	Lamb, Bob	0	matthewlamb@revtrak.com
2967614	Lamb, Bobby	0	matthew.lamb@noemail.com
2975907	Lamb, Ed	10	matthew.lamb@revtrak.com
3143896	Lamb, Frank	0	matthew.lamb@revtrak.com

- Search for the last name of the student and double-click into the student's profile.
2. Locate the Registration for the class that contains the registrant's responses and double-click into it.

[11228981] Registration

Name: Lamb, Alex | Enrolled

Class: Pick-a-Day Child Care 2018-2019 Pick-a-Day Child Care

Pricing: Contract | Current Contract: | Additional Student:

Payment | Invoice History | **Questions** | Contract History | Attendance | Notes & Emails

Registration Questions | Standard Questions

Name	Value
DOB	10/04/2000
Gender	Female
T-Shirt	No
Emergency Contact Name	Matthew Lamb
Emergency Contact Relation	Dad
Emergency Contact Phone Number	555-555-5555
Authorized pickup	Yes
Physician Name	
Physician Phone Number	
Medical Conditions	

Reports | Cancel | Save

- In the **Registration** window, click on the **Questions** tab to view the registrant's answers to the question profile's custom **Registration Questions**, as well as **Standard Questions**.
- To see responses to Registration Questions in report form, click **Reports** in the lower left-hand corner of the **Registration** window.

- In the **Report** window which opens, navigate to the **Registration Questions** report. Select the report format, Excel or PDF, before clicking **OK**.

