EMS – Special Needs Report

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

When special text area fields are used in building a registration form, the Special Needs Reports can quickly give information on those fields.

To run the Special Needs Reports click this bullet in the Manage Event section of the dashboard.

For each special text area field used there is a check box option. You can click one box or more depending on the information needed.

When ready, click Run Report.

The report will create a report that includes the registrant name, registration process, phone, email and then columns for the information requested. At the bottom of the report you can click on Download Special Needs Report to get an Excel file of the information.