

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.

Event Dashboard: Training

Event ID: 1000

Public URL: <https://eventstrain.anr.msu.edu/training192/>

Event Summary <ul style="list-style-type: none">Start Date: 06/22/2019End Date: 06/22/2019Event is active	Registration Summary <ul style="list-style-type: none">Registrants: 1Cancelled Registrations: 0Registrants w/ Balance Due: 0Gross Revenue: \$20.00Unprocessed Revenue: \$20.00Total Balance Due: \$0.00
Configure Event <ul style="list-style-type: none">Configure EventConfigure Registration ProcessesEvent OrganizersConfigure QuotasDuplicate EventEvent StructureCancel EventClose Event	Manage Event <ul style="list-style-type: none">Registrant RosterInvoices/ReceiptsAttendanceNotesDownload RegistrantsExport File UploadsQuotas ReportSpecial Needs Report ←Custom ReportsMiPRS ReportCommunications Report

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.

Report Settings

Special needs inputs to include in report:

- Special Dietary Needs
- MSU Accessibility

[Run Report](#)

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.