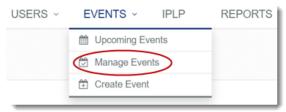
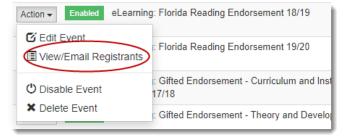




1. Under the 'Events' drop-down menu, select 'Manage Events.'



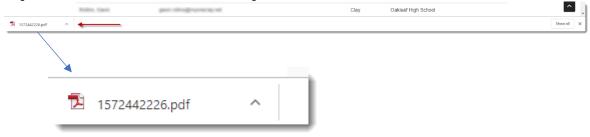
2. Find the event you want a sign-in sheet for and select 'View/Email Registrants' from the 'Action' menu.



3. If there are multiple sessions in your event, find the session you want a sign-in sheet for and click 'Sign-In Sheet.'



4. A .pdf will download. Click the file to open it.





Printing Sign-in Sheet

5. You can print or save the file.

