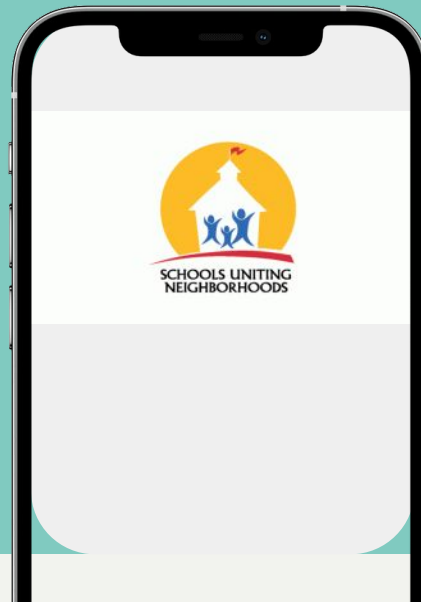




Grouptrail SUN Community School Overview

Training Handbook for SUN Community Schools 2025-26



Last Updated on October 2025



County SUN System Training and Support Resources

- **For New User Access and/or Training use [this form](https://docs.google.com/forms/d/e/1FAIpQLScJ6IJucyAdu_hKMjA5vuBD0AIEGFa-NyRU8ztoqE85O1raSg/viewform)**
 - https://docs.google.com/forms/d/e/1FAIpQLScJ6IJucyAdu_hKMjA5vuBD0AIEGFa-NyRU8ztoqE85O1raSg/viewform
- **For Grouptrail questions, comments or concerns use [this form](https://forms.gle/sneS5RraGf7fpTau5)**
 - <https://forms.gle/sneS5RraGf7fpTau5>
- **For assistance with WellSky Community Services and/or Grouptrail email: yfswellskysupport@multco.us**



Grouptrail

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Staff Workflow:

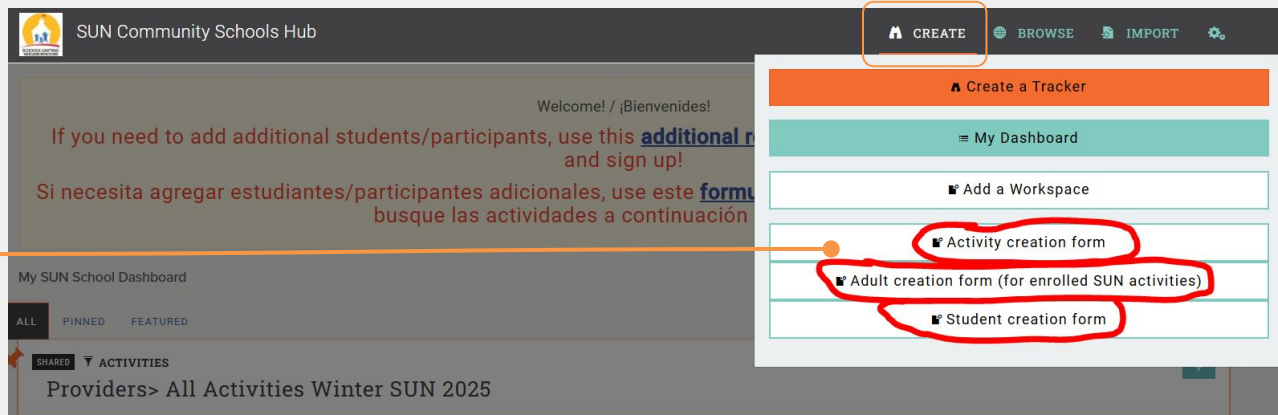
Creating a new participant or activity in Grouptrail

(Through the one-page creation forms)

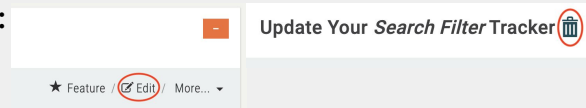
Please Note: This process reviews how to create new participants and activities in Grouptrail.

Creating a new activity or participant through the one-page creation forms (Step 1)

1. Hover over **Create**, then click the **following creation forms**; depending on what you would like to create



Be sure not to “Create a Tracker” instead of clicking on “Add a Workspace.” If you do, you can open up and edit the tracker you created and delete it:



Note:

- To create an activity, select the “Activity Creation form”
- To create a student participant, select the “Student Creation form”
- To create an adult participant, select the “Adult Creation form”

Creating a new activity or participant through the one-page creation forms (Step 2)

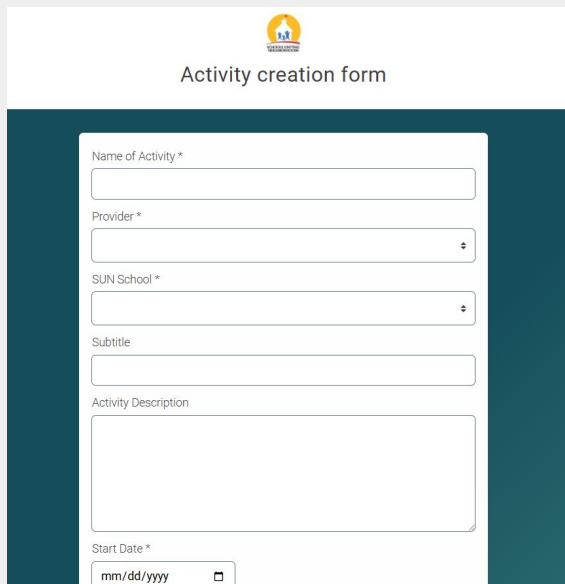
1. Once you select the one-page creation form, you will fill it out in its entirety. They're some fields that are **required** in order to submit the form
2. Once you fill out the form you will click "Submit" at the bottom. You will be asked to **refresh** the screen if you would like to **create another activity or participant**

Important Note:

When naming a participant, please use only first and last name

When naming an activity, please include these identifiers in the name:

- **Session and the year**
 - Example: Fall 2025
- **Name of the activity**
- **Optional (Grade and class frequency)**



Activity creation form

Name of Activity *

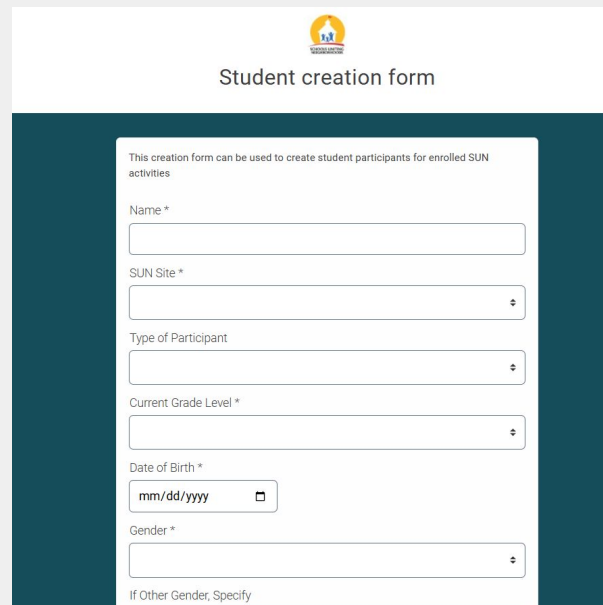
Provider *

SUN School *

Subtitle

Activity Description

Start Date *



Student creation form

This creation form can be used to create student participants for enrolled SUN activities

Name *

SUN Site *

Type of Participant

Current Grade Level *

Date of Birth *

Gender *

If Other Gender, Specify

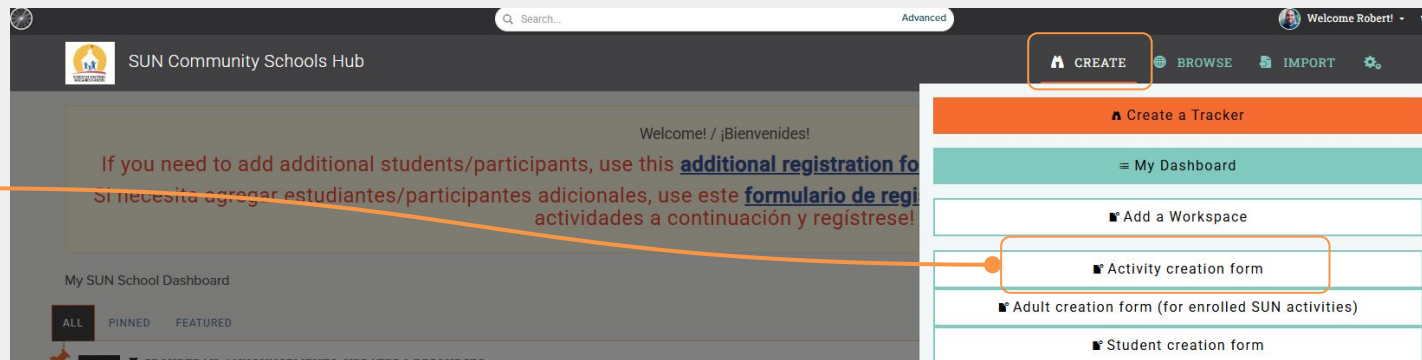


Staff Workflow: Creating a Non-Enrolled Activity in Grouptrail (Through the one-page creation forms)

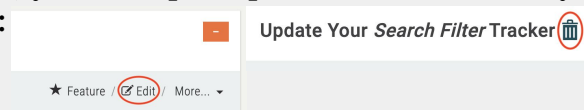
Please Note: This process reviews how to create a non-enrolled activity in Grouptrail.

Creating an non-enrolled activity through the one-page creation forms (Step 1)

1. Hover over **Create**, then click the **“Activity creation form”**



Be sure not to “Create a Tracker” instead of clicking on “Add a Workspace.” If you do, you can open up and edit the tracker you created and delete it:



Note:

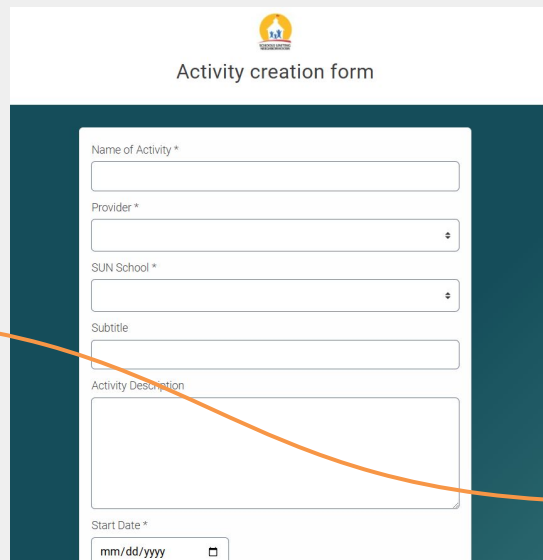
To create an non-enrolled activity, select the “Activity Creation form

Creating a non-enrolled activity through the one-page creation forms (Step 2)

1. Once you select the one-page creation form, you will fill it out in its entirety. They're some fields that are **required** in order to submit the form

2. For non-enrolled activities, please be sure to select **"Non-Enrollment"** for the Enrollment Type field

3. Once you fill out the form you will click "Submit" at the bottom. You will be asked to **refresh** the screen if you would like to **create another**



Activity creation form

Name of Activity *

Provider *

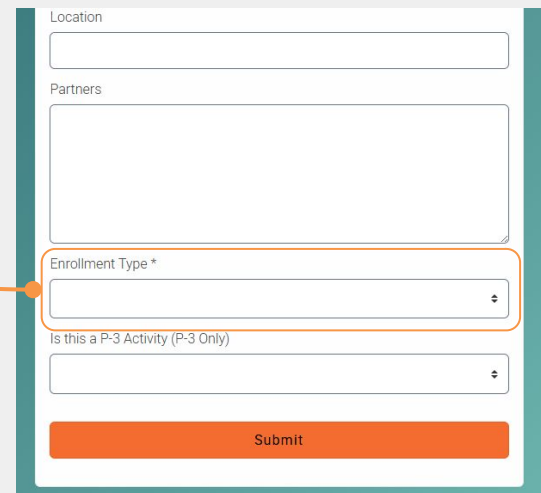
SUN School *

Subtitle

Activity Description

Start Date *

mm/dd/yyyy



Location

Partners

Enrollment Type *

Is this a P-3 Activity (P-3 Only)

Submit

Creating a non-enrolled activity through the one-page creation forms (Step 3)

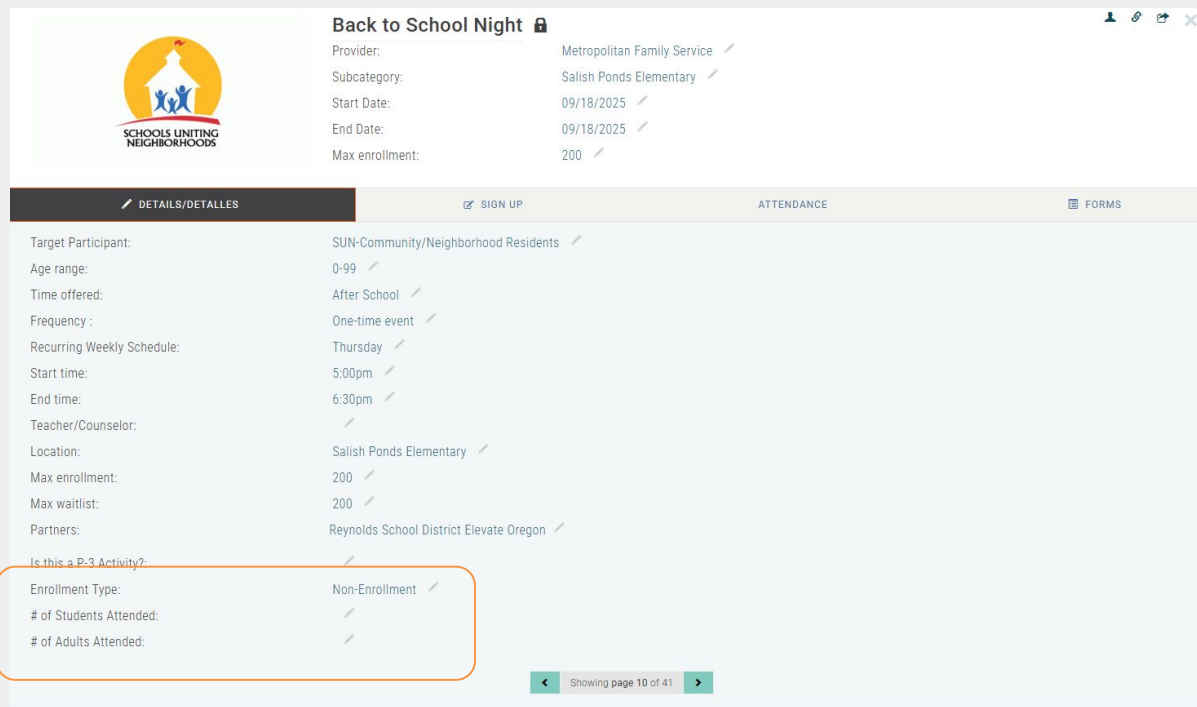
1. To view your non-enrolled activity you just created, go find the event in your **activity tracker**
2. Once you find it, click the activity. You can always edit event details or change the enrollment type if you make a mistake

3. For non-enrolled activities, you can **record the number of headcounts or attendees** in the last two fields at the bottom of activity profile called:

- # of Students Attended
- # of Adults Attended

Important Note:

Please remember that for non-enrolled activities you do not need to enroll participants into the event. Just select the correct "Enrollment Type" and specify the number of headcounts



Back to School Night 

Provider: Metropolitan Family Service 

Subcategory: Salish Ponds Elementary 

Start Date: 09/18/2025 

End Date: 09/18/2025 

Max enrollment: 200 

DETAILS/DETALLES  SIGN UP ATTENDANCE FORMS

Target Participant: SUN-Community/Neighborhood Residents 

Age range: 0-99 

Time offered: After School 

Frequency: One-time event 

Recurring Weekly Schedule: Thursday 

Start time: 5:00pm 

End time: 6:30pm 

Teacher/Counselor: 

Location: Salish Ponds Elementary 

Max enrollment: 200 

Max waitlist: 200 

Partners: Reynolds School District Elevate Oregon 

Is this a P-3 Activity? 

Enrollment Type: Non-Enrollment 

of Students Attended: 

of Adults Attended: 

Showing page 10 of 41

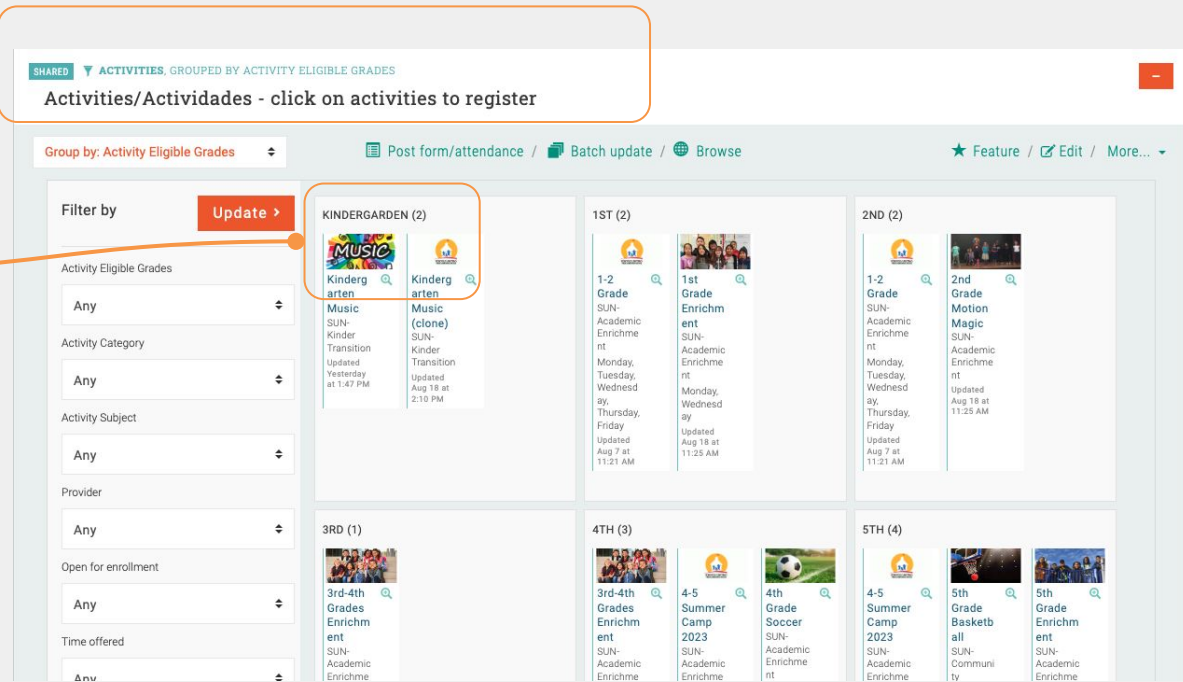


Staff workflow: Enrolling Participants

Please Note: This process will review how users can manually enroll a participant into an activity. This process will also include how sites who are using the online Grouptrail registration process can accept “*requested enrollment*” from families signing up online.

Manually enrolling participants into an activity (step 1)

1. Click on your **Activity Tracker** to see your activities, then **click the Activity** you want to enroll participants in.



SHARED ▾ ACTIVITIES, GROUPED BY ACTIVITY ELIGIBLE GRADES

Activities/Actividades - click on activities to register

Group by: Activity Eligible Grades ▾

Post form/attendance / Batch update / Browse

★ Feature / Edit / More... ▾

Filter by Update >

Activity Eligible Grades

Any ▾

Activity Category

Any ▾

Activity Subject

Any ▾

Provider

Any ▾

Open for enrollment

Any ▾

Time offered

Any ▾

KINDERGARDEN (2)

1ST (2)

2ND (2)

3RD (1)



4TH (3)

5TH (4)

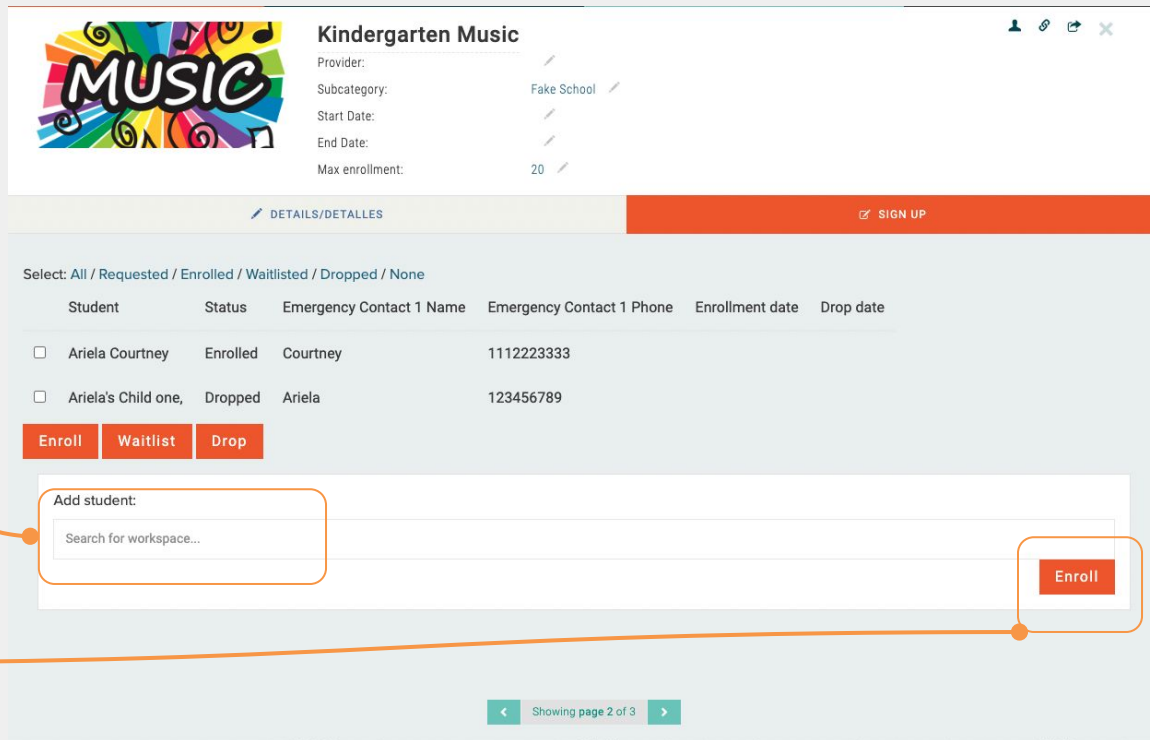
   

Manually adding participants to an activity (step 2)

To **manually enroll** a **participant** who is in the system, but who has not “requested enrollment” through the online registration process, search for them on the Activity Workspace in the bar at the bottom of the sign-up tab called: **Add student**

When you manually enroll a participant you will see the participants name appear; followed by their unique Grouptrail number at the bottom

When their name appears, select them and Click **Enroll**



Kindergarten Music

Provider:

Subcategory: Fake School

Start Date:

End Date:

Max enrollment: 20

[DETAILS/DETALLES](#) [SIGN UP](#)

Select: [All](#) / [Requested](#) / [Enrolled](#) / [Waitlisted](#) / [Dropped](#) / [None](#)

Student	Status	Emergency Contact 1 Name	Emergency Contact 1 Phone	Enrollment date	Drop date
☐ Ariela Courtney	Enrolled	Courtney	1112223333		
☐ Ariela's Child one,	Dropped	Ariela	123456789		

[Enroll](#) [Waitlist](#) [Drop](#)

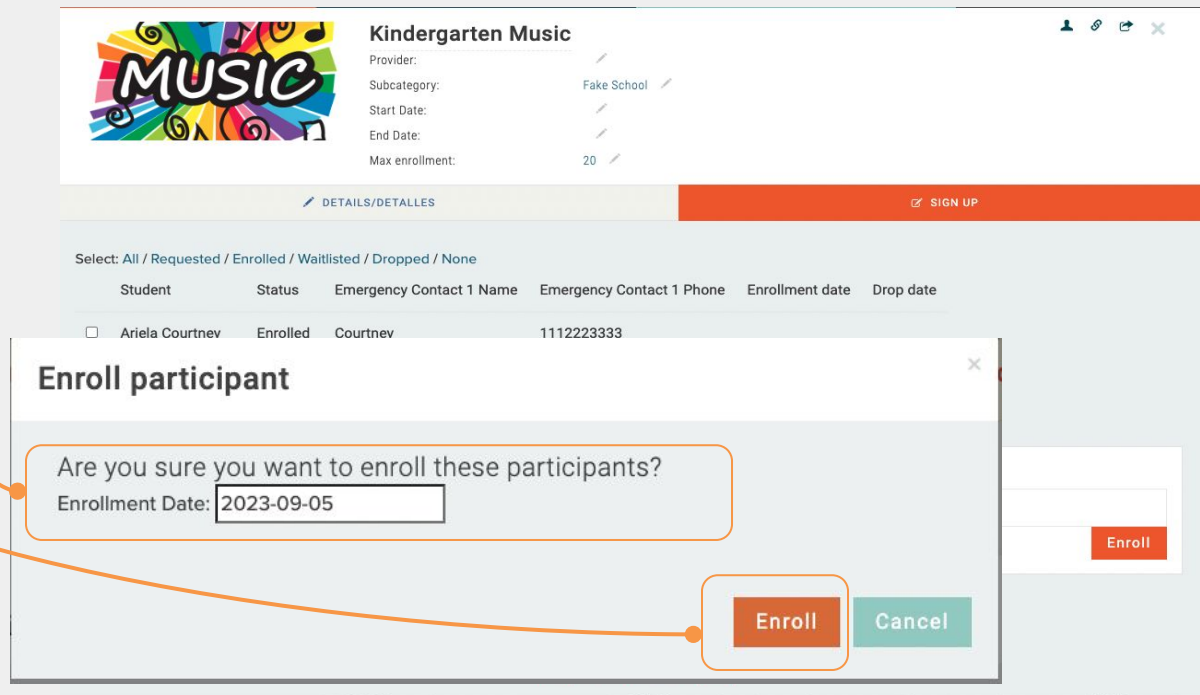
Add student:

[Enroll](#)

Showing page 2 of 3

Manually Enrolling participants: Enroll (step 3)

Before you are done Enrolling participants you will be prompted to add an **enrollment date**, before hitting **Enroll** again.





Kindergarten Music

Provider:

Subcategory:

Start Date:

End Date:

Max enrollment:

[DETAILS/DETALLES](#)
[SIGN UP](#)

Select: All / Requested / Enrolled / Waitlisted / Dropped / None

Student	Status	Emergency Contact 1 Name	Emergency Contact 1 Phone	Enrollment date	Drop date
☐ Ariela Courtnev	Enrolled	Courtnev	1112223333		

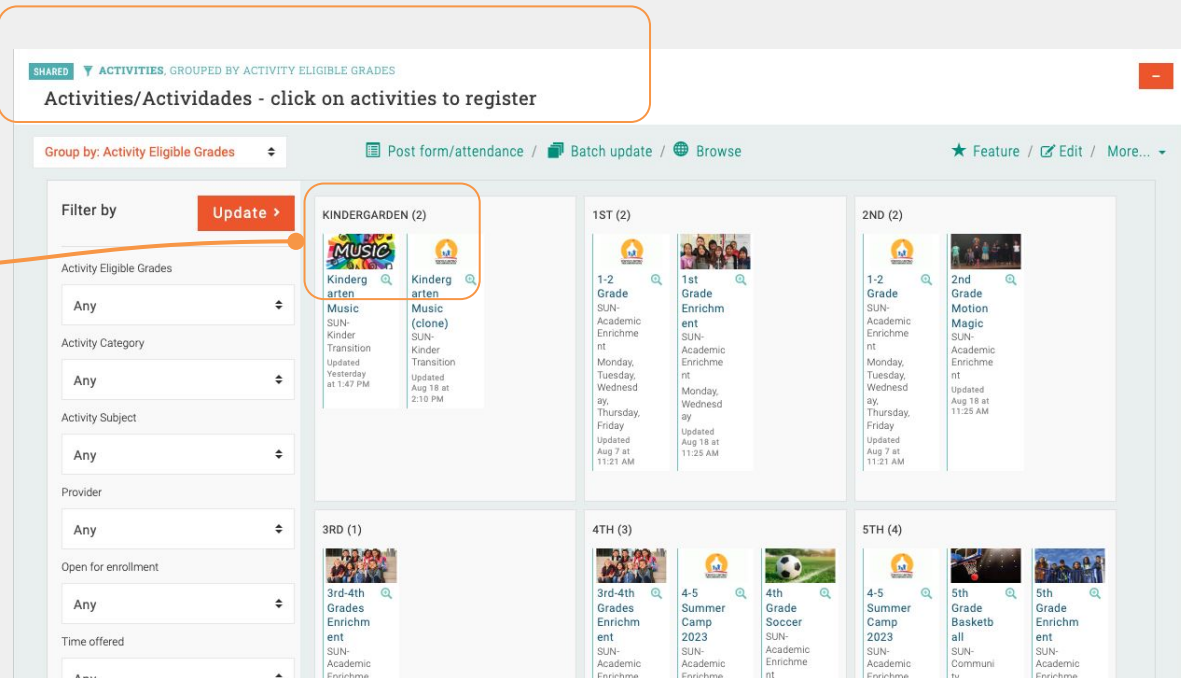
Enroll participant

Are you sure you want to enroll these participants?

Enrollment Date:

Enrolling participants through the Grouptrail online registration process: Find the activity (step 1)

1. Click on your **Activity Tracker** to see your activities, then **click the Activity** you want to enroll participants in.



SHARED ▼ ACTIVITIES, GROUPED BY ACTIVITY ELIGIBLE GRADES

Activities/Actividades - click on activities to register

Group by: Activity Eligible Grades

Filter by Update >

Activity Eligible Grades: Any

Activity Category: Any

Activity Subject: Any

Provider: Any

Open for enrollment: Any

Time offered: Any

KINDERGARDEN (2)

- Kindergarten** (Music) - SUN-Academic Enrichment - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 7 at 1:47 PM
- Kindergarten** (Music (clone)) - SUN-Academic Enrichment - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 18 at 2:10 PM

1ST (2)

- 1-2 Grade** (SUN-Academic Enrichment) - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 7 at 11:21 AM
- 1st Grade** (SUN-Academic Enrichment) - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 18 at 11:25 AM

2ND (2)

- 1-2 Grade** (SUN-Academic Enrichment) - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 7 at 11:21 AM
- 2nd Grade** (SUN-Academic Enrichment) - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 18 at 11:25 AM

3RD (1)

- 3rd-4th Grades** (SUN-Academic Enrichment) - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 7 at 11:21 AM

4TH (3)

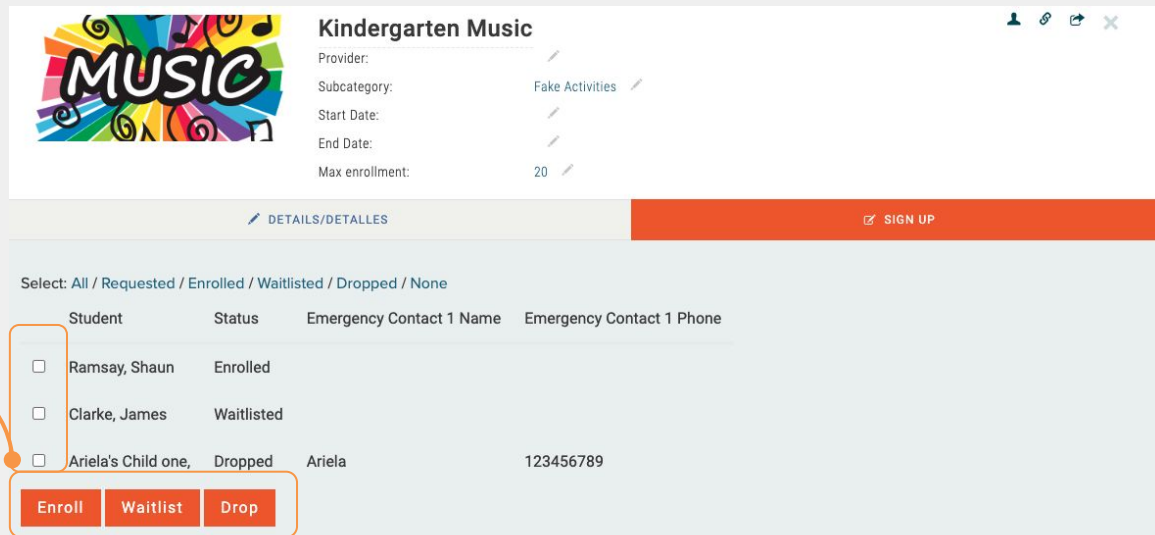
- 3rd-4th Grades** (SUN-Academic Enrichment) - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 7 at 11:21 AM
- 4-5 Summer Camp 2023** (SUN-Academic Enrichment) - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 18 at 11:25 AM
- 4th Grade Soccer** (SUN-Academic Enrichment) - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 7 at 11:21 AM

5TH (4)

- 4-5 Summer Camp 2023** (SUN-Academic Enrichment) - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 7 at 11:21 AM
- 5th Grade Basketball** (SUN-Academic Enrichment) - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 18 at 11:25 AM
- 5th Grade** (SUN-Academic Enrichment) - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 7 at 11:21 AM
- 5th Grade** (SUN-Academic Enrichment) - Monday, Tuesday, Wednesday, Thursday, Friday - Updated Aug 18 at 11:25 AM

Enrolling participants through the Grouptrail online registration process: Select the participants (step 2)

2. On the **Sign Up** tab, click the box for the participants you want to enroll, and then click **Enroll***.



Kindergarten Music

Provider:

Subcategory: Fake Activities

Start Date:

End Date:

Max enrollment: 20

[DETAILS/DETALLES](#) [SIGN UP](#)

Select: [All](#) / [Requested](#) / [Enrolled](#) / [Waitlisted](#) / [Dropped](#) / [None](#)

Student	Status	Emergency Contact 1 Name	Emergency Contact 1 Phone
☐ Ramsay, Shaun	Enrolled		
☐ Clarke, James	Waitlisted		
☐ Ariela's Child one,	Dropped	Ariela	123456789

[Enroll](#) [Waitlist](#) [Drop](#)

Important Note:

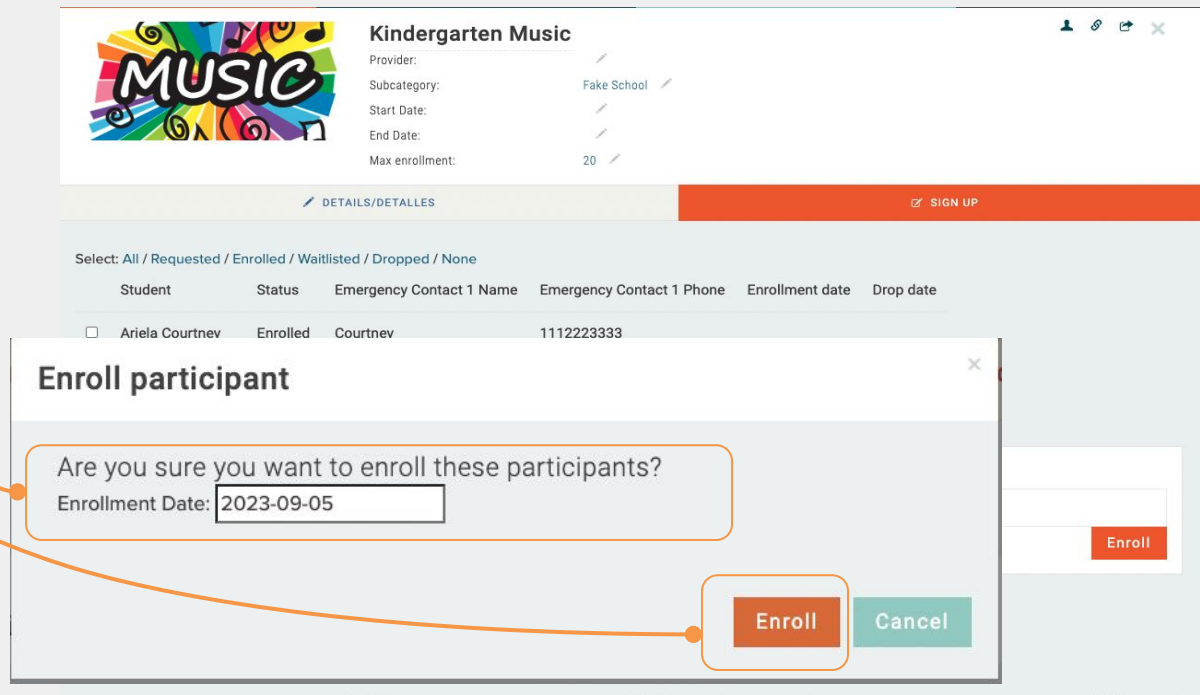
If you're parent/adults are using the online Grouptrail process to request enrollment for SUN activities - participants will show up top to bottom from: top being first requested to bottom being recent requested.

For sites using the online process, participants who are signing up online will display **"requested enrollment"** in the **status** column

****To Waitlist or Drop participants, follow the same process****

Enrolling participants through the Grouptrail online registration process: Enroll (step 3)

3. Before you are done Enrolling participants you will be prompted to add an **enrollment date**, before hitting **Enroll** again.



Kindergarten Music

Provider:

Subcategory:

Start Date:

End Date:

Max enrollment:

[DETAILS/DETALLES](#) [SIGN UP](#)

Select: All / Requested / Enrolled / Waitlisted / Dropped / None

Student	Status	Emergency Contact 1 Name	Emergency Contact 1 Phone	Enrollment date	Drop date
☐ Ariela Courtnev	Enrolled	Courtnev	1112223333		

Enroll participant

Are you sure you want to enroll these participants?

Enrollment Date:

Enroll **Cancel**

Important Note:

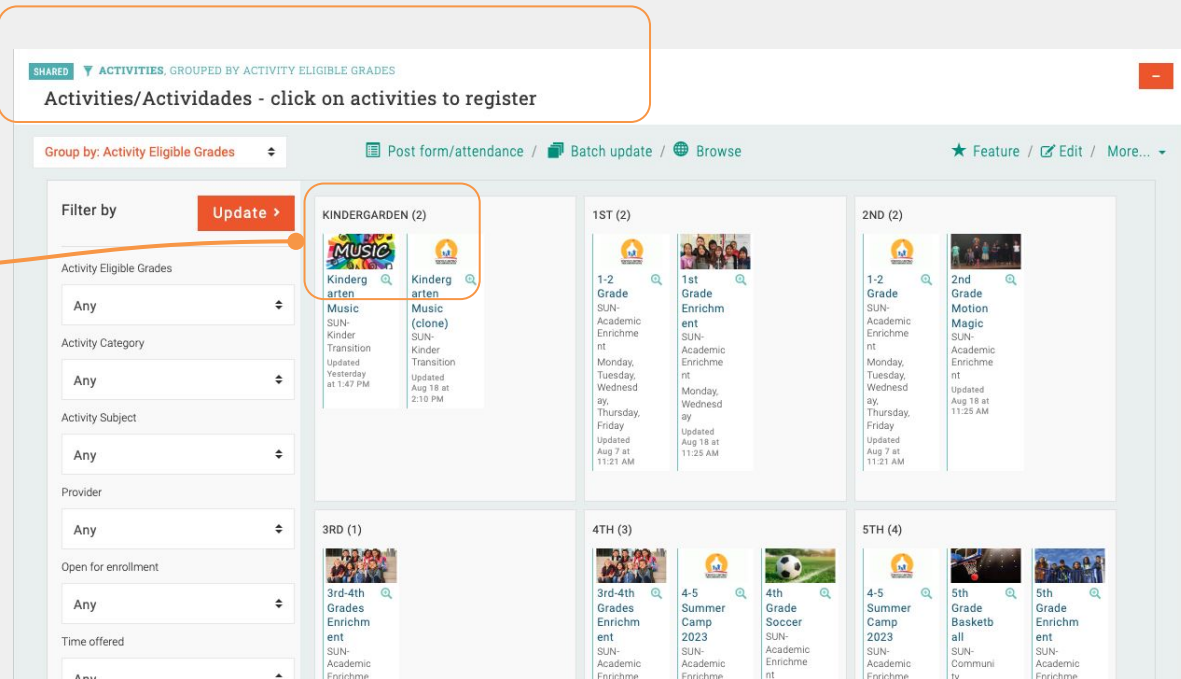
Account Holders of student(s) profiles that are signing up online will receive notifications when their student has been **enrolled**, **waitlisted** or **dropped** from an activity.



Staff Workflow: Taking Attendance in Grouptrail

Taking activity attendance (step 1)

1. Click on your **Activity Tracker** to see your activities, then **find the Activity** you want to take attendance for.



SHARED ▼ ACTIVITIES, GROUPED BY ACTIVITY ELIGIBLE GRADES

Activities/Actividades - click on activities to register

Group by: Activity Eligible Grades

Filter by Update >

Activity Eligible Grades: Any

Activity Category: Any

Activity Subject: Any

Provider: Any

Open for enrollment: Any

Time offered: Any

Post form/attendance / Batch update / Browse

★ Feature / Edit / More...

KINDERGARTEN (2)

- Kindergarten** Music (Updated Aug 18 at 1:47 PM)
- Kindergarten** Music (clone) (Updated Aug 7 at 2:10 PM)

1ST (2)

- 1-2 Grade** SUN-Academic Enrichment (Updated Aug 18 at 11:21 AM)
- 1st Grade** Enrichment (Updated Aug 18 at 11:21 AM)

2ND (2)

- 1-2 Grade** SUN-Academic Enrichment (Updated Aug 18 at 11:25 AM)
- 2nd Grade** Motion Magic (Updated Aug 18 at 11:25 AM)

3RD (1)

- 3rd-4th Grades** Enrichment (Updated Aug 18 at 11:21 AM)

4TH (3)

- 3rd-4th Grades** Enrichment (Updated Aug 18 at 11:21 AM)
- 4-5 Summer Camp 2023** SUN-Academic Enrichment (Updated Aug 18 at 11:21 AM)
- 4th Grade** Soccer (Updated Aug 18 at 11:21 AM)

5TH (4)

- 4-5 Summer Camp 2023** SUN-Academic Enrichment (Updated Aug 18 at 11:21 AM)
- 5th Grade** Basketball (Updated Aug 18 at 11:21 AM)
- 5th Grade** Enrichment (Updated Aug 18 at 11:21 AM)
- 5th Grade** Enrichment (Updated Aug 18 at 11:21 AM)

Taking activity attendance (step 2)

Click on the **Attendance** tab, then select the **Week** for which you are taking attendance for



Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade

Provider: El Programa Hispano
 Subcategory: Grouptrail School
 Start Date: 09/08/2025
 End Date: 11/30/2025
 Max enrollment: 15

[DETAILS/DETALLES](#)
[SIGN UP](#)

ATTENDANCE

[FORMS](#)

Date: Week of Sep 8, 2025 (Mon)
 [Print Attendance Sheet](#)

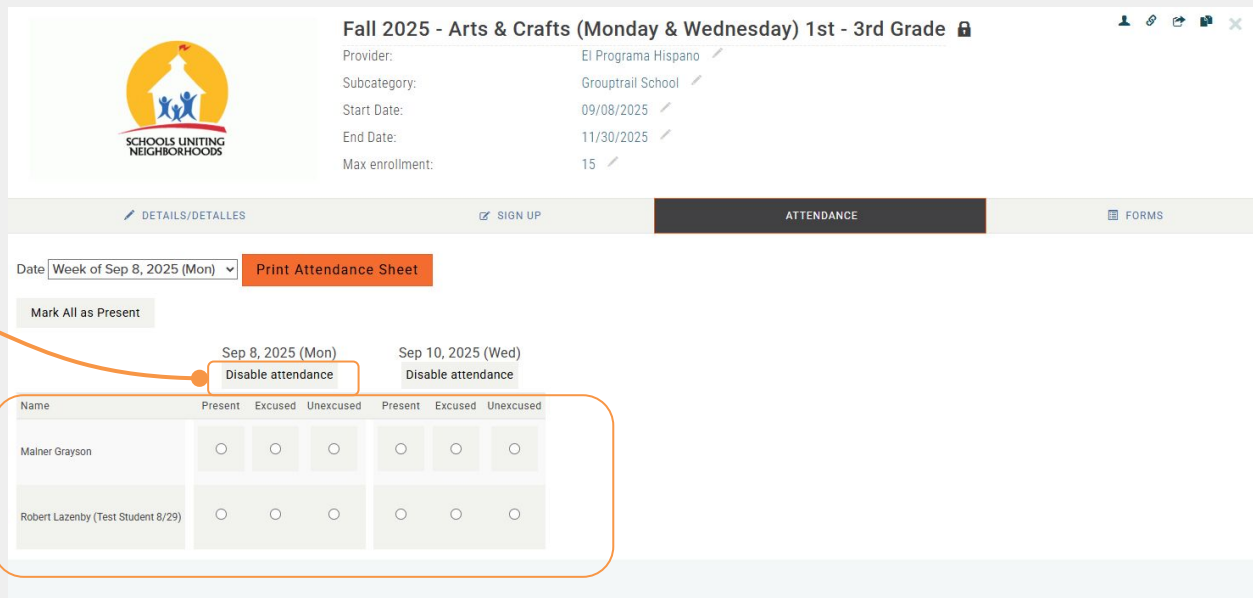
[Mark All as Present](#)

	Sep 8, 2025 (Mon)			Sep 10, 2025 (Wed)		
	Disable attendance			Disable attendance		
Name	Present	Excused	Unexcused	Present	Excused	Unexcused
Mainer Grayson	☐	☐	☐	☐	☐	☐
Robert Lazenby (Test Student 8/29)	☐	☐	☐	☐	☐	☐

Taking activity attendance (step 3)

If there was no activity on that Date (for example it may be a holiday, school closure or activity cancelled), click on **Disable attendance**.

Otherwise, click on the **radio button** that represents each participants attendance.*



Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade

Provider: El Programa Hispano

Subcategory: Grouptrail School

Start Date: 09/08/2025

End Date: 11/30/2025

Max enrollment: 15

DETAILS/DETALLES SIGN UP ATTENDANCE FORMS

Date: Week of Sep 8, 2025 (Mon) Print Attendance Sheet

Mark All as Present

Sep 8, 2025 (Mon) Sep 10, 2025 (Wed)

Disable attendance Disable attendance

Name	Present	Excused	Unexcused	Present	Excused	Unexcused
Malher Grayson	☐	☐	☐	☐	☐	☐
Robert Lazenby (Test Student 8/29)	☐	☐	☐	☐	☐	☐

Radio buttons (dots above under **“Present/Excused/Unexcused”**) automatically save - there is no save button to push as a second step



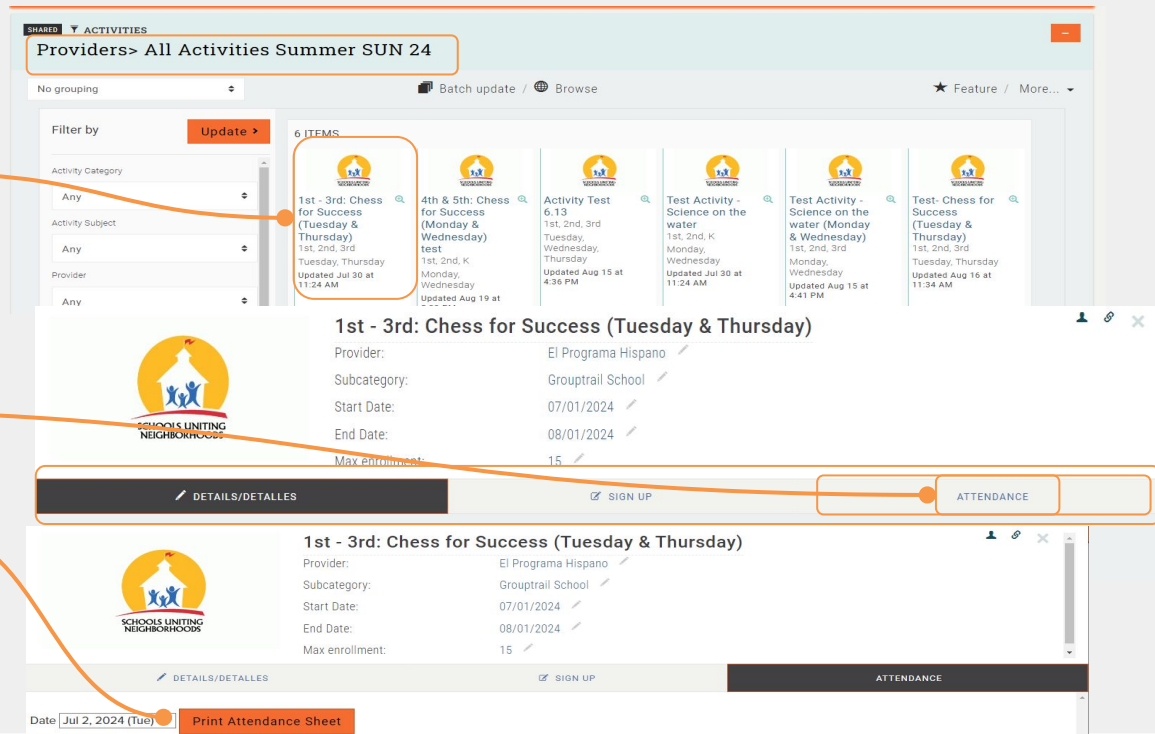
**Optional:
Integrated Printing Attendance
and
Dismissal Sheets**

Printing an attendance sheet

Step 1) To print an attendance sheet, go to your activity tracker and select the activity you would like to print-off an attendance sheet for

Step 2) On the Activity page, click on the **Attendance** tab.

Step 3) Select **"Print Attendance Sheet"** and then print it



Providers> All Activities Summer SUN 24

No grouping | Batch update | Browse | Feature | More...

Filter by | Update >

Activity Category: Any

Activity Subject: Any

Provider: Any

6 ITEMS

- 1st - 3rd: Chess for Success (Tuesday & Thursday)
1st, 2nd, 3rd
Tuesday, Thursday
Updated Jul 30 at 11:24 AM
- 4th & 5th: Chess for Success (Monday & Wednesday)
test
1st, 2nd, K
Monday, Wednesday
Updated Aug 19 at 11:24 AM
- Activity Test 6.13
1st, 2nd, 3rd
Tuesday, Wednesday, Thursday
Updated Aug 15 at 4:36 PM
- Test Activity - Science on the water
1st, 2nd, K
Monday, Wednesday
Updated Jul 30 at 11:24 AM
- Test Activity - Science on the water (Monday & Wednesday)
1st, 2nd, 3rd
Monday, Wednesday
Updated Aug 15 at 4:41 PM
- Test: Chess for Success (Tuesday & Thursday)
1st, 2nd, 3rd
Tuesday, Thursday
Updated Aug 16 at 11:34 AM

1st - 3rd: Chess for Success (Tuesday & Thursday)

Provider: El Programa Hispano

Subcategory: Grouptrail School

Start Date: 07/01/2024

End Date: 08/01/2024

Max enrollment: 15

DETAILS/DETALLES | SIGN UP | **ATTENDANCE**

1st - 3rd: Chess for Success (Tuesday & Thursday)

Provider: El Programa Hispano

Subcategory: Grouptrail School

Start Date: 07/01/2024

End Date: 08/01/2024

Max enrollment: 15

DETAILS/DETALLES | SIGN UP | **ATTENDANCE**

Date: Jul 2, 2024 (Tue) | **Print Attendance Sheet**

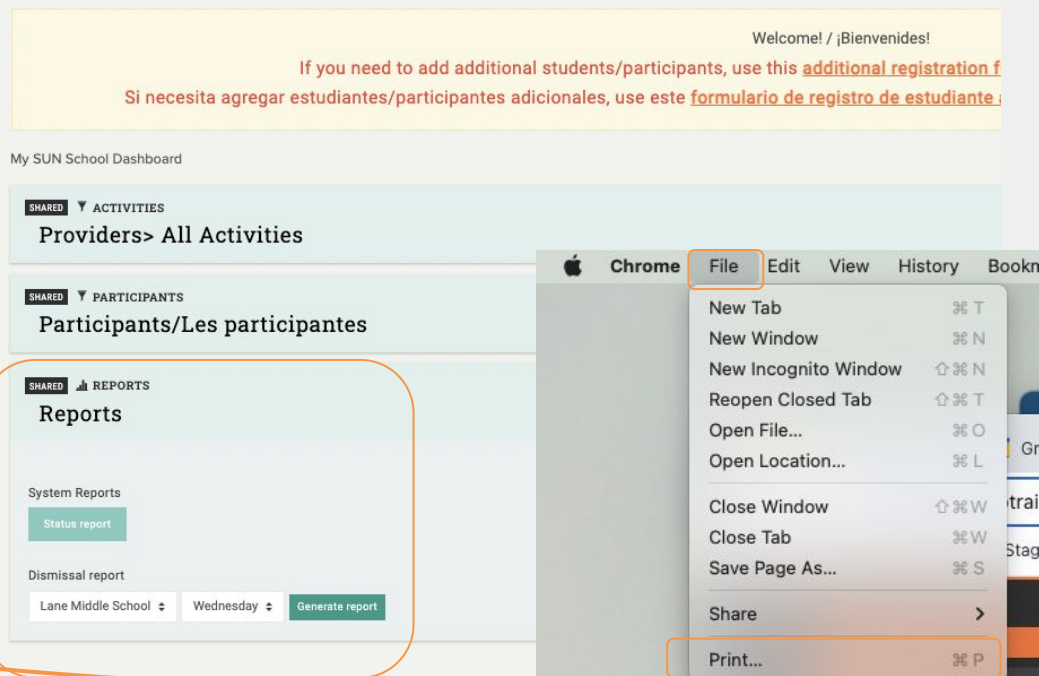
Note:

Attendance sheets can be print-off for each week (session dates will only display in printed attendance for each week depending on the frequency of the activity)

Printing the dismissal list report

To print the dismissal report, open the **Reports** Tracker, then choose the school and day, and click **Generate Report**.

The list will open in another Tab. To print click on **File->Print**.





Staff Workflow: Reviewing or Updating Staff-Only Embedded Fields

Adding staff-only fields

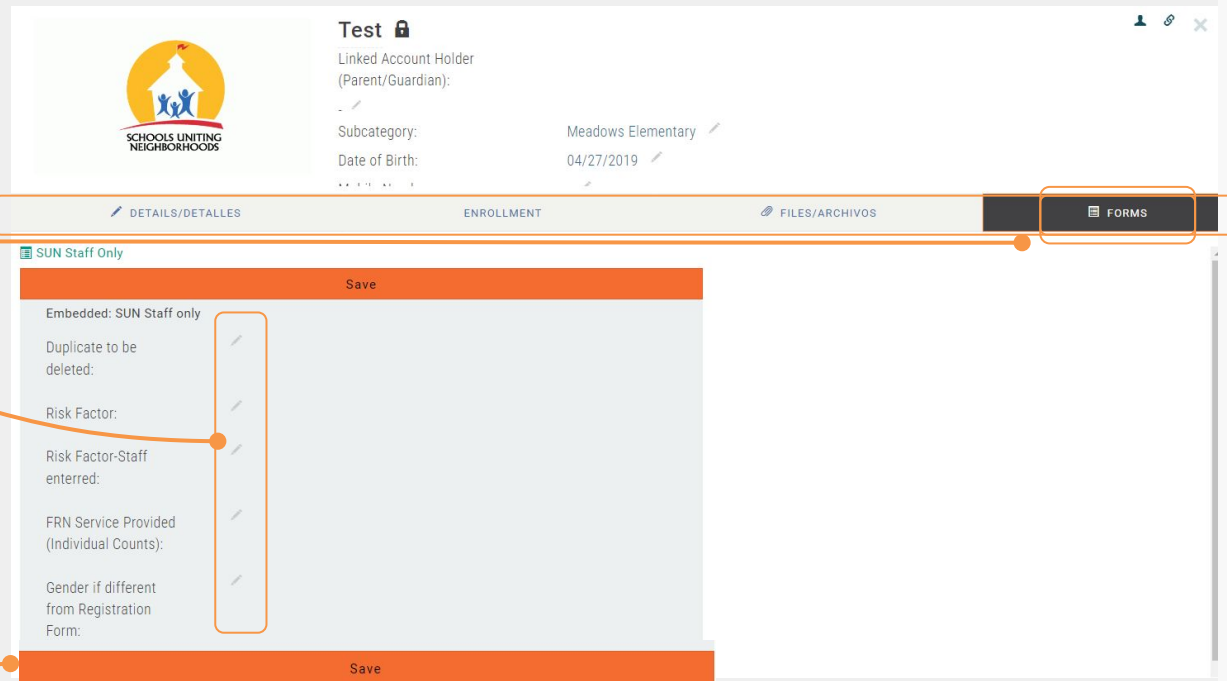
On a Participant's page, click on **Forms**.

To edit the fields click on the **pencil icon**.

Note:

For any field being edit, make sure to save any changes, by clicking **Save** everywhere you see it.

This page has a double "save" function. A user will need to click **save** once they have finished editing the field and then hit the **"orange save"** button



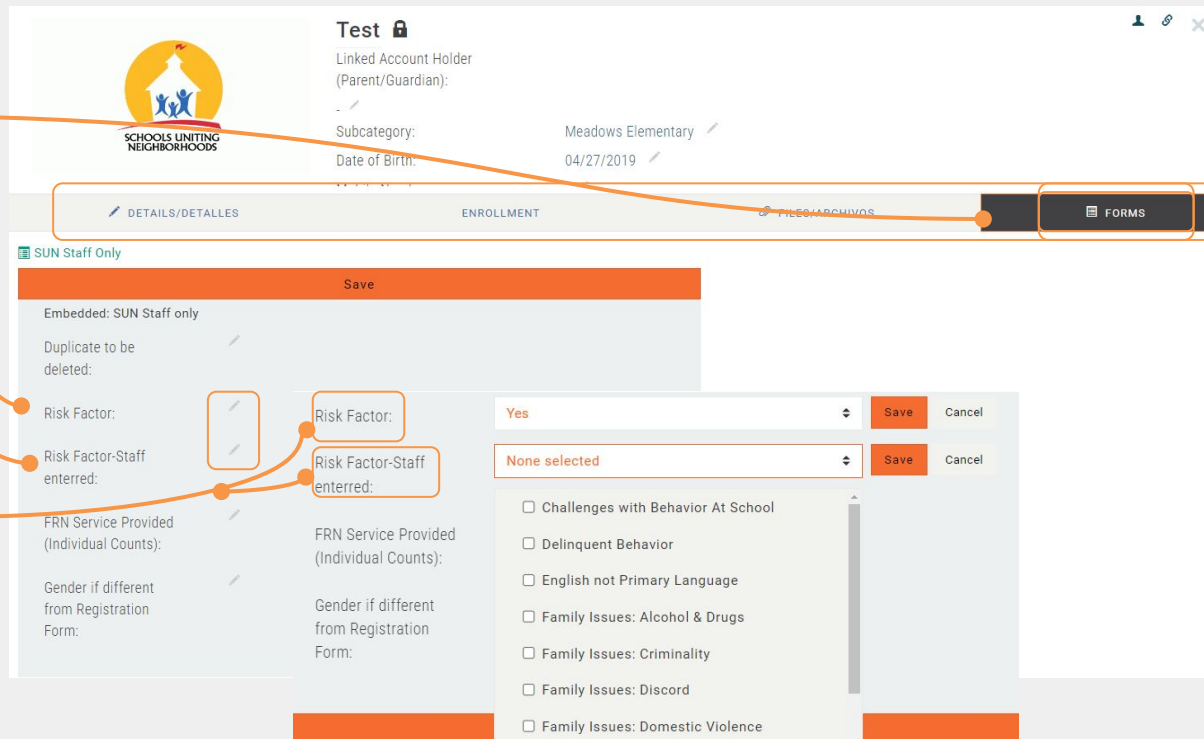
The screenshot shows the Grouptrail interface for a participant named 'Test'. The top navigation bar includes 'DETAILS/DETALLES', 'ENROLLMENT', 'FILES/ARCHIVOS', and 'FORMS'. The 'FORMS' tab is selected. Below the navigation bar, there is a form titled 'SUN Staff Only'. The form has a 'Save' button at the top and bottom. The form fields include: 'Embedded: SUN Staff only', 'Duplicate to be deleted:', 'Risk Factor:', 'Risk Factor-Staff entered:', 'FRN Service Provided (Individual Counts):', and 'Gender if different from Registration Form:'. Each field has a pencil icon next to it, indicating it can be edited. An orange box highlights the pencil icons for the 'Risk Factor' and 'Risk Factor-Staff entered' fields. An orange line points from the 'Forms' tab to the form, and another orange line points from the 'pencil icon' text to the pencil icon next to the 'Risk Factor' field. A third orange line points from the 'orange save' text to the 'Save' button at the bottom of the form.

Marking “Risk Factor” for Participants

Step 1) On a Participant page, click on **Forms**.

Step 2) To edit “Risk Factor” and “Risk Factor Type” click on the pencil icon.

Step 3) Mark the correct option pertaining to the participant record as and then hit save.



Test 

Linked Account Holder
(Parent/Guardian):

Subcategory: Meadows Elementary

Date of Birth: 04/27/2019

SUN Staff Only

Save

Embedded: SUN Staff only

Duplicate to be deleted:

Risk Factor: 

Risk Factor-Staff entered: 

FRN Service Provided (Individual Counts):

Gender if different from Registration Form:

Yes

None selected

Save **Cancel**

Save **Cancel**

☐ Challenges with Behavior At School

☐ Delinquent Behavior

☐ English not Primary Language

☐ Family Issues: Alcohol & Drugs

☐ Family Issues: Criminality

☐ Family Issues: Discord

☐ Family Issues: Domestic Violence

Important Note:

Marking the risk factor of (Yes or No) for children/students is a requirement.

Marking participant profiles for deletion

Step 1) Find and click the participant you would like to delete. Once found, click the **Forms** tab.

Step 2) To mark a participant's record to be deleted click on the **pencil icon**.

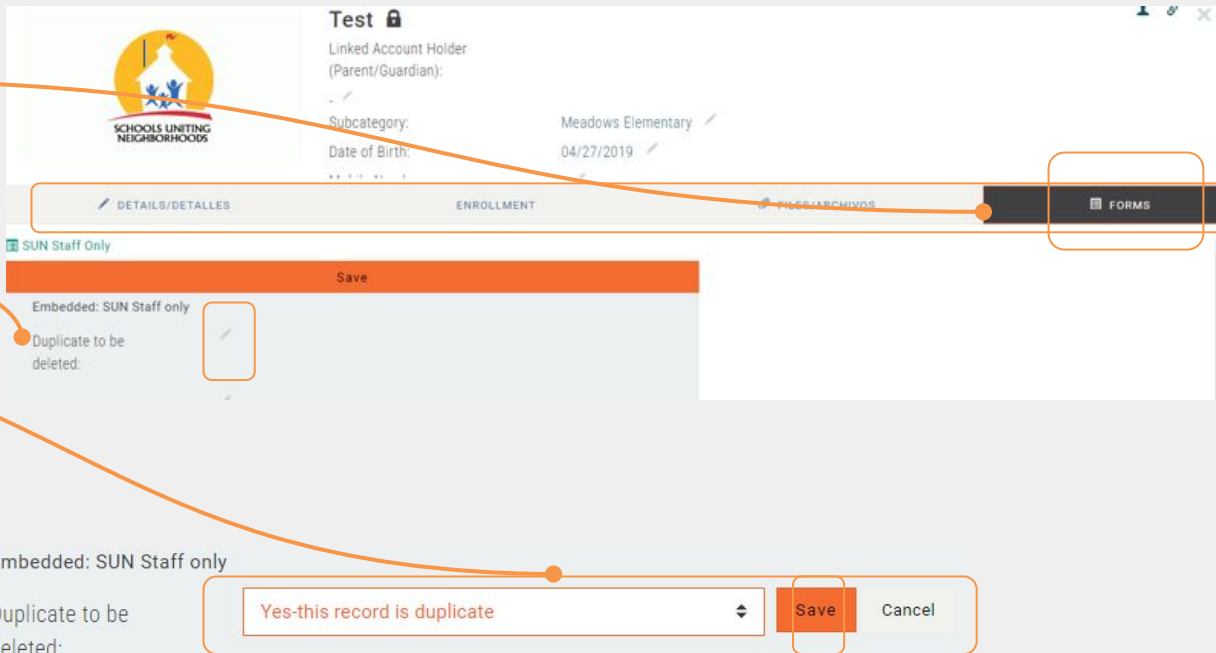
Step 3) Mark the participant record as **"Yes - this record is duplicate"** and hit Save.

Step 4) Click the **Save orange bar** again at the top.

Step 5) To help identity the duplicate record you just marked to be deleted. Please make sure to add the words: **"delete"** or **duplicate** to the name of the participant

Important Note:

Please make sure you're keeping profiles that have previous and current enrollment and attendance attached.



Test 

Linked Account Holder (Parent/Guardian):

Subcategory: Meadows Elementary

Date of Birth: 04/27/2019

DETAILS/DETALLES ENROLLMENT FILE ARCHIVES FORMS

SUN Staff Only

Save

Embedded: SUN Staff only

Duplicate to be deleted:

Yes-this record is duplicate

Save Cancel

Marking activities to be deleted

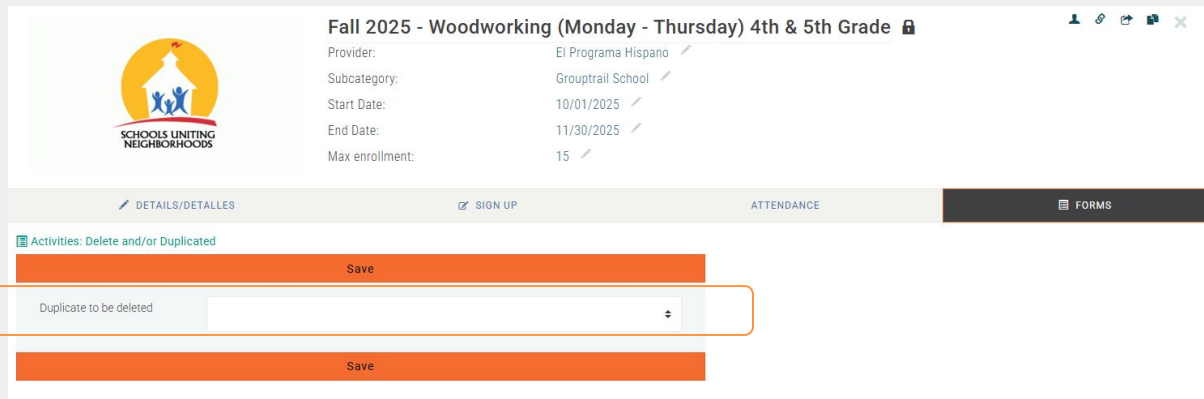
Step 1) Find and click the activity you would like to delete. Once found, click the **Forms** tab.

Step 2) To mark an activity to be deleted select the **empty box** right next to “duplicate to be deleted”.

Step 3) Mark the activity record as “**Yes - this record is duplicate**” and hit Save.

Step 4) Click the **Save orange bar** again at the top.

Step 5) To help identify the duplicate activity you just marked to be deleted. Please make sure to add the words: “**delete**” or **duplicate** to the name of the activity.



Fall 2025 - Woodworking (Monday - Thursday) 4th & 5th Grade 

Provider: El Programa Hispano 

Subcategory: Grouptrail School 

Start Date: 10/01/2025 

End Date: 11/30/2025 

Max enrollment: 15 

[DETAILS/DETALLES](#) [SIGN UP](#) [ATTENDANCE](#) **FORMS**

Activities: Delete and/or Duplicated

Save

Duplicate to be deleted 

Save

Embedded: SUN Staff only

Duplicate to be deleted:

Yes-this record is duplicate 

Save Cancel



Staff Workflow:

Scenarios of Duplicate Participants

Please Note: This section will review three different types of duplication scenarios that staff may encounter.

Staff should review each duplicate scenario and determine which best describes their situation.



Staff Workflow: Scenario 1

How to delete a duplicated profile with no enrollment and attendance attached

Please Note: This process will review how to effectively delete a duplicated profile where there is no data attached. This means that there is one profile with enrollment and attendance data and another profile with no enrollment attached.

Deleting Duplicate Participants

(Scenario 1: where they're duplicated profiles with only one having enrollment attached)

Context:

- This process will review how to effectively delete a duplicated profile where there is no data attached. This means that there is one profile with enrollment and attendance data and another profile with no enrollment attached
 - **Example:**
 - Profile 1 has enrollment and attendance attached (**same participant**)
 - Profile 2 has **NO** enrollment and attendance attached (**same participant**)
- This type of duplication scenario is tailored towards sites that may have accidentally created a duplicate of a participant that was already existing in the system but caught it just in time before enrolling the duplicate participant into an activity.
- This process will review the following:
 - How to identify which profile to keep
 - How to mark the duplicated profile to be deleted
- The data team reviews participants that have been “**marked to be deleted**” on a daily basis

Step 1) Identify the duplicate profiles (Start by reviewing the Details Tab of the duplicated profiles)

- Find the two profiles that are duplicate, once found open each profile in two separate internet tabs (this will allow you to cross-examine each profile side by side)
 - Reminder, each participant created in the system will have a unique client identification created in Grouptrail called “Workspace number” this can be found on the **Details** tab
- First start by reviewing each profile by looking at the “**Details**” tab
- After reviewing the “**Details**” tab; move to the “**Enrollment**” tab to see if there is enrollment attached to each profile



Robert Lazenby 
Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 01/01/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory: Grouptrail School

Current Grade Level: 1st

Type of Participant: Student enrolled at this school

Workspace number: 11975718

Date of Birth: 01/01/2018

Gender: Man/Boy

If Other Gender, Specify :

Primary language spoken at home: English

Inclusive Identity : Black/African American

Student State ID # (SSID) : 12345678

Release to Participate Granted for 2025-2026: Yes

Release of Information Granted for 2025-2026: Yes

Photo Release Granted for 2025-2026: Yes

Accept Non-Discrimination & Behavioral Expectations: Yes

Permission to Participate: Date 2025-2026: 09/01/2025



Robert Lazenby 
Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 1/1/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory: Grouptrail School

Current Grade Level: 1st

Type of Participant: Student enrolled at this school

Workspace number: 11719234

Date of Birth: 01/01/2018

Gender: Man/Boy

If Other Gender, Specify :

Primary language spoken at home: English

Inclusive Identity : Black/African American

Student State ID # (SSID) : 12345678

Release to Participate Granted for 2025-2026: Yes

Release of Information Granted for 2025-2026: Yes

Photo Release Granted for 2025-2026: Yes

Accept Non-Discrimination & Behavioral Expectations: Yes

← **Profile 1**
Workspace #: 11975718

Profile 2 →
Workspace #: 11719234

Step 1) Identify the duplicate profiles (Now review the Enrollment Tab)



Robert Lazenby 
Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 01/01/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Current Activities

Activity	Status	Start date
Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade	Enrolled	09/08/2025

Past Activities

Activity	Status	Start date
Spring 2025 (Kinder Group) Monday - Thursday: Kindergarten	Enrolled	04/01/2025
Fall 2024 - Kinder Group (Monday - Thursday) Kindergartens	Enrolled	10/01/2024

Hide past activities

- Review the “**Enrollment**” tab for each participant
- Determine the profile that has enrollment and attendance attached
 - Users should keep the profile with enrollment
 - Once the profile that will be kept is identified, add “**Duplicate or Delete**” in the participant’s name of the profile that will be deleted (see example down below)
 - There is no need to add any identifiers to the name of Profile 1 (like “correct”, “keep”, “*”, “merge”, etc.)
 - Profile 2 now has the unique identifier of “delete or duplicate” added to their name

Profile 1 (Keep)
Workspace #: 11975718

Has enrollment attached

Profile 2 (Delete)
Workspace #: 11719234

Does not have enrollment attached



Robert Lazenby - Delete 
Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 1/1/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Current Activities

Activity	Status	Start date
----------	--------	------------

Step 2) Determine If Detail Fields Need To Be Updated

- After you have determine which profile that you will be keeping and the profile that you will be deleting, the next step is to review and update any fields between each profile on the **Details** Tab (if applicable)
- It should be noted that if you have a newly duplicated profile created, the information listed in that profile may contain the most update-to-date information
- After reviewing and updating all the fields on the **Details** tab, make sure that SSID and Risk Factor have also been reviewed. A user can see the risk factor field on the **"Forms"** tab of the participant profile



Robert Lazenby 

Linked Account Holder
(Parent/Guardian):

Subcategory: Grouptrail School

Date of Birth: 01/01/2018

Mobile Number:

Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory: Grouptrail School

Current Grade Level: 1st

Type of Participant: Student enrolled at this school

Workspace number: 11975718

Date of Birth: 01/01/2018

Gender: Man/Boy

If Other Gender, Specify :

Primary language spoken at home: English

Inclusive Identity : Black/African American

Student State ID # (SSID) : 12345678

Release to Participate Granted for 2025-2026: Yes

Release of Information Granted for 2025-2026: Yes

Photo Release Granted for 2025-2026: Yes

Accept Non-Discrimination & Behavioral Expectations: Yes

Permission to Participate: Date 2025-2026: 09/01/2025



Robert Lazenby - Delete 

Linked Account Holder
(Parent/Guardian):

Subcategory: Grouptrail School

Date of Birth: 1/1/2018

Mobile Number:

Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory: Grouptrail School

Current Grade Level: 1st

Type of Participant: Student enrolled at this school

Workspace number: 11719234

Date of Birth: 01/01/2018

Gender: Man/Boy

If Other Gender, Specify :

Primary language spoken at home: English

Inclusive Identity : Black/African American

Student State ID # (SSID) : 12345678

Release to Participate Granted for 2025-2026: Yes

Release of Information Granted for 2025-2026: Yes

Photo Release Granted for 2025-2026: Yes

Accept Non-Discrimination & Behavioral Expectations: Yes

Profile 1 (Keep)

Workspace #: 11975718

Profile 2 (Delete)

Workspace #: 11719234

Step 3) Mark the Duplicated Profile To Be Deleted

- The last step is to mark the duplicated profile to be deleted (Profile 2)
- To mark the profile to be deleted, go to the “Forms” tab of the duplicated profile (Profile 2)
- Click the pencil icon next to the field called: Duplicate to be deleted
- Select the option “**Yes-this record is duplicate**”
- Once selected, make sure to hit both save buttons
 - Click the save button next to “Yes-this record is duplicate”
 - Then click the save button at the top or bottom of the page

Profile 2 (Delete)
Workspace #: 11719234

Old Profile

Robert Lazenby - Delete

Linked Account Holder
(Parent/Guardian):

Subcategory: Grouptrail School

Date of Birth: 1/1/2018

Mobile Number:

Email (Custom):

DETAILS/DETALLES **ENROLLMENT** **FILES/ARCHIVOS** **MESSAGES/MENSAJES** **FORMS**

SUN Staff Only

Save

Embedded: SUN Staff only

Duplicate to be deleted: **Yes-this record is duplicate** **Save** Cancel

Risk Factor (Yes or No):

Risk Factor Type:

FRN Service Provided
(Individual Counts):

Gender if different from
Registration Form:

Save

Second “Save” button

First “Save” button



Staff Workflow: Scenario 2

How to delete and combine two or more duplicate participant profiles together with data attached

Please Note: This process will review how to effectively combine and delete a duplicated profile of a participant that has enrollment attached to 2 or more profiles. This means that the duplicated profiles have enrollment and attendance reflected on 2 or more profiles

Deleting Duplicate Participants & Combining Profiles

(Scenario 2: where they're duplicated profiles with enrollment and attendance data attached)

Context:

- This process will review how to effectively combine and delete a duplicated profile of a participant that has enrollment attached to 2 or more profiles
 - **Example:**
 - Profile 1 has enrollment and attendance attached (**same participant**)
 - Profile 2 has enrollment and attendance attached (**same participant**)
- This type of duplication scenario is tailored towards sites that may have accidentally created a duplicate of a participant that was already existing in the system and unintentionally enrolled them into activities along with attendance being recorded
- This process will review the following:
 - How to identify which profile to keep
 - How to manually copy enrollment and attendance to one profile
 - How to mark the duplicated profile to be deleted
- Please note there is no “merging” function in Group trail. Any merging that needs to be done will need to be done manually by copying enrollment and attendance from one profile to the other
- We would like for sites to keep all enrollment and attendance records on one unique record for the participant at their school
 - Sites should always be mindful before marking a participant profile to be deleted
 - Sites should keep the profile that has enrollment and attendance records for previous school years
- The data team reviews participants that have been “marked to be deleted” on a daily basis

Step 1) Identify the duplicate profiles (Start by reviewing the Details Tab of the duplicated profiles)

- Find the two profiles that are duplicate, once found open each profile in two separate internet tabs (this will allow you to cross-examine each profile side by side)
 - Reminder, each participant created in the system will have a unique client identification created in Grouptrail called “Workspace number” this can be found on the **Details** tab
- First start by reviewing each profile by looking at the “**Details**” tab
- After reviewing the “**Details**” tab; move to the “**Enrollment**” tab to see if there is enrollment attached to each profile



Robert Lazenby 
Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 01/01/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory: Grouptrail School
Current Grade Level: 1st
Type of Participant: Student enrolled at this school
Workspace number: 11975718
Date of Birth: 01/01/2018
Gender: Man/Boy
If Other Gender, Specify :
Primary language spoken at home: English
Inclusive Identity : Black/African American
Student State ID # (SSID) : 12345678
Release to Participate Granted for 2025-2026: Yes
Release of Information Granted for 2025-2026: Yes
Photo Release Granted for 2025-2026: Yes
Accept Non-Discrimination & Behavioral Expectations: Yes
Permission to Participate: Date 2025-2026: 09/01/2025



Robert Lazenby 
Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 1/1/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory: Grouptrail School
Current Grade Level: 1st
Type of Participant: Student enrolled at this school
Workspace number: 11719234
Date of Birth: 01/01/2018
Gender: Man/Boy
If Other Gender, Specify :
Primary language spoken at home: English
Inclusive Identity : Black/African American
Student State ID # (SSID) : 12345678
Release to Participate Granted for 2025-2026: Yes
Release of Information Granted for 2025-2026: Yes
Photo Release Granted for 2025-2026: Yes
Accept Non-Discrimination & Behavioral Expectations: Yes

Profile 1

Workspace #: 11975718

Profile 2

Workspace #: 11719234

39

Step 1) Identify the duplicate profiles (Now review the Enrollment Tab)



Robert Lazenby 
Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 01/01/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Current Activities

Activity	Status	Start date
Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade	Enrolled	09/08/2025

Past Activities

Activity	Status	Start date
Spring 2025 (Kinder Group) Monday - Thursday: Kindergarten	Enrolled	04/01/2025
Fall 2024 - Kinder Group (Monday - Thursday) Kindergartens	Enrolled	10/01/2024

Hide past activities

- Review the “**Enrollment**” tab for each participant
- Determine the profile with the most attendance
 - Users should keep the profile with the previous years attendance
 - Once the profile that will be kept is identified, add “**Duplicate or Delete**” in the participant’s name of the profile that will be deleted (see example down below)
 - Do not mark Profile 2 to be deleted until attendance and enrollment is combined to Profile 1
 - There is no need to add any identifiers to the name of Profile 1 (like “correct”, “keep”, “*”, “merge”, etc.) Profile 2 now has the unique identifier of “delete or duplicate” added to their name

 **Profile 1 (Keep)**
Workspace #: 11975718

Profile 2 (Delete)
Workspace #: 11719234 



Robert Lazenby - Delete 
Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 1/1/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Current Activities

Activity	Status	Start date
Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade	Enrolled	10/02/2025
Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade	Enrolled	09/08/2025

Step 2) Update Detail Fields Before Manually Combining Enrollment

- After you have determine which profile that you will be keeping and the profile that you will be deleting, the next step is to review and update any fields between each profile on the **Details** Tab (if applicable)
- It should be noted that if you have a newly duplicated profile created, the information listed in that profile may contain the most update-to-date information
- After reviewing and updating all the fields on the **Details** tab, make sure that SSID and Risk Factor have also been reviewed. A user can see the risk factor field on the **"Forms"** tab of the participant profile



Robert Lazenby 

Linked Account Holder
(Parent/Guardian):

Subcategory: Grouptrail School

Date of Birth: 01/01/2018

Mobile Number:

Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory: Grouptrail School

Current Grade Level: 1st

Type of Participant: Student enrolled at this school

Workspace number: 11975718

Date of Birth: 01/01/2018

Gender: Man/Boy

If Other Gender, Specify :

Primary language spoken at home: English

Inclusive Identity : Black/African American

Student State ID # (SSID) : 12345678

Release to Participate Granted for 2025-2026: Yes

Release of Information Granted for 2025-2026: Yes

Photo Release Granted for 2025-2026: Yes

Accept Non-Discrimination & Behavioral Expectations: Yes

Permission to Participate: Date 2025-2026: 09/01/2025



Robert Lazenby - Delete 

Linked Account Holder
(Parent/Guardian):

Subcategory: Grouptrail School

Date of Birth: 1/1/2018

Mobile Number:

Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory: Grouptrail School

Current Grade Level: 1st

Type of Participant: Student enrolled at this school

Workspace number: 11719234

Date of Birth: 01/01/2018

Gender: Man/Boy

If Other Gender, Specify :

Primary language spoken at home: English

Inclusive Identity : Black/African American

Student State ID # (SSID) : 12345678

Release to Participate Granted for 2025-2026: Yes

Release of Information Granted for 2025-2026: Yes

Photo Release Granted for 2025-2026: Yes

Accept Non-Discrimination & Behavioral Expectations: Yes

Profile 1 (Keep)

Workspace #: 11975718

Profile 2 (Delete)

Workspace #: 11719234

Step 3) Manually Combine Enrollment and Attendance

- The third step is to now add any enrollment and attendance from Profile 2 to Profile 1. In the example down below, we need to add the current enrolled activities of Profile 2 to Profile 1.
 - Profile 1 will need to be enrolled into the following activities: “Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade” and “Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade”
 - Start with one activity first and then move on to the next
 - Once Profile 1 is enrolled into the correct activities, be sure to take attendance based on what has been recorded for Profile 2



Robert Lazenby 

Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 01/01/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory: Grouptrail School

Current Grade Level: 1st

Type of Participant: Student enrolled at this school

Workspace number: 11975718

Date of Birth: 01/01/2018

Gender: Man/Boy

If Other Gender, Specify :

Primary language spoken at home: English

Inclusive Identity : Black/African American

Student State ID # (SSID) : 12345678

Release to Participate Granted for 2025-2026: Yes

Release of Information Granted for 2025-2026: Yes

Photo Release Granted for 2025-2026: Yes

Accept Non-Discrimination & Behavioral Expectations: Yes



Robert Lazenby - Delete 

Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 1/1/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Current Activities

Activity	Status	Start date
Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade	Enrolled	10/02/2025
Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade	Enrolled	09/08/2025

Profile 1 (Keep)
Workspace #: 11975718
Add the classes below to this profile

Profile 2 (Delete)
Workspace #: 11719234

Step 3) Manually Combine Enrollment and Attendance

- Add any enrollment and attendance from Profile 2 to Profile 1. In the example down below, we need to add the current enrolled activities of Profile 2 to Profile 1.
 - So Profile 1 will need to be enrolled into the following activities: “Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade” and “Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade”
 - Once Profile 1 is enrolled into the correct activities, be sure to take attendance based on what has been recorded for Profile 2



Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade

Provider: El Programa Hispano
Subcategory: Grouptrail School
Start Date: 10/02/2025
End Date: 11/30/2025
Max enrollment: 15

DETAILS/DETALLES

SIGN UP

ATTENDANCE

FORMS

Select: All / Requested / Enrolled / Waitlisted / Dropped / None

Student	Status	Primary Contact Name	Primary Contact Number	Emergency Contact 1 Name	Emergency Contact 1 Relationship	Emergency Contact 1 Phone	Photo Release Granted for 2025-2026	Enrollment date	Drop date
☐ Robert Lazenby - Delete	Enrolled	Mary J. Blige	222-222-2222	Damson Idris	Brother	333-333-3333		10/06	

Enroll

Waitlist

Drop

Add student:

Search for workspace...

Robert Lazenby

Robert Lazenby - Delete

11719234

Robert Lazenby

11975718

Profile 2 (Delete)

Workspace #: 11719234

Old Profile

Profile 1 (Keep)

Workspace #: 11975718

Correct profile that we want to add enrollment and attendance for

Step 3) Manually Combine Enrollment and Attendance

- Make sure when you're copying enrollment over to the profile you're keeping to the old profile, that the **Enrollment Date** matches
 - In the example below, Profile 1 should have Profile 2 enrollment reflected
- Remember, the profile that we will be deleting at the end of this process should have the identifier "**Delete or Duplicate**"
 - This will help with combining records together

Profile 2 (Delete)
Workspace #: 11719234

Old Profile

Profile 1 (Keep)
Workspace #: 11975718



Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade

Provider: El Programa Hispano
Subcategory: Grouptrail School
Start Date: 10/02/2025
End Date: 11/30/2025
Max enrollment: 15

[DETAILS/DETALLES](#) [SIGN UP](#) [ATTENDANCE](#) [FORMS](#)

Select: All / Requested / Enrolled / Waitlisted / Dropped / None

Student	Status	Primary Contact Name	Primary Contact Number	Emergency Contact 1 Name	Emergency Contact 1 Relationship	Emergency Contact 1 Phone	Photo Release Granted for 2025-2026	Enrollment date	Drop date
☐ Robert Lazenby - Delete	Enrolled	Mary J. Blige	222-222-2222	Damson Idris	Brother	333-333-3333	Yes	10/06	
☐ Robert Lazenby	Enrolled	Mary J. Blige	222-222-2222	Damson Idris	Brother	333-333-3333	Yes	10/06	

[Enroll](#) [Waitlist](#) [Drop](#)

Add student:

[Enroll](#)

Step 4) Take Attendance For The Profile Being Kept

- The fourth step is to make sure that attendance for Profile 1 matches the attendance for Profile 2
 - Remember Profile 2 will be the participant that we “**Mark to be deleted**” at the end of this process
- Make sure that attendance is captured and matches for Profile 1 until there is no more attendance recorded
- Once you have finished the first activity move on and do the same process until all enrollment and attendance is copied over to the main profile being kept (Profile 1)



Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade

Provider: El Programa Hispano
Subcategory: Grouptrail School
Start Date: 10/02/2025
End Date: 11/30/2025
Max enrollment: 15

DETAILS/DETALLES

SIGN UP

ATTENDANCE

FORMS

Date: Week of Oct 6, 2025 (Mon)

Print Attendance Sheet

Mark All as Present

Oct 6, 2025 (Mon)

Oct 8, 2025 (Wed)

Disable attendance

Disable attendance

Name	Present	Excused	Unexcused	Present	Excused	Unexcused
Robert Lazenby	☒	☐	☐	☐	☐	☒
Robert Lazenby - Delete	☒	☐	☐	☐	☐	☒

Profile 1 (Keep)
Workspace #: 11975718

Profile 2 (Delete)
Workspace #: 11719234

Old Profile

Step 5) Review Both Profiles One Last Time

- The fifth step is to review both profiles to make sure that all enrollment is now reflected and copied over on the profile that you will be keeping (Profile 1)



Robert Lazenby 
Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 01/01/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Current Activities

Activity	Status	Start date
Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade	Enrolled	10/02/2025
Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade	Enrolled	09/08/2025

Past Activities

Activity	Status	Start date
Spring 2025 (Kinder Group) Monday - Thursday: Kindergarten	Enrolled	04/01/2025
Fall 2024 - Kinder Group (Monday - Thursday) Kindergartens	Enrolled	10/01/2024

Hide past activities

Profile 1 (Keep)
Workspace #: 11975718



Robert Lazenby - Delete 
Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 1/1/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Current Activities

Activity	Status	Start date
Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade	Enrolled	10/02/2025
Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade	Enrolled	09/08/2025

Profile 2 (Delete)
Workspace #: 11719234

Old Profile

Step 6) Mark the Duplicated Profile To Be Deleted

- The last step is to mark the duplicated profile to be deleted (Profile 2)
- To mark the profile to be deleted, go to the "Forms" tab of the duplicated profile (Profile 2)
- Click the pencil icon next to the field called: Duplicate to be deleted
- Select the option **"Yes-this record is duplicate"**
- Once selected, make sure to hit both save buttons
 - Click the save button next to "Yes-this record is duplicate"
 - Then click the save button at the top or bottom of the page

Profile 2 (Delete)
Workspace #: 11719234

Old Profile

Robert Lazenby - Delete 🔒

Linked Account Holder
(Parent/Guardian):

Subcategory: Grouptrail School

Date of Birth: 1/1/2018

Mobile Number:

Email (Custom):

DETAILS/DETALLES **ENROLLMENT** **FILES/ARCHIVOS** **MESSAGES/MENSAJES** **FORMS**

SUN Staff Only

Save

Embedded: SUN Staff only

Duplicate to be deleted: **Yes-this record is duplicate** **Save** Cancel

Risk Factor (Yes or No):

Risk Factor Type:

FRN Service Provided
(Individual Counts):

Gender if different from
Registration Form:

Save

Second "Save" button

First "Save" button



Staff Workflow: Scenario 3

**How to delete and combine
duplicate participants that have
account holders linked to two or
more profiles**

Please Note: This process will review how to effectively combine and delete a duplicated profile of a participant that has account holders linked to multiple profiles. This means that the duplicated profiles have account holders linked and enrollment reflected on multiple profiles

Deleting Duplicate Participants & Combining Profiles

(Scenario 3: where they're duplicated profiles with account holders linked and enrollment attached)

Context:

- This process will review how to effectively combine and delete a duplicated profile of a participant that has account holders linked to multiple profiles
 - **Example:**
 - Profile 1 has account holder(s) linked with enrollment and attendance attached
 - Profile 2 has account holder(s) linked with enrollment and attendance attached
- This type of duplication scenario is tailored towards sites that may be administering and implementing the online Grouptrail registration process
- This process will review the following:
 - How to identify which profile to keep
 - How to temporarily remove account holders and relink them to the kept profile once enrollment has been copied over
 - How to manually copy enrollment and attendance to one profile
 - How to mark the duplicated profile to be deleted
- Please note there is no “merging” function in Grouptrail. Any merging that needs to be done will need to be done manually by copying enrollment and attendance from one profile to the other
- We would like for sites to keep all enrollment and attendance records on one unique record for the participant at their school
 - Sites should always be mindful before marking a participant to be deleted
 - Sites should keep the profile with enrollment and attendance records for previous school years
- The data team reviews participants that have been “marked to be deleted” on a daily basis

Step 1) Identify the duplicate profiles (Start by reviewing the Details Tab and Account Holders Linked to the participants)

- Find the two profiles that are duplicate, once found open each profile in two separate internet tabs (this will allow you to cross-examine each profile side by side)
 - Reminder, each participant created in the system will have a unique client identification created in Grouptrail called “Workspace number” this can be found on the **Details** tab
- First start by reviewing each profile by looking at the “**Details**” tab and if they’re any **Account Holder Linked** to each profile
- After reviewing the “**Details**” tab and seeing if they’re any **account holders linked** to participants move to the “**Enrollment**” tab to see if there is enrollment attached to each profile



Robert Lazenby 

Linked Account Holder (Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 01/01/2018
Mobile Number:
Email (Custom):

Test Parent (9/12/25) , test parent (8/29) , test parent (8/12)

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Profile 1
Workspace #: 11975718

Subcategory: Grouptrail School
Current Grade Level: 1st
Type of Participant: Student enrolled at this school
Workspace number: 11975718
Date of Birth: 01/01/2018
Gender: Man/Boy
If Other Gender, Specify :
Primary language spoken at home: English
Inclusive Identity : Black/African American
Student State ID # (SSID) : 12345678
Release to Participate Granted for 2025-2026: Yes
Release of Information Granted for 2025-2026: Yes
Photo Release Granted for 2025-2026: Yes
Accept Non-Discrimination & Behavioral Expectations: Yes
Permission to Participate: Date 2025-2026: 09/01/2025



Robert Lazenby 

Linked Account Holder (Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 1/1/2018
Mobile Number:
Email (Custom):

test parent (robert)

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory: Grouptrail School
Current Grade Level: 1st
Type of Participant: Student enrolled at this school
Workspace number: 11719234
Date of Birth: 01/01/2018
Gender: Man/Boy
If Other Gender, Specify :
Primary language spoken at home: English
Inclusive Identity : Black/African American
Student State ID # (SSID) : 12345678
Release to Participate Granted for 2025-2026: Yes
Release of Information Granted for 2025-2026: Yes
Photo Release Granted for 2025-2026: Yes
Accept Non-Discrimination & Behavioral Expectations: Yes

Profile 2
Workspace #: 11719234

Step 1) Identify the duplicate profiles (Now review the Enrollment Tab)



Robert Lazenby 

Linked Account Holder
(Parent/Guardian):
Subcategory:
Date of Birth:
Mobile Number:
Email (Custom):

Test Parent (9/12/25) , test parent (8/29) , test parent (8/12) ✓

Grouptrail School ✓
01/01/2018 ✓
/
/

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Current Activities

Activity	Status	Start date
Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade	Enrolled	09/08/2025

Past Activities

Activity	Status	Start date
Spring 2025 (Kinder Group) Monday - Thursday: Kindergarten	Enrolled	04/01/2025
Fall 2024 - Kinder Group (Monday - Thursday) Kindergartens	Enrolled	10/01/2024

Hide past activities

- Review the “**Enrollment**” tab for each participant
- Determine the profile with the most attendance
 - Users should keep the profile with the previous years attendance
 - Once the profile that will be kept is identified, add “**Duplicate or Delete**” in the participant’s name of the profile that will be deleted (see example down below)
 - Do not mark Profile 2 to be deleted until attendance and enrollment is combined to Profile 1
 - There is no need to add any identifiers to the name of Profile 1 (like “correct”, “keep”, “*”, “merge”, etc.) Profile 2 now has the unique identifier of “delete or duplicate” added to their name

 **Profile 1 (Keep)**
Workspace #: 11975718

Profile 2 (Delete)
Workspace #: 11719234 



Robert Lazenby - Delete 

Linked Account Holder
(Parent/Guardian):
Subcategory:
Date of Birth:
Mobile Number:
Email (Custom):

test parent (robert) ✓

Grouptrail School 
1/1/2018 ✓
/
/

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Current Activities

Activity	Status	Start date
Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade	Enrolled	10/02/2025
Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade	Enrolled	09/08/2025

Step 2) Update Detail Fields Before Manually Combining Enrollment

- After you have determine which profile that you will be keeping and the profile that you will be deleting, the next step is to review and update any fields from Profile 2 to Profile 1 on the **Details Tab**
- It should be noted that the new duplicated profile created from the account holder will most likely contain the most update-to-date information
- After reviewing and updating all the fields on the **Details** tab, make sure that SSID and Risk Factor have also been reviewed. A user can see the risk factor field on the **"Forms"** tab of the participant profile



Robert Lazenby 

Linked Account Holder
(Parent/Guardian):
Subcategory:
Date of Birth:
Mobile Number:
Email (Custom):

Test Parent (9/12/25) , test parent (8/29) , test parent (8/12) ✓
Grouptrail School ✓
01/01/2018 ✓
✓
✓

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory:
Current Grade Level:
Type of Participant:
Workspace number:
Date of Birth:
Gender:
If Other Gender, Specify :
Primary language spoken at home:
Inclusive Identity :
Student State ID # (SSID) :
Release to Participate Granted for 2025-2026:
Release of Information Granted for 2025-2026:
Photo Release Granted for 2025-2026:
Accept Non-Discrimination & Behavioral Expectations:
Permission to Participate: Date 2025-2026:

Grouptrail School ✓
1st ✓
Student enrolled at this school ✓
11975718 ✓
01/01/2018 ✓
Man/Boy ✓
✓
English ✓
Black/African American ✓
12345678 ✓
Yes ✓
Yes ✓
Yes ✓
Yes ✓
09/01/2025 ✓



Robert Lazenby - Delete 

Linked Account Holder
(Parent/Guardian):
Subcategory:
Date of Birth:
Mobile Number:
Email (Custom):

test parent (robert) ✓
Grouptrail School ✓
1/1/2018 ✓
✓
✓

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory:
Current Grade Level:
Type of Participant:
Workspace number:
Date of Birth:
Gender:
If Other Gender, Specify :
Primary language spoken at home:
Inclusive Identity :
Student State ID # (SSID) :
Release to Participate Granted for 2025-2026:
Release of Information Granted for 2025-2026:
Photo Release Granted for 2025-2026:
Accept Non-Discrimination & Behavioral Expectations:

Grouptrail School ✓
1st ✓
Student enrolled at this school ✓
11719234 ✓
01/01/2018 ✓
Man/Boy ✓
✓
English ✓
Black/African American ✓
12345678 ✓
✓
✓
✓
Yes ✓

Profile 1 (Keep)
Workspace #: 11975718

Profile 2 (Delete)
Workspace #: 11719234

Step 3) Optional: Temporarily Removing Linked Account Holders

- Account Holders receive notifications whenever their linked participant is **Enrolled, Waitlisted or Dropped** from an activity
- Before manually combining the enrollment and attendance from Profile 2 to Profile 1, it will be up to the site to determine if they would like to temporarily remove the account holder and re-linked them to Profile 1 after they have manually combined enrollment and attendance records to the main profile (Profile 1)
- If you would like to remove the linked account holders from profile 1 so parents/adults do not receive notifications of updates; be sure to copy the names or emails of the account holders so you can re-attach them once enrollment and attendance has been manually merged over.



SCHOOLS UNITING NEIGHBORHOODS

Robert Lazenby 

Linked Account Holder (Parent/Guardian):

Subcategory: Grouptrail School

Date of Birth: 01/01/2018

Mobile Number:

Email (Custom):

Robert Lazenby 

Linked Account Holder (Parent/Guardian):

Test Parent (9/12/25) , test parent (8/29) , test parent (8/12)

Remove account holders first from profile 1 ← **Profile 1 (Keep)**

Workspace #: 11975718

DETAILS/DETALLES

Subcategory: Grouptrail School

Current Grade Level: 1st

Type of Participant: Student enrolled at this school

Workspace number: 11975718

Date of Birth: 01/01/2018

Gender: Man/Boy

If Other Gender, Specify :

Primary language spoken at home: English

Inclusive Identity : Black/African American

Student State ID # (SSID) : 12345678

Release to Participate Granted for 2025-2026: Yes

Release of Information Granted for 2025-2026: Yes

Photo Release Granted for 2025-2026: Yes

Accept Non-Discrimination & Behavioral Expectations: Yes

DETAILS/DETALLES

Robert Lazenby - Delete 

Linked Account Holder (Parent/Guardian): test parent (robert)

Subcategory: Grouptrail School

Date of Birth: 1/1/2018

Mobile Number:

Email (Custom):

DETAILS/DETALLES

Subcategory: Grouptrail School

Current Grade Level: 1st

Type of Participant: Student enrolled at this school

Workspace number: 11719234

Date of Birth: 01/01/2018

Gender: Man/Boy

If Other Gender, Specify :

Primary language spoken at home: English

Inclusive Identity : Black/African American

Student State ID # (SSID) : 12345678

Release to Participate Granted for 2025-2026: Yes

Release of Information Granted for 2025-2026: Yes

Photo Release Granted for 2025-2026: Yes

Accept Non-Discrimination & Behavioral Expectations: Yes

DETAILS/DETALLES

Robert Lazenby - Delete 

Linked Account Holder (Parent/Guardian): test parent (robert)

Subcategory: Grouptrail School

Date of Birth: 1/1/2018

Mobile Number:

Email (Custom):

Profile 2 (Delete) →

Workspace #: 11719234

Step 4) Manually Combine Enrollment and Attendance

- The fourth step is to now add any enrollment and attendance from Profile 2 to Profile 1. In the example down below, we need to add the current enrolled activities of Profile 2 to Profile 1.
 - Profile 1 will need to be enrolled into the following activities: “Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade” and “Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade”
 - Start with one activity first and then move on to the next
 - Once Profile 1 is enrolled into the correct activities, be sure to take attendance based on what has been recorded for Profile 2



Robert Lazenby 

Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 01/01/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Subcategory: Grouptrail School

Current Grade Level: 1st

Type of Participant: Student enrolled at this school

Workspace number: 11975718

Date of Birth: 01/01/2018

Gender: Man/Boy

If Other Gender, Specify :

Primary language spoken at home: English

Inclusive Identity : Black/African American

Student State ID # (SSID) : 12345678

Release to Participate Granted for 2025-2026: Yes

Release of Information Granted for 2025-2026: Yes

Photo Release Granted for 2025-2026: Yes

Accept Non-Discrimination & Behavioral Expectations: Yes



Robert Lazenby - Delete 

Linked Account Holder
(Parent/Guardian): test parent (robert)
Subcategory: Grouptrail School
Date of Birth: 1/1/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Current Activities

Activity	Status	Start date
Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade	Enrolled	10/02/2025
Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade	Enrolled	09/08/2025

Profile 1 (Keep)
Workspace #: 11975718
Add the classes below to this profile

Profile 2 (Delete)
Workspace #: 11719234

Step 4) Manually Combine Enrollment and Attendance

- The fourth step is to now add any enrollment and attendance from Profile 2 to Profile 1. In the example down below, we need to add the current enrolled activities of Profile 2 to Profile 1.
 - So Profile 1 will need to be enrolled into the following activities: “Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade” and “Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade”
 - Once Profile 1 is enrolled into the correct activities, be sure to take attendance based on what has been recorded for Profile 2



Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade

Provider: El Programa Hispano
Subcategory: Grouptrail School
Start Date: 10/02/2025
End Date: 11/30/2025
Max enrollment: 15

DETAILS/DETALLES

SIGN UP

ATTENDANCE

FORMS

Select: All / Requested / Enrolled / Waitlisted / Dropped / None

Student	Status	Primary Contact Name	Primary Contact Number	Emergency Contact 1 Name	Emergency Contact 1 Relationship	Emergency Contact 1 Phone	Photo Release Granted for 2025-2026	Enrollment date	Drop date
☐ Robert Lazenby - Delete	Enrolled	Mary J. Blige	222-222-2222	Damson Idris	Brother	333-333-3333		10/06	

Enroll

Waitlist

Drop

Add student:

Search for workspace...

Robert Lazenby

Robert Lazenby - Delete

11719234

Robert Lazenby

11975718

Profile 2 (Delete)

Workspace #: 11719234

Old Profile

Profile 1 (Keep)

Workspace #: 11975718

Correct profile that we want to add enrollment and attendance for

Step 4) Manually Combine Enrollment and Attendance

- Make sure when you're copying enrollment over to the profile you're keeping to the old profile, that the **Enrollment Date** matches
 - In the example below, Profile 1 should have Profile 2 enrollment reflected
- Remember, the profile that we will be deleting at the end of this process should have the identifier "**Delete or Duplicate**"
 - This will help with combining records together

Profile 2 (Delete)
Workspace #: 11719234

Old Profile

Profile 1 (Keep)
Workspace #: 11975718



Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade

Provider: El Programa Hispano
Subcategory: Grouptrail School
Start Date: 10/02/2025
End Date: 11/30/2025
Max enrollment: 15

[DETAILS/DETALLES](#) [SIGN UP](#) [ATTENDANCE](#) [FORMS](#)

Select: All / Requested / Enrolled / Waitlisted / Dropped / None

Student	Status	Primary Contact Name	Primary Contact Number	Emergency Contact 1 Name	Emergency Contact 1 Relationship	Emergency Contact 1 Phone	Photo Release Granted for 2025-2026	Enrollment date	Drop date
☐ Robert Lazenby - Delete	Enrolled	Mary J. Blige	222-222-2222	Damson Idris	Brother	333-333-3333	Yes	10/06	
☐ Robert Lazenby	Enrolled	Mary J. Blige	222-222-2222	Damson Idris	Brother	333-333-3333	Yes	10/06	

[Enroll](#) [Waitlist](#) [Drop](#)

Add student:

[Enroll](#)

Step 5) Take Attendance For The Profile Being Kept

- The fifth step is to make sure that attendance for Profile 1 matches the attendance for Profile 2
 - Remember Profile 2 will be the participant that we “**Mark to be deleted**” at the end of this process
- Make sure that attendance is captured and matches for Profile 1 until there is no more attendance recorded
- Once you have finished the first activity move on and do the same process until all enrollment and attendance is copied over to the main profile being kept (Profile 1)



Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade

Provider: El Programa Hispano
Subcategory: Grouptrail School
Start Date: 10/02/2025
End Date: 11/30/2025
Max enrollment: 15

DETAILS/DETALLES

SIGN UP

ATTENDANCE

FORMS

Date: Week of Oct 6, 2025 (Mon)

Print Attendance Sheet

Mark All as Present

Oct 6, 2025 (Mon)

Oct 8, 2025 (Wed)

Disable attendance

Disable attendance

Name	Present	Excused	Unexcused	Present	Excused	Unexcused
Robert Lazenby	☒	☐	☐	☐	☐	☒
Robert Lazenby - Delete	☒	☐	☐	☐	☐	☒

Profile 1 (Keep)

Workspace #: 11975718

Profile 2 (Delete)

Workspace #: 11719234

Old Profile

Step 6) Review Both Profiles One Last Time

- The sixth step is to review both profiles to make sure that all enrollment is now reflected and copied over on the profile that you will be keeping (Profile 1)



Robert Lazenby 
Linked Account Holder
(Parent/Guardian):
Subcategory: Grouptrail School
Date of Birth: 01/01/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Current Activities

Activity	Status	Start date
Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade	Enrolled	10/02/2025
Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade	Enrolled	09/08/2025

Past Activities

Activity	Status	Start date
Spring 2025 (Kinder Group) Monday - Thursday: Kindergarten	Enrolled	04/01/2025
Fall 2024 - Kinder Group (Monday - Thursday) Kindergartens	Enrolled	10/01/2024

Hide past activities

Profile 1 (Keep)
Workspace #: 11975718



Robert Lazenby - Delete 
Linked Account Holder
(Parent/Guardian): test parent (robert)
Subcategory: Grouptrail School
Date of Birth: 1/1/2018
Mobile Number:
Email (Custom):

DETAILS/DETALLES

ENROLLMENT

FILES/ARCHIVOS

MESSAGES/MENSAJES

FORMS

Current Activities

Activity	Status	Start date
Fall 2025 - Math through Basketball (Monday & Wednesday) 1st - 3rd Grade	Enrolled	10/02/2025
Fall 2025 - Arts & Crafts (Monday & Wednesday) 1st - 3rd Grade	Enrolled	09/08/2025

Profile 2 (Delete)
Workspace #: 11719234

Old Profile

Step 7) Re-Attach Account Holders and Add New Account Holder



DETAILS/DETALLES

ENROLLMENTFILES/ARCHIVOSMESSAGES/MENSAJESFORMS

Subcategory:Grouptrail School

Current Grade Level:1st

Type of Participant:Student enrolled at this school

Workspace number:11975718

Date of Birth:01/01/2018

Gender:Man/Boy

If Other Gender, Specify :

Primary language spoken at home:English

Inclusive Identity :Black/African American

Student State ID # (SSID) :12345678

Robert Lazenby

Linked Account Holder (Parent/Guardian):Test Parent (9/12/25), test parent (8/29), test parent (8/12), test parent (robert)

Subcategory:Grouptrail School

Date of Birth:01/01/2018

Mobile Number:

Email (Custom):

The seventh step is to reattach the account holders back to the profile you will be keeping (Profile 1)

It is **VERY IMPORTANT** to also add and attach any account holders that are listed in the profile that you will be deleting (Profile 2) to the main profile you will be keeping (Profile 1)

Profile 1 (Keep)
Workspace #: 11975718



Profile 2 (Delete)
Workspace #: 11719234



Old Profile



DETAILS/DETALLES

ENROLLMENTFILES/ARCHIVOSMESSAGES/MENSAJESFORMS

Subcategory:Grouptrail School

Current Grade Level:1st

Type of Participant:Student enrolled at this school

Workspace number:11719234

Date of Birth:01/01/2018

Gender:Man/Boy

If Other Gender, Specify :

Primary language spoken at home:English

Inclusive Identity :Black/African American

Student State ID # (SSID) :12345678

Robert Lazenby - Delete

Linked Account Holder (Parent/Guardian):test parent (robert)

Subcategory:Grouptrail School

Date of Birth:1/1/2018

Mobile Number:

Email (Custom):

Step 8) Mark the Duplicated Profile To Be Deleted

- The last step is to mark the duplicated profile to be deleted (Profile 2)
- To mark the profile to be deleted, go to the “Forms” tab of the duplicated profile (Profile 2)
- Click the pencil icon next to the field called: Duplicate to be deleted
- Select the option “**Yes-this record is duplicate**”
- Once selected, make sure to hit both save buttons
 - Click the save button next to “Yes-this record is duplicate”
 - Then click the save button at the top or bottom of the page

Profile 2 (Delete)
Workspace #: 11719234

Old Profile

Robert Lazenby - Delete

Linked Account Holder (Parent/Guardian): test parent (robert)

Subcategory: Grouptrail School

Date of Birth: 1/1/2018

Mobile Number:

Email (Custom):

FORMS

Save

Embedded: SUN Staff only

Duplicate to be deleted: Yes-this record is duplicate **Save** Cancel

Risk Factor (Yes or No):

Risk Factor Type:

FRN Service Provided (Individual Counts):

Gender if different from Registration Form:

Save

Second “Save” button

First “Save” button



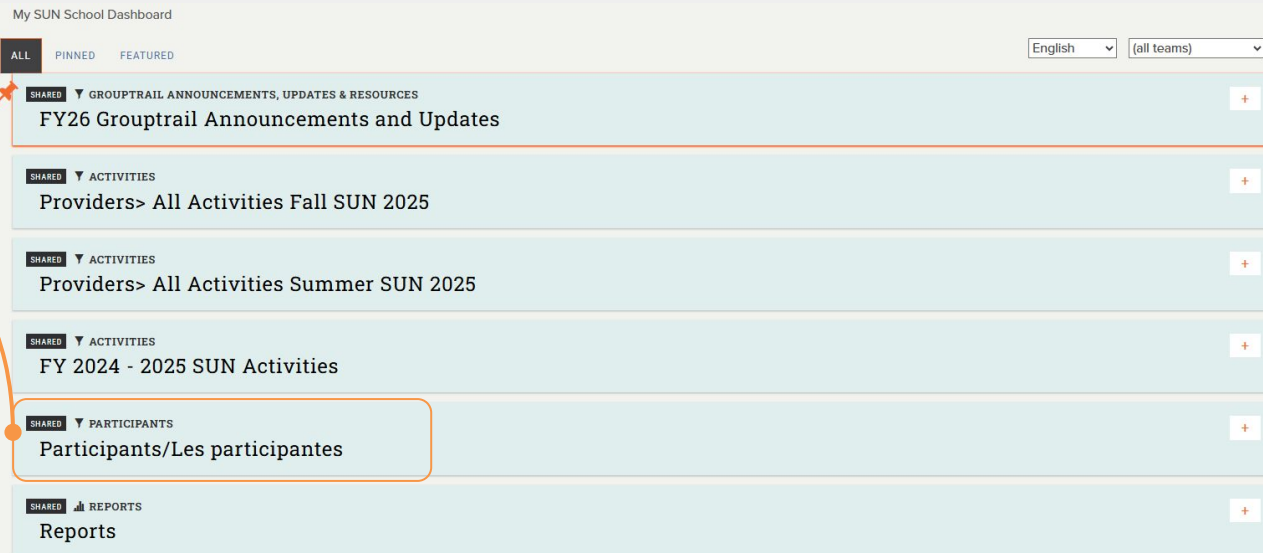
Other Grouptrail Features For Users:

How to effectively search workspaces in Grouptrail using Trackers

Please Note: This process reviews how a user can effectively and accurately search a participant or activity in Grouptrail using dashboard trackers. This process will also review the advanced search bar.

Searching Participants by trackers (Step 1)

To effectively search a participant up in your Grouptrail account, go to your **Participant tracker** and open your tracker



My SUN School Dashboard

ALL PINNED FEATURED

English (all teams)

- 
SHARED ▾ GROUPTRAIL ANNOUNCEMENTS, UPDATES & RESOURCES
 FY26 Grouptrail Announcements and Updates
- SHARED** ▾ ACTIVITIES
 Providers> All Activities Fall SUN 2025
- SHARED** ▾ ACTIVITIES
 Providers> All Activities Summer SUN 2025
- SHARED** ▾ ACTIVITIES
 FY 2024 - 2025 SUN Activities
- SHARED** ▾ PARTICIPANTS
 Participants/Les participantes
- SHARED** ▾ REPORTS
 Reports

You can search a participant by the following criterias in the “Keyword” search bar:

- **First and/or Last Name**
 - You can search by a combination of name variables like: First name, last name, first and last name, first three characters, etc.
- **SSID Number**
 - You can search by a student's SSID Number. Make sure the number is an exact match and does not have any leading or trailing spaces
- **Grouptrail Workspace Number**
 - You can search a participant by their unique workspace number. This number can be found directly in a profile of the student or in Grouptrail reports like: the Missing Data Report
 - Make sure the number is an exact match and does not have any leading or trailing spaces

Searching participants in your **Participant Tracker** allows you **more** searching **options** and **flexibility** when it comes to finding participants or searching by names

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Searching Participants by trackers (Step 3)

A user can also use any of the filter options listed under **“Filter by”** to filter participants

Example: Gender, Current Grade Level Primary Language, Etc.

A user can also select the bar called: **No Grouping**

When selected, the feature gives the user the ability to group participants by any of the options listed like: School, Grade, Gender, Risk Factor, Etc.

Grouping participants by school can be extremely helpful for users who have multiple school access

SHARED ▼ PARTICIPANTS

Participants/Les participantes

No grouping

Batch update / Browse

Filter by

Update

441 ITEMS

Maleek
Man/Boy
2nd
Updated Today at 12:03 AM

Daleyza
Woman/Girl
4th
Updated Today at 12:03 AM

Alice R
Woman/Girl
4th
Updated Today at 12:03 AM

Joaquin
Man/Boy
4th
Updated Today at 12:03 AM

Alexis
Man/Boy
2nd
Updated Today at 12:03 AM

Elliot
Woman/Girl
1st
Updated Today at 12:03 AM

SHARED ▼ PARTICIPANTS

Participants/Les participantes

No grouping

Batch update / Browse

No grouping

Group by: School

Group by: Gender

Group by: Current Grade Level

Group by: Primary Method of Transportation

Group by: Primary language spoken at home

Group by: Inclusive Identity

Group by: Accept Non-Discrimination & Behavioral Expectations

Group by: Risk Factor

Group by: [School] Enrollment Status

Group by: Secondary Method of Transportation

Group by: Did child attend Head Start?

Group by: Did child attend preschool or kindergarten?

Group by: Child is receiving special education services

Group by: Registering for EKT?

Group by: Has your child experienced any resilience factors?

Group by: Type of Participant

Group by: Risk Factor-Staff entered

Group by: Housing Status

Group by: How long have you lived at this address?

Ary
Man/Boy
5th
Updated Today at 12:03 AM

Delilah
Woman/Girl
2nd
Updated Today at 12:03 AM

Searching Activities by trackers (Step 1)

To effectively search an activity up in your Grouptrail account, identify which **activity tracker** your activity lives in. For this example, we will find an activity from the school year of **2024-2025**



The screenshot displays a list of activity trackers within a light blue header area. Each tracker entry includes a 'SHARED' status, a dropdown arrow, and the text 'ACTIVITIES'. The first two trackers are 'Providers> All Activities Fall SUN 2025' and 'Providers> All Activities Summer SUN 2025'. The third tracker, 'FY 2024 - 2025 SUN Activities', is highlighted with an orange box. An orange arrow points from the word 'activity' in the text 'activity tracker' to this highlighted tracker.

Once found, open the corresponding activity tracker

Searching Activities by trackers (Step 2)

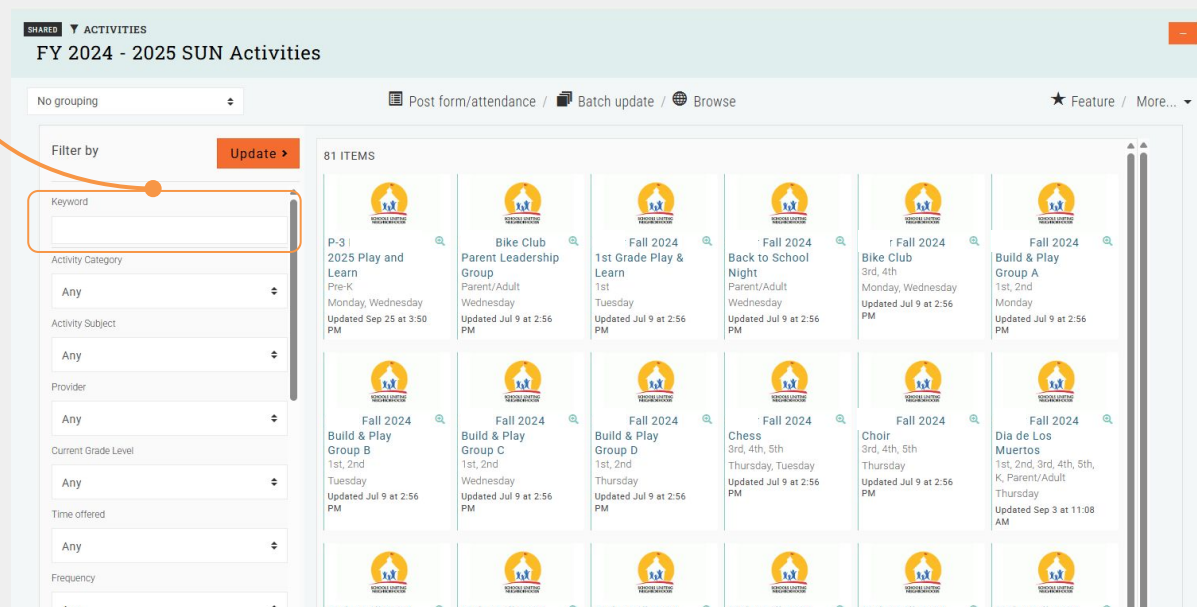
Once you have open your activity tracker search the activity you're trying to find in the **"Keyword"** search bar

You can search an activity by the following criterias in the "Keyword" search bar:

- **Name of the activity**
 - You can search by a combination of name variables like: EKT, P-3, Basketball, first three characters, etc.
- **Grouptrail Workspace Number**
 - You can search an activity by their unique workspace number. This number can be found directly in a profile of the activity.
 - Make sure the number is an exact match and does not have any leading or trailing spaces

Important Note:

Searching activities in your **Activity Tracker** allows you **more** searching **options** and **flexibility** when it comes to finding activities or searching by activity names



The screenshot shows the 'FY 2024 - 2025 SUN Activities' page. On the left is a 'Filter by' sidebar with an 'Update' button. The 'Keyword' search bar is highlighted with an orange box and an arrow pointing to it from the text above. Below the keyword bar are filters for Activity Category, Activity Subject, Provider, Current Grade Level, Time offered, and Frequency, each with a dropdown menu set to 'Any'. The main area displays a grid of 18 activity cards, each with a Grouptrail logo, a title, and details like dates and times. The cards are organized into three rows of six.

Searching Activities by trackers (Step 3)

A user can also use any of the filter options listed under “Filter by” to filter activities

A user can select the bar called: **No Grouping**

When selected, the feature gives the user the ability to group activities by any of the options listed like:
School, Activity Category, Activity Subject, Provider and Enrollment Type

If users would like to see their “Open” or “Non-Enrolled” activities then they can select “**Enrollment Type**”

Grouping activities by school can be extremely helpful for users who have multiple school access

The screenshot shows the 'FY 2024 - 2025 SUN Activities' page in the Grouptrail application. At the top, there's a 'SHARED' button and a '▼ ACTIVITIES' dropdown. Below this, the title 'FY 2024 - 2025 SUN Activities' is displayed. A dropdown menu is open, showing 'No grouping' as the selected option. The menu lists several other grouping options: 'Group by: School', 'Group by: Activity Category', 'Group by: Activity Subject', 'Group by: Provider', 'Group by: Current Grade Level', 'Group by: Time offered', 'Group by: Frequency', 'Group by: Recurring Weekly Schedule', 'Group by: Enrollment Type', 'Group by: Target Participant', 'Group by: Duplicate to be deleted', and 'Group by: Is this a P-3 Activity?'. Below the menu, there are filters for 'Provider' (set to 'Any') and 'Current Grade Level' (set to 'Any'). The main content area shows a grid of activity cards. The first row includes 'P-3 Spring 2025 Play and Learn' and 'Bike Club Parent Leadership Group'. The second row includes 'Fall 2024 Build & Play Group B' and 'Fall 2024 Build & Play Group C'. Each card displays the activity name, date, time, and update status.

Grouptrail Searching Workspaces in the Advanced Search Bar

You may also search workspaces in the **advanced search bar** at the top of a user's dashboard

Please keep in mind that you can only search workspaces (like participants and activities) by their name

The advanced search bar does not provide a user with flexibility when attempting to find workspaces in the system like their dashboard trackers

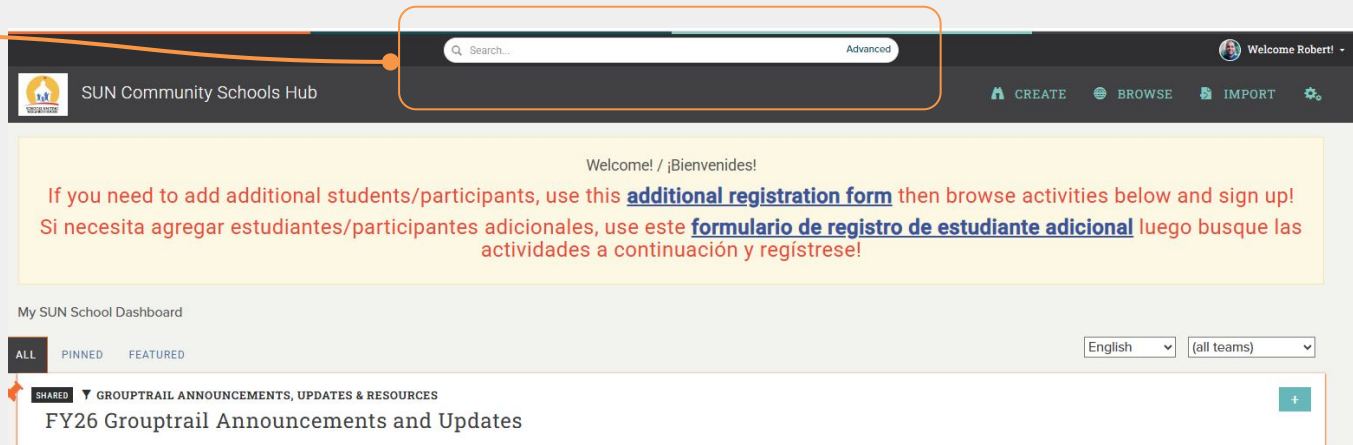
The majority of the time the advance search will only generate results with EXACT matches

A user may also generate system-wide results for specific data categories like: account holders

Important Note:

It's highly recommended that users first use their Trackers to search either participants and/or activities

If a user cannot find an activity that may have been created but does not fall into a seasonal tracker, it's then recommended that the user use the advanced search bar to find results



The screenshot shows the SUN Community Schools Hub dashboard. At the top, there is a dark navigation bar with a search bar labeled "Search..." and a button labeled "Advanced". An orange box highlights the search bar. Below the navigation bar, there is a yellow banner with the text: "Welcome! / ¡Bienvenidos! If you need to add additional students/participants, use this [additional registration form](#) then browse activities below and sign up! Si necesita agregar estudiantes/participantes adicionales, use este [formulario de registro de estudiante adicional](#) luego busque las actividades a continuación y regístrese!". Below the banner, there is a section titled "My SUN School Dashboard" with tabs for "ALL", "PINNED", and "FEATURED". Below the tabs, there is a section titled "FY26 Grouptrail Announcements and Updates" with a "SHARED" button and a "GROUPTRAIL ANNOUNCEMENTS, UPDATES & RESOURCES" link. A small orange arrow points to the "SHARED" button.



Other Grouptrail Features For Users:

Batching Updating Fields and Tags in Grouptrail

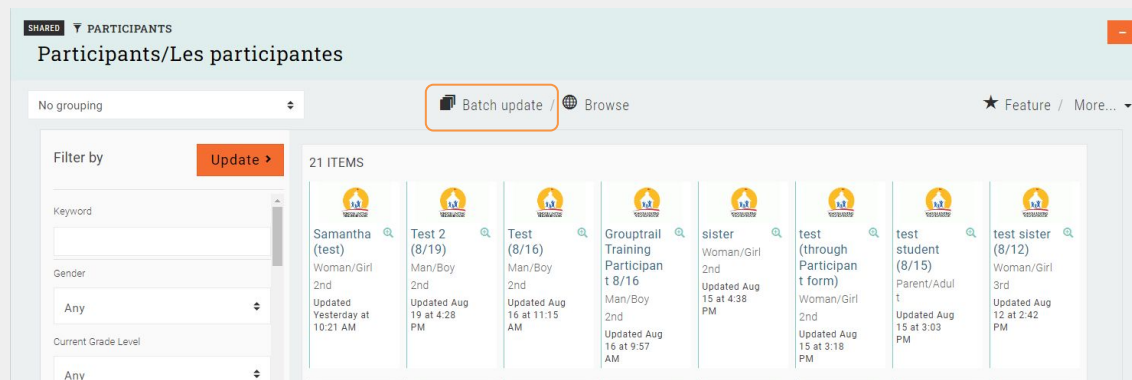
Please Note: This process reviews how a user can quickly update a universal field or tag in Grouptrail to multiple workspaces (activities and/or participants)

Step 1) Batch Updating

Batch updating in Grouptrail allows you to quickly add information across multiple workspaces for activities and/or participants

Step 1) Select the tracker for **activities** or **participants** that you would like to batch update

Once you have chosen the tracker you would like to batch update, find the batch update icon located at the top of your tracker



Step 2) Batch Updating

Step 2) Follow the two batch updating steps. **First**, select the drop down menu to select what you would like to batch update

Second, select the field/information you would like to update across your workspaces (participants or activities)

Note: Linked Categories allow you to link an activity or participant to another workspace or even an account holder

The fields displayed in the dropdown menu are also reflected on an activity or participant details tab

Batch update

Step 1: Select what you would like to do

I would like to...

I would like to...

Link categories

Add linked categories

Update tags

Provider

Enrollment Status

Gender

Current Grade Level

English Language Learner

Student lives with

Primary Method of Transportation

When/if possible you would like bus transportation

Artwork permission

Permission for student to use internet

Primary language spoken at home

Inclusive Identity

Accept behavioral expectations

Risk Factor

[School] Enrollment Status

Step 2: Select which pages to update

Filter list...

Check all

Uncheck all

☐ Raela Test 09/05	☐ test student (8/12)	☐ test student (robert)
☐ Jonny Test 08/30	☐ test student (8/6)	
☐ Jr Lazenby (8/30)	☐ Ariela's Child 9.13 (test)	
☐ John Doe	☐ Ariela junior 9/22	
☐ P.J Test	☐ Ariela Child 2 (test)	
☐ Test 2 (8/19)	☐ Ariela Child 2 on 9/23	
☐ Test (8/16)	☐ John Smith (test)	
☐ Grouptrail Training Participant 8/16	☐ Jane James (test)	
☐ sister	☐ Jane James (7/16)	
☐ test (through Participant form)	☐ test student (7/29)	
☐ test student (8/15)	☐ bill (test student 7/28)	
☐ test sister (8/12)	☐ John (test parent)	

Step 3) Batch Updating

Step 3) Once you have selected a field, please select the correct **tag option** you want to update across your workspaces

Next, select the workspaces (participants or activities) that you would like to update the information across

Lastly, select “Run Batch Update” to apply the updated information across your workspaces

Note:

You can double check to see if your “batch update” was successful by going to a workspace to see if the information was added/updated

Batch update

Step 1: Select what you would like to do

Risk Factor

What tag would you like to add to the checked pages?

*Note this will clear any current tags assigned to these pages.

*Unassigned

Yes

No

*Unassigned

Step 2: Select which pages to update

Filter list...

Check all

Uncheck all

☐ Raela Test 09/05
 ☐ test student (8/12)
 ☐ test student (robert)

☐ Jonny Test 08/30
 ☐ test student (8/6)

☐ Jr Lazenby (8/30)
 ☐ Ariela's Child 9.13 (test)

☐ John Doe
 ☐ Ariela junior 9/22

☐ P.J Test
 ☐ Ariela Child 2 (test)

☐ Test 2 (8/19)
 ☐ Ariela Child 2 on 9/23

☐ Test (8/16)
 ☐ John Smith (test)

☐ Grouptrail Training Participant 8/16
 ☐ Jane James (test)

☐ sister
 ☐ Jane James (7/16)

☐ test (through Participant form)
 ☐ test student (7/29)

☐ test student (8/15)
 ☐ bill (test student.7/28)

☐ test sister (8/12)
 ☐ John (test parent)

Run batch update

72



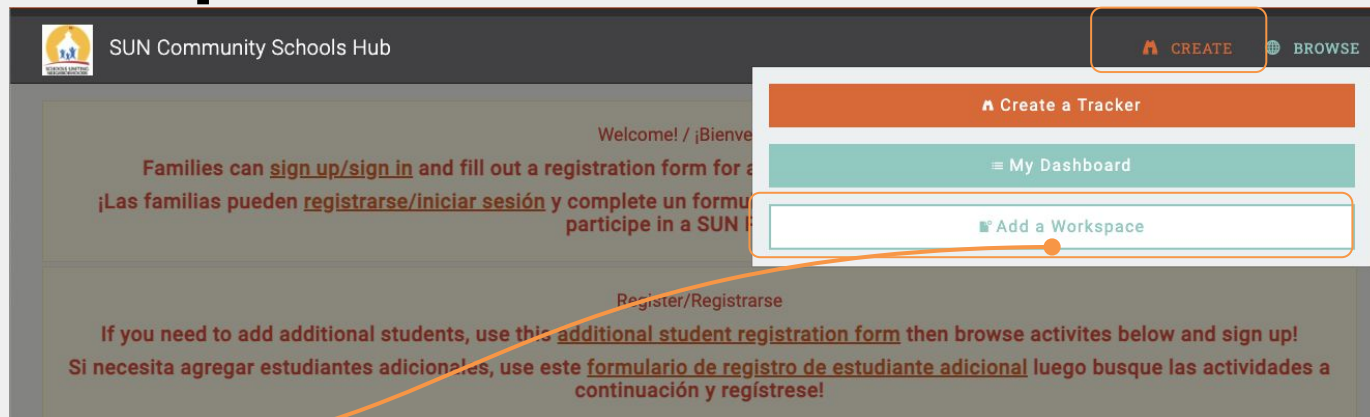
Other Grouptrail Features For Users:

Creating and linking Account Holders to Participants

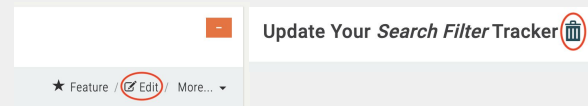
Please Note: This process reviews how to create and link participants that are manually created in the system and/or adding additional account holders to an existing student or adult record(s)

Step 1) Creating an NEW account holder for an Existing participant

1. Hover over **Create**, then click **Add a Workspace**



NOTE: Be sure not to “Create a Tracker” instead of clicking on “Add a Workspace.” If you do, you can open up and edit the tracker you created and delete it:



Step 2) Creating an NEW account holder for an Existing participant

2. Go to Data Category first and then select **Account Holder (Parent/Guardian)**

+ Add a Workspace

Name *

My page/workspace

100 chars max.

Subtitle

Description

Data Category

Activities

Activities

Account Holder (Parent/Guardian)

Participant

SUN Sites

Providers

Staff

Form: Participant Registration Form

Form: Attendance

Form: Program Notes

File Sharing

Subcategory

Current Grade Level

Create a Workspace

Step 3) Creating an **NEW** account holder for an **Existing** participant

3. Complete the **two required fields** in order to create the account holder

Note: This information is related to the parent/adult/guardian your creating an account for

You should use the best email address for the adult and list the adult first & last name for the name field

+ Add a Workspace ✕

Data Category

Account Holder (Parent/Guardian) ⌵

In order to move on to the next section of the SUN registration, please enter the email and the name of the adult who will be linked as the head of the household for the participant (this includes signing the parent/guardian or their student(s) up for SUN activities)

Your Email *

Your Name *

Once fields are entered, select the **create a workspace** icon

Create a Workspace

After selecting create a workspace, then select **view workspace** to begin linking participants to the account holder

Workspace Added!

Your workspace has been successfully added to the site.

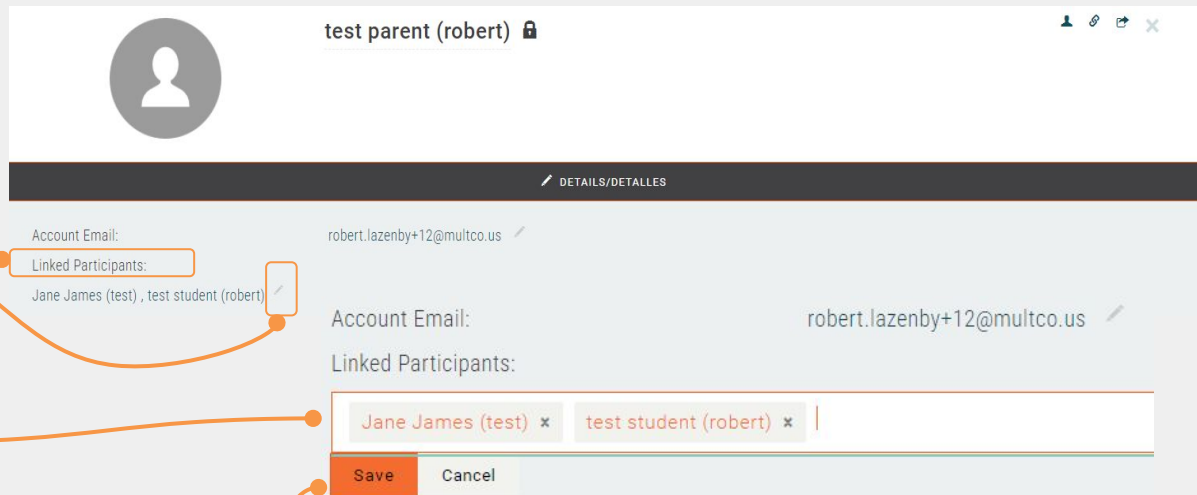
View workspace 

Step 4) Linking participants to new created account holder

4. Find the **linked participant** field and then click on the **pencil icon**

Begin to search the student or adult record you would like to **link** to the **account holder** (search by first and last name)

Once done make sure to **save** each participant when linking to account holder



test parent (robert) 



DETAILS/DETALLES

Account Email: robert.lazenby+12@multco.us 

Linked Participants:

Jane James (test), test student (robert) 

Account Email: robert.lazenby+12@multco.us 

Linked Participants:

Jane James (test) x test student (robert) x |

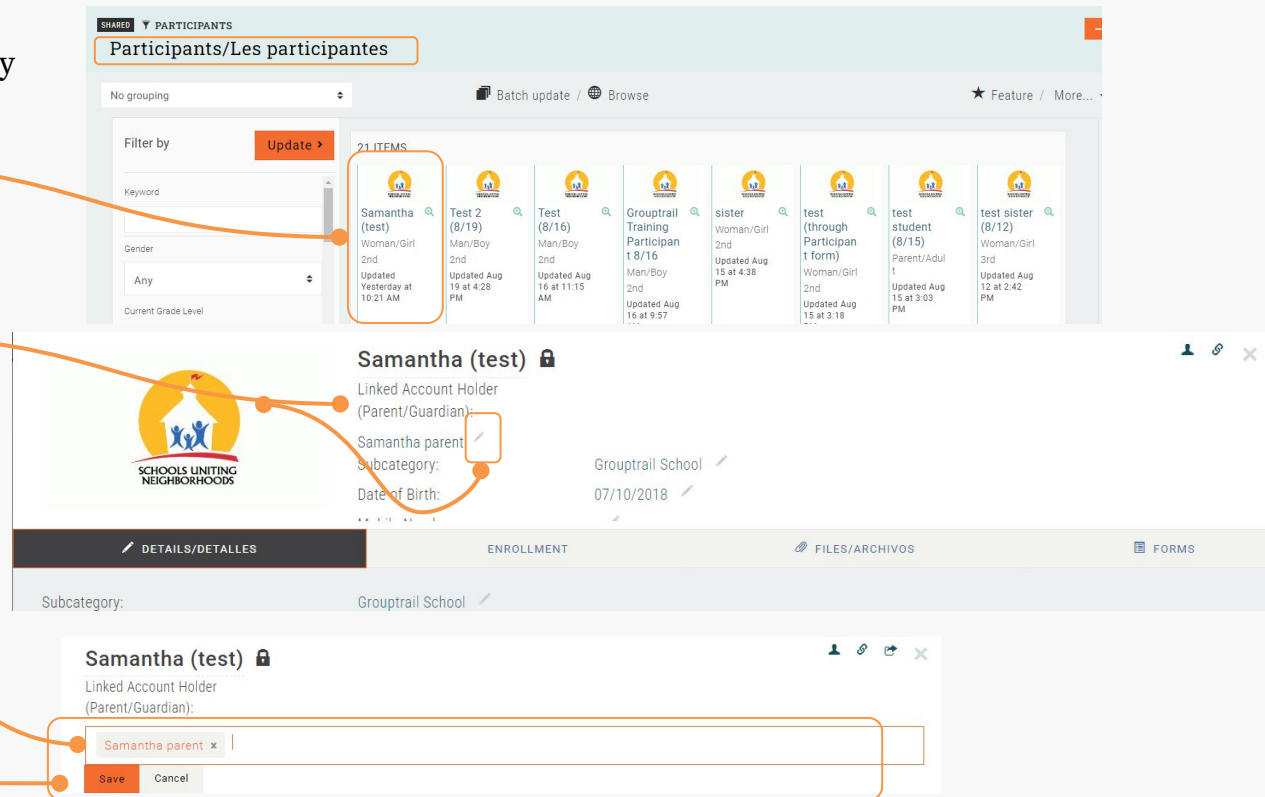
Save Cancel

Linking multiple account holder(s) to a participant record

You may also link **multiple** account holders to a student or adult record by going to your participant tracker and selecting the participant

At the top of the participant record, click the **pencil icon** underneath the field of **Linked account holder**

Next, begin to **search** the **account holder** by **first & last** name that you would like to **link** to the participant record. Once done, make sure to click **Save**



The screenshot displays the Grouptrail interface for managing participants. At the top, the 'PARTICIPANTS' tab is active, showing a list of 21 items. A participant named 'Samantha (test)' is highlighted. Below the list, the 'Samantha (test)' record is shown with fields for 'Linked Account Holder (Parent/Guardian)', 'Subcategory', and 'Date of Birth'. The 'Linked Account Holder' field is currently empty, and a pencil icon is visible next to it. Below the record, a search input field is shown with the text 'Samantha parent' entered. The 'Save' button is highlighted.

Participants/Les participantes

No grouping

Filter by: Update

Keyword

Gender: Any

Current Grade Level

21 ITEMS

Samantha (test) Woman/Girl 2nd Updated Yesterday at 10:21 AM	Test 2 (8/19) Man/Boy 2nd Updated Aug 19 at 4:28 PM	Test (8/16) Man/Boy 2nd Updated Aug 16 at 11:15 AM	Grouptrail Training Participant 8/16 Man/Boy 2nd Updated Aug 16 at 9:57	sister Woman/Girl 2nd Updated Aug 15 at 4:38 PM	test (through Participant form) Woman/Girl 2nd Updated Aug 15 at 3:18	test student (8/15) Parent/Adult 3rd Updated Aug 15 at 3:03 PM	test sister (8/12) Woman/Girl 3rd Updated Aug 12 at 2:42 PM
---	--	---	--	---	--	---	--

Samantha (test) 

Linked Account Holder (Parent/Guardian):

Samantha parent 

Subcategory: Grouptrail School

Date of Birth: 07/10/2018

DETAILS/DETALLES ENROLLMENT FILES/ARCHIVOS FORMS

Subcategory: Grouptrail School

Samantha (test) 

Linked Account Holder (Parent/Guardian):

Samantha parent x

Save Cancel



Staff Workflow: Grouptrail Reports

List of Reports:

- **O&O SUN Progress Summary Report**
- **O&O SUN Non-Enrolled Report**
- **O&O SUN Demographic Summary Report**
- **O&O SUN Missing Participant Data Report**
- **O&O SUN Participant Info - Total Days Attended Report**
- **Master Site Report (Includes Participant Daily Schedule)**
- **Partner with Attendance Report**
- **Teacher Confirmation Schedules**
- **Mini Student Schedules**



O&O SUN Progress Summary Report - (Excel Version 2024)

Please Note:

This section reviews how to generate and run the “O&O Progress Summary Report (Excel Version) in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

O&O SUN Progress Summary Report

Reporting Context:

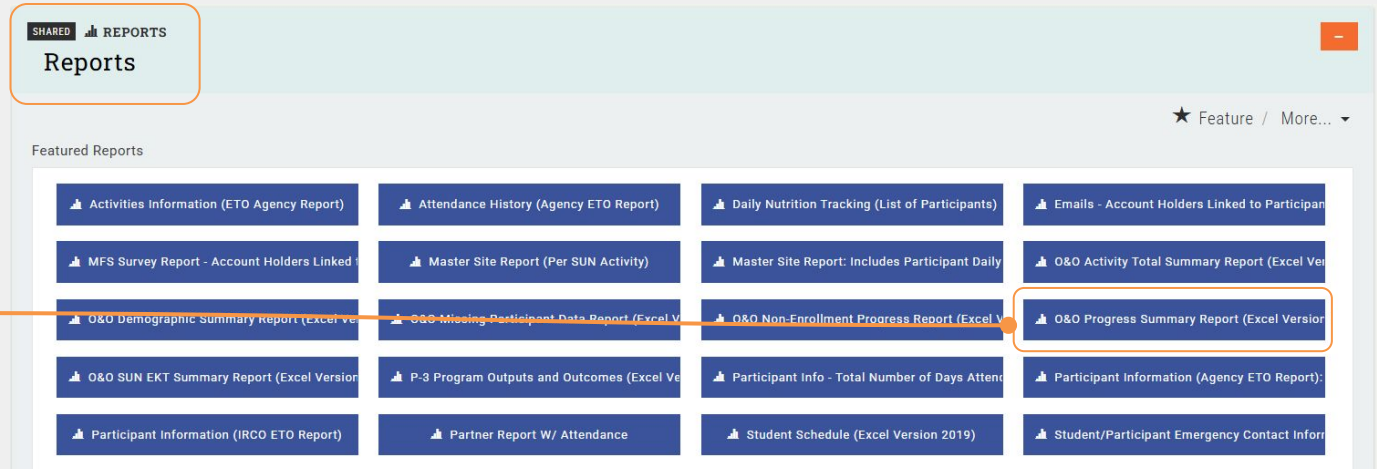
- This report in Grouptrail allows a user to check their current outputs in the system to understand the number of adults and students served
- This report includes a column that calculates the number of participants who have been “**present**” at least 30 days or more
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas: <https://www.youtube.com/watch?v=E2qBofQrAXY>

Step 1) Click O&O SUN Progress Summary Report

To Generate the O&O SUN Progress Summary Report, go to your **Report Tracker** and click the correct report:

O&O SUN Progress Summary Report (Excel Version 2024)

If you hover your mouse over the appropriate report, you will see the full description title name



The screenshot shows the 'Reports' section of the Grouptrail interface. At the top, there's a header with 'SHARED' and 'REPORTS' tabs, and a 'Reports' title. Below this is a 'Featured Reports' section containing a grid of report buttons. The button for 'O&O Progress Summary Report (Excel Version 2024)' is highlighted with an orange box. A line points from this box to the text on the left.

Featured Reports			
Activities Information (ETO Agency Report)	Attendance History (Agency ETO Report)	Daily Nutrition Tracking (List of Participants)	Emails - Account Holders Linked to Participant
MFS Survey Report - Account Holders Linked	Master Site Report (Per SUN Activity)	Master Site Report: Includes Participant Daily	O&O Activity Total Summary Report (Excel Ver
O&O Demographic Summary Report (Excel ve	O&O Missing Participant Data Report (Excel V	O&O Non-Enrollment Progress Report (Excel V	O&O Progress Summary Report (Excel Version 2024)
O&O SUN EKT Summary Report (Excel Version	P-3 Program Outputs and Outcomes (Excel Ve	Participant Info - Total Number of Days Attend	Participant Information (Agency ETO Report):
Participant Information (IRCO ETO Report)	Partner Report W/ Attendance	Student Schedule (Excel Version 2019)	Student/Participant Emergency Contact Infor

Step2) Select the Date Range you want to look at and click Generate report.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Just 1st, 2024 to May 20th, 2025**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note:

You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date in the date range fields"


O&O Progress Summary Report (Excel Version 2024)
×

Filters

Filter date

Date of Activity

Range

Custom

From:

To:

Categories

Form: Attendance

Tags

Any

Linked Tags

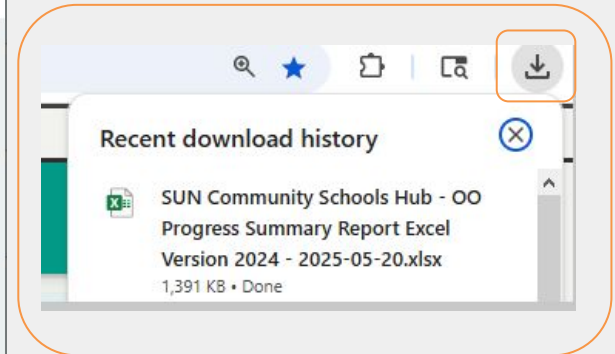
None selected

Linked Workspace Categories

Present

Generate report

Cancel





Once you have open the report, you will see calculations happening on the report. Please allow time for the report to process the calculations (**bottom right hand corner**)

This report will contain the following:

-) **Site Names(s)**
(located in column A)
-) **Total Participants Served**
(located in column B)
-) **Total Students Served**
(located in column C)
-) **Total Adults Served**
(located in column D)
-) **Missing DOB**
(located in column E)
-) **Students of color served**
(Located in column F)
-) **Students who identify with a Risk Factor of “Yes”**
(Located in column G)
-) **Participants attending SUN 30-days or more**
(Located in column H)

Step 3) Review your data on Progress towards Meeting 30 days attendance goal.

A	B	C	D	E	F	G	H
Site	Participants	Students	Adults	Missing DOB	Students of Color	Risk Factor	30+ Days Attendance
	292	228	62	2	204	218	88



O&O SUN Non-Enrollment Progress Report (Excel Version 2024)

Please Note:

This section reviews how to generate and run the “O&O SUN Non-Enrollment Progress Report (Excel Version) in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

O&O SUN Non-Enrollment Progress Report

Reporting Context:

- This report in Grouptrail allows a user to check the number of Non-enrolled events they currently have created in the system
- This report includes a column that provides the total number of non-enrolled events following: total number of adults and students who have attended (**if recorded**)
- To record the number of headcounts to a non-enrolled event in Grouptrail, a user should do the following:
 - Find and click the non-enrolled activity in Grouptrail to update
 - Once the activity has open, scroll to the bottom of the activity details page
 - Enter the number of adults and students who have attended the event
- The report will take a user anywhere between 30 seconds to one minute to download
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas:

<https://www.youtube.com/watch?v=E2qBofQrAXY>



Volleyball Spring 2025

Provider: El Programa Hispano 

Subcategory: Hall Elementary 

Start Date: 04/14/2025 

End Date: 05/29/2025 

Max enrollment: 15 

 DETAILS/DETALLES

 SIGN UP

Age range: 7 years to 12 years old

Time offered: After School 

Frequency: Once a week 

Recurring Weekly Schedule: Monday 

Start time: 3:05pm 

End time: 5:10pm 

Teacher/Counselor: Karen 

Location: Gym & field 

Max enrollment: 15 

Max waitlist: 5 

Partners: 

Is this a P-3 Activity?: 

Enrollment Type: Open 

of Students Attended: 

of Adults Attended: 

Step 1) Click O&O SUN Non-Enrollment Progress Report

To Generate the O&O SUN Non-Enrollment Progress Report, go to your **Report Tracker** and click the correct report:

O&O SUN Non-Enrollment Progress Report (Excel Version 2024)

If you hover your mouse over the appropriate report, you will see the full description title name

The screenshot shows the 'Reports' section of the Grouptrail interface. At the top, there's a header with 'SHARED' and 'REPORTS' tabs. Below this is a 'Featured Reports' section containing a grid of report buttons. Each button has a small icon and a title. The button for 'O&O Non-Enrollment Progress Report (Excel Version 2024)' is highlighted with an orange border. An orange line originates from this button and points towards the text on the left side of the slide.

Featured Reports			
Activities Information (ETO Agency Report)	Attendance History (Agency ETO Report)	Daily Nutrition Tracking (List of Participants)	Emails - Account Holders Linked to Participant
MFS Survey Report - Account Holders Linked	Master Site Report (Per SUN Activity)	Master Site Report: Includes Participant Daily	O&O Activity Total Summary Report (Excel Version 2024)
O&O Demographic Summary Report (Excel Version 2024)	O&O Missing Participant Data Report (Excel Version 2024)	O&O Non-Enrollment Progress Report (Excel Version 2024)	O&O Progress Summary Report (Excel Version 2024)
O&O SUN EKT Summary Report (Excel Version 2024)	P-3 Program Outputs and Outcomes (Excel Version 2024)	Participant Info - Total Number of Days Attended	Participant Information (Agency ETO Report)
Participant Information (IRCO ETO Report)	Partner Report W/ Attendance	Student Schedule (Excel Version 2019)	Student/Participant Emergency Contact Information

Step 2) Select the Date Range you want to look at and click Generate Report.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Just 1st, 2024 to May 20th, 2025**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note:

You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date in the date range fields"


O&O Non-Enrollment Progress Report (Excel Version 2024)
×

Filters

Filter date

Start Date

Range

Custom

From:

To:

Categories

Activities

Tags

Non-Enrollment

Linked Tags

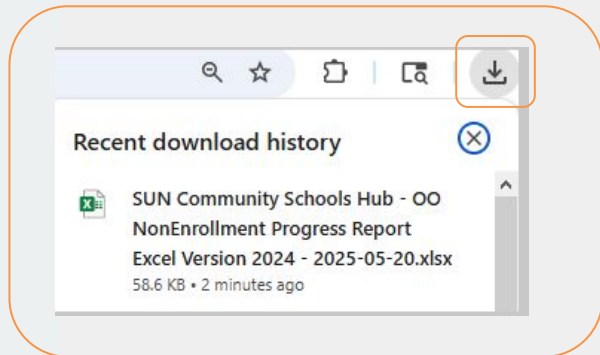
None selected

Linked Workspace Categories

None selected

Generate report

Cancel





Step 3) Review your data on Non-Enrollment activities

Once you have open the report, you will see calculations happening on the report, please allow time for the report to process the calculations (bottom right hand corner)

This report will contain the following:

-) **Site Names(s)**
(located in column A)
-) **Total Non-Enrolled Events**
(located in column B)
-) **Total Adults Attended**
(located in column C)
-) **Total Students Attended**
(located in column D)
-) **Total of all Adults and Students**
(located in column E)

	A	B	C	D	E	F
1	Site	Activities	Adults	Students	Total Attended	
2		3	223	465	688	
3						
4						
5						
6						
7						
8						
9						
10						
11						

Important: If you generate this report and see Excel errors displaying: **#VALUE!** or **NA**, please note that they're no Non-Enrolled events that have been created for your site. If you have multiple school access and do not see a specific school appear, this means that there has not been any non-enrolled events created for the site



O&O SUN Demographic Summary Report (Excel Version 2024)

Please Note:

This section reviews how to generate and run the “O&O SUN Demographic Summary Report (Excel Version) in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

O&O SUN Demographic Summary Report

Reporting Context:

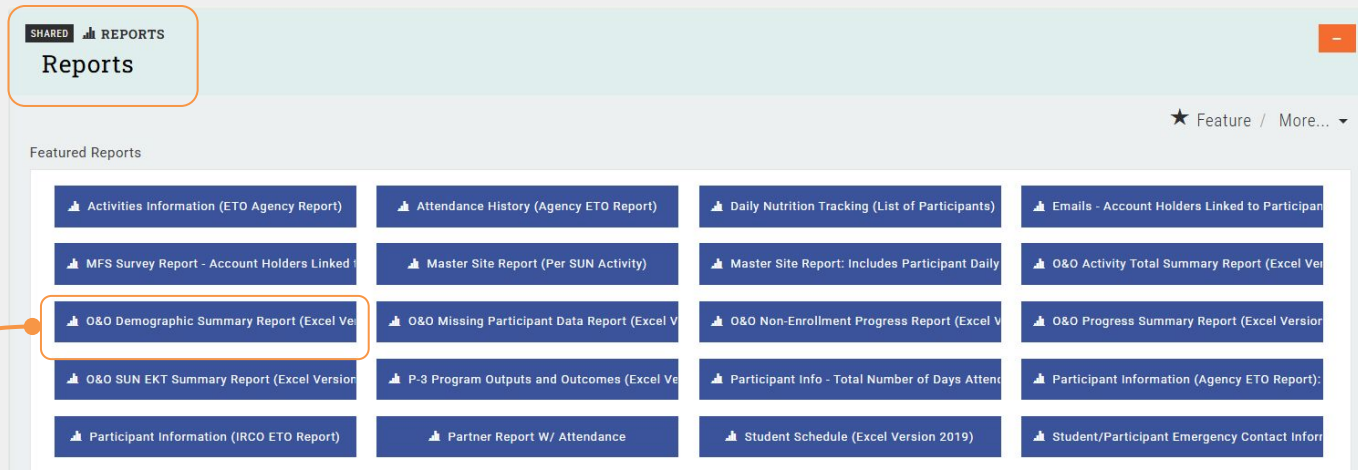
- This report in Grouptrail provides a breakdown of inclusive identities based on the participants a site is serving
- Users should keep in mind that inclusive identity totals will not equal 100%
- To view entire break down of inclusive identities, users should use the scroll bar to locate more data from left to right
- Included in the report will be the following information: Declined to Answer, Participants of Color and Primary Language Other Than English
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas: <https://www.youtube.com/watch?v=E2qBofQrAXY>

Step 1) Click on O&O SUN Demographic Summary Report

To Generate the O&O Demographic Summary Report, go to your **Report Tracker** and click the correct report:

O&O SUN Demographic Summary Report (Excel Version 2024)

If you hover your mouse over the appropriate report, you will see the full description title name



SHARED  REPORTS

Reports

★ Feature / More... ▼

Featured Reports

 Activities Information (ETO Agency Report)	 Attendance History (Agency ETO Report)	 Daily Nutrition Tracking (List of Participants)	 Emails - Account Holders Linked to Participant
 MFS Survey Report - Account Holders Linked to Participant	 Master Site Report (Per SUN Activity)	 Master Site Report: Includes Participant Daily	 O&O Activity Total Summary Report (Excel Version 2024)
 O&O Demographic Summary Report (Excel Version 2024)	 O&O Missing Participant Data Report (Excel Version 2024)	 O&O Non-Enrollment Progress Report (Excel Version 2024)	 O&O Progress Summary Report (Excel Version 2024)
 O&O SUN EKT Summary Report (Excel Version 2024)	 P-3 Program Outputs and Outcomes (Excel Version 2024)	 Participant Info - Total Number of Days Attended	 Participant Information (Agency ETO Report)
 Participant Information (IRCO ETO Report)	 Partner Report W/ Attendance	 Student Schedule (Excel Version 2019)	 Student/Participant Emergency Contact Information

Step 2) Enter the Date Range you want to look at and click Generate Report.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Just 1st, 2024 to May 20th, 2025**).

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note: You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date in the **date range fields**"


O&O Demographic Summary Report (Excel Version 2024)
✕

Filters

Filter date Date of Activity ⌵

Range Custom ⌵

From:

To:

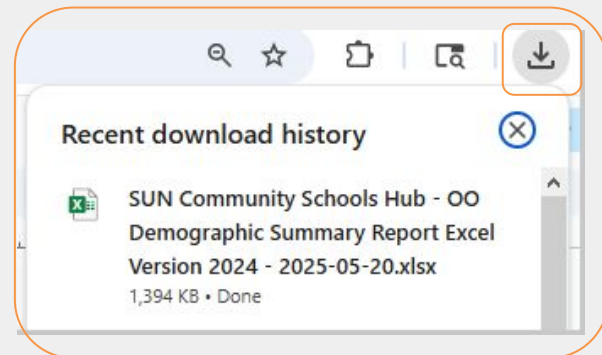
Categories Form: Attendance ⌵

Tags Any ⌵

Linked Tags None selected ⌵

Linked Workspace Categories Present ⌵

Generate report
Cancel





Step 3) Review your Demographic data.

Once you have open the report, you will see calculations happening on the report, please allow time for the report to process the calculations (**bottom right hand corner**)

This report will contain an **inclusive identity breakdown** by **adult** and **student** participants

This report will contain the **number** of adults and student who selected the appropriate inclusive identity along with the **percentage**

To see more breakdown of site data, a user should scroll to the right in the report tab

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1		Total		African			Asian			Black / African American				Hispanic / Latino					
2	Site	Students	Adults	Students		Adults		Students		Adults		Students		Adults		Students		Adults	
3		N	N	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
4		231	61	18	7.8%	1	1.6%	34	14.7%	1	1.6%	59	25.5%	11	18.0%	95	41.1%	38	62.3%



O&O SUN Missing Participant Data Report (Excel Version 2024)

Please Note:

This section reviews how to generate and run the “O&O SUN Missing Participant Data Report (Excel Version) in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

O&O SUN Missing Participant Data Report

Reporting Context:

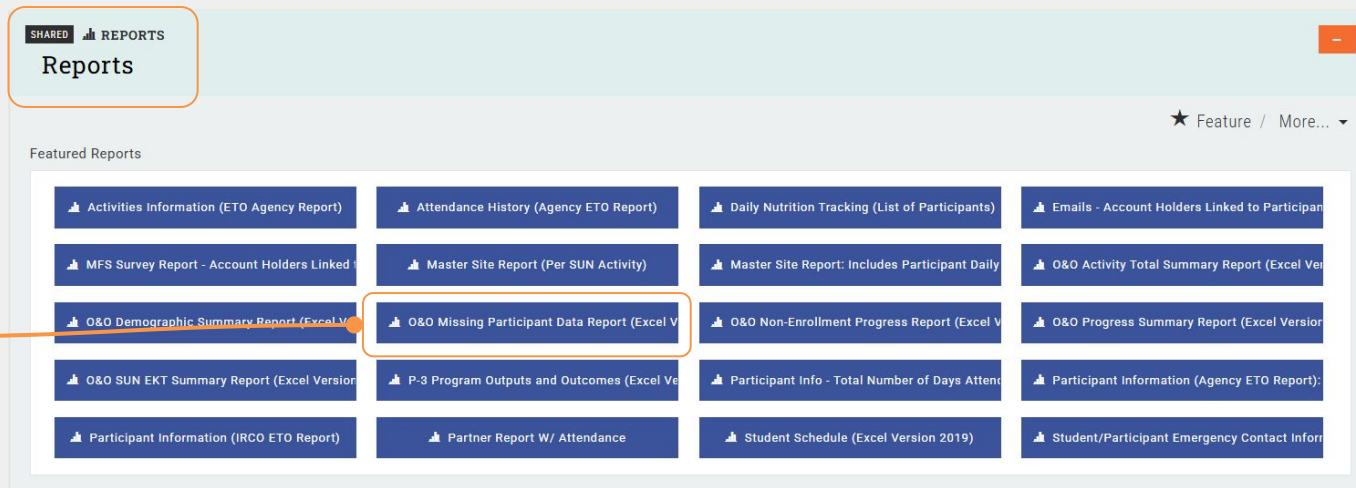
- This report in Grouptrail allows a user to check their missing data for participants that they're serving
- This report includes four different tabs:
 - 1) Missing Data Summary for all Participants
 - 2) Missing Data Summary for all Students
 - 3) Required Fields for - All
 - 4) Required Fields for - Students
- All fields listed in the report are required for the appropriate participant
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - a. To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - b. Here is quick YouTube video to demonstrate how to copy and paste values without formulas: <https://www.youtube.com/watch?v=E2qBofQrAXY>

Step 1: Click on O&O SUN Missing Participant Data Report.

To Generate the O&O SUN Missing Participant Data Report, go to your **Report Tracker** and click the correct report:

O&O SUN Missing Participant Data Report (Excel Version 2024)

If you hover your mouse over the appropriate report, you will see the full description title name



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Reports

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Featured Reports

 Activities Information (ETO Agency Report)	 Attendance History (Agency ETO Report)	 Daily Nutrition Tracking (List of Participants)	 Emails - Account Holders Linked to Participant
 MFS Survey Report - Account Holders Linked	 Master Site Report (Per SUN Activity)	 Master Site Report: Includes Participant Daily	 O&O Activity Total Summary Report (Excel Version 2024)
 O&O Demographic Summary Report (Excel Version 2024)	 O&O Missing Participant Data Report (Excel Version 2024)	 O&O Non-Enrollment Progress Report (Excel Version 2024)	 O&O Progress Summary Report (Excel Version 2024)
 O&O SUN EKT Summary Report (Excel Version 2024)	 P-3 Program Outputs and Outcomes (Excel Version 2024)	 Participant Info - Total Number of Days Attended	 Participant Information (Agency ETO Report)
 Participant Information (IRCO ETO Report)	 Partner Report W/ Attendance	 Student Schedule (Excel Version 2019)	 Student/Participant Emergency Contact Information

Step 2) Enter the Date Range you want to look at and click Generate report.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Just 1st, 2024 to May 20th, 2025**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note: You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date in the **date range fields**"

O&O Missing Participant Data Report (Excel Version 2024)

Filters

Filter date: Date of Activity

Range: Custom

From: To:

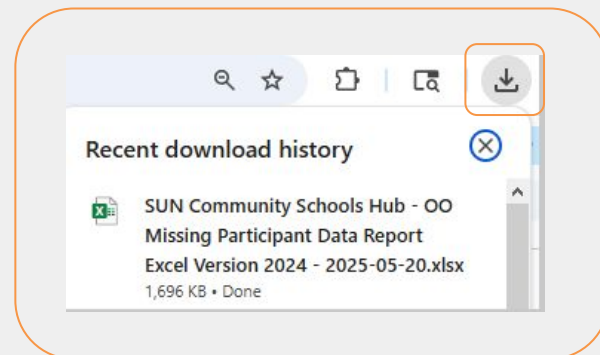
Categories: Form: Attendance

Tags: Any

Linked Tags: None selected

Linked Workspace Categories: Present

Generate report **Cancel**



Step 3) Review each tab for Missing Participant Data

	A	B	C	D	E	F	G	H	I	J
1	Site	Participants	# DOB	% DOB	# Gender	% Gender	# Inclusive Identity	% Inclusive Identity	# Primary Language	% Primary Language
2		292	0	0.0%	0	0.0%	0	0.0%	0	0.0%
3										
4										
5										
6										
7										
8										

Once you have open the report, you will see calculations happening on the report, please allow time for the report to process the calculations (**bottom right hand corner**)

The first tab of this report will be a **Missing Data Summary for all participants served**

The first tab will give you a **summary overview** of all the fields that are **required** and **missing** for both an **adult** and **student** participant:

-) Column A will contain the school(s) name
-) Column B will be the **total number** of **adult** and **student** participants served
-) Column C - J will contain the **required fields** for both an **adult** and **student** participant
-) The columns in this tab will give you a breakdown by the **number** of adults and student who are missing the required fields along with the **percentage**

Missing Data Summary - All	Missing Data Summary - Students	Records with Missing Values
----------------------------	---------------------------------	-----------------------------

Step 4) Review Missing Data Summary for Students tab

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Site	Participants <21	# Risk Factor	% Risk Factor	# SSID	% SSID	# Release to Participate	% Release to Participate	# Release of Information	% Release of Information	# Photo Release	% Photo Release	# Fishy SSID	% Fishy SSID
2		231	2	0.9%	2	0.9%	42	18.2%	132	57.1%	171	74.0%	0	0.0%
3														
4														
5														
6														

The second tab of this report will be a Missing Data Summary for **students** served

The second tab will give you a **summary overview** of the **additional** fields that are **required** and **missing** for a **student** participant:

Missing Data Summary - All	Missing Data Summary - Students	Records with Missing Values
----------------------------	---------------------------------	-----------------------------

-) Column A will contain the school(s) name
-) Column B will be the **total number** of students served
-) Column C - L will contain the additional **required** and **missing** fields for **students**
-) Column M- N will calculate any SSID numbers that are considered “**Fishy/Sketchy**” which is defined by any number that is **not an 8-digit number**
(Example: Anything less or greater than an 8-digit number)
-) The columns in this tab will give you a breakdown by the **number** of students who are missing the required fields along with the **percentage**

Step 6) Review the “Required Fields for - Students tab

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Site	Workspace number	Name	Date of Birth	Age	Primary language spoken at home	Inclusive Identity	Gender	Risk Factor	Student State ID # (SSID)	Release to Participate Granted for 2025-2026	Release of Information Granted for 2025-2026	Photo Release Granted for 2025-2026	Fishy SSID (not 8-digit)
Elementary	11888834	Alicia	7/7/2017	8	Spanish	Latino/Hispanic	Woman/Girl			Yes	Yes	Yes	
Elementary	11240055	Andrea	1/22/2021	4	Spanish	Latino/Hispanic	Woman/Girl	Yes					
Elementary	12130870	Anthony	1/11/2020	5	Spanish	Latino/Hispanic	Man/Boy	No		Yes	No	No	
Elementary	11381182	Aranza	3/9/2018	7	Spanish	Latino/Hispanic	Woman/Girl	Yes	22222222				
Elementary	11886385	Arianna	7/9/2016	9	Spanish	Latino/Hispanic	Woman/Girl			Yes	Yes	Yes	
Elementary	11573855	Aurora	12/29/2023	1	English, Spanish	Latino/Hispanic	Woman/Girl	Yes					
Elementary	11886452	Christopher	6/30/2017	8	Spanish	Latino/Hispanic	Man/Boy			Yes	Yes	Yes	
Elementary	12130960	Dayana	10/19/2020	5	English	Latino/Hispanic	Woman/Girl			Yes	Yes	Yes	
Elementary	12131785	Denis	6/25/2016	9	Spanish	Latino/Hispanic	Man/Boy		22113311	Yes	Yes	No	
Elementary	12096123	Elliott	6/18/2020	5	English	White	Woman/Girl	No		Yes	Yes	Yes	
Elementary	11237929	Ethan	11/4/2021	4	Spanish	Latino/Hispanic	Man/Boy	Yes					
Elementary	12096210	Finnley	7/20/2020	5	English	White	Woman/Girl	No	232	Yes	Yes	Yes	SKETCHY
Elementary	11886377	Genaro	11/3/2012	13	Spanish	Latino/Hispanic	Man/Boy			Yes	Yes	Yes	
Elementary	12096154	Isabella	4/2/2020	5	Spanish	Latino/Hispanic	Woman/Girl	Yes		Yes	Yes	Yes	
Elementary	12130906	Itzel	9/26/2019	6	Spanish	Latino/Hispanic	Woman/Girl	Yes		Yes	Yes	Yes	
Elementary	11237938	Ivan	8/1/2024	1	Spanish	Latino/Hispanic	Man/Boy	Yes					
Elementary	12130715	Jack	1/29/2020	5	English	White	Man/Boy	No		Yes	Yes	Yes	
Elementary	11101889	Jermiah	8/24/2022	3	Spanish	Latino/Hispanic	Man/Boy	Yes					

Missing Data Summary - Students
Required Fields for - All
Required Fields for - Students

The fourth tab of this report will be a **list of students** that are **missing any of the fields** based on the summary overviews in tab 2 (**these tabs are color coordinated to match green**)

Any cell that is “**Blank and Yellow**” means that student is missing that field. **To update the field you will need to go into Grouptrail, find the participant and update that information.**

Fields that are missing for participants will automatically highlight in “**yellow**” for quick access

“**Fishy**” SSID numbers are flagged on this tab and will display “**SKETCHY**” in the corresponding cell of the student. Any students with SKETCHY SSID numbers will need to be updated in Grouptrail.

Please use the **summary overviews** in **tab 2** in this report to determine if you will need to update any missing field for a participant

Participants that are not provided an SSID number (like adults or children less than 5 years old) will not appear on this tab of the report. Please keep in mind that any child or student equal or over the age of 5 years old will be generated on this report. The required fields for students are consider anyone who is between the ages of: 0-20. Again, SSID will not display for any child less than 5 or a student over the age of 20.



O&O Participant Info - Total Number of Days Attended (Excel Version 2021)

Please Note:

This section reviews how to generate and run the O&O Participant info (Total Number of Days Attended Report) in Grouptrail. This report will display a list of participants that have been served in SUN (this includes EKT, Leap into Kinder and/or P-3 programs)

O&O Participant Info - Total Number of Days Attended Report

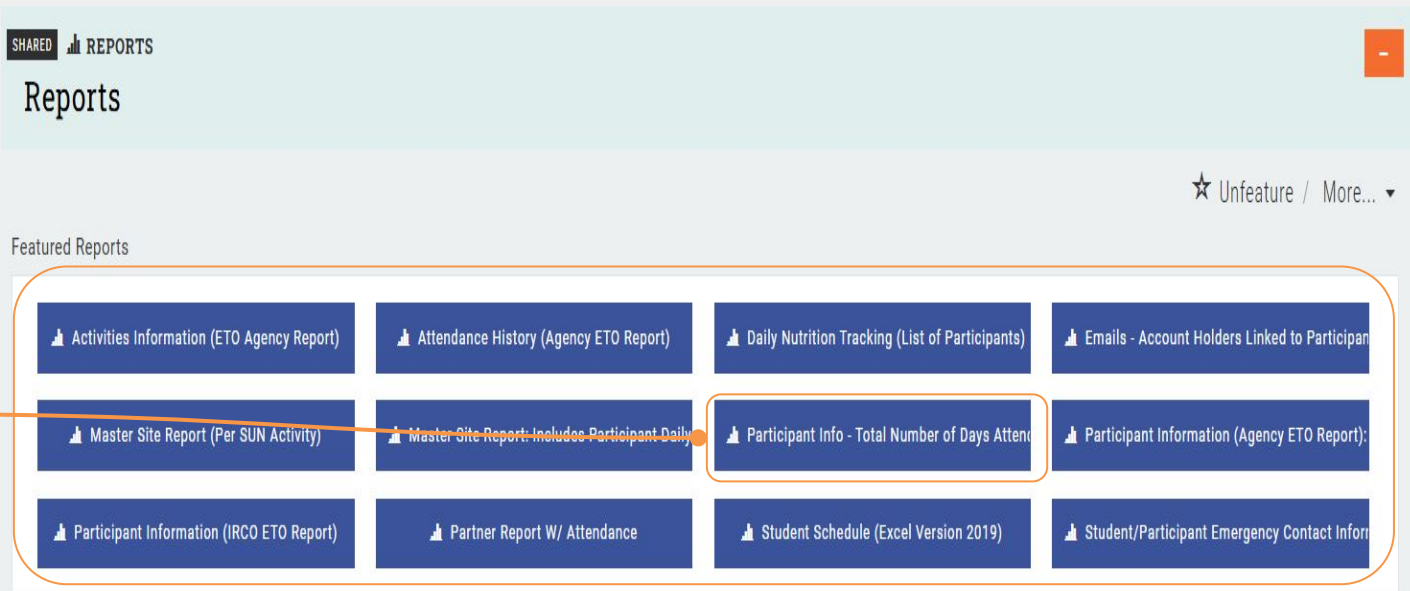
Reporting Context:

- This report in Grouptrail provides a list of all participants currently being served in SUN between the date ranges the report is being generated for
- The report will include two columns that provide the total number of days and hours attended per participant
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas: <https://www.youtube.com/watch?v=E2qBofQrAXY>

Step 1) Click on O&O Participant Info - Total Number of Days Attended report

To Generate the O&O Participant Info - Total Number of Days Attended Report, go to your **Report Tracker** and click the correct report:

O&O Participant Info (Total Number of Days Attended) Report



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Reports

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Featured Reports

 Activities Information (ETO Agency Report)	 Attendance History (Agency ETO Report)	 Daily Nutrition Tracking (List of Participants)	 Emails - Account Holders Linked to Participant
 Master Site Report (Per SUN Activity)	 Master Site Report: Includes Participant Daily	 Participant Info - Total Number of Days Attended	 Participant Information (Agency ETO Report):
 Participant Information (IRCO ETO Report)	 Partner Report W/ Attendance	 Student Schedule (Excel Version 2019)	 Student/Participant Emergency Contact Information

Step 2) Enter the Date Range you want to look at and click Generate report. Open the report in Excel once it downloads.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Fall SUN Session Dates from September 1st to December 31st**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note: You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date"

Participant Info - Total Number of Days Attended

Filters

Filter date

Range

From: 2024-09-01 To: 2024-12-31

Categories

Form: Attendance

Tags

Any

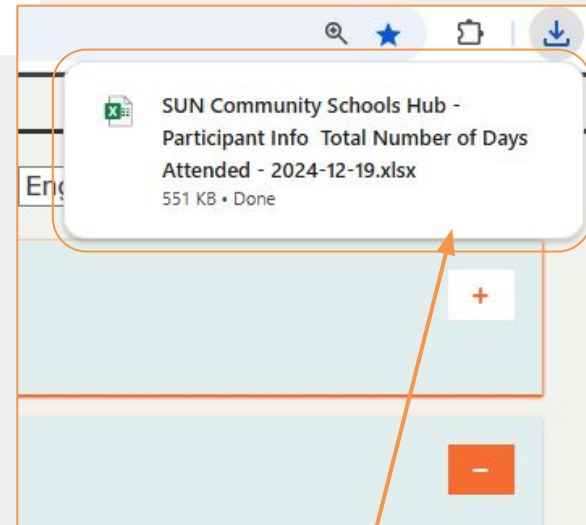
Linked Tags

None selected

Linked Workspace Categories

None selected

Generate report Cancel



Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet



Step 3) Review your data on Individual Participants

Once you have open the report, you will see calculations happening on the report

This report will contain the following:

- Agency Name
- School Name
- Participant information
- Number of Days Attended Total
- Number of Hours Attended Total
- Demographic Breakdown

Column R will display the **total number of days** attended by each participant

Column T will display the **total number of hours** attended by each participant

A	B	H	I	K	L	M	N	P	R	T
Agency Name	School Name	Enrollment Status	EKT Participant	Age	Gender	Language	Release granted by parent (2024-2025)?	Risk Factors (Y/N)	Number of Days Attended: TOTAL	Number of Hours Attended: TOTAL
Immigrant & Refugee Community Organiza	Rose City Park Eleme			6	Woman/Girl	English	Yes	No	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			6	Woman/Girl	English	Yes	Yes	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Man/Boy	English	Yes	Yes	13	32.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			6	Woman/Girl	English	Yes	Yes	15	30.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	Vietnamese	Yes	Yes	11	27.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Woman/Girl	English	Yes	Yes	11	30.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	English	Yes	Yes	13	32.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	English	Yes	Yes	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Woman/Girl	English	Yes	Yes	19	56.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Woman/Girl	English	Yes	No	10	25.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			9	Woman/Girl	English	Yes	Yes	12	30.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			11	Woman/Girl	English	Yes	No	9	22.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			9	Woman/Girl	English	Yes	Yes	10	25.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Woman/Girl	English	Yes	No	8	20.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			6	Man/Boy	English	Yes	No	16	40.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Man/Boy	Vietnamese	Yes	Yes	12	30.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	English	Yes	No	3	7.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	English	Yes	Yes	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Man/Boy	Vietnamese	Yes	Yes	14	35.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	Vietnamese	Yes	Yes	13	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	Laotian	Yes	Yes	13	32.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Woman/Girl	English	Yes	Yes	12	30.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Man/Boy	Vietnamese	Yes	Yes	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Man/Boy	Amharic	Yes	No	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Man/Boy	English	Yes	Yes	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Woman/Girl	Vietnamese	Yes	Yes	11	27.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Man/Boy	English	Yes	Yes	7	17.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Woman/Girl	English	Yes	Yes	16	45.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			11	Man/Boy	Vietnamese	Yes	Yes	12	30.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			9	Woman/Girl	Vietnamese	Yes	Yes	11	27.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Woman/Girl	Vietnamese	Yes	Yes	10	25.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Woman/Girl	English	Yes	Yes	15	37.5



Master Site Report - Includes Participant Daily Schedule (Excel Version 2024)

Please Note:

This section reviews how to generate and run the Master Site Report with Participant Daily Schedule in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

Master Site Report- Includes Participant Daily Schedule (Excel Version 2024)

Reporting Context:

- This report in Grouptrail provides a list of all students currently enrolled in SUN between the date ranges the report is being generated for
- This report should be generated specifically for a seasonal session (Example: Fall, Winter, Spring or Summer)
 - This report should not be generated outside of the start and end date of activities in a session
- The report will include two tabs:
 - **Master Site Report** (Display a Monday - Friday schedule for activities participants are enrolled in)
 - **Emergency Contact Information** (Provides emergency contact information for enrolled participants)
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas:
<https://www.youtube.com/watch?v=E2qBofQrAXY>



Step 1) Click on Master Site Report: Includes Participant Daily Schedule (Excel Version 2024)

To Generate the Master Site Report with Participant Daily Schedule, go to your **Report Tracker** and click the correct report:

Master Site Report: Includes Participant Daily Schedule

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Reports

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Featured Reports

(NOT LINKED) Account Holders NOT Linked to Partic	Account Holders Linked to Participants (Excel Versi	Activities Information (ETO Agency Report)	Activity Dismissal Report (Excel Version 2021)
Attendance History (Agency ETO Report)	Attendance Sheet Report (Excel Version 2021)	Master Site Report: Includes Participant Daily Sched	Mini Student Schedules (Excel Version 2024)
O&O EKT Demographic Summary Report (Excel Vers	O&O EKT Participant Info- Total Number of EKT Acti	O&O EKT Progress Summary Report (Excel Version 2	O&O P-3 Demographic Summary Report (Excel Versi
O&O P-3 Participant Info- Total Number of P-3 Activi	O&O P-3 Progress Summary Report (Excel Version 2	O&O Participant Info - Total Number of Days Attende	O&O SUN Activity Total Summary Report (Excel Vers
O&O SUN Demographic Summary Report (Excel Vers	O&O SUN Missing Participant Data Report (Excel Ver	O&O SUN Non-Enrollment Summary Report (Excel Ve	O&O SUN Progress Summary Report (Excel Version :
Participant Information (Agency ETO Report): Stud	Partner Report W/ Attendance Report (Excel Version	Teacher Confirmation Schedules (Excel Version 202	



Step 2) Enter the Date Range you want to look at and click **Generate report**. Open the report in Excel once it downloads.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Summer SUN Session Dates from July 1st to August 30th**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note: You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date"

Master Site Report: Includes Participant Daily Schedule

Filters

Filter date

Start Date

Range

Custom

From: 2024-07-01 To: 2024-08-30

Categories

Activities

Tags

Any

Linked Tags

None selected

Linked Workspace Categories

Enrolled

Generate report Cancel

Recent download history



SUN Community Schools Hu
Site Report Includes Participant Daily
Schedule Excel Version 2024 -
2025-11-04.xlsx
1,253 KB • 29 minutes ago



Step 3) Review the first tab “Master Site Report”

Once you have open the report, in the first tab labeled: **Master Site Report** you will see the following columns:

- Workspace #
- Name
- School
- Gender
- Grade
- SSID #
- DOB
- Age
- School Teacher
- Activities that the participant is enrolled in on Monday - Friday
- Language
- Primary Contact
- Email (if applicable)
- Parental Release
- ROI
- Photo Release
- Risk Factor
- List of authorized Pick-Up
- Inclusive identity

Workspace Number	Name	School	Gender	Grade	SSID	DOB	Age	Teacher	Monday Activities	Tuesday Activities	Wednesday Activities
10867948	Robert 1	Elementary	Woman/Girl	4th	12345678	12/12/2015	9		Fall 2025 Girls on The Run	Fall 2025 Studio Latino	Fall 2025 Girls on Th
10877213	Robert 2	Elementary	Man/Boy	5th	12345678	7/19/2015	10	Hackman	Fall 2025 Bike Club	Fall 2025 Soccer	Fall 2025 Bike Club
10883117	Robert 3	Elementary	Woman/Girl	5th	12345678	5/18/2015	10	Mr. Jimmy	Fall 2025 Girls on The Run		Fall 2025 Girls on Th
10884600	Robert 4	Elementary	Man/Boy	5th	12345678	6/15/2016	9	Jimmy	Fall 2025 Chess Club		Fall 2025 Chess Clu
10884620	Robert 5	Elementary	Woman/Girl	3rd	12345678	5/23/2017	8			Fall 2025 Studio Latino	
10884629	Robert 6	Elementary	Woman/Girl	2nd	12345678	12/8/2017	7			Tuesdays	
10884643	Robert 7	Elementary	Man/Boy	4th	12345678	9/11/2015	10		Fall 2025 Chess Club		Fall 2025 Chess Clu
10884652	Robert 8	Elementary	Man/Boy	2nd	12345678	11/27/2017	7		2nd & 3rd		
10884683	Robert 9	Elementary	Woman/Girl	2nd	12345678	4/20/2018	7			1st & 2nd Grade	
10884692	Robert 10	Elementary	Woman/Girl	3rd	12345678	8/6/2017	8		Fall 2025 Girls on The Run		Fall 2025 Girls on Th
10884717	Robert 11	Elementary	Woman/Girl	3rd	12345678	4/29/2017	8			Fall 2025 Studio Latino	Fall 2025 Girls on Th
10887222	Robert 12	Elementary	Woman/Girl	4th	12345678	3/11/2016	9		Fall 2025 Girls on The Run		Fall 2025 Girls on Th
10887229	Robert 13	Elementary	Woman/Girl	3rd	12345678	6/12/2017	8		Fall 2025 Girls on The Run		Fall 2025 Girls on Th
10887238	Robert 14	Elementary	Man/Boy	5th	12345678	6/4/2014	11		Fall 2025 Chess Club		Fall 2025 Chess Clu
10887250	Robert 15	Elementary	Woman/Girl	2nd	12345678	12/27/2016	8				Wednesdays 2nd & 3
10887282	Robert 16	Elementary	Woman/Girl	3rd	12345678	5/2/2017	8			Fall 2025 Studio Latino	

Master Site Report

Emergency Contact Information

Pern

Step 4) Review the second tab “Emergency Contact Information”

In the second tab of this report labeled: **Emergency Contact Information**; this tab provides additional **emergency contact information** that is listed in Grouptrail for the corresponding enrolled participants

If you see a “blank” cell for a specific data field in this tab, this represents that there is no field recorded for that participant

Workspace Number	Name	School	Primary Contact	Primary Phone	Email Address	Authorized Pick Up	Primary Method of Transportation	Secondary Method of Transportation
10867948	Robert 1	Elementary	Robert Parent 1	5555555555	John 1	Parent	Authorized Person	Walking
10877213	Robert 2	Elementary	Robert Parent 2	5555555556	John 2	Parent	Authorized Person	Walking
10883117	Robert 3	Elementary	Robert Parent 3	5555555557	John 3	Parent	Authorized Person	Walking
10884600	Robert 4	Elementary	Robert Parent 4	5555555558	John 4	Parent	Authorized Person	Walking
10884623	Robert 5	Elementary	Robert Parent 5	5555555559	John 5	Parent	Authorized Person	Walking
10884629	Robert 6	Elementary	Robert Parent 6	5555555560	John 6	Parent	Authorized Person	Walking
10884643	Robert 7	Elementary	Robert Parent 7	5555555561	John 7	Parent	Authorized Person	Walking
10884652	Robert 8	Elementary	Robert Parent 8	5555555562	John 8	Parent	Authorized Person	Walking
10884683	Robert 9	Elementary	Robert Parent 9	5555555563	John 9	Parent	Authorized Person	Walking
10884692	Robert 10	Elementary	Robert Parent 10	5555555564	John 10	Parent	Authorized Person	Walking
10884717	Robert 11	Elementary	Robert Parent 11	5555555565	John 11	Parent	Authorized Person	Walking
10887222	Robert 12	Elementary	Robert Parent 12	5555555566	John 12	Parent	Authorized Person	Walking
10887229	Robert 13	Elementary	Robert Parent 13	5555555567	John 13	Parent	Authorized Person	Walking
10887238	Robert 14	Elementary	Robert Parent 14	5555555568	John 14	Parent	Authorized Person	Walking
10887250	Robert 15	Elementary	Robert Parent 15	5555555569	John 15	Parent	Authorized Person	Walking
10887282	Robert 16	Elementary	Robert Parent 16	5555555570	John 16	Parent	Authorized Person	Walking
10887293	Robert 17	Elementary	Robert Parent 17	5555555571	John 17	Parent	Authorized Person	Walking
10900546	Robert 18	Elementary	Robert Parent 18	5555555572	John 18	Parent	Authorized Person	Walking
10900655	Robert 19	Elementary	Robert Parent 19	5555555573	John 19	Parent	Authorized Person	Walking
10900839	Robert 20	Elementary	Robert Parent 20	5555555574	John 20	Parent	Authorized Person	Walking
10900847	Robert 21	Elementary	Robert Parent 21	5555555575	John 21	Parent	Authorized Person	Walking
10901632	Robert 22	Elementary	Robert Parent 22	5555555576	John 22	Parent	Authorized Person	Walking
10901662	Robert 23	Elementary	Robert Parent 23	5555555577	John 23	Parent	Authorized Person	Walking
10901750	Robert 24	Elementary	Robert Parent 24	5555555578	John 24	Parent	Authorized Person	Walking
10901782	Robert 25	Elementary	Robert Parent 25	5555555579	John 25	Parent	Authorized Person	Walking

Master Site Report

Emergency Contact Information

Permissions



Partner with Attendance Report (Excel Version 2021)

Please Note:

This section reviews how to generate and run the Partner with Attendance Report in Grouptrail. This report is compatible with users that have an updated version of excel 2021 and above

Partner with Attendance Report (Excel Version 2024)

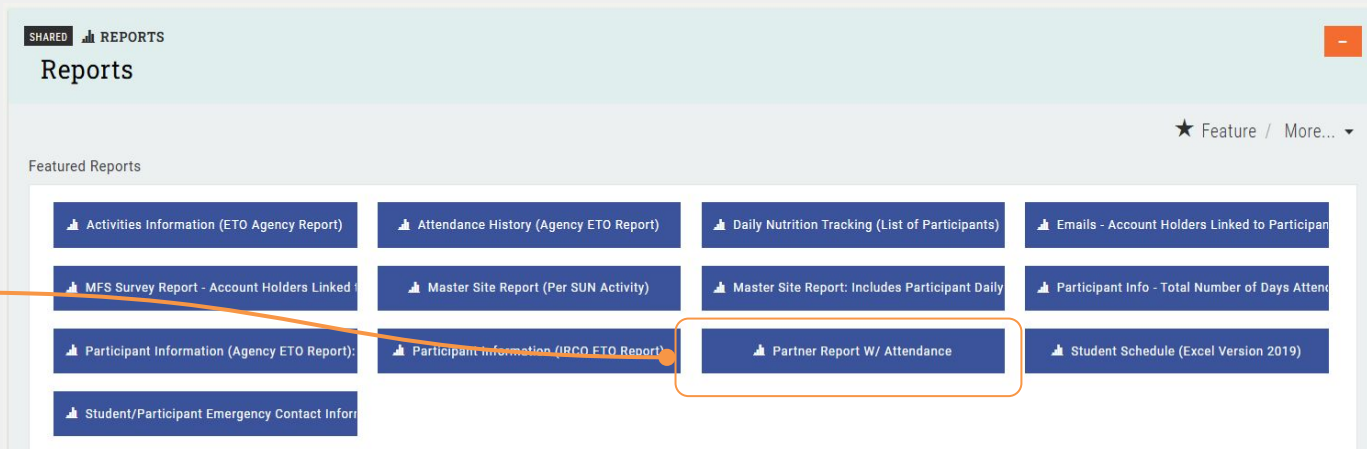
Reporting Context:

- This report in Grouptrail allows a user to generate a partner with attendance report for a specific SUN session
- Once the report is downloaded in Excel there is a filter tab to allow the user to select the appropriate activity
 - This report should be generated for a specific seasonal session (Example: Fall, Winter, Spring)
 - This report should not be generated outside of the start and end date of activities in a session
- The report will include two tabs:
 - **Filter Tab:** This tab allows a user to filter what activity they would like to see data for
 - **Report Tab:** This tab displays the chosen activity data with the corresponding linked participant information attached (participant info and attendance history for the activity)
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas:
<https://www.youtube.com/watch?v=E2qBofQrAXY>

Step 1) Click on Partner with Attendance Report

To Generate the Partner with Attendance Report, go to your **Report Tracker** and click the correct report:

Partner with Attendance Report



SHARED  REPORTS

Reports

★ Feature / More... ▾

Featured Reports

 Activities Information (ETO Agency Report)	 Attendance History (Agency ETO Report)	 Daily Nutrition Tracking (List of Participants)	 Emails - Account Holders Linked to Participan
 MFS Survey Report - Account Holders Linked	 Master Site Report (Per SUN Activity)	 Master Site Report: Includes Participant Daily	 Participant Info - Total Number of Days Attend
 Participant Information (Agency ETO Report)	 Participant Information (IRCO ETO Report)	 Partner Report W/ Attendance	 Student Schedule (Excel Version 2019)
 Student/Participant Emergency Contact Inform			

Step 2) Enter the Date Range you want to look at and click Generate report.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Summer SUN Session Dates from July 1st to August 30th**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note: You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date"


Partner Report W/ Attendance
×

Filters

Filter date

Date of Activity

Range

Custom

From:

To:

Categories

Form: Attendance

Tags

Any

Linked Tags

None selected

Linked Workspace Categories

None selected

Generate report

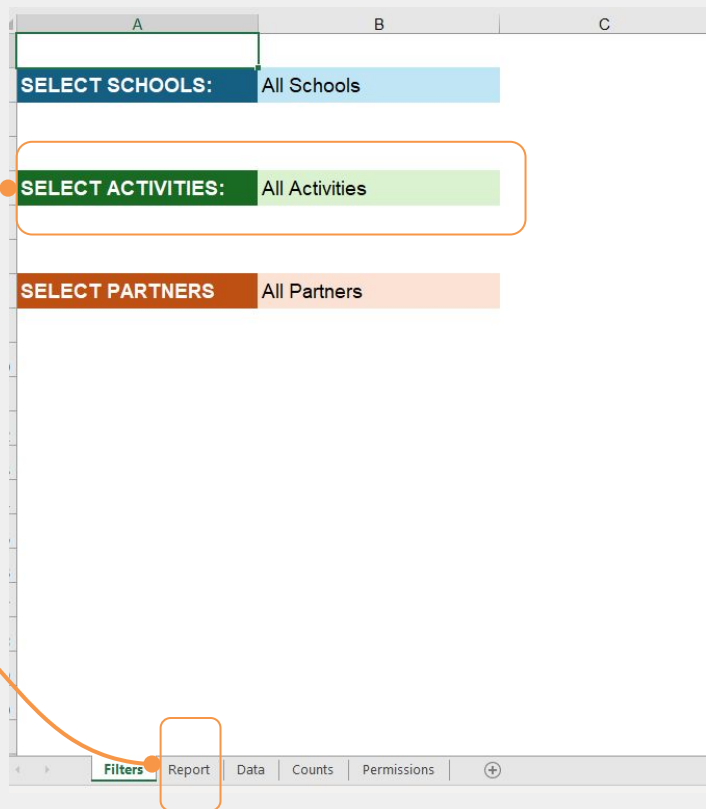
Cancel

Step 3) Generate the data once the report opens

Once you have open the report, you will need to generate the data. To generate data on the first tab of the report, **select the activity** you would like to see **participant attendance** for

You can use the other filter options like: **"Select Partners"** if you would like to **filter attendance by a specific partner**. If you have **multiple school access**, you can choose what school you would like to view attendance for

Once you have selected the activity you would like to view participant attendance for, **select the report tab** at the bottom of the spreadsheet



A	B	C
SELECT SCHOOLS: All Schools		
SELECT ACTIVITIES: All Activities		
SELECT PARTNERS: All Partners		

Filters
Report
Data
Counts
Permissions
+



Step 4) Review your data

Once you have selected the activity and you have clicked the “**Report**” tab. You may review the participant data included for the activity which are the following:

- Workspace Number
- Activity Name
- Participant Name
- School
- Partner(s)
- Grade
- DOB
- Age
- Gender
- Language
- Photo Release
- Inclusive Identity
- Primary Contact and Number
- Street Address (City, State and Zipcode)
- Inclusive identity breakdown
- Total number of sessions attended for activity
- Date of Activities (Present = 1)

A	B	C	D	E	F	G	H	I	J	K	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
Workspace Number	Activity	Name	School	Partners	Grade	DOB	Age	Gender	Language	Photo Release	Inclusive Identity	African	Asian	Black / African American	Latino / Hispanic	Middle Eastern	Native American / Alaska Native	Native Hawaiian / Pacific Islander	Slavic	White	Declined to Answer	Total Sessions Attended	2024-10-08
10735611	Glenfair Fall	Jonathan, D	Glenfair Elem		6th	5/25/2013	11	Man/Boy	Spanish	Yes	Latino/Hispanic	0	0	0	1	0	0	0	0	0	0	6	0
10735642	Glenfair Fall	Fakhunda, Glenfair Elem			6th	3/18/2013	11	Woman/Girl	Persian	Yes	Asian, Latino/Hispanic	0	1	0	1	0	0	0	0	0	0	8	0
10735646	Glenfair Fall	Jonathan, C	Glenfair Elem		7th	1/16/2012	12	Man/Boy	Spanish	Yes	Latino/Hispanic, White	0	0	0	1	0	0	0	0	1	0	17	1
10735813	Glenfair Fall	Musa, Barak	Glenfair Elem		7th	5/7/2012	12	Man/Boy	Swahili	Yes	African, Black/African Ameri	1	0	1	0	0	0	0	0	0	0	18	0

Please Note: If you would like to review attendance for other activities, simply return back to the “Filters” tab and change the activity you would like to view

Filters

Report

Data

Counts

Permissions



Teacher Confirmation Schedules (Excel Version 2021)

Please Note:

This section reviews how to generate and run the Teacher Confirmation Schedule report in Grouptrail. This report is compatible with users that have an updated version of excel 2021 and above

Teacher Confirmation Schedules (Excel Version 2021)

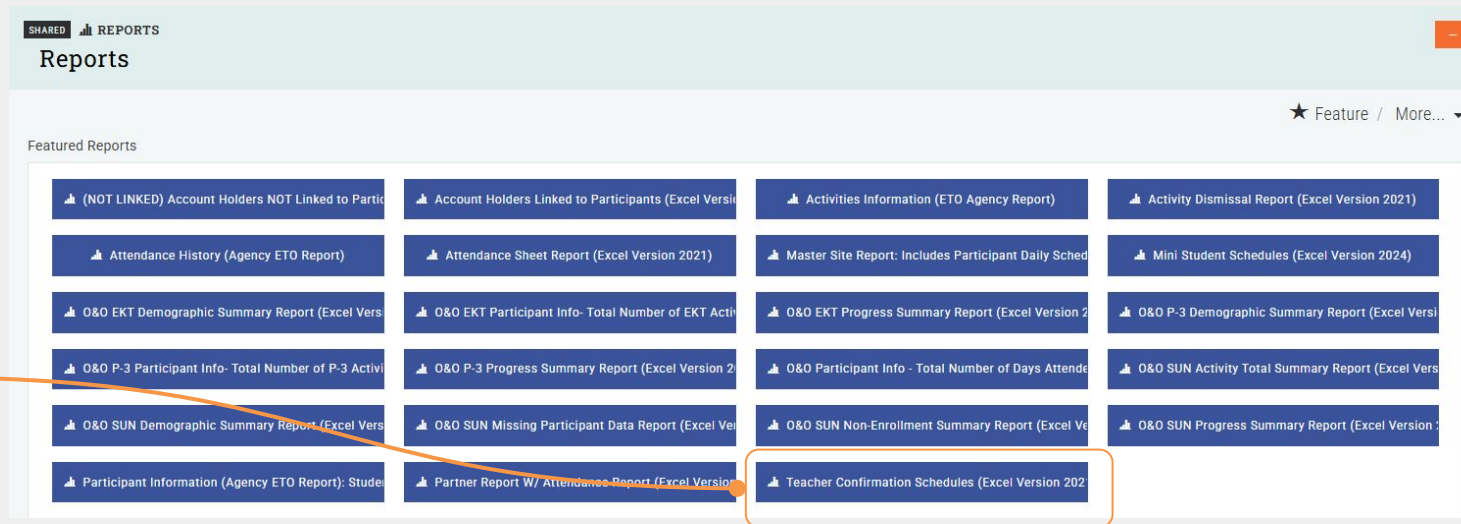
Reporting Context:

- This report in Grouptrail allows a user to view school-day teachers and students corresponding SUN schedule
- This report should be generated for a specific seasonal session (Example: Fall, Winter, Spring)
 - This report should not be generated outside of the start and end date of activities in a session
- The report will feature two tabs:
 - **Select Teacher Filter:** This tab allows a user to filter what teacher they would like to see students schedule for
 - **Teacher Confirmation List:** This tab displays the list of student schedules based on a Monday - Thursday frequency
- It's important to note that this report will only be accurate if a user updates their students school-day teacher field in Grouptrail annually
- It's important to note that if labeling of teachers are inconsistent then a user may see duplicates of the same teacher but with different name variations (causing inconsistencies)
- This report only views students who are enrolled in SUN activities between the grade levels of Kindergarten - 12th grade
- This report filters SUN activities that have a “**time-offered**” field of “**after-school**”
- This report will give two additional filter options in the first tab. 1) View students with “**Blank**” listed teachers in their Grouptrail profile and 2) An “**All Teacher**” filter to view all teachers
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas:
<https://www.youtube.com/watch?v=E2qBofQrAXY>

Step 1) Click on Teacher Confirmation Schedules

To Generate the Teacher Confirmation Schedules, go to your **Report Tracker** and click the correct report:

Teacher Confirmation Schedules



SHARED  REPORTS

Reports

★ Feature / More... ▼

Featured Reports

 (NOT LINKED) Account Holders NOT Linked to Participants	 Account Holders Linked to Participants (Excel Version 2021)	 Activities Information (ETO Agency Report)	 Activity Dismissal Report (Excel Version 2021)
 Attendance History (Agency ETO Report)	 Attendance Sheet Report (Excel Version 2021)	 Master Site Report: Includes Participant Daily Schedules	 Mini Student Schedules (Excel Version 2024)
 O&O EKT Demographic Summary Report (Excel Version 2021)	 O&O EKT Participant Info- Total Number of EKT Activities	 O&O EKT Progress Summary Report (Excel Version 2021)	 O&O P-3 Demographic Summary Report (Excel Version 2021)
 O&O P-3 Participant Info- Total Number of P-3 Activities	 O&O P-3 Progress Summary Report (Excel Version 2021)	 O&O Participant Info - Total Number of Days Attended	 O&O SUN Activity Total Summary Report (Excel Version 2021)
 O&O SUN Demographic Summary Report (Excel Version 2021)	 O&O SUN Missing Participant Data Report (Excel Version 2021)	 O&O SUN Non-Enrollment Summary Report (Excel Version 2021)	 O&O SUN Progress Summary Report (Excel Version 2021)
 Participant Information (Agency ETO Report): Student	 Partner Report W/ Attendance Report (Excel Version 2021)	 Teacher Confirmation Schedules (Excel Version 2021)	



Step 2) Enter the Date Range you want to look at and click Generate report.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Summer SUN Session Dates from July 1st to August 30th**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note: You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date"

Teacher Confirmation Schedules (Excel Version 2021)

Filters

Filter date: Start Date

Range: Custom

From: 2025-09-08 To: 2025-12-19

Categories: Activities

Tags: After School

Single submission forms/data types: Choose

Linked Tags: 14 selected

Linked Workspace Categories: Enrolled

Generate report Cancel

Recent download history

SUN Community Schools Hub - Teacher Confirmation Schedules Excel Version 2021 - 2025-11-04.xlsx
131 KB • 2 minutes ago

Step 3) Generate the data once the report opens

Once you have open the report, you will need to generate the data. To generate data on the first tab of the report, **select the school-day teacher** you would like to see the corresponding students enrolled in SUN activities schedules for

Once you have selected the activity you would like to view participant attendance for, **select the report tab** at the bottom of the spreadsheet



The screenshot displays the Grouptrail interface. At the top, there is a dropdown menu labeled 'SELECT TEACHER:' with 'All Teachers' selected. Below this, there is a large empty space. At the bottom, there is a navigation bar with several tabs: 'Select Teacher Filter', 'Teacher Confirmation List', 'Data', 'Counts', and 'Permissions'. The 'Teacher Confirmation List' tab is highlighted with an orange box. An orange line connects the text on the left to the 'Teacher Confirmation List' tab.

Step 4) Review your data

Once you have selected the teacher in the first tab and you have clicked the “**Teacher Confirmation List**” tab. You will see the enrolled students schedules corresponding to their school-day teacher

Students schedules are categorized by **Monday, Tuesday, Wednesday** and **Thursday**

In order to get a neat display of participants schedules based on their school day teacher and SUN schedules in Excel, the weekdays are separated in categorized columns going horizontal

The data in each weekday column will include:

- Student Name (Grade)
- Activity Name (Start Time)
- Location of Activity
- Start and end date of activity

Selected Teacher: <i>Richardson</i>			
<i>Monday</i>			
Student Name	Activities	Location	Dates
Robert Jones (5th)	Fall 2025 Bike Club (2:30pm)	Gym	9/8/2025 - 10/29/2025

Please Note: If you would like to review student schedules for another teacher, simply return back to the “Select Teacher Filter” tab and change the activity you would like to view

Select Teacher Filter

Teacher Confirmation List

Data

Counts

Permissions



Mini Student Schedules (Excel Version 2024)

Please Note:

This section reviews how to generate and run the Mini Student Schedule Report (Excel Version 2024) in Grouptrail. This report is compatible with users that have an updated version of excel 2024 and above

Mini Student Schedules (Excel Version 2024)

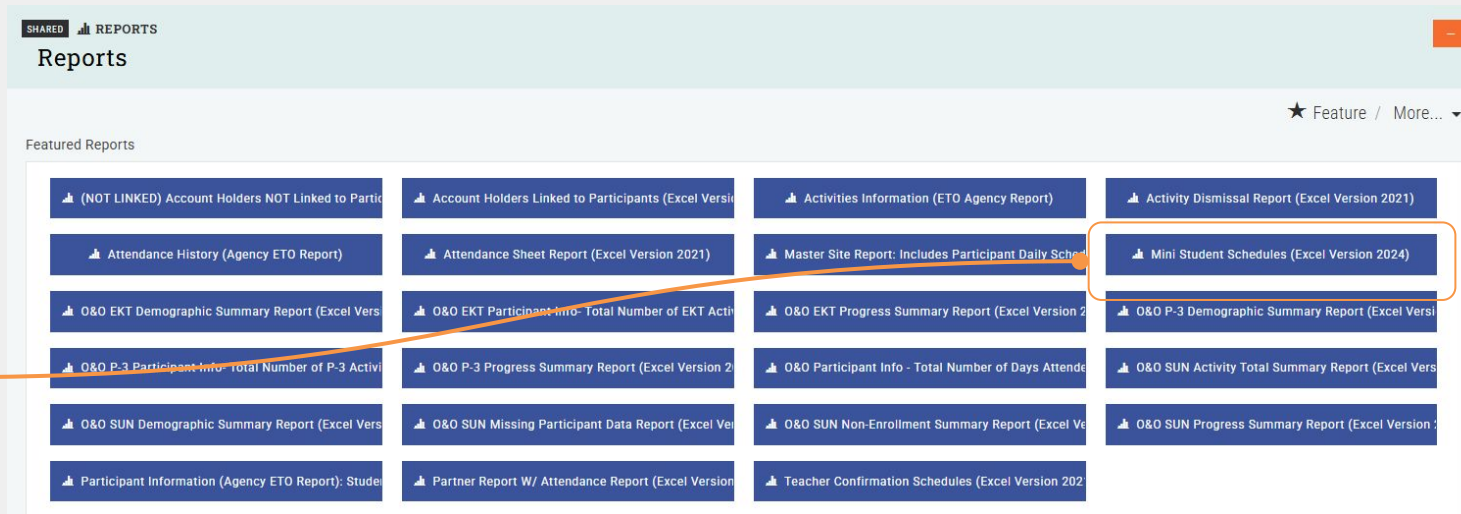
Reporting Context:

- This report in Grouptrail allows a user to view a student(s) current enrolled SUN schedule
- This report should be generated for a specific seasonal session (Example: Fall, Winter, Spring)
 - This report should not be generated outside of the start and end date of activities in a session
- The report will feature two tabs:
 - **Select Student Filter:** This tab allows a user to filter what student they would like to see their SUN schedule for
 - **Student Mini Schedule:** This tab displays the student's schedule based on any enrolled SUN activities between a Monday - Thursday frequency
- This report will only populate activities that the student is enrolled in between the date ranges the report is generated for
- It's important to note that this report only views students who are enrolled in SUN activities between the grade levels of Kindergarten - 12th grade
- This report filters SUN activities that have a “**time-offered**” field of “**after-school**”
- This report can be used for a variety of tools like printing off a schedule for a student
 - To print, once you have selected a student schedule to view then highlight their schedule. Once highlighted, then click your print option and select “**print selection**”
- In order to get a neat display of participants schedules in Excel, only one participant schedule can be displayed at a time using the “**Select Student Filter**” tab
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas:
<https://www.youtube.com/watch?v=E2qBofQrAXY>

Step 1) Click on Mini Student Schedules

To Generate the Mini Student Schedules, go to your **Report Tracker** and click the correct report:

Mini Student Schedules (Excel Version 2024)



The screenshot shows the 'Reports' section of the Grouptrail interface. At the top, there's a header with 'SHARED' and 'REPORTS' tabs. Below this is a 'Featured Reports' section containing a grid of report buttons. The button for 'Mini Student Schedules (Excel Version 2024)' is highlighted with an orange box. An orange arrow points from the text 'Mini Student Schedules (Excel Version 2024)' to this button.

Reports			
(NOT LINKED) Account Holders NOT Linked to Participants	Account Holders Linked to Participants (Excel Version 2021)	Activities Information (ETO Agency Report)	Activity Dismissal Report (Excel Version 2021)
Attendance History (Agency ETO Report)	Attendance Sheet Report (Excel Version 2021)	Master Site Report: Includes Participant Daily Schedules	Mini Student Schedules (Excel Version 2024)
O&O EKT Demographic Summary Report (Excel Version 2021)	O&O EKT Participant Info- Total Number of EKT Activities	O&O EKT Progress Summary Report (Excel Version 2021)	O&O P-3 Demographic Summary Report (Excel Version 2021)
O&O P-3 Participant Info- Total Number of P-3 Activities	O&O P-3 Progress Summary Report (Excel Version 2021)	O&O Participant Info - Total Number of Days Attended	O&O SUN Activity Total Summary Report (Excel Version 2021)
O&O SUN Demographic Summary Report (Excel Version 2021)	O&O SUN Missing Participant Data Report (Excel Version 2021)	O&O SUN Non-Enrollment Summary Report (Excel Version 2021)	O&O SUN Progress Summary Report (Excel Version 2021)
Participant Information (Agency ETO Report): Student	Partner Report W/ Attendance Report (Excel Version 2021)	Teacher Confirmation Schedules (Excel Version 2021)	

Step 2) Enter the Date Range you want to look at and click Generate report.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Summer SUN Session Dates from July 1st to August 30th**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note: You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date"


Mini Student Schedules (Excel Version 2024)
×

Filters

Filter date

Range

From:

To:

Categories

Tags

Single submission forms/data types

Linked Tags

Linked Workspace Categories

Recent download history ×

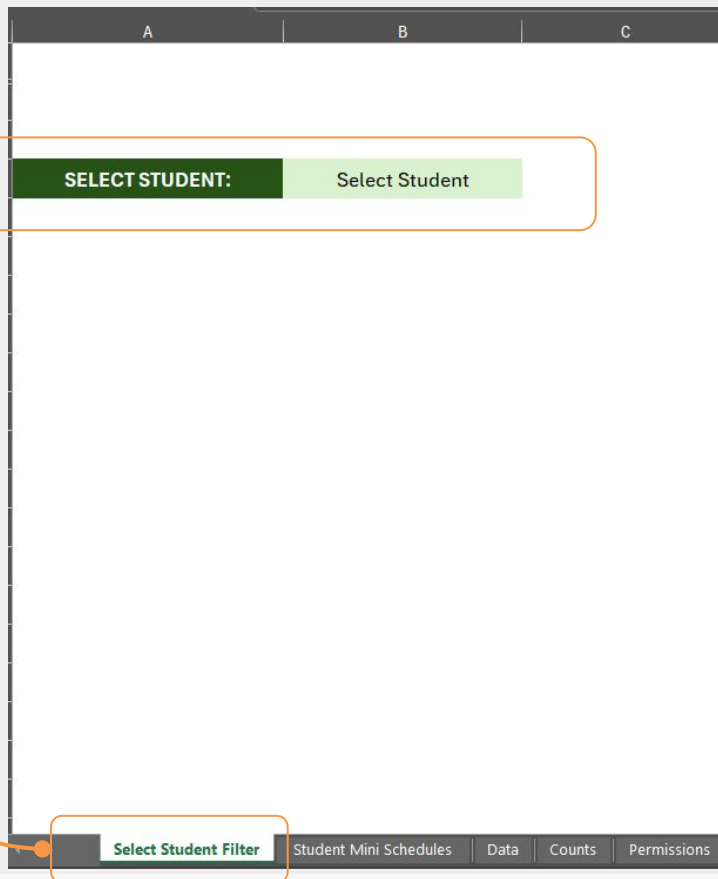


SUN Community Schools Hu
Student Schedules Excel Version 2024 -
2025-11-04.xlsx
101 KB • Done

Step 3) Generate the data once the report opens

Once you have open the report, you will need to generate the data. To generate data on the first tab of the report, **select the student** you would like to see their SUN schedule for

Once you have selected the activity you would like to view participant attendance for, **select the report tab** at the bottom of the spreadsheet



The screenshot shows a spreadsheet interface with three columns labeled A, B, and C at the top. In the middle of the spreadsheet, there is a horizontal bar with two buttons: a dark green button labeled "SELECT STUDENT:" and a light green button labeled "Select Student". An orange line with a dot at the end points from the text "select the student" to the "SELECT STUDENT:" button. At the bottom of the spreadsheet, there is a dark grey bar with several tabs: "Select Student Filter", "Student Mini Schedules", "Data", "Counts", and "Permissions". The "Select Student Filter" tab is highlighted in green. An orange line with a dot at the end points from the text "select the report tab" to the "Select Student Filter" tab.

Step 4) Review your data

Once you have selected the student in the first tab and you have clicked the “**Student Mini Schedule**” tab. You will see the selected student and their corresponding SUN schedule

Students schedules are categorized by **Monday, Tuesday, Wednesday and Thursday**

In order to get a neat display of participants schedules in Excel, only one participant schedule can be displayed at a time using the “**Select Student Filter**” tab

The data in each weekday column will include:

- Student Name (Grade)
- Days in SUN activities
- Enrolled activities (Start Time)
- Location of Activity
- Start and end date of activities

Please Note: Enrolled activities will only display if the student is enrolled into a class on Monday, Tuesday, Wednesday and/or Thursday.

Selected Student:

Robert Jones

Robert Jones (4th)

Days	Activities	Location	Dates	School Day Teacher
Monday	Fall 2025 Girls on The Run (2:30pm)		9/29/2025 - 11/20/2025	
Tuesday	Fall 2025 Studio Latino (2:30pm)		9/29/2025 - 11/20/2025	
Wednesday	Fall 2025 Girls on The Run (2:30pm)		9/29/2025 - 11/20/2025	
Thursday	Fall 2025 Studio Latino (2:30pm)		9/29/2025 - 11/20/2025	

Please Note: If you would like to review student schedules for another teacher, simply return back to the “Select Teacher Filter” tab and change the activity you would like to view

Select Student Filter

Student Mini Schedules

Data

Counts

Permissions

FAQ

How do people reset their passwords?

Fortunately, through our Magic Link feature, they won't need to remember a Grouptrail password! They can sign in using their email address, which will send an email to their account, and once they click on that link, they'll be signed into Grouptrail.

What if parents/guardians/caregivers don't have access to their email account?

Providers can add participants to the site manually.

Is there a help center?

Yes! [Here are articles for families, SUN Site staff, and Multnomah County staff](#)



Thank you!

Multnomah County

Youth & Family Services

SUN Service System Data Team

yfswellskysupport@multco.us