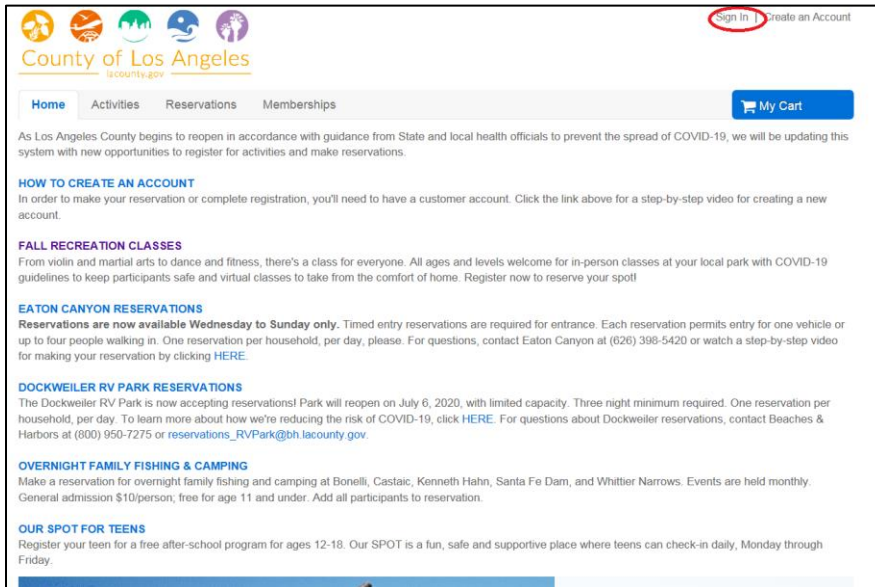


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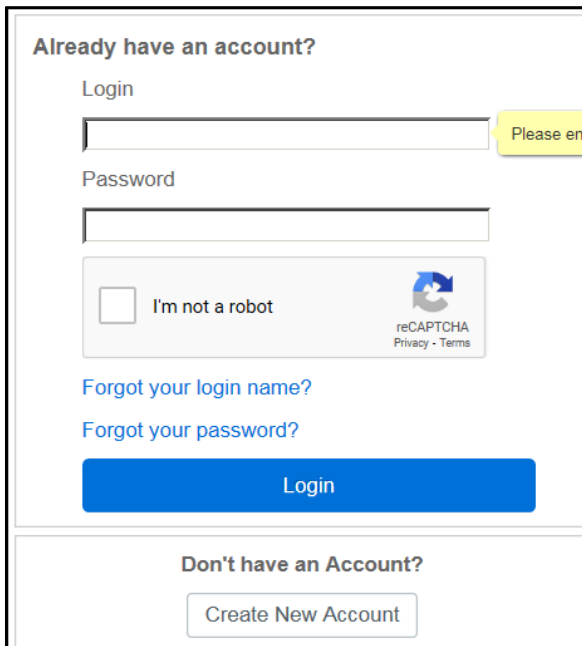
Running A Roster Report (Instructors)

1. Go to reservations.lacounty.gov.



The screenshot shows the homepage of the County of Los Angeles Reservations website. At the top, there are navigation links for Home, Activities, Reservations, and Memberships, along with a My Cart button. A 'Sign In' link is circled in red. Below the navigation, there is a message about COVID-19 updates and several sections for different activities: HOW TO CREATE AN ACCOUNT, FALL RECREATION CLASSES, EATON CANYON RESERVATIONS, DOCKWEILER RV PARK RESERVATIONS, OVERNIGHT FAMILY FISHING & CAMPING, and OUR SPOT FOR TEENS.

2. Log in with your email address (instructor's login) and password



The screenshot shows the login page. It has a heading 'Already have an account?' and a 'Login' label above a text input field. A yellow tooltip with the text 'Please enter' is visible next to the input field. Below the login field is a 'Password' label and another text input field. There is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. Below these are links for 'Forgot your login name?' and 'Forgot your password?'. A blue 'Login' button is at the bottom of the form. Below the login form is a section titled 'Don't have an Account?' with a 'Create New Account' button.

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Running A Roster Report (Instructors)

3. Click "My Account" in the upper right corner.
4. Under Instructor Services, select Roster Report.

The screenshot shows a user account menu with several categories. The 'Instructor Services' category is highlighted with a red box, and the 'Roster - Brief with payments' option is highlighted with a smaller red box.

- Account Activity
 - Family Member's Schedule
 - Manage Wish List
 - Account Deposits List
 - Historical Transaction List
 - Transactions that Need Attention List
 - Scholarships List
 - Your Gift Cards List
 - Current Registrations List
 - Tax Receipts
 - Waivers
 - List Saved Credit Cards
- Online Services
 - Register for Activities
 - Make Reservations
 - Purchase Memberships
 - View Your Shopping Cart
 - Logoff
- Account Settings
 - Change Your Password
 - Change Account Address or Personal Information
 - Change Information about Family/Friends
- Payment Details
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments
- Instructor Services
 - Private Lesson Bookings
 - Roster Brief
 - Roster - Brief with payments
 - Attendance Sheet
 - Sign-in Sheet
 - Email Participants
 - Enter Attendance
 - Edit Participant Skills
 - View Schedule
 - Payment Due
 - Payment History

5. Under Search Criteria, select Semester, Term and Activity.

The screenshot shows the 'Activity Roster (Brief)' search interface. The search criteria section is highlighted with a red box, showing dropdown menus for 'Select Season' (All Seasons) and 'Select Term' (All Terms), and a 'Search' button.

Home Activities Reservations Memberships

Activity Roster (Brief)

▼ Search Criterias

▼ Select Activities

Select Season ▼

Select Term ▼

Select <input type="checkbox"/>	Season	Term	Activities	Activities Number
<input type="checkbox"/>	SPRING 2020	--	Afterschool Camp (June 2020)	6145
<input type="checkbox"/>	SPRING 2020	--	County Capers	6114
<input type="checkbox"/>	SPRING 2020	--	Test - Instructor Notification	6304
<input type="checkbox"/>	SPRING 2020	--	Test activity	6305


Transaction Date/Time From:


Through:


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Running A Roster Report (Instructors)

6. Under Option, select desired filters.
7. Click Run Report

Print Rosters That Have Changed Since 

Sort Contents by 

Sort Pages by 

Sort Private Lesson Rosters by 

Show Private Lesson in Summary Form?

[Run Report](#)

Access My Account [My Account](#)