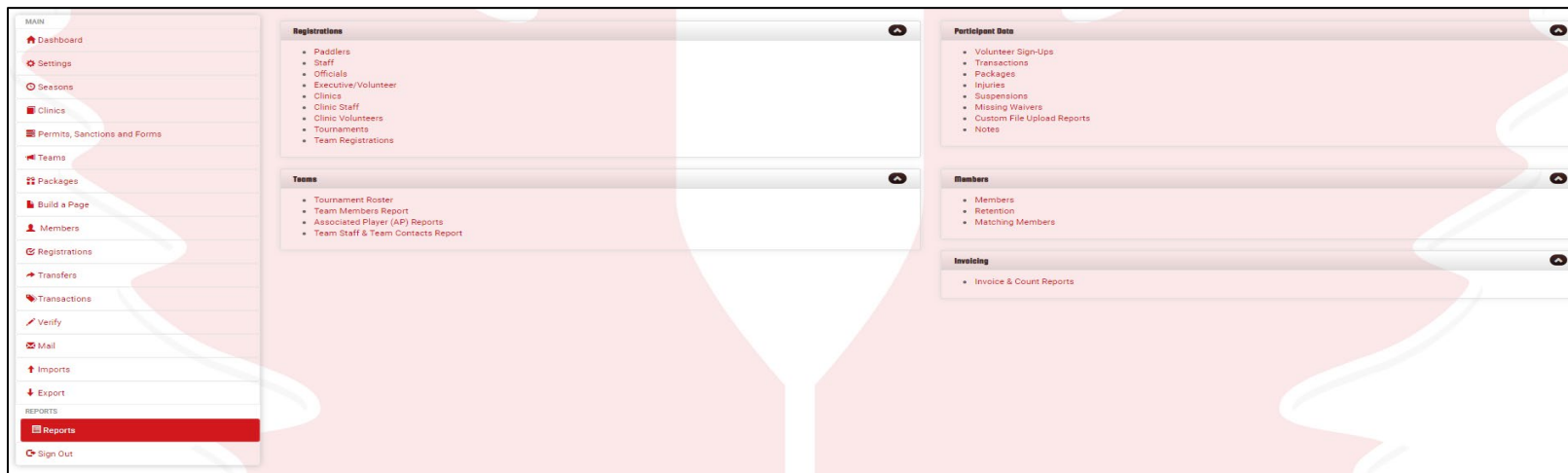


PULLING REPORTS OF SAFE SPORT SCREENING COMPLETION - ADMIN GUIDE

Clubs/Organizations are able to pull reports of all those in their organization (if they have registered with that organization) and what Safe Sport Level they have been approved. To pull these reports please follow the below instructions.

When you log into your club Admin page you will see a dashboard. Within the Menu on the left hand side of the screen please select "REPORTS" (highlighted in red below).



Next, within the "REGISTRATIONS" section, select the specific group you are interested in (Paddlers, Staff, Officials, Etc.)

On the next page you will have the option to select filters (ie. Package type, Position preference, etc) that you can apply to your search. Or you can leave these fields blank to search everyone in your Club.

Reports Tutorial

Save Template Load Template

Staff Registrations

Seasons: 2022-2023 (Canoe Kayak Canada) Packages: All

Division Preference: All Position Preference: All

First Name: Last Name:

Start Date: MM/DD/YYYY End Date: MM/DD/YYYY

Team/Position Assigned: All Sort: First Name, Last Name View: Current

Show Waitlisted Only

Information

<input type="checkbox"/> Select All/None	<input type="checkbox"/> Team/Position Assigned	<input type="checkbox"/> City	<input type="checkbox"/> Respect In Sport
<input type="checkbox"/> Season	<input type="checkbox"/> Registration Date	<input type="checkbox"/> Province	<input type="checkbox"/> NCCP #
<input type="checkbox"/> Division	<input type="checkbox"/> Balance	<input type="checkbox"/> Postal Code	<input type="checkbox"/> Has CRC
<input type="checkbox"/> Club	<input type="checkbox"/> Middle Name	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> CRC Verified By Admin
<input type="checkbox"/> Packages	<input type="checkbox"/> Former Last Name	<input type="checkbox"/> Other Phone	<input type="checkbox"/> Triton CRC Results Received
<input type="checkbox"/> Waitlisted Packages	<input type="checkbox"/> Gender	<input type="checkbox"/> Email	<input type="checkbox"/> Waiver Signed
<input type="checkbox"/> Position Preference	<input type="checkbox"/> Birthdate (MM/DD/YYYY)	<input type="checkbox"/> Email 2	<input type="checkbox"/> Photo Consent
<input type="checkbox"/> Role	<input type="checkbox"/> Birthdate (YYYY/MM/DD)	<input type="checkbox"/> Registration is Active	<input type="checkbox"/> Screening Level
<input type="checkbox"/> Team	<input type="checkbox"/> Address		
<input type="checkbox"/> Tier			

Questions

Split Multiple Choice Questions

Select All/None

Please choose your canoe club or organization

Please indicate your current coaching certification

TO pull a report of the Safe Sport Screenings, Scroll down to the "INFORMATION" section. In the far right column check the box for "Screening Level" (circled in red below)

Information

<input type="checkbox"/> Select All/None	<input type="checkbox"/> Team/Position Assigned	<input type="checkbox"/> City	<input type="checkbox"/> Respect In Sport
<input type="checkbox"/> Season	<input type="checkbox"/> Registration Date	<input type="checkbox"/> Province	<input type="checkbox"/> NCCP #
<input type="checkbox"/> Division	<input type="checkbox"/> Balance	<input type="checkbox"/> Postal Code	<input type="checkbox"/> Has CRC
<input type="checkbox"/> Club	<input type="checkbox"/> Middle Name	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> CRC Verified By Admin
<input type="checkbox"/> Packages	<input type="checkbox"/> Former Last Name	<input type="checkbox"/> Other Phone	<input type="checkbox"/> Triton CRC Results Received
<input type="checkbox"/> Waitlisted Packages	<input type="checkbox"/> Gender	<input type="checkbox"/> Email	<input type="checkbox"/> Waiver Signed
<input type="checkbox"/> Position Preference	<input type="checkbox"/> Birthdate (MM/DD/YYYY)	<input type="checkbox"/> Email 2	<input type="checkbox"/> Photo Consent
<input type="checkbox"/> Role	<input type="checkbox"/> Birthdate (YYYY/MM/DD)	<input type="checkbox"/> Registration is Active	<input checked="" type="checkbox"/> Screening Level
<input type="checkbox"/> Team	<input type="checkbox"/> Address		
<input type="checkbox"/> Tier			

Next – Scroll down to the bottom of the page and click “VIEW REPORT” to see if this is what you are looking for.

Questions

Split Multiple Choice Questions

Select All/None

Please choose your canoe club or organization

Please indicate your current coaching certification

Waiver Signed

Select All/None

CKC Image Consent Form

CKC's Privacy Policy

CKC Code of Conduct

Canoe Kayak Canada Release Agreement - For Quebec Residents

Canoe Kayak Canada Release Agreement - Non Quebec residents (rest of Canada)

If you wish to have this as an excel click "DOWNLOAD SPREADSHEET"

This will pop up into a separate window. If you can't find the download you may need to accept "pop-ups" on your web browser. Or go to the files in your computer, find the DOWNLOADS folder and it should be the newest download.