

Event Report

The Event Report tab shows you a list of event attendees, registration and check-in dates, payment amounts and payment methods.

Click the Report tab on your Event Block:

Small Group Session ← Edit
May 20 2026
Starts at 10:00 AM
📍 Main Street
📺 On Zoom
With: Joe D Smith, Alexa B Hulsey
Public
Total 1 | Max 4
Event URL [🔗](#)

Event **Attendees** **Notifications** **Report**

You will then see a report that shows Attendees, Date registered and checked in, and payment information:

Group Event Editor ×

Settings **Attendance** **Notifications** **Report**

Acupuncture + Sound Bath Download CSV

Attendee	Registered	Checked In	Price Name	Method	Paid
Buzz A Lightyear buzzal83241@X.com	Mar 23, 2026 2:35 pm				
Tinker D Bell bouncetest@tribulant.com	Mar 23, 2026 5:20 pm				
Anna G Smith joe@artdudegraphics.com	May 22, 2026 9:24 am	May 22, 2026 9:24 am	Regular Price	***4444	\$ 75.00
Katherine M Smith artdudejoe@mac.com	May 22, 2026 9:24 am	May 22, 2026 9:24 am	Regular Price	***9969	\$ 75.00
Joe D Smith artdudjoe@me.com	Apr 30, 2026 12:14 pm				
Sleepy Dwarf sleepy@disney.com					
Total:					\$ 150.00

You can click the Download CSV button to download your report to a spreadsheet.

Revision #3

Created Mon, Mar 23, 2026 9:53 PM by [Alexa Hulsey](#)

Updated Fri, May 22, 2026 1:31 PM by

