

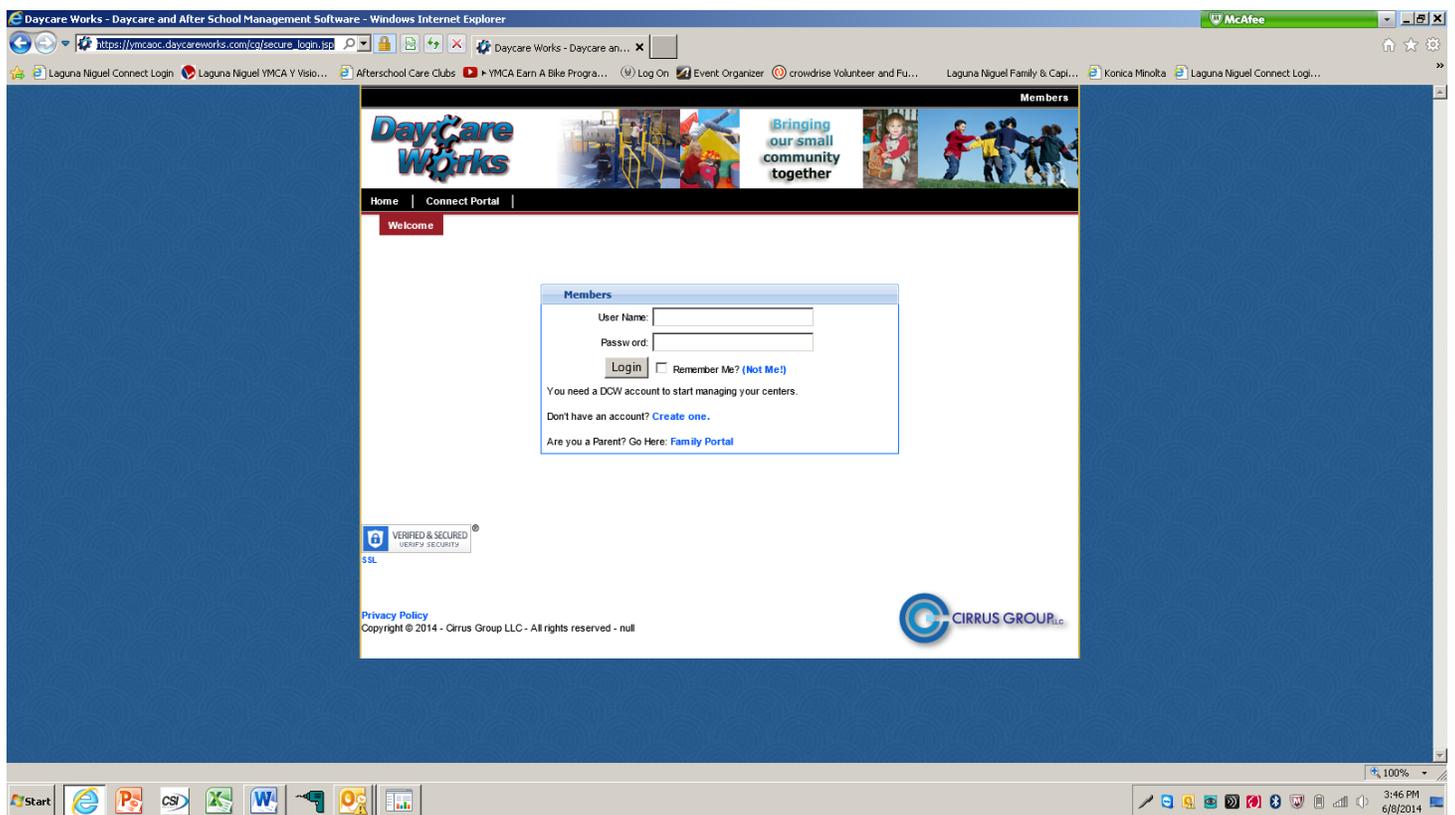
YMCA of Orange County Adventure Guides Volunteer Roster Access

Select Adventure Guides volunteers have been given access to the administrative site for Day Care Works which handles Adventure Guide Enrollment. This is a tutorial for how volunteers can pull rosters for Circles and Events. **Rosters should be used for YMCA purposes only.** Access will be revoked if information is misused.

LOG IN

To access the administrative site for Day Care Works visit (please note this is not the site members use for their own individual accounts):

https://ymcaoc.daycareworks.com/cg/secure_login.jsp



The screenshot shows a web browser window titled "Daycare Works - Daycare and After School Management Software - Windows Internet Explorer". The address bar shows the URL "https://ymcaoc.daycareworks.com/cg/secure_login.jsp". The page features a header with the "Daycare Works" logo and the tagline "Bringing our small community together". Below the header is a navigation menu with "Home" and "Connect Portal". A "Welcome" message is displayed. The main content area is titled "Members" and contains a login form with fields for "User Name:" and "Passw ord:". Below the form is a "Login" button and a "Remember Me? (Not Me)" checkbox. A message states "You need a DCW account to start managing your centers." and provides a link to "Create one." for users who do not have an account. There is also a link for "Family Portal" for parents. At the bottom of the page, there is a "VERIFIED & SECURED" badge, a "Privacy Policy" link, and the "CIRRUS GROUP, INC." logo. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "3:46 PM" and date "6/8/2014".

Log in by using the username and password for your specific Expedition. Usernames and passwords are distributed annually by the Adventure Guides Director.

HOMESCREEN

Below is a screen shot of the homepage after log in. Please ensure your Expedition name is listed in the right hand corner. You will also see the log out button in the right hand corner for when you exit.

Please note, this administrative site is used by association staff and Adventure Guide Directors. Access for volunteers has been greatly restricted and many areas will appear blank on purpose.

Daycare Works -- Information - Windows Internet Explorer

https://ymcaoc.daycareworks.com/center/daycare.do

Laguna Niguel Connect Login | Laguna Niguel YMCA Y Misio... | Afterschool Care Clubs | YMCA Earn A Bike Progra... | Log On | Event Organizer | crowdrise Volunteer and Fu... | Laguna Niguel Family & Capi... | Konica Minolta | Laguna Niguel Connect Logi...

Doheny Volunteer | Beach Cities - Doheny Expedition | Account | Logout

the YMCA

Bringing our small community together

Home | Reports

Center

Quick Links - Things To Do

View Room Report

Favorites - (Add)

Center Information

Billing Period: 06/01/2014 to 06/30/2014

Active With Schedule: 108

Active Without Schedule: 148

Room List

Center	Room	M	T	W	Th	F
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Start | Internet Explorer | PPT | CS | W | 3:51 PM 6/8/2014

QUICK ENROLLMENT VIEW

For a quick view of headcounts in a Circle or Event you can scroll down the home screen to the Semester List. This will list all Circles and Events for the program year. Please note the following on the quick enrollment view.

- A Circle or Event will not show up until someone has enrolled in it.
- The capacity is set by the Adventure Guides Director, this can be changed based on event needs/space available.
- The system registers children (students) only. So the number of enrollments is greater after you include parents.
- The enrollment cycle for Adventure Guides runs September-August. If you are looking at Circles & Events for the upcoming year before September 1st you need to pay close attention to the year, because both the current and upcoming year will be showing.

Birthday/Anniversary List

Name	Date
Hannah Ellinger	06/12/2007
Marlena O'Kane	06/12/2007

Semester List

Room	Semester	Center	Students	Capacity
ADVENTURE PASS	Adventure Guides Events 2013-2014	Beach Cities - Doheny Expedition	3	0
Beach House Circle	Adventure Guides 2013-2014 Activity Code: BEACH557	Beach Cities - Doheny Expedition	21	0
Beach House Circle	Adventure Guides Program 2014-2015 Activity Code: BEACH557	Beach Cities - Doheny Expedition	2	0
Calafia Circle	Adventure Guides 2013-2014 Activity Code: BEACH458	Beach Cities - Doheny Expedition	14	0
Calafia Circle	Adventure Guides Program 2014-2015 Activity Code: BFACH458	Beach Cities - Doheny Expedition	2	0

Vacations

There are no vacations scheduled

Program Semester Signup

Semester/Room	Date	Capacity	Enrollment
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To see a quick view of the children (students) enrolled click the magnifying glass next to the event. Names and phone numbers will appear in the section below.

Birthday/Anniversary List

Name	Date
Hannah Ellinger	06/12/2007
Marlena O'Kane	06/12/2007

Semester List

Room	Semester	Center	Students	Capacity
ADVENTURE PASS	Adventure Guides Events 2013-2014	Beach Cities - Doheny Expedition	3	0
Beach House Circle	Adventure Guides 2013-2014 Activity Code: BEACH557	Beach Cities - Doheny Expedition	21	0
Beach House Circle	Adventure Guides Program 2014-2015 Activity Code: BEACH557	Beach Cities - Doheny Expedition	2	0
Calafia Circle	Adventure Guides 2013-2014 Activity Code: BEACH458	Beach Cities - Doheny Expedition	14	0
Calafia Circle	Adventure Guides Program 2014-2015 Activity Code: BFACH458	Beach Cities - Doheny Expedition	2	0

Vacations

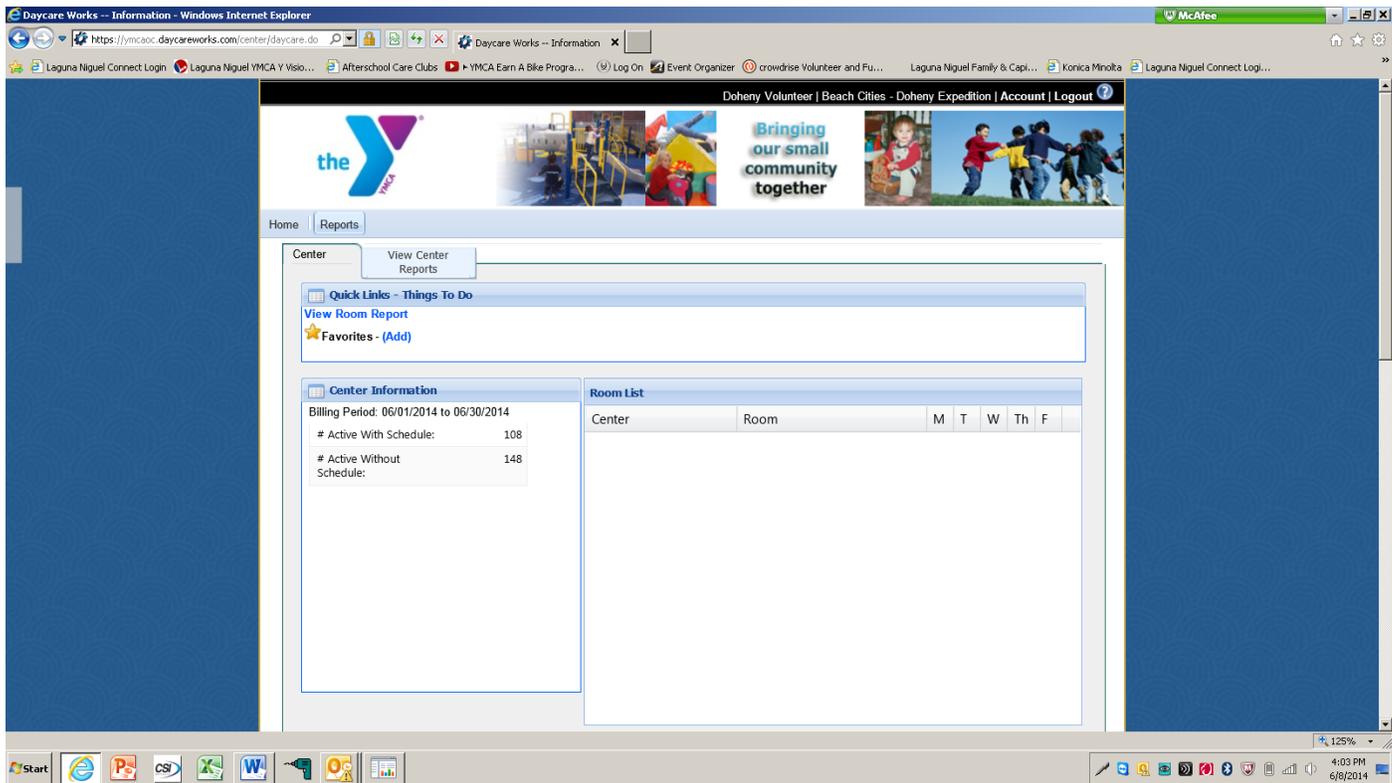
There are no vacations scheduled

Beach Cities - Doheny Expedition Program Semester Signup

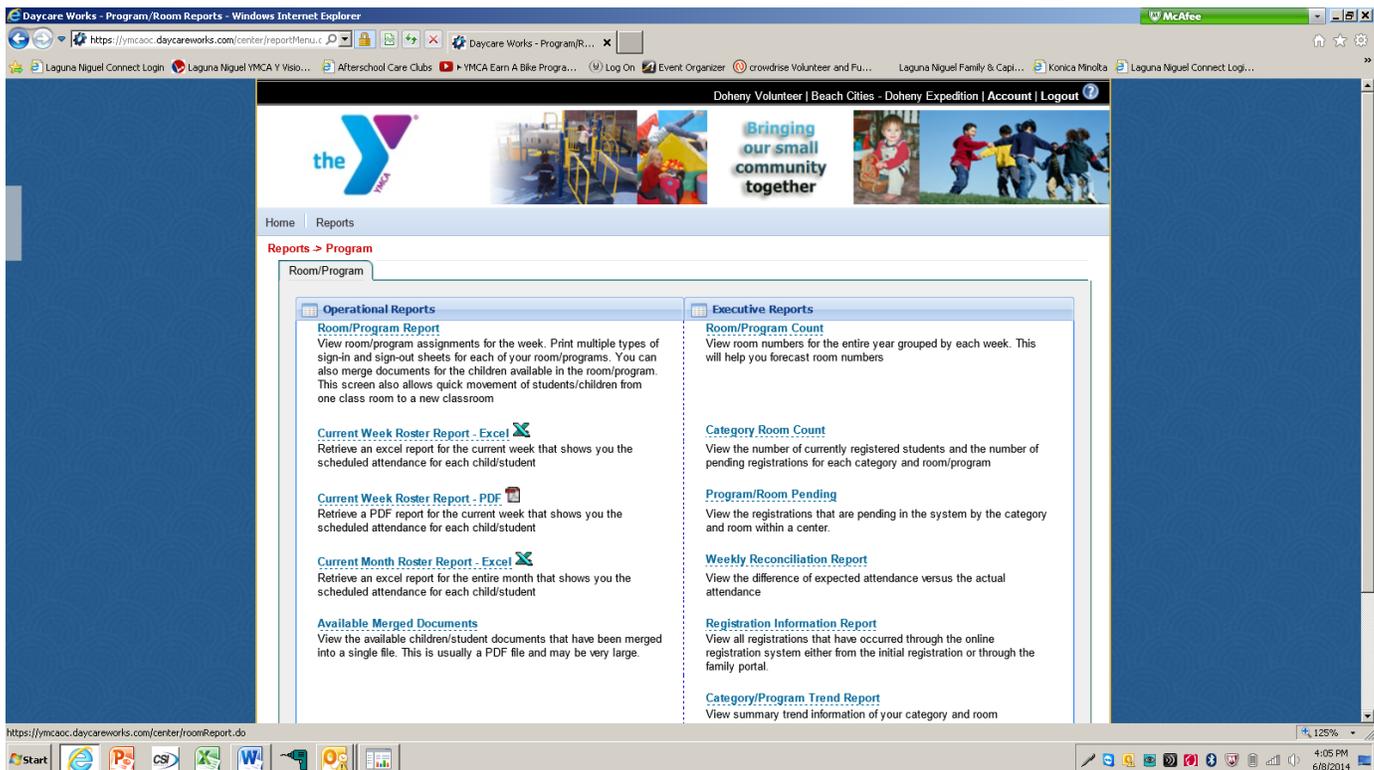
Student	Home Phone
Banks, Jordyn	(949) 388-0151
Block, Sara	9492181187
Burke, Josie	9494985236
Echtemach, Sophie	9494985245
Echtemach, Ava	9492915233
Ellinger, Emily	9493615516
Ellinger, Hannah	9493615516
Faunce, Sara	(314) 402-2492
Fishel, Kayla	(714) 342-9601
Gifford, Ellie	(760) 717-4197
Kopp, Jaden	(949) 388-7995
Martinez, Ava	(949) 276-4520

Rosters

For a more detailed view of enrollments you will need to view a roster under the reports tab. The reports tab can be found on the left hand corner of the home screen.

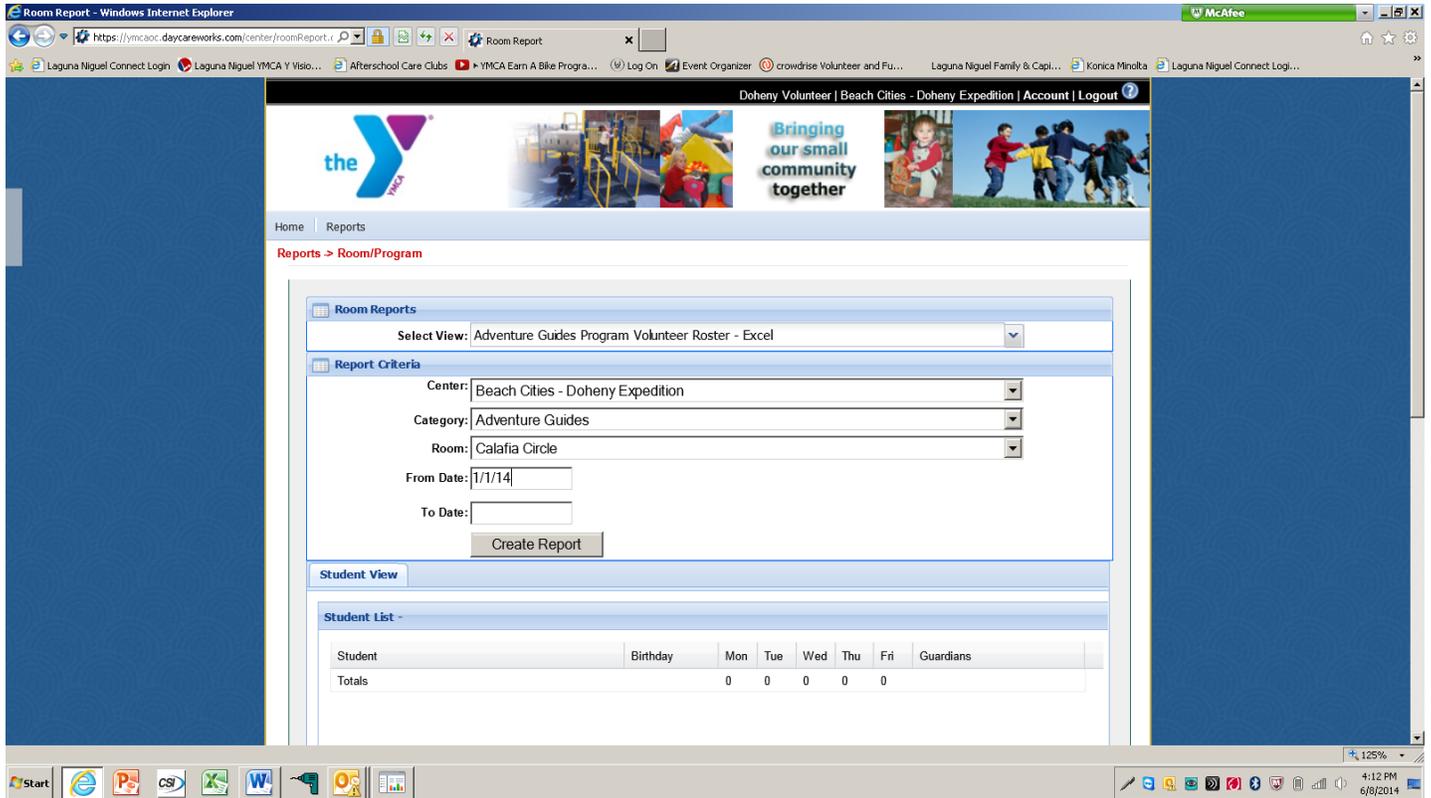


Under Operational Repots, select the first item, Room/Program Report.



When you arrive in the reports tab it will prompt you to select information from drop downs to create the report you want.

To run a Circle Roster select the following drop downs:
 Select View: Program Volunteer Roster
 Center: Your Expedition Name
 Category: Adventure Guides
 Room: The name of the Circle
 From Date: the earliest date someone could enroll



You will be prompted to open an Excel document that contains the names of children registered in the selected Circle and contact information. This information should be used on behalf of YMCA volunteer business only.

To run an Event Roster select the following drop downs:
 Select View: Program Event Roster
 Center: Your Expedition Name
 Room: The name of the Event
 From Date: the earliest date someone could enroll

You will be prompted to open an Excel document that contains the names of children registered in the selected Event with their Circle and contact information. Remember, registrations are done by child (student) so you might have to do some cutting, pasting and sorting to get an exact list with dads who are listed to the right of each child. If you need assistance, contact your Adventure Guides Director. This information should be used on behalf of YMCA volunteer business only.

Family ID	Child Last Name	Child First Name	Parent Last Name	Parent First Name	Email	Classroom	Enrolled	Phone	Allergies	Emergency Contact
3	7875	Aasland	Emelia	Aasland	Joseph	jdaasland@hotmail.com	Riviera Circle - Graduation Family Beach Event June 08th \$36.06/2014	9496371616		
4	7944	Baird	Maria	Baird	Randy	RandyBaird@cox.net	Lost Winds Circle - Graduation Family Beach Event June 08th 06/01/2014	7142697514		
5	7447	Barnes	Britta	Barnes	Mike	meobarnes@sbglobal.net	Mighty Mariposa Circle - Graduation Family Beach Event Jun 06/02/2014	9493663296		
6	7781	Bird	Sophia	Bird	Dylan	spacebut@mac.com	Mighty Mariposa Circle - Graduation Family Beach Event Jun 06/02/2014	9492122591		
7	7964	Block	Sara	Block	Matt	cimdawbe@aol.com	Calafia Circle - Graduation Family Beach Event June 08th \$36.03/2014	9492181187		
8	7932	Bull	Kailee	Bull	Stacey	staceybull@me.com	Mighty Del Mar Circle - Graduation Family Beach Event June 06/02/2014	949-498-4978		
9	7820	Burke	Josie	Burke	Timothy	tim.burke@davita.com	Calafia Circle - Graduation Family Beach Event June 08th \$36.03/2014	9494985236		
10	9126	Burns	Alexa	Burns	Edward		Mighty Del Mar Circle - Graduation Family Beach Event June 06/06/2014			
11	7849	Bush	Coco	Jefferson	bush	bushy4@cox.net	Mighty Mariposa Circle - Graduation Family Beach Event Jun 05/25/2014	9494810582		
12	7011	Echternach	Sophie	Echternach	David	dave.echternach@orco.com	Calafia Circle - Graduation Family Beach Event June 08th \$36.06/2014	9492915233		
13	7660	Ellinger	Emly	Ellinger	Michael	jenniferellinger72@gmail.com	Calafia Circle - Graduation Family Beach Event June 08th \$36.06/2014	9493615516		
14	8570	Faunce	Sara	Faunce	Doug	doug.faunce@yahoo.com	Calafia Circle - Graduation Family Beach Event June 08th \$36.06/2014	(314) 402-2492		
15	7439	Fischer	Annia	Fischer	John	jl_fischer@cox.net	Beach House Circle - Graduation Family Beach Event June 0 06/01/2014	9492100446		
16	8469	Gifford	Ellie	Gifford	Ken	randygifford14@gmail.com	Calafia Circle - Graduation Family Beach Event June 08th \$36.05/2014	(760) 717-4197		
17	7440	Golles	Catherine	Golles	Dave	dgolles@ch2m.com	Lost Winds Circle - Graduation Family Beach Event June 08th 06/03/2014	9498239648		
18	7385	Goulet	Charlie	Goulet	Todd	tgoulet@cox.net	Mighty Mariposa Circle - Graduation Family Beach Event Jun 06/06/2014	9492796300		
19	7119	Hawbecker	Ruby	Hawbecker	Michael	michael.hawbecker@gmail.com	San O Sharks Circle - Graduation Family Beach Event June 06/02/2014	5102192727		
20	7529	Holbrook	Alexandra	Holbrook	Don	holbrook07@gmail.com	Lost Winds Circle - Graduation Family Beach Event June 08th 06/02/2014	9493754949		
21	7415	Johnston	Cassandra	Johnston	David	daveofusc@aol.com	Mighty Del Mar Circle - Graduation Family Beach Event June 06/02/2014	9492188112		
22	8038	Keefe	Sophia	Keefe	Chris	watersufmag@gmail.com	Mighty Mariposa Circle - Graduation Family Beach Event Jun 06/07/2014	7147560440		
23	7807	Khetarpal	Riyya	Khetarpal	Riju	rju2000@hotmail.com	Riviera Circle - Graduation Family Beach Event June 08th \$36.03/2014	9492939425		
24	8412	Kopp	Jaden	Kopp	Jim	jkopp@cox.net	Calafia Circle - Graduation Family Beach Event June 08th \$36.03/2014	(949) 388-7995		
25	7436	Macchia	Isabella	Macchia	Carl	cjmachia@msn.com	San O Sharks Circle - Graduation Family Beach Event June 06/04/2014	9492767865		
26	8324	Martinez	Ava	Martinez	Roberto	rm@mimc.us	Calafia Circle - Graduation Family Beach Event June 08th \$36.05/2014	9492764520		
27	7494	Massamini	Emma	Massamini	Rani	rani@wheank.com	San O Sharks Circle - Graduation Family Beach Event June 06/03/2014	9496471512		
28	7841	Mccarter	Kaelyn	Mccarter	Dave		Calafia Circle - Graduation Family Beach Event June 08th \$36.03/2014	9494983874		
29	7246	McClellan	Macy	Edson	emcclellan@nutan.com		Riviera Circle - Graduation Family Beach Event June 08th \$36.03/2014	9494981776		
30	7771	Mitchell	Madelyn	Mitchell	Phil	philmitchell7@gmail.com	Mighty Mariposa Circle - Graduation Family Beach Event Jun 06/04/2014	9492181755		
31	7771	Mitchell	Samantha	Mitchell	Phil	philmitchell7@gmail.com	Mighty Mariposa Circle - Graduation Family Beach Event Jun 06/04/2014	9492181755		
32	7969	Morrison	Katy	Morrison	Ewan	emorrison@cisco.com	Riviera Circle - Graduation Family Beach Event June 08th \$36.05/2014	9493663905		
33	7552	Murphy	Kaitlyn	murphy	rick		Mighty Del Mar Circle - Graduation Family Beach Event June 06/02/2014	9583576787		
34	6998	Nelson	Dylan	Nelson	Kasey	kaseynelson@hotmail.com	Mighty Mariposa Circle - Graduation Family Beach Event Jun 06/05/2014	9492355279		
35	8636	O'Kane	Madison	O'Kane	Patrick		San O Sharks Circle - Graduation Family Beach Event June 06/05/2014	7147574221		
36	7274	Oxlander	Kelsey	Oxlander	Wayne	wayneandsharin@cox.net	Lost Winds Circle - Graduation Family Beach Event June 08th 06/02/2014	9494893117		
37	8298	Pardee	Katie-Rose	Pardee	Steven	steven.pardee@gmail.com	Mighty Del Mar Circle - Graduation Family Beach Event June 05/28/2014	(949) 388-3116		
38	6884	Platt	Avery	Platt	Peter	netar.platt70@gmail.com	Lost Winds Circle - Graduation Family Beach Event June 08th 06/05/2014	9492360139		