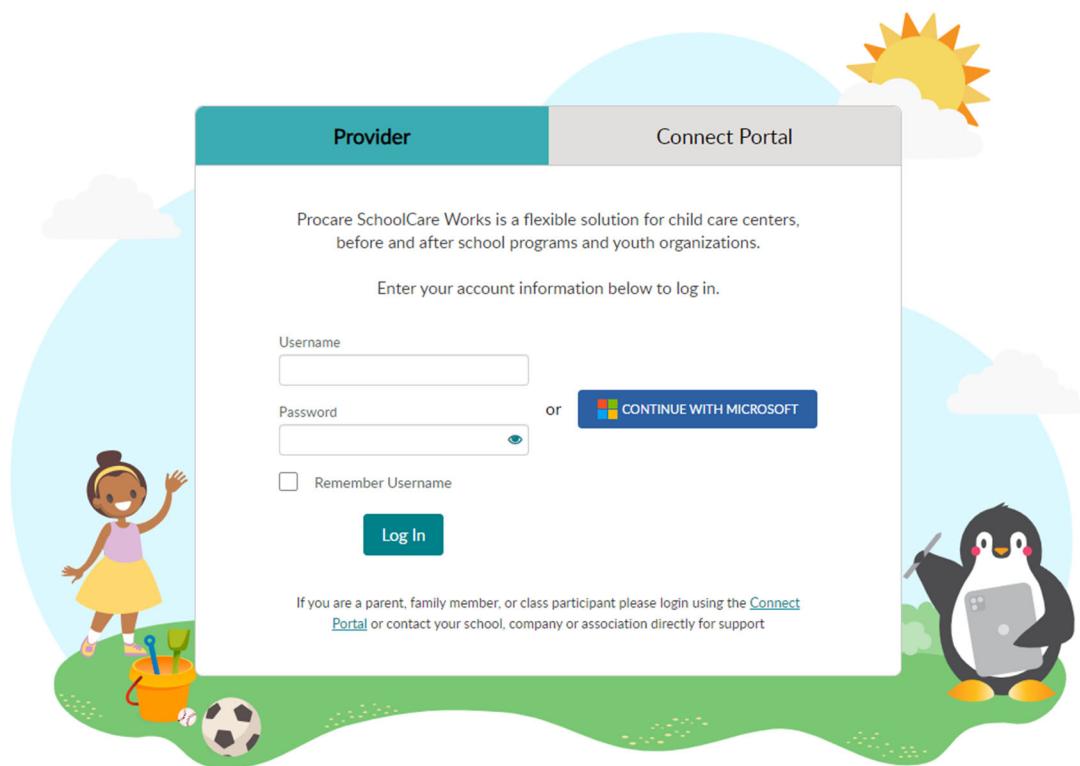


# Accessing DCW for Expedition / Circle / Event Rosters

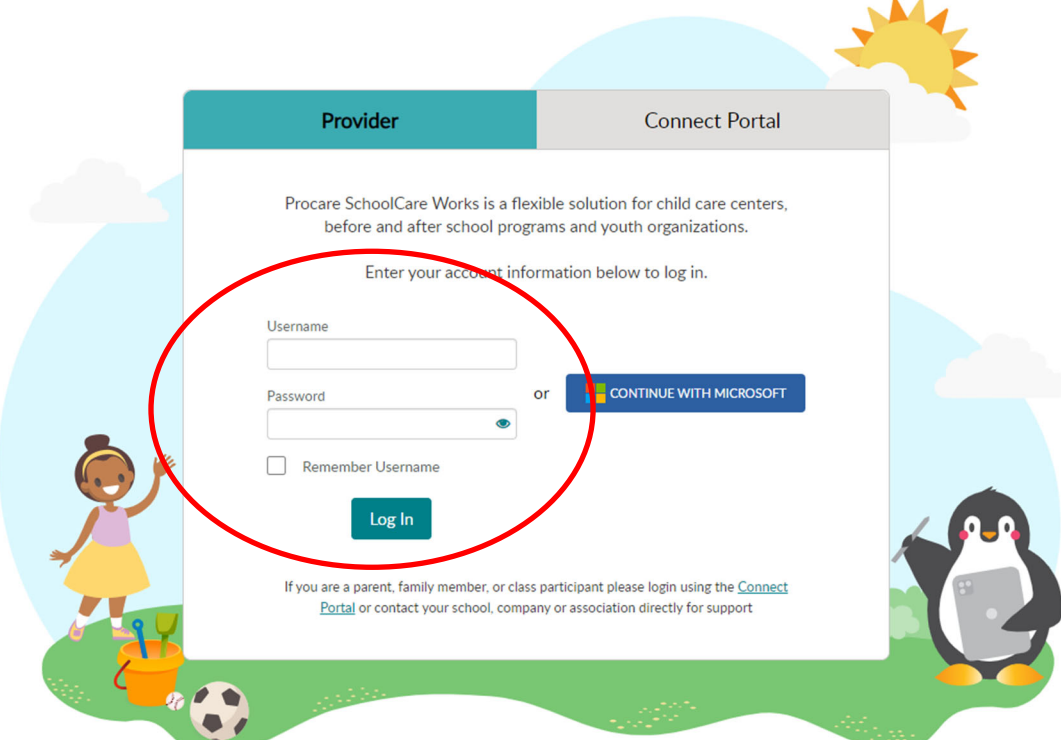
To access DCW (our internal software, NOT the parent portal) to check signups for Expeditions, Circles, and Events please see the following:

- 1) First get to DCW here:

[https://ymcaoc.daycareworks.com/cg/secure\\_login.jsp](https://ymcaoc.daycareworks.com/cg/secure_login.jsp)



- 2) Make sure PROVIDER is Green (not Grey) - Input the username and password for your Expedition (email [mprange@ymcaoc.org](mailto:mprange@ymcaoc.org) if you need yours) and click the “login” button



The illustration features a central login portal window. To the left of the portal is a cartoon girl with brown skin, wearing a yellow dress and a headband, standing on a green patch of grass with a yellow bucket and a soccer ball. To the right is a cartoon penguin holding a tablet. The background includes a light blue sky with a yellow sun and white clouds.

**Provider** | **Connect Portal**

Procare SchoolCare Works is a flexible solution for child care centers, before and after school programs and youth organizations.

Enter your account information below to log in.

Username

Password  or [CONTINUE WITH MICROSOFT](#)

☐ Remember Username

[Log In](#)

If you are a parent, family member, or class participant please login using the [Connect Portal](#) or contact your school, company or association directly for support

3) Click "Reports" >> "Room/Program"

Beach Cities - Doheny Expedition

☆ Home Reports

Q

Home Information

Billing Period: 09/01/2024 to 09/30/2024

i

Information

Schedules

Room List

Center	Room	M	T	W	Th	F
--------	------	---	---	---	----	---

<< >>

No Records Found

>>

Page 1

50 rows per page

- 4) For EXPEDITION Rosters (use dates noted regardless of when you run report)
  - a. Under "Quick Search" select "Adventure Guides Program Volunteer Roster"
  - b. Under "Report" select "Adventure Guides Program Volunteer Roster"
  - c. Under "From Date" choose 09/01/2025 (must have all digits)
  - d. Under "To Date" choose 08/31/2026 (must have all digits)
  - e. Click "CREATE REPORT" and you will get an Excel spreadsheet to download/open

The screenshot displays the 'Beach Cities - Doheny Expedition' web application interface. The top navigation bar includes 'Home', 'Reports', and a search icon. Below this, the 'Room Reports' section is visible. A red oval highlights the 'Quick Search' bar, which contains the text 'Adventure Guides Program Volunteer Roster - E'. Below the search bar, the 'Report' dropdown menu is open, showing 'Adventure Guides Program Volunteer Roster - Excel'. Another red oval highlights the 'Search Criteria' section, which includes fields for 'Center', 'Category', 'Room', 'From Date', and 'To Date'. The 'From Date' field is set to '09/01/2024' and the 'To Date' field is set to '08/31/2025'. Red arrows point to these date fields. A 'Create Report' button is located at the bottom right of the form.

- 5) For CIRCLE Rosters follow same procedure as above but add:
- Under “Room” choose the name of the Circle
  - Click “CREATE REPORT” and you will get an Excel spreadsheet to download/open

Beach Cities - Doheny Expedition

Home Reports

Reports Room/Program

Room Reports

Quick Search Adventure Guides Program Volunteer Roster - E

Report Category Roster

Report Adventure Guides Program Volunteer Roster - Excel

Adventure Guides Program Volunteer Roster - Excel

Search Criteria

Center --

Category --

From Date 09/01/2024

Room Mighty Mariposa Circle

To Date 08/31/2025

Create Report

6) For EVENT Rosters

- a. Under “Quick Search” select “Adventure Guides Event Volunteer Roster”
- b. Under “From Date” choose xx/01/20xx replacing xx with month and year (eg: 06/01/2025) – must have full 8 digits for date
- c. Click “CREATE REPORT” and you will get an Excel spreadsheet to download/open

The screenshot shows a web application interface for generating reports. At the top, there is a navigation bar with 'Home' and 'Reports' links. Below this, a breadcrumb trail shows 'Reports' > 'Room/Program'. The main content area is titled 'Room Reports'. It features a 'Quick Search' bar at the top right with the text 'Adventure Guides Event Volunteer Roster - Excel'. Below this, there is a 'Report Category' dropdown set to 'Roster' and a 'Report' dropdown set to 'Adventure Guides Event Volunteer Roster - Excel'. A red circle highlights the 'Report' dropdown. Below these, there is a 'Search Criteria' section with a dropdown arrow. It contains three fields: 'Center' (a dropdown), 'Room' (a dropdown set to '2024-09 San Mateo'), and 'From Date' (a date field set to '09/01/2024'). A red circle highlights the 'Room' and 'From Date' fields. There is also a 'To Date' field below 'Room'. A 'Create Report' button is located at the bottom right of the form.

Once downloaded, the spreadsheets can be filtered and sorted if needed which is helpful for event management when you have sites/rooms to assign. If you have issues pulling September event rosters, use From: 09/01/2025 and To: 08/31/2026.