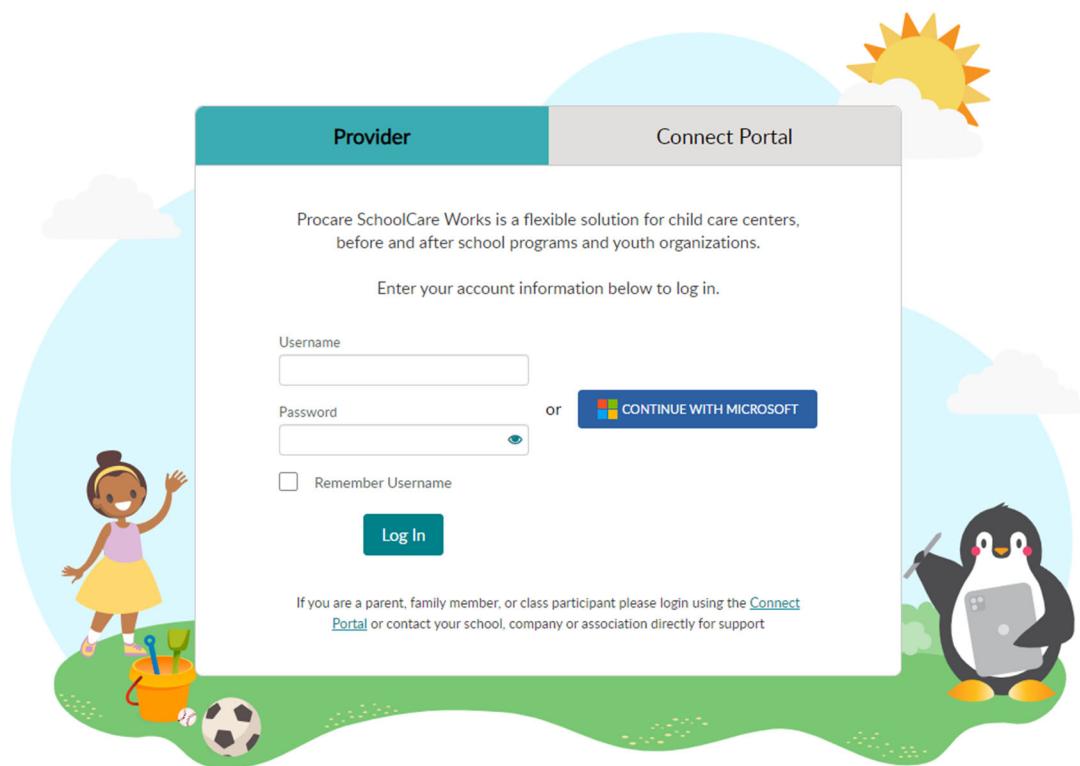# Accessing DCW for Expedition / Circle / Event Rosters
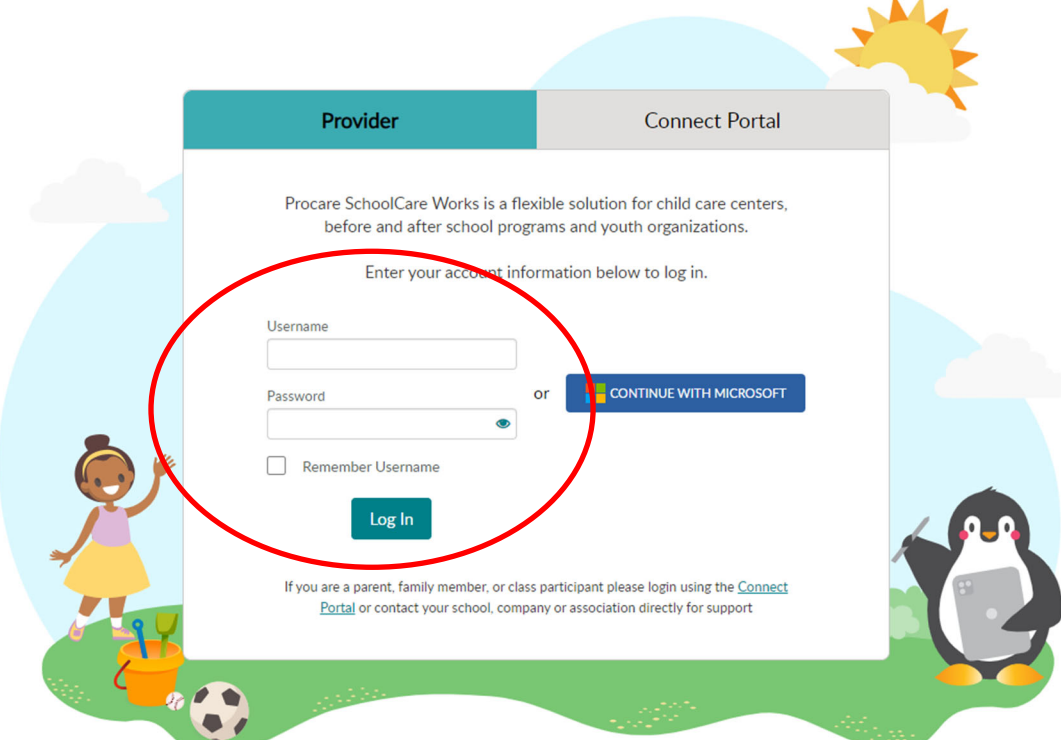
To access DCW (our internal software, NOT the parent portal) to check signups for Expeditions, Circles, and Events please see the following:

1) First get to DCW here:

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

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

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

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

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

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



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.