

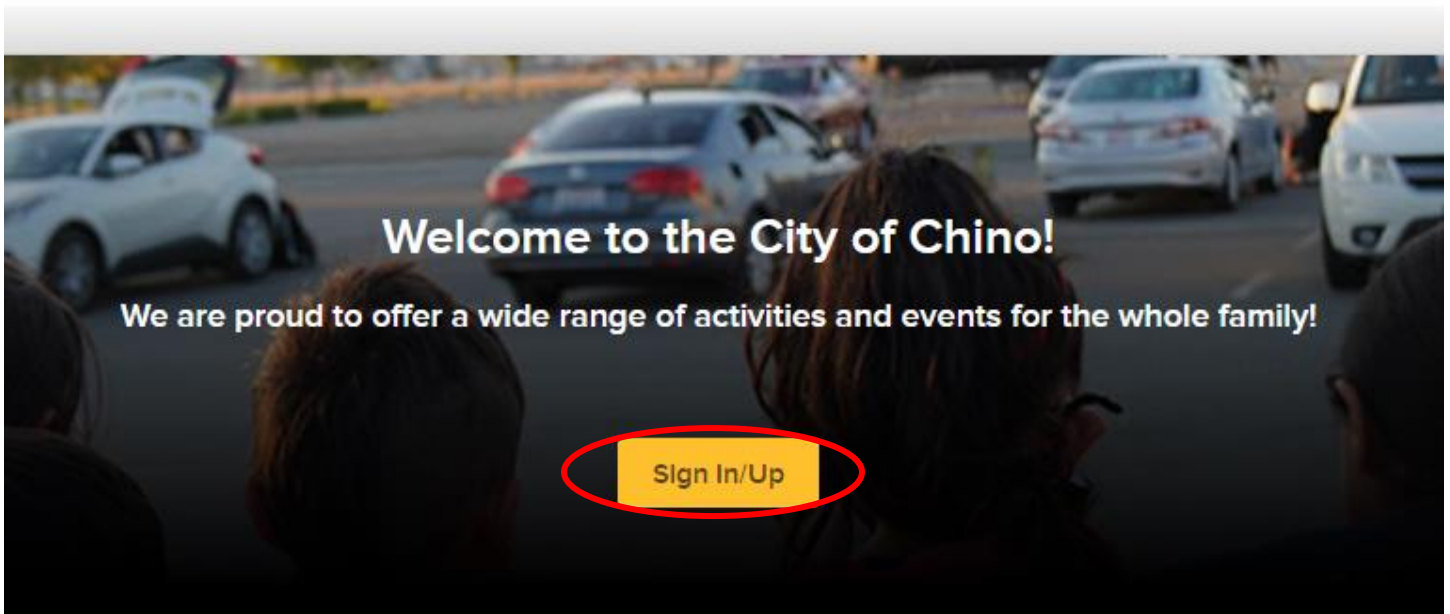
# General Corporate Challenge Team Coordinator Login Steps

**Step 1 – Go to** <https://apm.activecommunities.com/cityofchinogov>

**Click “Sign In”**



[Sign In](#) | [Create an Account](#)



**Step 2 – Input Log in/Password, then click “Login”**

## Login

[> Home Page](#) > [Login](#)

To access the features of this site, you must have a password-protected customer account.

To confirm if you have an account, please contact the Carolyn Owens Community Center at 909.334.3258.

Already have an account?

Login

Email

Password

Remember me on this computer?

[Forgot your login name?](#)

[Forgot your password?](#)

Don't have an Account?

Login: You will be emailed you log in

Password: You will be emailed your password

Step 3 – On the top right corner click “My Account”



Welcome, First Last Name [My Account](#) | [My Wish List](#) | [Sign Out](#)

- [Home](#)
- [Activities](#)
- [Facility Information](#)
- [Memberships](#)
- [My Cart](#)

Step 4 – Click “Roster” under the instructor section

## Account Options for First Last Name



**First Last Name** [Edit](#)

Birth date: Jan 1, 1900  
1234 Central Ave Chino, CA 91710

[Password And Security Info](#)

Payment and Order Management [▼](#)

Other Service [▼](#)

Instructors [▲](#)



Attendance Sheet



Roster

**Step 5 – Check “Corporate Challenge” Box then scroll down and click “Run Report”**

Select  **Activities**

Corporate Challenge City of Chino Hills

Transaction Date/Time From:   Through:

Team name will appear here

Options

Name	Values
Type of transactions	Roster
Residency	All Customers
Customer Name Format	Lastname, Firstname
Retired	All Customers
Show Authorized Pick Ups?	No
Include Medical Alert Notes?	<input type="checkbox"/>
Show Prerequisites?	<input type="checkbox"/>
Calculate Age Based On	<input checked="" type="radio"/> Report Date <input type="radio"/> Activity Start Date <input type="radio"/> Specified Age Calculation Date <small>(If not specified, use start date instead)</small>
Optional Field 1	Primary Phone
Optional Field 2	Work Phone
Optional Field 3	1st Contact Name
Optional Field 4	1st Contact Phone

Show Customer Skills: None

Show Incomplete Waivers Only?

Show Charges for Customer?

Show Customer Alternate Keys?

Show Customer Pass Numbers?

Show Customer Type?

Output Type: Adobe Acrobat Reader

Output as an Enrollee List?

Include Customer's Transaction Notes?

Include Staff's Transaction Notes?

Include Head of Household?

Use Head of Household Contact Information?

Include Trial?

Include Planned Absences?

Include Make-up Class Customers?

Print Rosters That Have Changed Since:

Sort Contents by: Enrollee Name

Sort Pages by: Instructor Name

Sort Private Lesson Rosters by: Enrollee Name

Show Private Lesson in Summary Form?

**Run Report**

**Step 6 - Report will show team name, team activity code, and all players registered**

## Activity Roster (Brief)

**Olga Hart**

### Corporate Challenge City of Chino - 6850

Dates: Apr 28, 2018 to May 11, 2018	Season: Spring Registration Session - 2018	Ages: 18Yr to Unlimited
Time: 12:00 AM to 12:00 AM	Term:	Enroll Min/Max: 0 to Unlimited Enrolled: 1
Weekdays:	Site: Carolyn Owens Community Center	Waiting List: 0 Holds: 0
Type: Activity	Location:	Team Placeholders: 0
Activity Category/Sub-Category: Special Events		Total: 1
Instructor(s): Olga Hart		Open: Unlimited

**ROSTER Transactions Shown Only**

#	Enrollee Name	Tx	Qty	Age	Gndr	Primary Phone 1st Contact Name	Work Phone 1st Contact Phone	Receipt #	Team Name	Area
1	Valdez, Lizbeth	AN	1					3000024.001		

All registered participants through website will appear here with phone numbers & emergency contact

Company Name & "Team Code" will appear here

"Team Contact Name" will appear here