

# Admin Site

## How do I use the practice report tool?

You can view a report on practices by navigating to scheduling/games->schedule/game reports->practice report.

|  |   |          |   |
|--|---|----------|---|
| Level  | <input type="text" value="All Levels"/>   | Team     | <input type="text" value="All Teams"/>      |
| Start Date                                     | <input type="text" value="2012-12-03"/>   | Resource | <input type="text" value="All Resources"/>  |
| End Date                                       | <input type="text" value="2016-12-03"/>   | Sort By  | <input type="text" value="Date ASCENDING"/> |
| Headers  | <input type="radio"/> Level <input type="radio"/> Team <input checked="" type="radio"/> Off |          |   |
| Weekday  | <input type="radio"/> On <input checked="" type="radio"/> Off                               |          |   |
|  | Limit Cells <input checked="" type="radio"/> On <input type="radio"/> Off                   |          |   |
|  | Show End Time <input checked="" type="radio"/> On <input type="radio"/> Off                 |          |   |
| <input type="button" value="Generate Report"/> |   |          |   |

You can build the report according to level, date range, team, and resource. You can sort and format the table using the option fields.

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