Participants Not Claimed Report

This report lists active participants who were not claimed for a selected claim month. Note that this report does not take attendance into consideration—it only checks whether an active participant was claimed for that month.

Required Permissions: You must have the **Child Reports** permission enabled on your account to run the Participants Not Claimed report.

To run this report:

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
   - **Category:** Participants
   - **Report Name:** Participants Not Claimed
   - **Month:** Select the month for which to run the report.
3. Click **Run**. A PDF downloads.

Note: According to your display settings, this report and its associated category may be called something different, such as Children Not Claimed and Children. For more information, see **Set Display Settings**.