

# Participant Roster

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CST

The Participant Roster lists all participants currently enrolled with your center. This report only includes basic demographics and enrollment dates.

**Required Permissions:** You must have the **Children (Reports)** permission enabled on your account to run Participant reports.

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
  - **Category:** Participants
  - **Report:** Participant Roster
  - **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 Child Roster and Children. For more information, see [Set Display Settings](#).