

Check-In Sheet Fields

Each occurrence in HandsOn Connect has a button labeled Print Check-In Sheet. The columns in the sheet can be customized in this section of the control panel.

In Salesforce, the check-in sheets that are printed from the connections grid in the occurrence record can be slightly customized as described in this article.


Note however that the check-in sheets that partners can access in the sharing portal, are not currently customizable and not affected by these settings.

Check-In sheets are printed via the Occurrence Record

[Connections \[1\]](#) | [Open Activities \[0\]](#) | [Activity History \[0\]](#) | [Notes & Attachments \[0\]](#)

Occurrence Detail

[Edit](#) [Delete](#) [Clone](#) [Sharing](#) [Print Check-In Sheet](#) [Run Answer Report](#)



Arts & Crafts with Kids
 Organization Served: Troutco
December 3, 2012 09:00AM - 11:00AM
Location: 3649 Mission Inn Ave Riverside CA 92506
By signing below, I acknowledge that I have read and agree to the waiver attached to this sign-in sheet.

Name	Team Name	Phone	E-Mail	Address	Over 18?	Signature
Lenny Leader		(210) 111-1111	troutco+training_leader@gmail.com	1234 Leader Lane Riverside CA 92506	Yes	

By default these columns show up on the sheet, but you can suppress certain columns of information if you want to protect certain privacies. (i.e. address).

You can also add one custom column for volunteers to write something in on the sheet.

Turn columns on and off by checking boxes in the Check-In Sheet Fields section of the control panel.

Check-in Sheet Fields Save

Select All ☐

Team Name ☒

Phone ☒

Email ☒

Address ☐

Over 18? ☒

Extra Column ☐ Title:

Save