Monitoring Registrations for a PACE for Minors

To view participant registrations that are active, pending, waitlisted or cancelled follow these steps:

1. Login to the CircuiTree Admin site.

2. Click on the three horizontal bold lines in the upper left corner of the screen. (Please note your search bar will populate the last page you were on. It does not need to say “Query-Attendee Information” as pictured below.)

3. Select “Config” from the first column in the dropdown menu. Next, select “Registration” from the second column. Finally, select “Events.”

4. Select the calendar year for the PACE for minors.

5. Select the location (department hosting PACE for minors).

6. Click “Find.”
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7. Click the pencil icon on the right side of the event for which you want to view registrations.

8. From the ribbon on the left side of the screen, select “Registrations.”

9. Use the criteria options in the light grey ribbon to view registrations for the event. Once the criteria is set, click “Find” at the bottom of the screen.

To print a report/query with active, pending, waitlisted or cancelled participants, follow these steps:

1. Click the three horizontal bold lines in the upper left corner of the screen. (Your search bar will bring up the last page you visited. It does not need to say “Query-Attendee Information” as pictured below.)

2. Select “Reports” from the menu, also in the upper left corner.

3. Select “Queries.”

4. Select “Registration” from the category dropdown menu.
5. Select “All” from the dropdown menu.

![Dropdown menu](image)

6. Click “Find” on the bottom left corner of the screen.

![Find button](image)

7. The queries are listed in alphabetical order.

![Query list](image)

8. To see the active, pending or cancelled participants in your program, choose “Registration Attributes.”

![Registration Attributes](image)
9. Click “View” to the left of the Registration Attributes query.

10. Change “Event Year” to the current calendar year.

11. Change the “Event Location” to the area hosting PACE for minors (i.e. Computer Science, Chess, Soccer). You will only see the department in which you work.

12. Event (optional) may be used to further narrow down a specific event if a location has several PACE for minors registered.
13. Registration status
   o If you want to find active participants, select Active.

   ![Active Participants](image1.png)

   o If you want to find pending participants, select Pending.

   ![Pending Participants](image2.png)

   o If you want to find cancelled participants, select Cancelled.

   ![Cancelled Participants](image3.png)

14. Click “Find.”

   ![Find Participants](image4.png)

15. CircuiTree will create a list of participants matching the criteria you selected.

16. In the upper right corner of the screen, select the “Actions” dropdown.

   ![Actions Dropdown](image5.png)
17. Click “Export to Excel.”

18. This will create an Excel worksheet with a list of participant data. The worksheet will look like the one below, but with all participant information listed.