

# **TO PRINT PRE-PAID CAMP REPORT:**

**Open STUDENT / FIND (Query)**

**Detail**

**Account – Custom 4 – CAMP and  
Account – Location – AH or NP and  
Account – Balance - <0**

**OK**

**Find**

**Sort by Last Name (to make alphabetical)**

**Edit – Select All**

**Click printer icon (PagePro) – Camp Report**

**Print**

**( FYI – Camp Report will print every person listed on the account – ex-students, siblings, parents, etc. – not only those coming for camp)**