

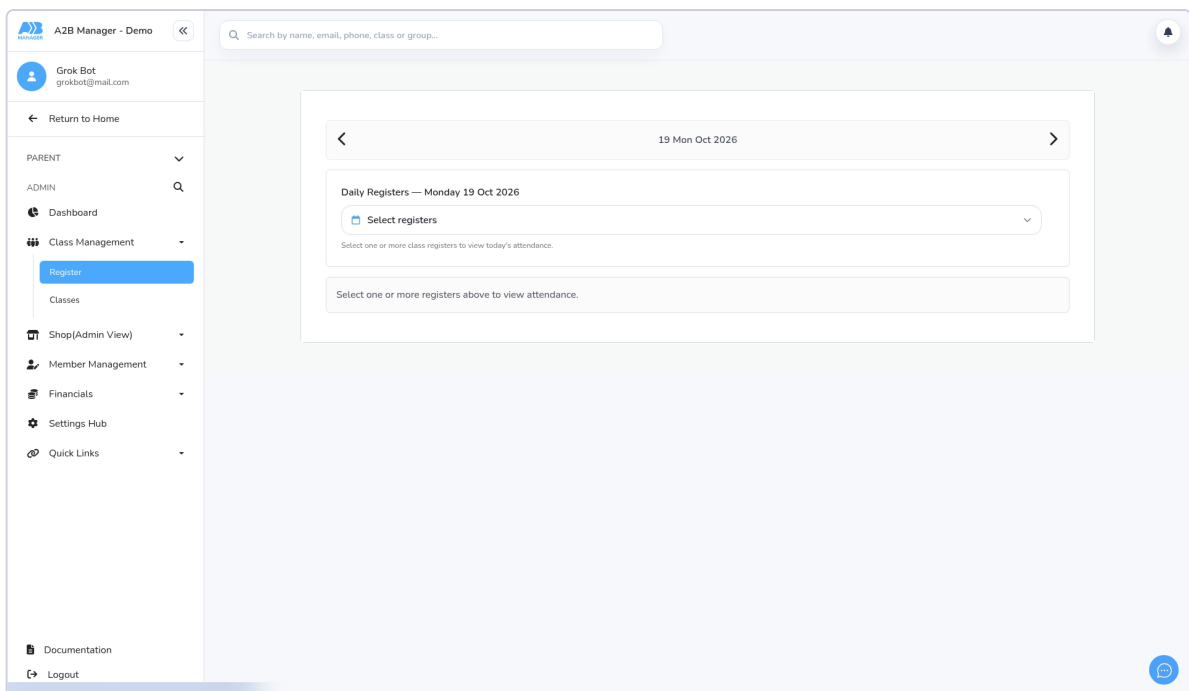
How to Add a Report Through the Register

You can add a report, such as an accident report, for a child straight from the register. The report is saved on the child's profile, and you choose whether their parent can see it.

Adding a report from the register

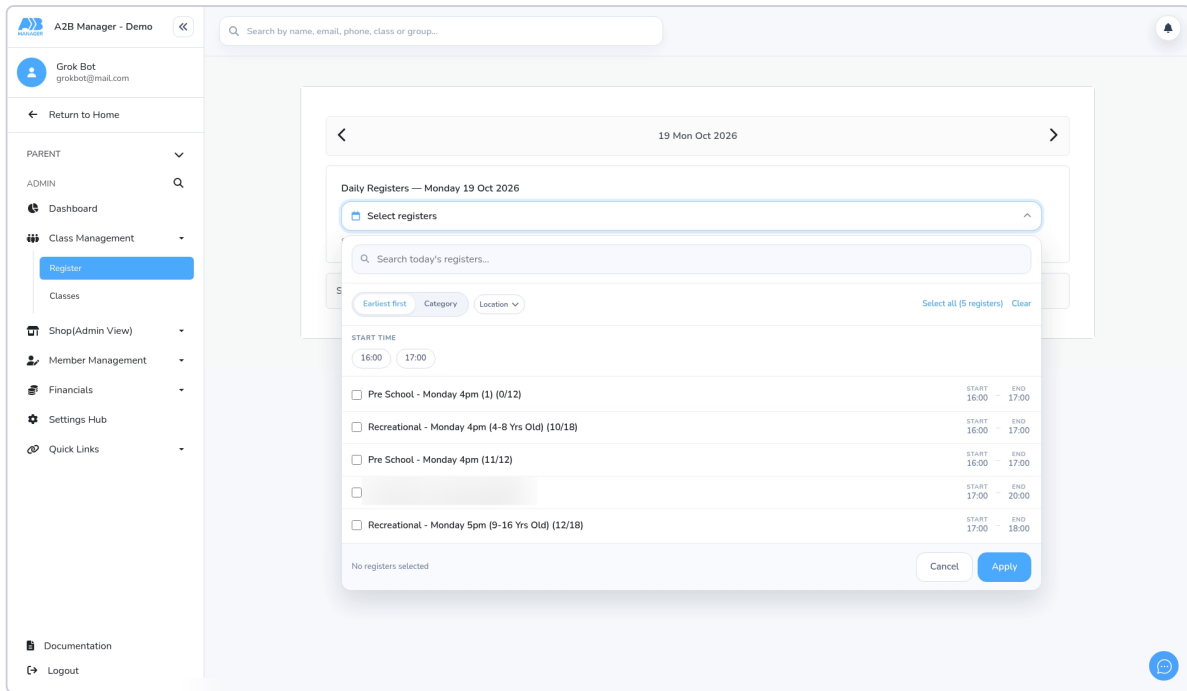
1. Open the Register (0:00)

- Go to **Class Management > Register**.



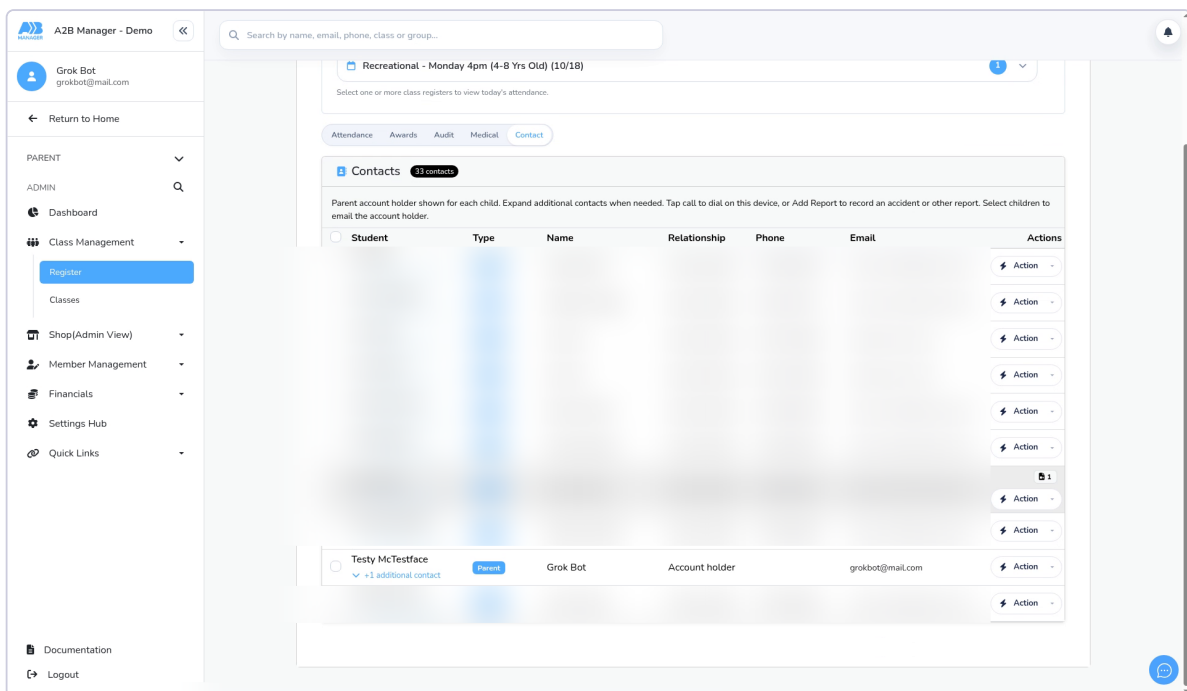
2. Choose the class register (0:07)

- Pick the date, click **Select registers** and tick the class, then click **Apply**.
- You can also search, filter by location, or tap a start time to tick every class at that time.



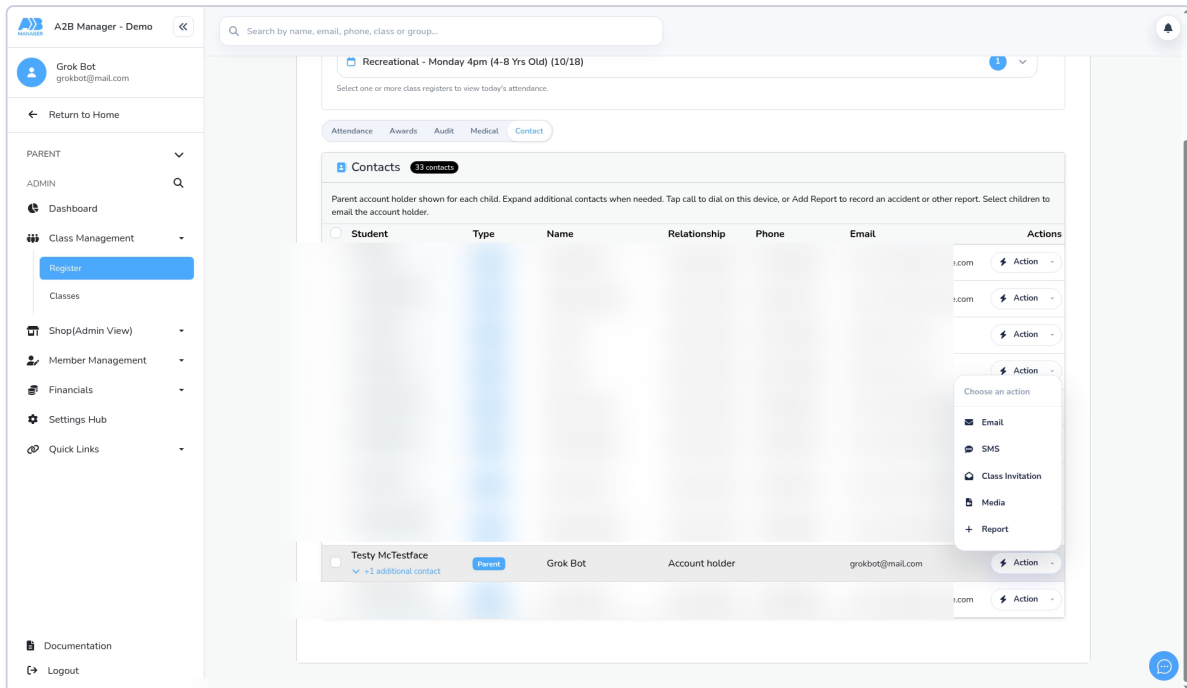
3. Find the child on the Contact tab (0:16)

- Click the **Contact** tab and find the child in the list.



4. Open Action, then Report (0:32)

- Click **Action** on the child's row. The menu offers Email, SMS, Class Invitation, Media and Report.
- Choose **Report**.



5. Complete and save the report (0:50)

- In **Add Report**, choose the report type from **Select Report**, for example Accident Report.
- Enter a **Title** and answer every question.
- **Display to parent** is set to No, so the parent won't see the report. Change it to Yes to show it on their account; a **Save & Email Parent** button then appears if you also want to email them.
- Click **Save**.

6. Find the report on the profile (1:12)

- Open the child's profile. The report is listed under **Add Report**, by report type.
- Click the magnifier to view it, or the pencil to edit it.

The screenshot displays the A2B Manager interface. On the left is a sidebar with a user profile for 'Grok Bot' and a menu with options like 'Return to Home', 'PARENT', 'ADMIN', 'Dashboard', 'Class Management', 'Shop (Admin View)', 'Member Management', 'Financials', 'Settings Hub', 'Quick Links', 'Documentation', and 'Logout'. The main area shows a form titled 'Docs test (please ignore)' for an accident report dated 19/10/2026. The form includes sections for 'Report answers' with questions such as 'Who was injured?', 'Where did the accident take place?', 'What happened?', 'If any, what first aid was given?', 'What is the name of the first aider?', 'Date & Time of accident', 'Was the gymnast able to continue the session?', 'What injury was sustained or suspected?', 'Was there anything you could do to have prevented this?', and 'Was the gymnast advised to seek further medical attention?'. Each question has a 'FreeText' input field and a 'Test only' checkbox. A 'View student' button is in the top right of the form, and a 'Cancel' button is at the bottom right. The background shows a blurred view of the 'Add awards' section.

Good to know

- The report types you can choose come from your club's report templates in **Settings Hub**.
- You can also add a report from the member's profile. See [How to Add Reports to Member Profiles](#).
- Reports can't be deleted at the moment, so check the details before you save. You can edit a report afterwards.