Accessing LCEPTA.org Reports

If you are a chair and have organized an activity that required sales or sign-ups online, you can access the report of gathered information on LCEPTA.org:

1) Visit LCEPTA.org and sign-in using the link in the upper right

2) Click on the white "Admin" link in the upper right of the page

3) A page with your reports will open; click on the report you want to access

4) You can manipulate your report online by using the filter button at the top of the report and choosing the type of data you would like to sort by

5) To sort by a particular column, just click on the column heading. For example, to sort by student name, click on the "Student Name" heading for that column and the data will sort alphabetically

6) You can choose to download to a spreadsheet or print the report by using the buttons at the top of the report.

7) *Reports automatically reset every July 1* in preparation for the new school year. If you would like to see data from past years, use the filter button at the top of the page and choose school year. Then, at the top in the filter box, choose the year you would like to see and click "apply."

If you cannot access your report, need different information included in your report, or need assistance please contact [webmaster@lcepta.org.](mailto:webmaster@lcepta.org)