

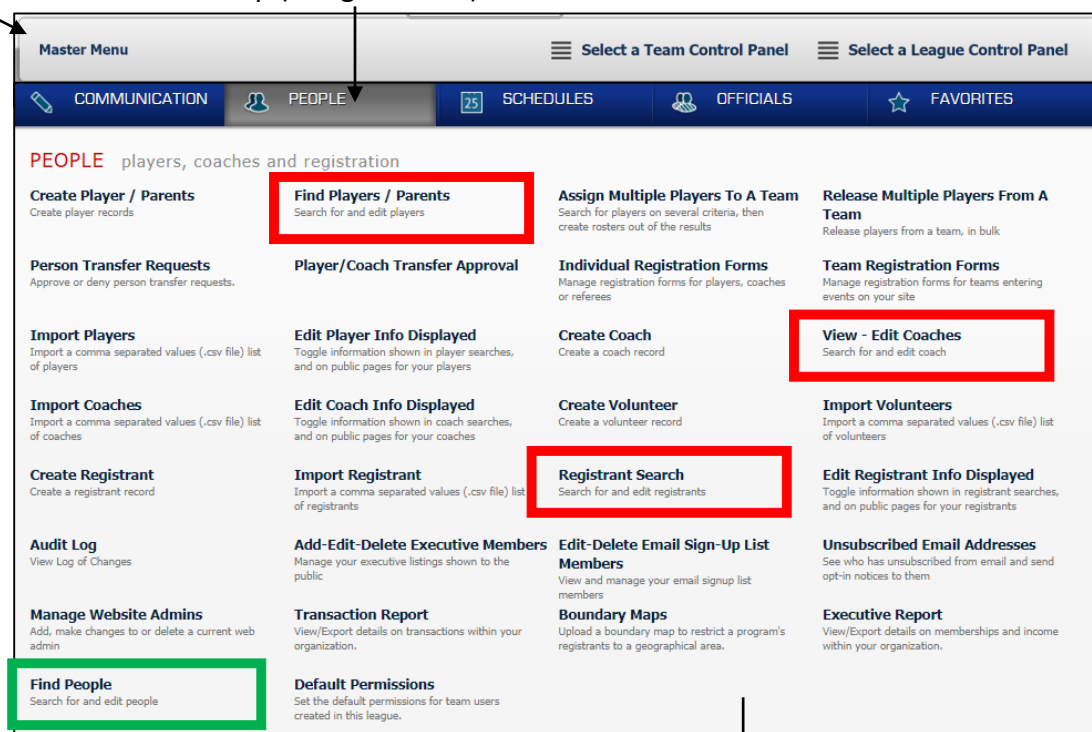
Finding People

This user guide explains how to create searches to find people in the Goalline database.

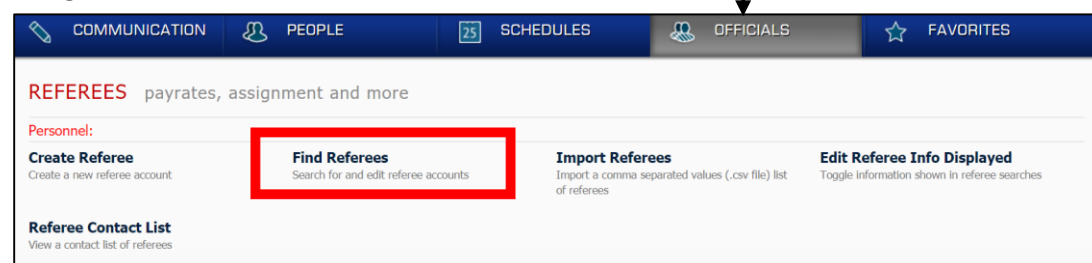
1. Go to wpc.goalline.ca and select your PSO site from the dropdown menu. Then login using the “Admin Login.”



2. Go to “Master Menu,” then the “People” or “Officials” tab and select a search tool. Searches can be made by the person’s role (see red boxes) or by your entire membership (see green box).



OR



Searches by Role

Searches by role can be completed by selecting the “Find Players/Parents,” “View-Edit Coaches,” “Registrant Search,” or “Find Referees.”

1. Enter the search criteria with the person’s personal information (if applicable).

Note: For searches of every person in your organization with this role, scroll directly to the bottom of the page and click “Search.”

The screenshot shows a search form titled "Personal Information" with various input fields and dropdown menus. The fields include: First Name, Last Name, Email, Phone, Citizenship, Waterpolo Canada Number, League (set to ALL LEAGUES), Team (set to ALL TEAMS), Born After, Born Before, Created After, Created Before, Gender (set to Not Specified), Position (set to ALL), Rank (set to ALL), City, Province (set to ALL), Postal Code, Club (a dropdown menu showing "All Clubs", "This Organization", "Alberta Water Polo Association", and several sub-clubs), and Membership Category (a dropdown menu showing "Select a Membership Category", "2017-2018 Club Registration - A", "2017-2018 Affiliate Club Registrati", and "2017-2018 Club Registration"). On the right side, there are checkboxes for "Team Status" (Show only Players assigned to a team, Show only Players not assigned to a team), "Missing Data" (Players without email addresses, Players without Parent email addresses), "Archive" (Show only deleted Players), and "Additional Details" (Show additional person details).

2. Select to group people into one row (optional). Checking this checkbox will compress your results such that a person will only show up in the report once, despite their number of secondary roles. If grouped into one row, a unique person who is a player, referee and coach in your association will display "3 Roles."

Group people into one row ⓘ

3. Click “Search.”

Search Players

Searches by Entire Membership

Searches by the entire membership can be completed by selecting “Finding People.”

1. Enter the search criteria (if applicable).

Note: For searches of every person in your organization, scroll directly to the bottom of the page and click “Search.”

Participant Search

I am looking for...
 Player Coach Referee Volunteer Registrant Parent

First Name:

Last Name:

P/NCCP #:

Club:
All Clubs
Zone 1
 > Estevan Sharks
 > Weyburn Hurricanes Water
Zone 2
 > Regina Water Polo Associ
 > Water Polo Saskatchewan
Zone 6

Membership:
All
Active
On Hold
Pending

League:
All
Co-Ed House Recreational

Address:

Province:

City:

Postal Code:

Gender:
Not Specified

Birthdate From:

Birthdate To:

Email:

2. Click "Search."

Note: Select to group people into one row (optional).

Group people into one row