

Generating Reports

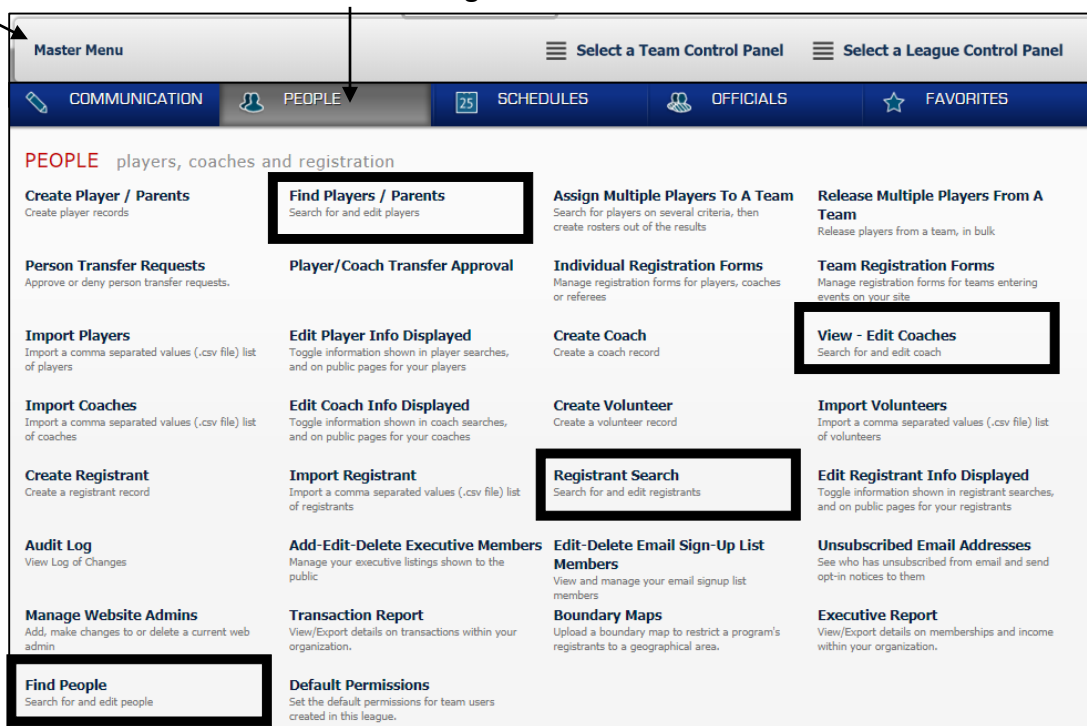
This user guide explains how to generate a report for individual registration forms.

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

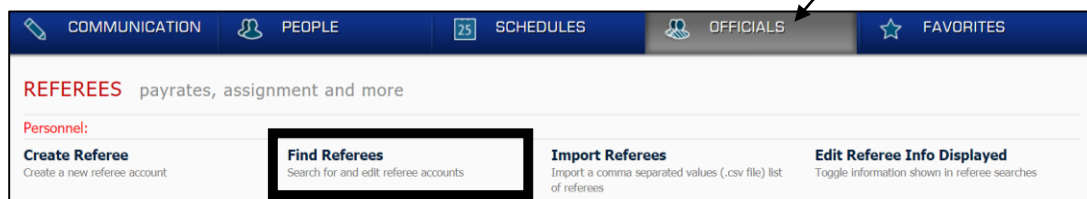


2. Go to “Master Menu,” then the “People” or “Officials” tab and select the appropriate search tool (in accordance with the registration form type).

Note: Club users can use the “Find People” tool to generate reports on their members from individual registration forms.



OR




3. Scroll down the page to the section entitled “Registration Information” or “[Role] Details” (if using “Find People” tool).

Registration Information
Player Details 


4. Select the registration form for which you would like to generate a report.

For membership registration forms: Select the membership form for the current year (e.g. “2018-2019 Player Registration”).

Registration Form
Athlete Registration High Performance Camp 





5. Select the registration date range. It is recommended that the start date be the date you published your form and the end date be today’s date (if the form is still open) or the registration closing date (if the form is closed).

From Date	To Date	Registration Date Range:
2017-11-01 	2017-12-10 	<input type="text"/> 

6. You may choose to generate your report using the payment due date (only available in role-specific search tools). Using this field limits registration types to those due on a certain day. This can be helpful for tracking missed transactions.

The registration “From Date” and registration “To Date” will be ignored when a due date is provided.

Payment Due Date 
<input type="text"/> 

7. You may also choose to generate your report according to the registrant’s payment status or payment type (only available in role-specific search tools).

Payment Status	Payment Type
<input type="checkbox"/> ALL <input type="checkbox"/> Not Paid <input type="checkbox"/> Partial Payment <input type="checkbox"/> Paid in Full <input type="checkbox"/> Refunded	<input type="checkbox"/> All <input type="checkbox"/> Online (PayPal) <input type="checkbox"/> All Offline Offline Payment Types <input type="checkbox"/> Cash

8. Select the registration types that you would like to include in your report.

Registration Types		
High Performance Camp - Athlete's Fee	100.00	<input checked="" type="checkbox"/>
High Performance Camp (RDC member) - Athlete's Fee	0.00	<input checked="" type="checkbox"/>
Select All / None <input checked="" type="checkbox"/>		

9. 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 ⓘ

10. Click "Search" at the bottom of the page.

Search Players

Search

11. The search results will appear at the bottom of the page.

12. In order to generate a report, you have the option to export the details or the summary to Excel by clicking on "Export Details" or "Export Summary." The Excel spreadsheet will then automatically download onto your computer.

Email Players

Email Parents

Email All

Export Details

Export Summary

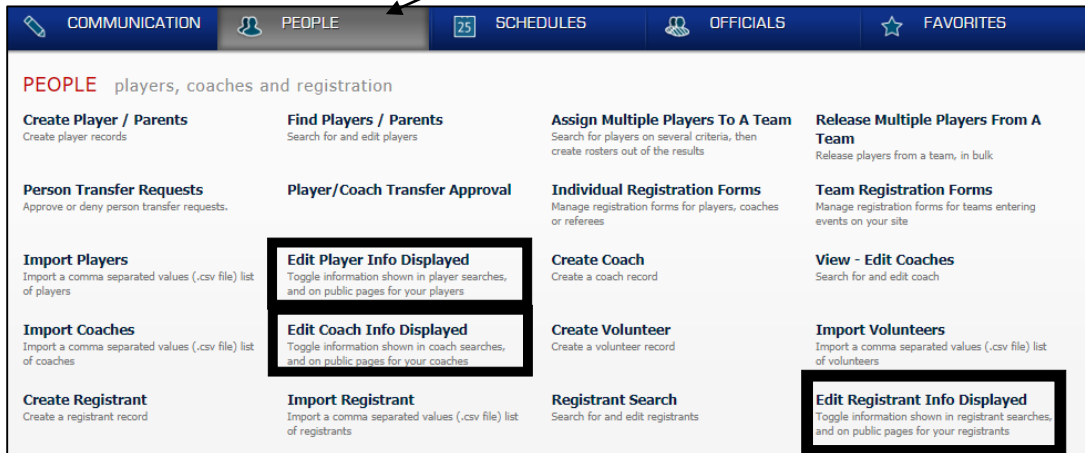
Customize this List

Export Details

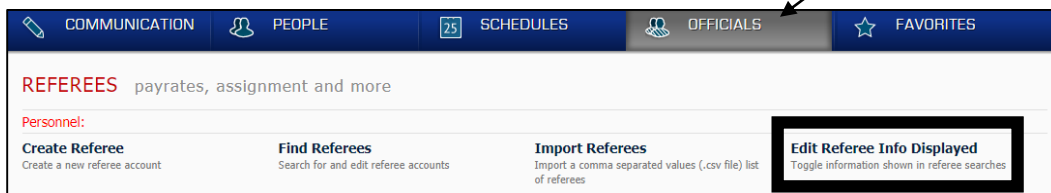
Additional Questions

If you asked additional questions in your form that you would like displayed in your report, follow the steps below (only available in role-specific search tools).

1. Go to the "People" tab, and then click "Edit Player Info Displayed" (for player forms) or "Edit Coach Info Displayed" (for coach forms) or "Edit Registrant Info Displayed" (for registrant forms).



OR go to the "Officials" tab, and then click "Edit Referee Info Displayed" (for referee forms).



2. Scroll down the page until you find your form listed under “Extra Fields.”

Extra Fields	Player Search	Player Import Sample	Team List Export*
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3. Select the answers that you would like displayed in the search.

<i>Registration Form: Athlete Registration High Performance Camp - Montreal</i>			
Do you have National Team experience?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you require billeting on Saturday, December 16?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to host billets on Saturday, December 16?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how many athletes can you host on Saturday, December 16?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Click “Save Changes.”

<input type="button" value="Save Changes"/>

5. Return to the top of this user guide to generate a report. On the top right-hand side of the page, select “Show additional person details.”

Players

<p>Team Status</p> <p><input type="checkbox"/> Show only Players assigned to a team</p> <p><input type="checkbox"/> Show only Players not assigned to a team</p> <p>Missing Data</p> <p><input type="checkbox"/> Players without email addresses</p> <p><input type="checkbox"/> Players without Parent email addresses</p> <p>Archive</p> <p><input type="checkbox"/> Show only deleted Players</p> <p>Additional Details</p> <p><input checked="" type="checkbox"/> Show additional person details ⓘ</p>
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Coaches

<p>Team Status</p> <p><input type="checkbox"/> Show only Coaches assigned to a team</p> <p><input type="checkbox"/> Show only Coaches not assigned to a team</p> <p>Missing Data</p> <p><input type="checkbox"/> Coaches without email addresses</p> <p><input type="checkbox"/> NCCP Number blank</p> <p>Archive</p> <p><input type="checkbox"/> Show only deleted Coaches</p> <p>Additional Details</p> <p><input checked="" type="checkbox"/> Show additional person details ⓘ</p>

Officials

<p>Missing Data</p> <p><input type="checkbox"/> Referees without availability</p> <p><input type="checkbox"/> Referees without venue preferences</p> <p><input type="checkbox"/> Referees without league qualifications</p> <p>Archive</p> <p><input type="checkbox"/> Show only deleted Referees</p> <p><input type="checkbox"/> Show only expired Referees</p> <p>Additional Details</p> <p><input checked="" type="checkbox"/> Show additional person details ⓘ</p>
