

Generating Reports

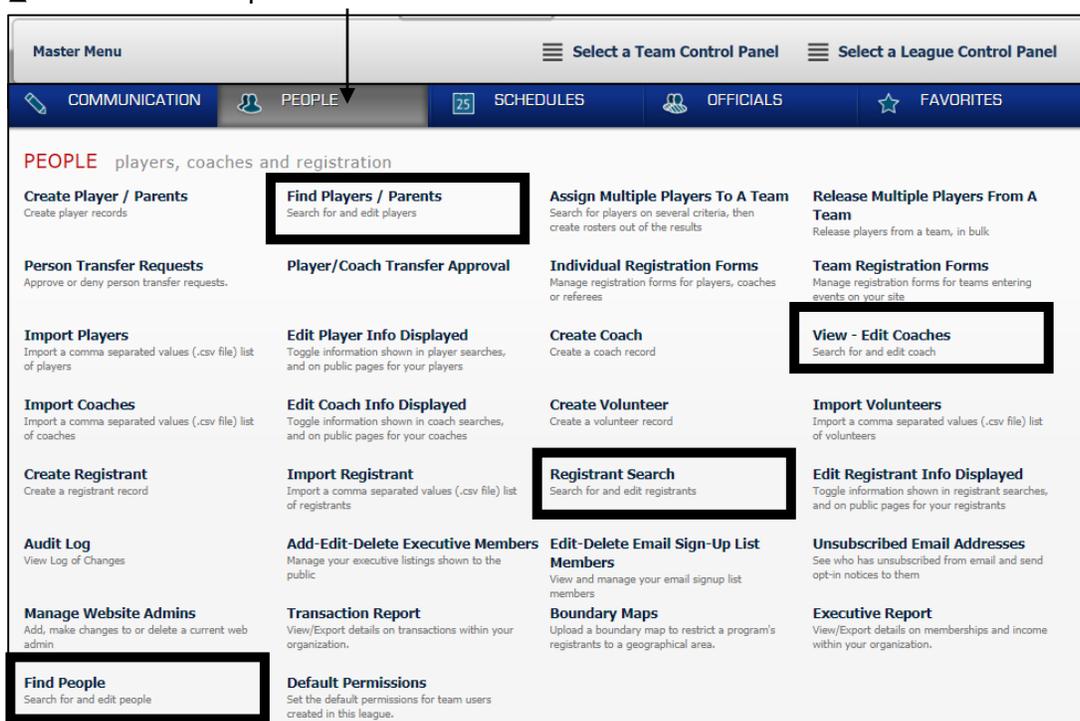
This user guide explains how to generate a report for individual registration forms and memberships.

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).

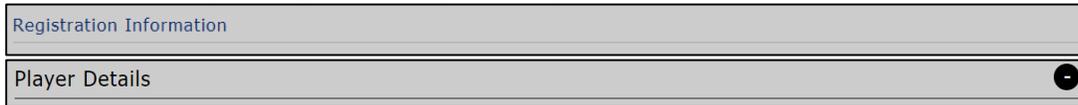
Note: Club users can use the “Find People” tool to generate reports on their members from individual registration forms or to generate reports on memberships.



OR



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



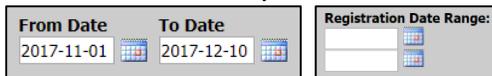
4. Select the registration form for which you would like to generate a report.

For reports on membership: Select the membership form for the current year (e.g. “2018-2019 Membership Categories”).



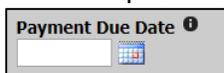
5. Select the registration date range. It is recommended that the start date be the date you published your form and the end date be today’s date (if the form is still open) or the registration closing date (if the form is closed).

For reports on membership: Enter the start date as the start of the season and the end date as today’s date or the date for the end of the billing period.



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.



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

ALL
 Not Paid
 Partial Payment
 Paid in Full
 Refunded

Payment Type

All
 Online (PayPal)
 All Offline
Offline Payment Types
 Cash

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

Note: Select all payment types to see everyone who has registered.

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.

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

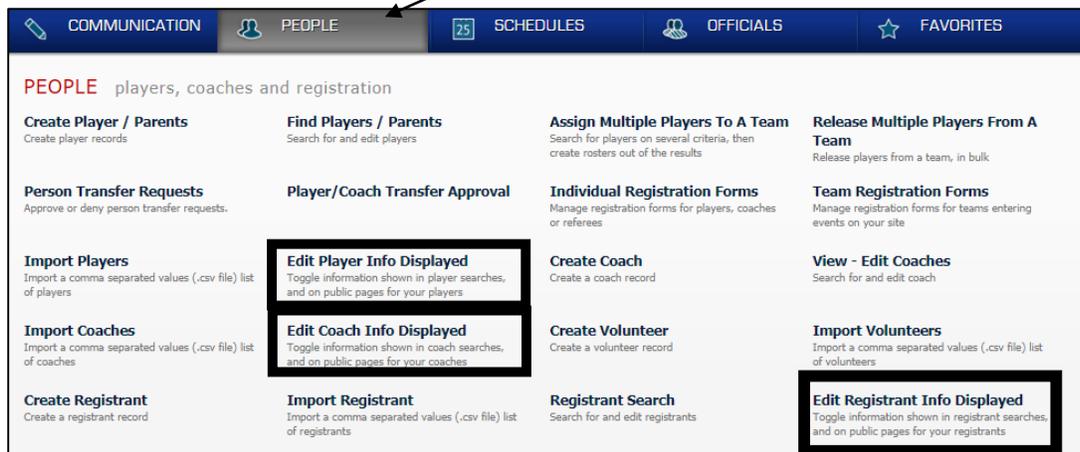
12. In order to generate a report, you have the option to export the details or the summary to Excel by clicking on "Export Details" or "Export Summary." The Excel spreadsheet will then automatically download onto your computer.



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).

- 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.

Registration Form: Athlete Registration High Performance Camp - Montreal			
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.”

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

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

Additional Details

- Show additional person details ⓘ

Coaches

Team Status

- Show only Coaches assigned to a team
- Show only Coaches not assigned to a team

Missing Data

- Coaches without email addresses
- NCCP Number blank

Archive

- Show only deleted Coaches

Additional Details

- Show additional person details ⓘ

Officials

Missing Data

- Referees without availability
- Referees without venue preferences
- Referees without league qualifications

Archive

- Show only deleted Referees
- Show only expired Referees

Additional Details

- Show additional person details ⓘ