

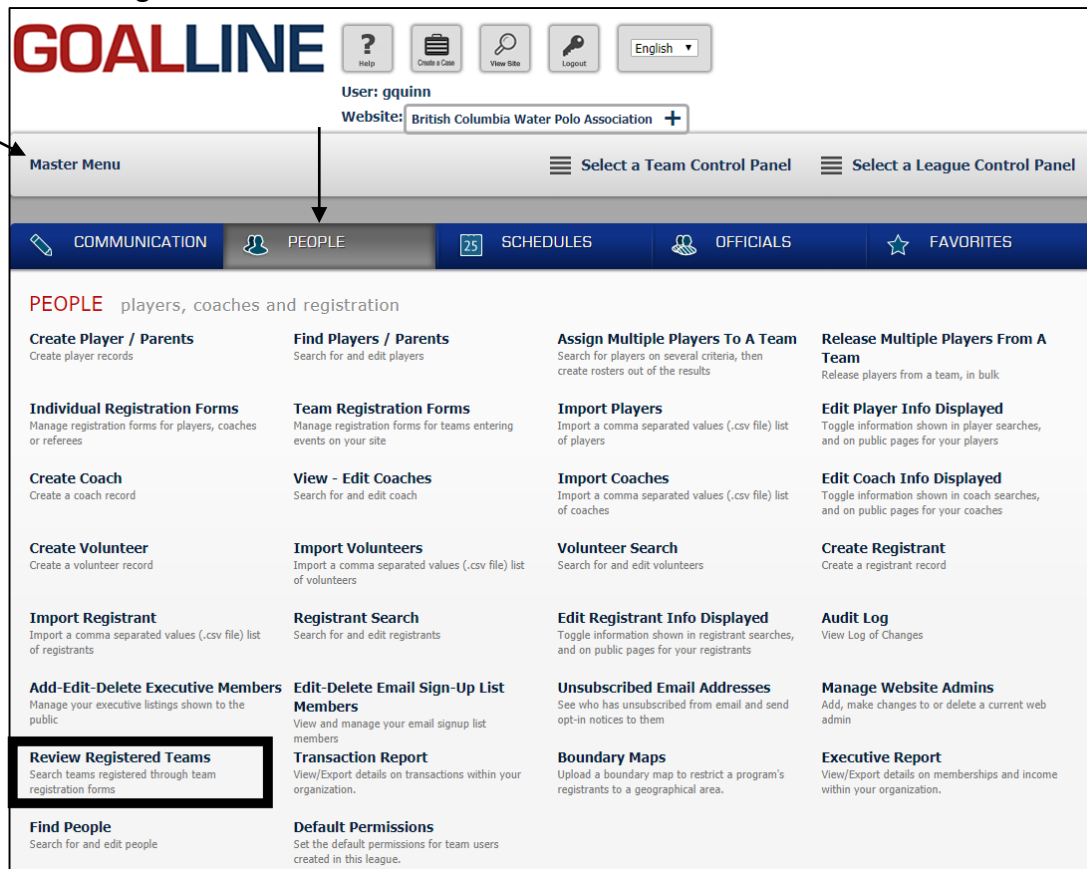
## Reviewing Team Registrations

This user guide explains how to review teams after they have completed the team registration form.

1. Go to [wpc.goalline.ca](http://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 “Communication” tab, and then click “Review Registered Teams.”



## Searching Team Registrations

1. View team registrations entering the search criteria (league, team ID, registration date, registration form, registration status, payment status, payment type and/or general ledger).

Note: If doing a quick search, simply select the registration form from the list of registration forms and enter the registration dates.

**Team Registration Search**

To view all registrations in the current season, just click the button labeled 'Submit Registration Search'.  
If the seasons have recently changed, please verify the registration date fields.

<b>Search Fields</b>	<b>League</b> ALL LEAGUES	<b>Registration Form</b> Sample Event Form (to be copied) - Archive Spooktacular Tournament UBC Fall Classic 2018 Test Event Registration Form
<b>GOALLINE Team ID</b>		<b>Registration Status</b> ALL
<b>Registration Date</b> From: 2018-09-01 To: 2018-10-02		<b>Payment Status</b> ALL
		<b>Payment Type</b> All Online (PayPal) All Offline <b>Offline Payment Types</b> Cash
		<b>General Ledger</b>

2. Click "Submit Registration Search."

Submit Registration Search

### Accepting/Denying Team Registrations

1. View the clubs one-by-one by clicking on "Review."

Review	Registration Order	Registration ID	Team Reg Code	Association	Team	Select a League	Team Contact	Registration Date	Paid	Paid For	Products	Player Summary A/P/I/Min/Max	Review
Review	1	176116		Test Club	Test Team	2018-2019 Events	Test Test test@test.com Test BC	2018-10-02	NOT PAID	Test Event Registration Form Test Event Registration Test Event Registration	None	0/0/0/0/15	Review

2. Review the team information and payment due.

3. Scroll to the bottom of the page and Select "Accept" OR select "Reject."

Edit Information **Accept** **Reject** Remove View Printable Version of this Registration

If you setup an acceptance email when you created your team registration form, team registrars will receive an email to notify them of their acceptance.

### Editing Team Information

1. View the clubs one-by-one by clicking on "Review."

Review	Registration Order	Registration ID	Team Reg Code	Association	Team	Select a League	Team Contact	Registration Date	Paid	Paid For	Products	Player Summary A/P/I/Min/Max	Review
Review	1	176116		Test Club	Test Team	2018-2019 Events	Test Test test@test.com Test BC	2018-10-02	NOT PAID	Test Event Registration Form Test Event Registration Test Event Registration	None	0/0/0/0/15	Review

2. Scroll to the bottom of the page and click "Edit Information."

**Edit Information** Accept Reject Remove View Printable Version of this Registration

## Exporting Team Report

1. Go to “Master Menu,” then the “People” tab, and then click “Review Registered Teams.”
2. Complete a search for team registrations to export (refer to “Searching Team Registrations”).
3. Click on “Export Search Data” to download a report in Excel. You will be given a dropdown list of types of reports to export.

**Team List:** Exports a list of the teams that registered on the registration form. Includes their registration order, registration ID, association/team information (if applicable), league name, contact information, registration date, payment status, products and player summary (A/P/I/Min/Max).

**Players as Registered:** Exports a list of players as registered. Includes their last name, first name, birthdate, email, jersey # (i.e. cap #- if applicable), team name, league name, and association name.

**Live Rosters:** Exports a list of players in a live roster. Includes their last name, first name, birthdate, email, jersey # (i.e. cap #- if applicable), team name, league name, and association name.

**Summary Data:** Exports a list of the total paid, total owing, number of teams registered and max registrations (if applicable).

**Team Registration Review**

Searching the following forms:  
Test Event Registration Form

Searching the following forms:  
Test Event Registration Form

Program Summary

Registration Type	Paid	Owing	Total
Test Event Registration Form > Test Event Registration > Test Event Registration	\$0.00	\$1146.44	\$1146.44
Test Event Registration Form > Test League Registration > 16U Girls Test League Fees	\$0.00	\$0.00	\$0.00
<b>Totals</b>	\$0.00	\$1146.44	\$1146.44

**Displaying:**  
Registered After Date: 09/01/2018  
Registered Before Date: 10/02/2018

