

# The Basketball Network

Online Registration



## Contents

---

Contact Details .....	3
Basketball Victoria Country Registration Rules .....	3
Pre Setup Questionnaire .....	4
Checklist .....	5
Registration Categories .....	6
Database Configuration.....	7
Seasons.....	7
Age Groups .....	8
Member List Display.....	8
Password Management.....	9
Permissions.....	9
A Registered Individual.....	10
Step 1: Field Configuration.....	11
Step 2: Member Package .....	12
Step 3: Product.....	13
Step 4: Registration Forms .....	18
Step 5: Publication of Registration Form .....	19
Registration Category – clarification.....	20
Add / Edit Member .....	21
Registration Status. ....	21
Reports .....	22
Appendix A: Frequently Asked Question .....	24

---

## Contact Details

---

SportingPulse Support

[support.sportingpulse.com](http://support.sportingpulse.com) | [blog.sportingpulse.com](http://blog.sportingpulse.com) | [passport.sportingpulse.com](http://passport.sportingpulse.com)

[support@sportingpulse.com](mailto:support@sportingpulse.com)

1300 139 970

Basketball Australia

Lauren Gatt | The Basketball Network Manager

[Lauren.gatt@basketball.net.au](mailto:Lauren.gatt@basketball.net.au)

03 9697 4315

Basketball Victoria Country

Joanne Baxter | Association Services Administration

[admin@bvcc.net.au](mailto:admin@bvcc.net.au)

03 5440 6300

---

## Basketball Victoria Country Registration Rules

---

1. Each person participating as a player at a BVC affiliated association must be a current registered player.
2. The player's registration status will be recorded in "The Basketball Network", Basketball Victoria Country and Basketball Australia's official registration system.
3. A player's registration status is determined by two fields – 'date last registered' and 'date registered until' which will be automatically generated on the system after payment is received.
4. A player can have a primary and secondary association.
5. An Affiliated association will collect the prescribed Basketball Victoria Country Affiliation (BVCA) Fee on behalf of BVC unless a split payment model is agreed by the BVC.
6. The BVCA will have an expiry date that is determined by each association's registration period.
  - a. This dictates the registration period for all players in the association and is guaranteed to cover one competition season of participation. If a participant utilises the first six months of affiliation/registration to participate and then returns for a second competition season in the remaining six months, the second six months will not require any further affiliation payment (BVCA Fee).
  - b. If a participant registers/affiliates in the second six months of the association's registration period the fee will only cover that one competition season.

## Pre Setup Questionnaire

---

To be completed in conjunction with your regional Basketball Development Officer

- Are your Details, Contacts and Locator up to date on your website and in the database?**
- Who is the Association contact person for registration related issues?**  
For smaller Associations this will be BVC.
- Does your Association use FSP Manager – Online Competitions?**  
If FIBA Organizer is currently being used then a conversion process will need to be scheduled.
- Does your Association have a club structure?**  
This determines what registration form is to be used.
- What is your Associations agreed registration period?**
  - 1 Jan – 31 Dec
  - 1 Apr – 31 Mar
  - 1 July – 30 Jun
  - 1 Oct – 30 Sep
- What is your Associations membership fee schedule?**  
This will determine how the products on the registration form will be set up.
- What additional data would your association like to collect & are these fields mandatory or optional, are some fields only relevant for junior players?**  
Associations should think for what purpose they are collecting the data and try and keep the number of fields to a minimum, ensuring that participants are more likely to complete the requested data accurately if it is not too onerous. There is also a limit to the number of custom fields associations have – so be conservative.
- Does your association want to take payments online?**  
If yes, what payment model will they be using inclusive/exclusive – discuss BVCC rebate reward system with association. [See appendix C.](#)
- Does your Association want to split payments with BVC?**  
This must be agreed to with BVC before implementation.

## Checklist

---

### Start of Competition Season Checklist

- Seasons: Adjust Season Settings – season settings should be based on competition season, with year followed by descriptor [e.g. 2014 Winter] this will ensure they display in chronological order.
- Age Groups: Adjust Age Groups to reflect new Date Range – refer to Appendix A, schedule for further information.
- Password Management: Update Member Passwords
- Permissions: Adjust permissions to reflect requirements for season commencement.
- User Management: Check user management to ensure only authorised individuals have access to the database.

### Start of Registration Period Checklist

[to be completed on before the first date of your registration period or as close to as possible]

- Ensure the correct products are active on the registration form and available to be purchased online.
- Ensure that your product fee is correct – as you would have created this product well in advance of the annual fee structure being set.
- Ensure the following registration periods products are created and linked to the current registration products through product renewal where possible.
- Ensure the text appearing on your BVC registration form is relevant for this year.

### Registration Form and Product Setup Checklist

Instructions on how to complete each of these steps are contained within this manual.

- Field Configuration
- Member Package
- Product
- Registration Form
- Publication of Registration Form

## Registration Categories

---

Basketball Victoria Country requires you to capture the following registration categories.

Table 1 Registration Categories

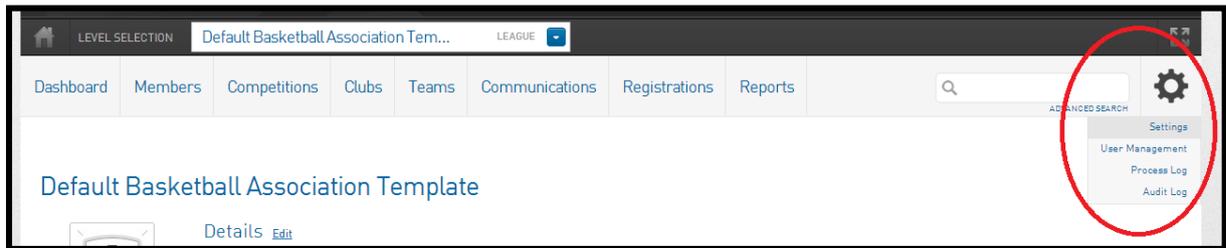
Registration Category	Member Type	Product
<b>Primary Registration</b>	Registered Individual	2014 – Primary Registration (4 Registration Periods)
<b>Secondary Registration</b>	Registered Individual	2014 – Secondary Registration (4 Registration Periods)
<b>15 Day Registration</b>	Registered Individual	2014 – 15 Day Player Pass

Explanation for Member Type and Product will be given through this workbook. However this table should be used as a reference guide .

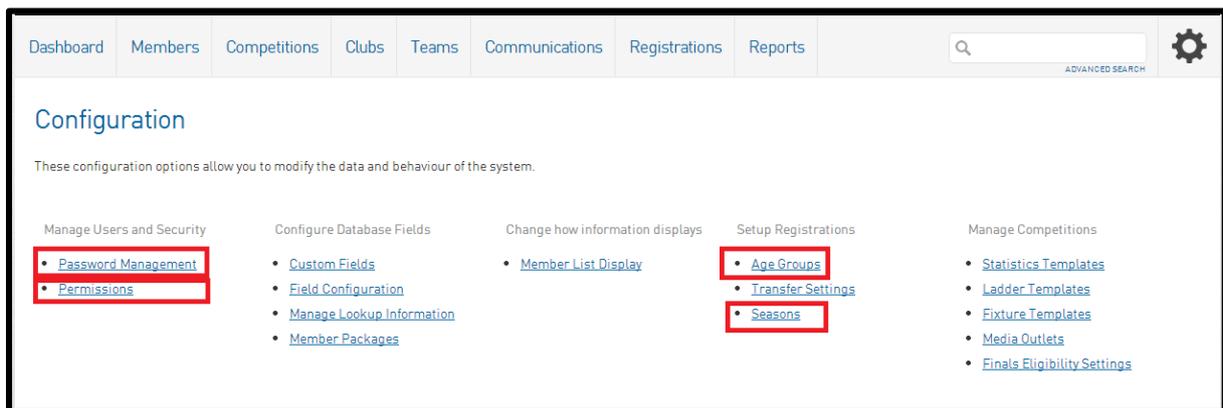
## Database Configuration

Access to the database configuration is through the cog > settings.

It is important the options displayed here are revisited and reconfigured every competition season.



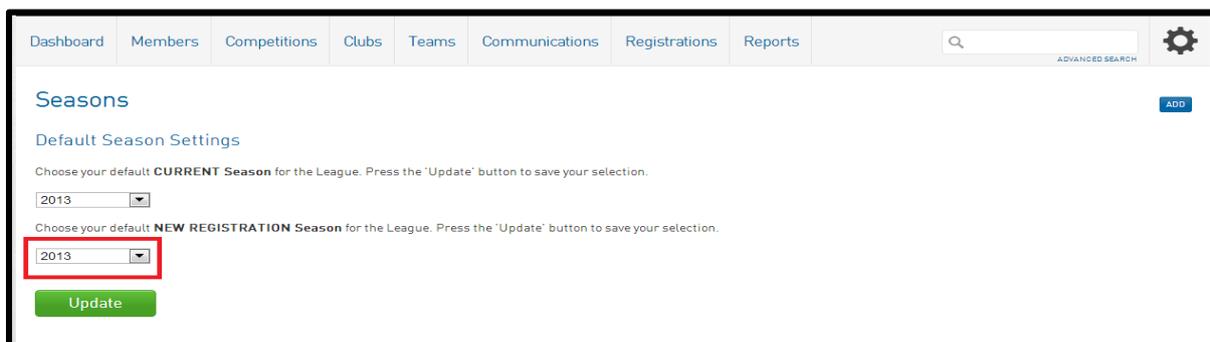
It is important to follow the start of competition season checklist when setting up a new season (prior to accepting player registrations and team entries). However it is recommended that all sections within configuration are reviewed.



## Seasons

### SP Knowledge Base: Membership: Configuration – Seasons

Select Seasons > Adjust new registration season. Seasons should reflect the competition season not the registration period, with year followed by descriptor [e.g. 2014 Winter] this will ensure they display in chronological order.



## Age Groups

### SP Knowledge Base: Membership: Configuration – Age Groups (About)

Adjust Age Groups to reflect new Date Range. Participants are added to age groups based on their date of birth. Age groups can then be used to report on whether players are playing in their correct age group or not.

Dashboard Members Competitions Clubs Teams Communications Registrations Reports

**Add New Age Group**

To modify this information change the information in the boxes below and when you have finished press the 'Update Age Group' button.  
**Note:** All boxes marked with a ◦ are compulsory and must be filled in.

**Age Group Details**

Age Group Name:  ◦

Date of Birth Start Range: Day  Month  Year  ◦ Older end of Date Range (eg 01 - Jan - 1970)

Date of Birth End Range.: Day  Month  Year  ◦ Younger end of Date Range (eg 31 - Dec - 2000)

Gender:  ◦

Age Group Active:

**Update Age Group**

## Member List Display

The Member List Display will set which fields are visible on the List Members screen. This is up to the Administrator and their requirements however, "Date Last Registered" and "Date Registered Until" need to be selected.

**Member List Fields**

**Fields Updated**

Use this screen to choose which fields to display on your member list by dragging fields from the box on the left into the [box on the right]. When you ha

Available Fields	Selected Fields
Address Line 1	1. Active in League
Address Line 2	2. Legal first name
Allow Medical Treatment	3. Family name
Any Allergies	4. Date of Birth
Any Medical Conditions?	5. Gender
Are you a member of National Team	6. Date Last Registered
Birth Certificate Number	7. Date Registered Until
City of Residence	
COACH:Coach Active?	
COACH:Coach Registration No.	
COACH:Deregistered	
COACH:Instructor Registration No	
Country	
Custom Checkbox 1	
Custom Checkbox 2	
Custom Checkbox 3	
Custom Checkbox 4	
Custom Checkbox 5	

## Password Management

### SP Knowledge Base: Membership: Configuration – Password Management

Dashboard Members Competitions Clubs Teams Communications Registrations Reports  ADVANCED SEARCH

### Password Management

Modify the password in the box next to the Member name to change the password. By setting a blank password you will remove the ability for that Member to login. After you have finished modifying the passwords you must press the **Update Passwords** button to save your changes. By pressing **Automatically Generate Passwords** passwords will be generated and saved for all Members who currently have blank passwords. If the 'Read Only' checkbox is set, then that user's login will not allow them to modify any data.

Member Passwords:

Name (FIBA ID Number)	Username/Code	Password	Read Only
-----------------------	---------------	----------	-----------

## Permissions

### SP Knowledge Base: Membership: Configuration – Permissions

Allow Clubs to:

- Activate inactive Club Members
- Record manual payments for Teams
- Record manual payments for Members
- Make Name Read Only (below Leagues login)

	Add	Edit	Delete
Members	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## A Registered Individual

---

A registered individual is determined by using the following fields;

- Date Last Registered
- Date Registered Until

Date Last Registered:	10/12/2012
Date Registered Until:	01/01/2013

The registration period is for a maximum of twelve months, but it can be less than this if a person registers during the registration period, example the registration period is 1 October to 30 September, and a person registers on the 1 December they would be due to re-registered on the 30 September. This registration type is referred to as 'common due date'.

Common date is a set date where all individuals within an association are due to renew their registration regardless of the last registered date.

There are many ways in which you can record whether an individual is registered or not, however, the steps shown in this guide ensure you comply with Basketball Victoria Country's regional individual registration system. With each step we will link to the SP knowledge base as well as specific settings relevant to registering an individual.

### State v Association Registration

If an association's registration and fee period is also annual with date parameters matching that of BVC requirements this can be incorporated into the single transaction for individuals. If an association's registration and fee period is based on competition season and does not match BVC's requirements it must be recorded separately.

Further explanation for both of these options will be addressed later in this manual.

## Step 1: Field Configuration

### SP Knowledge Base: Field Configuration

As part of the registration process the only means in which the Date Registered Until can be updated is by a product being purchased. To assist with this process the following two fields should be set as follows;

- Date Last Registered should be Read Only
- Date Registered Until should be Read Only

The screenshot displays a configuration table for various fields. The fields shown are Date Last Registered, Last Updated, Date Registered Until, and Date Created Online. Each field has a set of radio buttons for different settings: 'Let levels below choose', 'Hidden', 'Read Only', 'Editable', 'Compulsory', and 'Add Only (Compulsory)'. The 'Date Last Registered' and 'Date Registered Until' fields have 'Read Only' selected. The 'Last Updated' and 'Date Created Online' fields have 'Read Only' selected for 'For my level' and 'For levels below', and 'Registration Form Let levels below choose' selected for 'Registration Form'.

The following fields setting are recommended, however in the case of those listed as 'Add Only Compulsory' or 'Compulsory' these are required to be set by BVC. You can add to this list if required, however it is important to remember that the more fields you ask people to complete the less likely they are to complete the form.

Field	Setting
Legal First Name	Add Only Compulsory
Middle Name	Editable
Family Name	Add Only Compulsory
Date of Birth	Add Only Compulsory
Gender	Add Only Compulsory
Address Line 1	Compulsory
Suburb	Compulsory
Postal Code	Compulsory
Phone (Home)	Editable
Phone (Mobile)	Editable
Email	Compulsory
Country of Birth	Compulsory
Parent/Guardian 1 Firstname	Compulsory
Parent/Guardian 1 Surname	Compulsory
Parent/Guardian 1 Phone	Compulsory
Parent/Guardian 1 Email	Compulsory
Parent/Guardian 2 Firstname	Editable
Parent/Guardian 2 Surname	Editable
Parent/Guardian 2 Phone	Editable
Parent/Guardian 2 Email	Editable
Membership Package:	Read Only
Date Last Registered:	Read Only
Date Registered Until:	Read Only

## Step 2: Member Package

### SP Knowledge Base: Member Package

Due to your associations pricing structure you may have a number of different products for registration. By establishing a common member package you will be able to collectively report on all products, and therefore members.

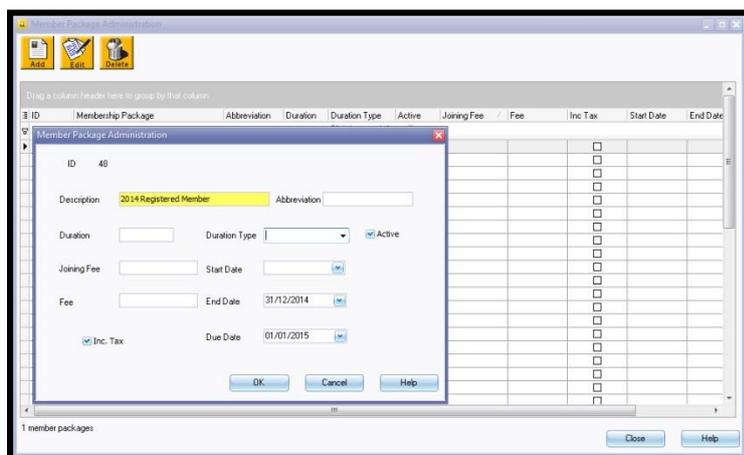
It is important that you replicate the naming protocols established within this document exactly as this allows your state and national bodies to also report consistently on registered members. The Membership package commences with the year to ensure they appear in chronological order.

Add the following packages;

- 2014 Registered Individual
- 2014 Secondary Registered Individual
- 2014 Short-Term Player

If you are using both FIBA Organiser and Online Membership Management then you must also update Member Packages in FIBA Organizer. The settings must reflect those in the product set-up.

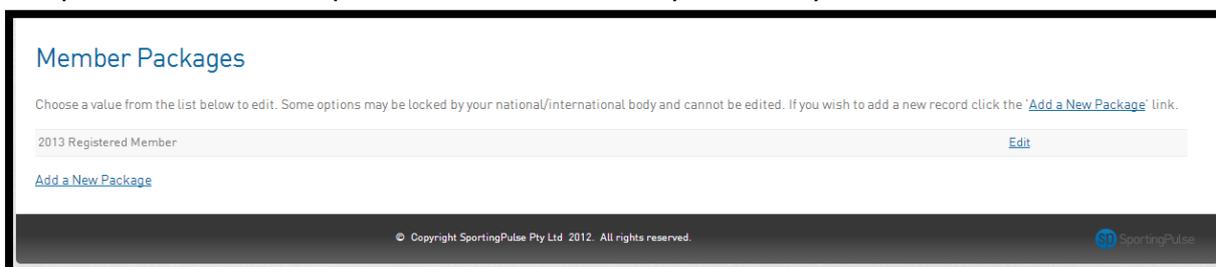
### Common Date



All registrations occurring in 2014 should be attributed to this membership package, note;

- Any registration occurring before 1/1/2014 should be attributed to 2013.
- Any registration occurring after 31/12/2014 should be attributed to 2015.

This process should be repeated at the start of every calendar year.



## Step 3: Product

### SP Knowledge Base: Products (About)

The following region based products have been created for your use, variations have been created based on your associations required registration period.

Product	Date Last Registered	Date Registered Until
15 Day Player Pass	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Primary Registration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Registration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You must now select one of the three options;

1. Increase the region based product fee to account for your association fee. This is the easiest option, but your registration period and membership category must match the region based product exactly (RECOMMENDED).
2. Utilise the region based product, but add additional products to capture your association registration fees to compliment the region based products.
3. Create your own products based on the BVC rules. Signoff must be provided by BVC before using this option.

If your association would like to utilise a payment split method then only option 1 or 2 can be used.

#### 1. Adjust Region Based Product to include Association Fees.

- Edit region based product.
- Adjust single pricing amount.

### Edit Products - 2014 Primary Registration (1 Oct - 30 Sep)

Fields marked with \* are compulsory.

You do not have permission to modify all the information relating to this product.

**IMPORTANT NOTE:** - If you are setting up registration products (such as registration fees) for the upcoming season please be sure to ADD new products RATHER THAN EDITING existing products from a previous season. Editing previous season's products can have serious implications for your transaction reporting, and unexpected consequences for those purchasing products through the form. If you have any doubts about whether you should be adding new products or editing existing ones please email support on [support1@sportingpulse.com](mailto:support1@sportingpulse.com)

**Details**

Name: 2014 Primary Registration (1 Oct - 30 Sep)  
Group: 2014 Registered Individual

**Pricing**

Price:  Single price (price is the same across all registrations, including family registrations).  
Single Pricing: \$

[Click here](#) to return to product list.

## 2. Utilise the region based products, but add additional products to capture your association registration fees to compliment the region based products

### Screen 1: Details

This example demonstrates the ability to set two registration products based on age - Junior and Senior [see Appendix A for Schedule]

Common Date Text: This product will register you from today and will expire on XXXX (replace with registered until date).

Product Reporting Season should reflect the calendar year not the competition season.

The screenshot shows the 'Details' tab of a registration product configuration. The 'Name' field is '2013 Registration Fee - Junior'. The 'Product Reporting Season' is set to '2013'. The 'Archive Product' checkbox is unchecked. The 'Grouping Category' is '2013 Registration Fee'. The 'Allow Multiple time purchasing' checkbox is checked. The 'Allow Multiple Quantity Purchasing' checkbox is unchecked. The 'Notes' field contains the text: 'This product will register you from today and will expire on XXXX' and 'You are eligible for this product if you are born in 1994 or later.' There is also a small note: '[Add any information here that purchasers should see before they complete their transaction]'.

### Screen 2: Pricing

The pricing structure is determined by your Association; however, it does not need to include the BVC association levy if using the region based products. The fee schedule will be provided to you annually by BVC.

The screenshot shows the 'Pricing' tab of a registration product configuration. The 'Tax(GST) Description' is 'GST Included'. The 'Minimum System Login to change price' and 'Minimum System Login to Sell Product' are both set to 'League'. The 'Price' section has two radio buttons: 'Single price (price is the same across all registrations, including family registrations.)' is selected, and 'Multiple prices (changes in the case of multiple, family, registrations.)' is unselected. The 'Single Pricing' field is '\$ 0.00'. The 'Multiple Pricing' section has a table with the following values:

First Adult	\$ 0.00	First Child	\$ 0.00
Second Adult	\$ 0.00	Second Child	\$ 0.00
Third Adult	\$ 0.00	Third Child	\$ 0.00
Subsequent Adult	\$ 0.00	Subsequent Child	\$ 0.00

The 'Payment Split' dropdown is empty.

### Screen 3: Mandatory

No mandatory products are required for registration.

## Screen 4: Actions

Common Date: Set *Product Expiry* and *Member Registered Until* date to reflect common expiry date.

It is imperative that you do not use these settings for any other product created within your database as the number of registrants within your association is based on the Date Last Registered and Date Registered Until – both of which are automatically updated when Set Member Registered Until is recorded. **Do not use Member Registered Until when using the BVC regional based product.**

Details Pricing Mandatory **Actions** Filter Availability Renewal

Actions to perform on successful payment

Set Product Expiry: to  Month  /dd-mm-yyyy/

or

for  (days from product purchase)

Season Based (Registration Season)

Set Player Financial:

Set Coach Financial:

Set Financial:

Set Season Member Package:

Non-Season Based (Over all seasons)

Set Member Active in League:

Set Member Financial Status:

Set Membership Package to:

Set Member Registered Until: to  Month  /dd-mm-yyyy/

or

for  (days from registration date)

## Screen 5: Filter

Filter should be used when a product is only available to participants based on age, gender, or membership type.

It is recommended that you always have maximum and minimum ages regardless to minimise the likely hood of members entering incorrect data, for example YOB being 2014.

These filters will need to be set for is your association levy is based on age.

Details Pricing Mandatory Actions **Filter** Availability Renewal

Automatically Filter Product Selection

Use these fields to automatically show some products. If you tick 'Coach' then this product will only show to people trying to register as a coach. Similarly you could use the date of birth fields to show products only relevant to individuals under or over a certain age.

Member Gender:

Minimum DOB:    Older end of Date Range (eg 01 - Jan - 1970)

Maximum DOB:    Younger end of Date Range (eg 31 - Dec - 2000)

Member type: (Any of)

Player

Coach

Match Official

Official

## Screen 6: Availability

This feature must be set to ensure you don't sell a product outside the prescribed date range. It will also ensure that no manual action is required to change over the desired product on the registration form.

Details Pricing Mandatory Actions Filter Availability Renewal

### Product Availability

If left blank the product will be available all the time.

Product available from: 1 Jan 2014 00:00 24 hour time

Product available to: 31 Dec 2014 00:00 24 hour time

## Screen 7: Renewal

The text here should be configured to reflect the individual requirements of your association; however the following can be used as a default;

*Your registration is due to expire in XX days. The easiest and most efficient way to renew is register and pay online by selecting the link. Your details will appear pre-populated in the online registration form and all you will need to do is update if necessary. It is important that you renew your registration before your expiration date – as failure to do so will see your registration expire and your insurance lapse. Should you have any questions please throughout this process please do not hesitate to contact: <insert contact details>*

### Notes;

You can link the single BVC product to multiple association products, e.g. the product can be linked to Association Winter Season Registration and Association Summer Season Registration.

When a person purchases the BVC product once the system will recognise this and will not prompt them to purchase the product again should they return for the second season, e.g. when Mary Smith registered for the first time she purchased the Association Winter Season Registration and a 2014 BVC Registration. When Mary returned to play for the next competition she logged onto an online registration form and used her user name and password. Mary then purchased the Association Summer Season Registration but was not required to purchase another 2014 BVC Registration.

However if a person doesn't log on and registers as a new person it will force them to repurchase this product again, e.g. when Mary Smith returned to play for Summer she had forgotten her user name and password so registered as a new participant and was require to purchase both an Association Summer Season Registration and a 2014 BVC Registration.

Mandatory products is only active for self-registration through an online registration form, any manual registrations recorded require you to add both products to the individual.

## Step 4: Registration Forms

---

### SP Knowledge Base – Create a new Registration Form (Association)

There are a number of options available to you when setting up a registration form.

However you should use the following templates as a base to comply with BVC requirements;

Template Name	Template ID	Template Type
BVC Association Player Registration Form	43235	Member to Association
BVC Club Player Registration Form	43238	Member to Club
BVC Association Secondary Registration Form	43239	Member to Association
BVC Club Secondary Registration Form	43240	Member to Club

## Step 5: Publication of Registration Form

### **SP Knowledge Base: Publishing your Registration Form to your Standard SP Website**

By publishing your registration form either through the SP Standard Website widget or by publishing a direct link you are providing your registrants with the ability to self-register. Whilst this is the preferred means of registering, the next step will show you how to manually add or edit a member.

An individual can be directed to your registration form at any time by providing them with a hyperlink to the registration forms URL.

Open your registration form by selecting view

2014 BQ Standard Registration Form (#33347)	Member to Association	<a href="#">View</a>	<a href="#">Edit</a>			
2014 BQ Short-term Player Registration Form (#34023)	Member to Association	<a href="#">View</a>	<a href="#">Edit</a>			

Ensure you are on the first page of your registration form, this will be indicated in the URL as the form ID is displayed. Select the entire URL and copy this can then be pasted where you require (email, website, etc)

The screenshot shows a web browser with the URL <https://reg.sportingpulse.com/v6/regoform.cgi?formID=33347> highlighted in the address bar. The page content includes the Basketball logo with the tagline "everyone's game", the text "The Basketball Net Official Membership and Payments System of Basketball", and the heading "Default Basketball Association Template". Below the heading, there is a form titled "How many people are you registering?" with two dropdown menus: "Adults" set to 1 and "Children" set to 0. A green "Continue" button is located at the bottom of the form.

## Registration Category – clarification

---

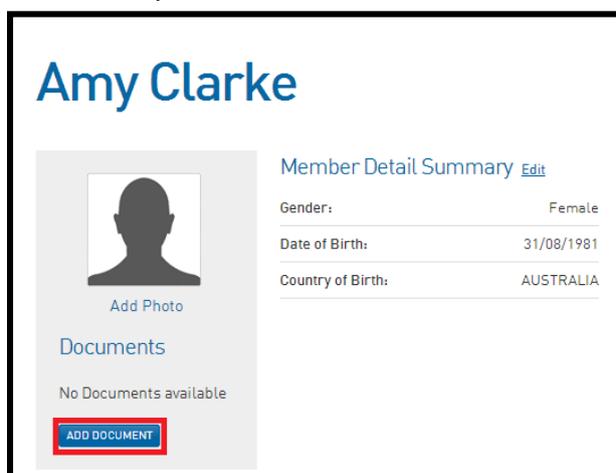
### Secondary Registration

To sell a secondary registration the person must purchase the relevant Secondary Registration product.

### Selling a secondary registration

When selling a Secondary Registration it is the responsibility of the association to ensure they validate the individual's primary registration through a proof of receipt. As a result secondary registrations should not be sold online through a public registration form. However we recommend you create a second registration form and email it to those persons who provide proof of registration.

A copy of the individuals primary registration receipt must be uploaded against the individual's profile.



### Short Term Player

BVC for the first time will be providing you with the opportunity to register a short-term player. A short-term player is often also referred to as a fill-in. To be a short-term player the person must be a new participant. The short-term registration period will be for 15 days, after which they would need to purchase an annual registration.

The Short-Term Player Product is linked to an annual registration product under renewals.

## Add / Edit Member

### [SP Knowledge Base: Add / Edit Member](#)

To ensure this person becomes a registered member you must assign them the correct membership product and assign a manual payment (if applicable).

### [SP Knowledge Base: Add a transaction](#)

### [SP Knowledge Base: Manually add a Payment](#)

## Registration Status.

Once you have captured an individual's registration details there are several ways you are able to then report on this information, communicate to those whose registration is due, as well as enforce compliance for unregistered players.

### Checking an Individuals Record

See Add / Edit Member

The registered until field will indicate to you if an individual is registered or not, this can then be verified by reviewing their transaction log.

Invoice Nu...	Item Name	Quantity	Assoc Name	Amount	Start	End	Status	Pay	Notes	View Receipt
4024132	2014 Registration ...	1	Default Basketba...	5.00	27/09/2013	27/09/2014	Paid			<a href="#">View Payment Rec...</a>

## Reports

### SP Knowledge Base: Reports

#### Report 1 Registered Individuals by Product with financial information

**Selected Fields**

- First Name  
Filter: [ ] Remove [X]
- Family Name  
Filter: [ ] Remove [X]
- Product  
Filter: Equals [ 2013 Registration Fee-2013 Registration Fee - Junior X | 2013 Registration Fee-2013 Registration Fee - Senior X ] Remove [X]
- Payment Date  
Filter: [ ] Remove [X]
- Payment Type  
Filter: [ ] Remove [X]
- Line Item Total  
Filter: [ ] Remove [X]

**Run Report**

**Options**

Show:  Unique Records Only  Summary Data  All Records

Sort by: FIBA ID Number [ ] Ascending [ ]

Secondary sort by: None [ ] Ascending [ ]

Group By: No Grouping [ ]

**Report Output**

Choose how you want to receive the data from this report.

Display  
Open the report for viewing on the screen.

Email

#### Report 2 Unregistered Individuals by Last Recorded League Game.

Note: Registered Until Date must be less than Last Recorded League Game

**Selected Fields**

- First Name  
Filter: [ ] Remove [X]
- Family Name  
Filter: [ ] Remove [X]
- Registered Until  
Filter: Less Than [ 28/03/2013 (dd/mm/yyyy) ] Remove [X]
- Last Recorded League Game  
Filter: Equals [ 28/03/2013 (dd/mm/yyyy) ] Remove [X]

**Run Report**

## Report 3 Fund Received Report

### Finance > Funds Received Report

▼ Details

- Transaction ID
- Payment For
- Payment For ID
- Payment Log ID
- Payment Date
- Distribution ID
- SP Invoice Run
- League
- Club Payment for
- Transaction Club
- Line Item Total

Selected Fields

**Date Funds Sent by SP** Remove [X]  
 Filter: Equals [v] 08/09/2013 [dd/mm/yyyy]

**Product** Remove [X]  
 Filter: [v]

**Payment From** Remove [X]  
 Filter: [v]

**Money Received (after fees)** Remove [X]  
 Filter: [v]

Run Report

Options

Show  Unique Records Only  Summary Data  All Records

Sort by [Product v] [Ascending v]

To communicate collectively to the group of individuals listed in the report you can then save the report and communicate via remembered report.

### Scoresheets and Stadium Scoring

For both when an individual's registered until date is less than the date game played a "U" will appear next to their name indicating that they are 'unregistered'.

## Appendix A: Frequently Asked Question

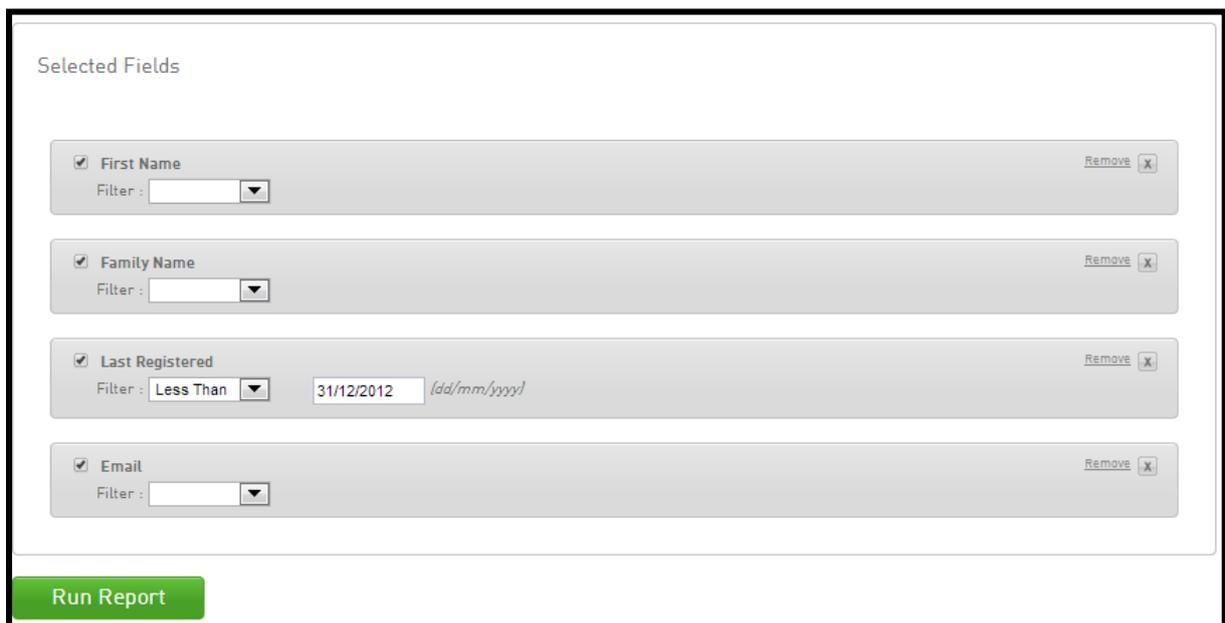
---

*Why do we assign a product to an individual and not just update their registered until field?*  
Products provide us with a historical log with information on when the person last registered financial information (if required) and a complete history of previous registrations. However, the registered until field is written over with every renewal, and therefore not providing administrators with a clear history.

*We only have last registered date recorded against our members, how do we communicate to them to renew their membership.*

Whilst the 'renewal' in product setup will be the best process to use in future until your member has an initial product recorded against their registration details you won't be able to use this feature.

In the meantime we suggest you generate a report, capturing those individuals with a date last registered more than 12 months ago. Note – your parameters for Date Last Registered may vary depending on your association's requirements, and the date that you run the report.



The screenshot shows a web interface for configuring a report. It is titled "Selected Fields" and contains four rows of field selection options. Each row has a checked checkbox, a label, a filter dropdown, and a "Remove" button with an 'X' icon. The fields are: "First Name", "Family Name", "Last Registered", and "Email". The "Last Registered" field has a filter set to "Less Than" and a date input field containing "31/12/2012" with a format hint "(dd/mm/yyyy)". At the bottom of the configuration area is a green "Run Report" button.

Once you are confident that you have created the correct report – save it.



The screenshot shows a small dialog box titled "Saved Reports". It contains a single blue button labeled "SAVE".

You can then send a message directly to these individuals through communicator.

Ensure you put a link to the registration form URL in the body of the email (see Publication of a Registration Form).

LEVEL SELECTION Default Basketball Association ... LEAGUE

Dashboard Members Competitions Clubs Teams **Communications** Registrations

### Communicator - Options

Select from the options below:-

- Send a Message** Create and send a message to your members via email or sms
- Team Renewals Send preset team entry invitations to existing team
- ~~Member Renewals~~ Send preset member entry invitations to existing members
- Manage Custom Groups Set up and manage communication groups

### Communicator - Specify Recipients

Select who you want to send the message to:

Recipient Options

- Membership Group** These groups are created based on Member types and organisational contacts
- Custom Group These groups are created manually.
- Saved Report** These groups are created based on the results of Saved Reports.

