



SA Vouchers – Registration Form Process

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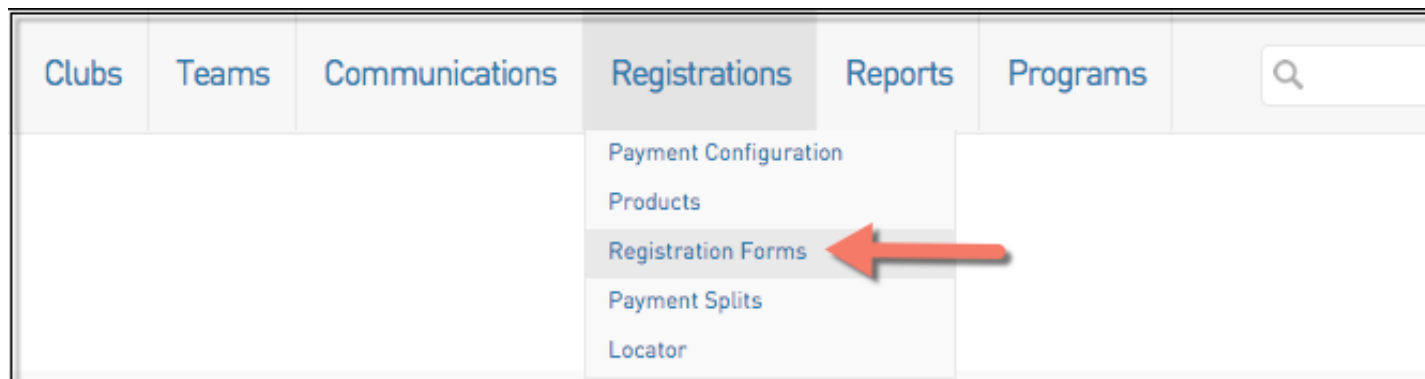
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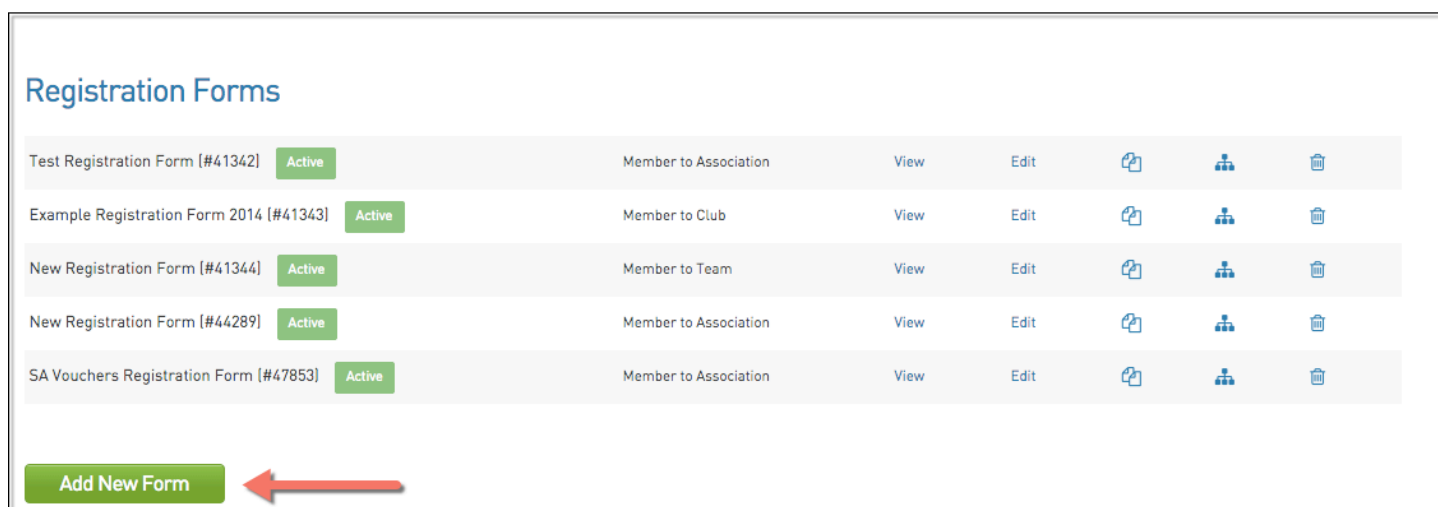
How to set up a Registration Form

Please note: your registration form setup experience may vary depending on the configuration options available to you.

Hover over *Registrations* and click *Registration Forms*.



Click 'Add New Form'.





Follow the prompts to enter in all necessary information throughout the registration form. The 'Settings' tab gives you the ability to tailor your form to what suits you.

Settings

Fields

Layout

Products

Messages

Notifications

Continue

Form Name:

New Registration Form

Type of Form:

☒ Member registering to an Association

☐ Member registering to a Club

☐ Member registering to a Team

☐ Member registering to an Event

☐ Team registering to an Association

Form Enabled

☒

Payment is Compulsory

☐ [This option should be set only if payments are enabled and you have merchant account set up.]

Payments are enabled.

A Merchant account has been set up.

Bank Account has not been verified. Contact support if you feel this is incorrect.

When this option is set and there is at least one mandatory product, then registrants must also pay online in order to complete the registration. See [how to make a product mandatory](#).

Allow Member to Register as:

☒ Player

☐ Coach

☐ Official

☐ Official

☐ Misc

☐ Volunteer

Allow multiple registration (family registration process):

IMPORTANT NOTE: This will allow you to register and pay for multiple people at once. You need to check the boxes below to allow multiple adults or children (or both) to be entered using this process.

Using this process, some details from the initial person's registration will be copied to the subsequent forms, and a single payment will be made covering all the registrations.

☐ Allow multiple adults to register?

☐ Allow multiple children to register?

Registration Options:

Allow all registrations

Continue



Each field that will appear on the Registration Form will be added under the '*Fields*' tab. Scroll through to find all necessary fields. Majority will currently be set to Hidden (meaning they are not shown on the form), to add them to the form highlight the circle next to the field under either 'Editable' or 'Compulsory'. Editable means users won't have to fill out that field. 'Compulsory' means they will have to fill out that field and won't be able to continue through the form until the field has been completed.

SA Sports Voucher field requirements

Fields that need to be on the form to comply with the SA Sports Vouchers program –

- Legal first name:
- Family name:
- Date of Birth:
- Gender:
- Address Line 1:
- Suburb:
- State:
- Postal Code:
- Ethnicity:
- Phone (Home):
- Phone (Mobile):
- Email:
- Parent/Guardian 1 Firstname:
- Parent/Guardian 1 Surname:
- Parent/Guardian 1 Phone:
- Will you be providing your Medicare Number or your Australian Visa?
- Please provide your Medicare number (or Australian Visa if no Medicare number is held) below.
- Have you been a member of a sports club prior to the sports vouchers initiative?
- Do you consent to sharing information with the Office for Recreation and Sport?
- Have you claimed a Sports Voucher \$50 subsidy with another provider for the same child?
- Have you already registered your child under the sports vouchers initiative this financial year at another club?
- Do you identify as being an aboriginal or Torres Strait Islander?
- Do you come from a Culturally and Linguistically diverse background (CALD)?



SA Vouchers Registration Form (#47853)

[Settings](#)[Fields](#)[Layout](#)[Products](#)[Messages](#)[Notifications](#)

Choose the the visibility and editing options for each of the available Member fields.

[Save](#)

Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
National Number	<input checked="" type="radio"/>	<input type="radio"/>			
Member Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Active in Association	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Salutation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal first name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Middle name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Maiden name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Country of Birth (Mother)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Country of Birth (Father)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Save](#)

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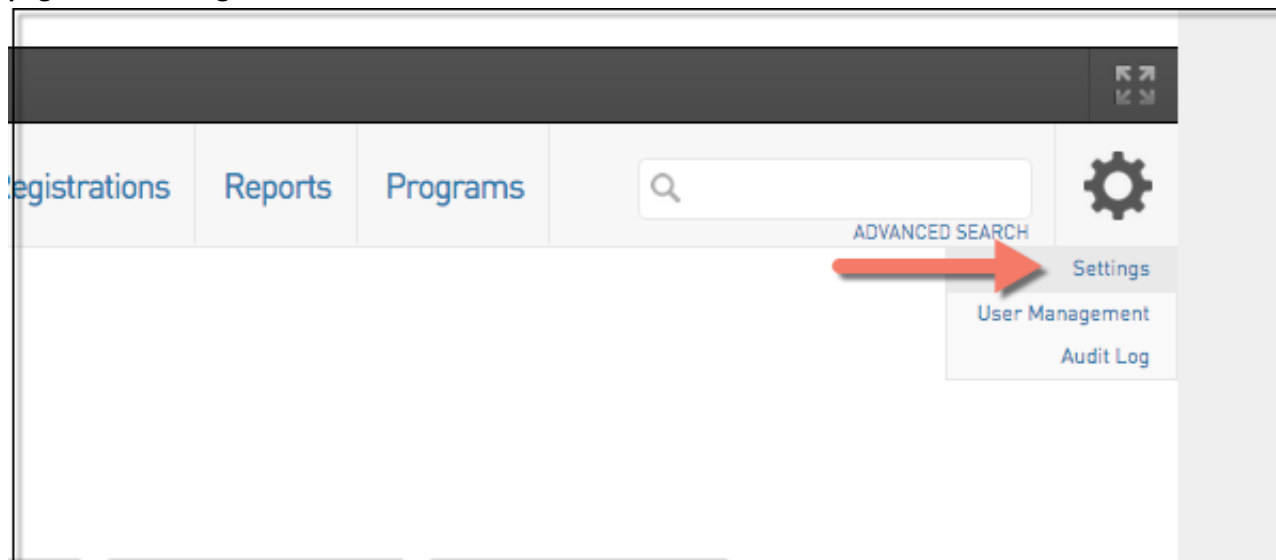
Tel AU 1300 139 970
Tel NZ 0800 808 202

Fax +61 (0) 3 8676 6971
ABN 12 092 147 423

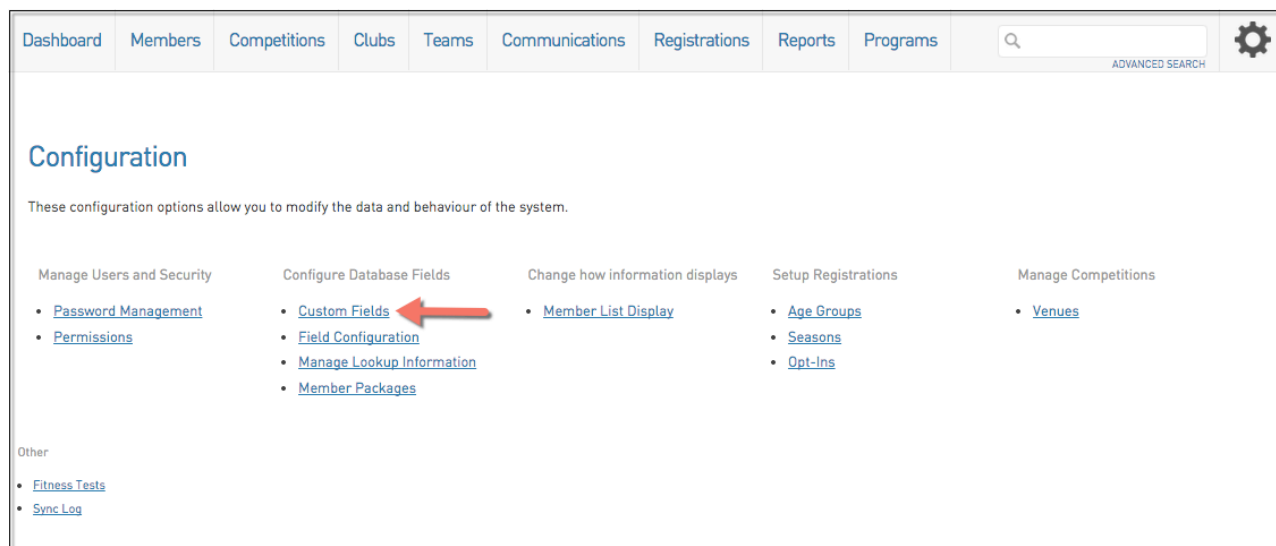


Setting up custom fields

To add a new field that is not available on the generic form, click the cog on the right hand side of the page. Click Settings.



From the Configuration page, click 'Custom Fields'.





When choosing a custom field, the following explanations of each type may assist you.

- Custom text fields - for the entry of text information
- Custom number fields - for the entry of number information
- Custom date fields - for the entry of date information
- Custom lookup fields - for the creation of drop-down lists from which an option can be selected
- Custom check boxes - for the creation of a single check box which can be selected (ticked) or left blank
- Custom member notes - for the entry of text information over several lines (only available for member records)

Ensure that you click **Update Custom Fields** to save your new fields.

Manage Custom Fields

Member Custom Fields

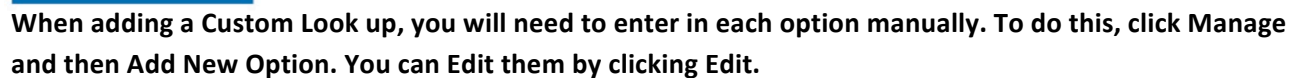
Club Custom Fields

Team Custom Fields

Change the names of the custom fields below.

Update Custom Fields

Custom Text Field 1:	Custom Text Field 1
Custom Text Field 2:	Custom Text Field 2
Custom Text Field 3:	Custom Text Field 3
Custom Text Field 4:	Custom Text Field 4
Custom Text Field 5:	Custom Text Field 5
Custom Text Field 6:	Custom Text Field 6
Custom Text Field 7:	Custom Text Field 7
Custom Text Field 8:	Custom Text Field 8
Custom Text Field 9:	Custom Text Field 9
Custom Text Field 10:	Custom Text Field 10
Custom Text Field 11:	Custom Text Field 11
Custom Text Field 12:	Custom Text Field 12
Custom Text Field 13:	Custom Text Field 13
Custom Text Field 14:	Custom Text Field 14
Custom Text Field 15:	Custom Text Field 15
Custom Text Field 16:	Custom Text Field 16
Custom Text Field 17:	Custom Text Field 17



Form Layout and in- line instructions

The Layout page will automatically save when you click, drop and drag each field around.

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≡ T-Block => Medicare Number or your Austra...	EDIT RULES REMOVE
≡ Medicare or Australian VISA?	RULES
≡ T-Block => MCN	EDIT RULES REMOVE
≡ Medicare/Australian Visa #	RULES
≡ T-Block => Member of a sportsclub?	EDIT RULES REMOVE
≡ Have you played elsewhere?	RULES
≡ T-Block => Consent to sharing information...	EDIT RULES REMOVE
≡ Consent to sharing information	RULES
≡ T-Block => Have you claimed before?	EDIT RULES REMOVE
≡ Have you claimed before?	RULES
≡ T-Block => Registered previously?	EDIT RULES REMOVE
≡ Registered already this year?	RULES
≡ RFTEXT regoform Do you identify as being an aboriginal or Torres Strait Islander?	EDIT RULES REMOVE
≡ Do you identify yourself as -	RULES
≡ RFTEXT regoform Do you come from a Culturally and Linguistically diverse background (CALD)?	EDIT RULES REMOVE
≡ CALD background?	RULES
≡ Country	RULES
ADD HEADER BLOCK ADD TEXT BLOCK	

You can also add a Header (heading) and/or a Text (instructional text field) Block.

To add a Header Block:

Select the Add Header Block button

Enter in the Block Label - this is for you to identify the Header Block when arranging the layout

Enter in the Block Content - this is what will display on your Registration Form

Save Header Block

To add a Text Block:

Select the Add Text Block button in the Registration Forms > Layout Screen

Enter in the Block Label - this is for you to identify the Text Block when arranging the layout

Enter in the Block Content - this is what will display on your Registration Form

Save Text Block

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[Registration Forms](#) » [Edit](#) » [Layout](#)

SA Vouchers Registration Form (#47853)

Settings

Fields

Layout

Products

Messages

Notifications

Block Label:

Have you been a member of a sports club prior to the sports vouchers initiative?

Block Content:

Save Text Block

Below is an example of how your form will look.

✓ Choose Type

✓ Basic Info

3. Extra Info

4. Summary

Legal first name:

test

Family name:

test

Date of Birth:

12/03/2011

Gender:

Female

Ethnicity:

Select Ethnicity

Address Line 1:

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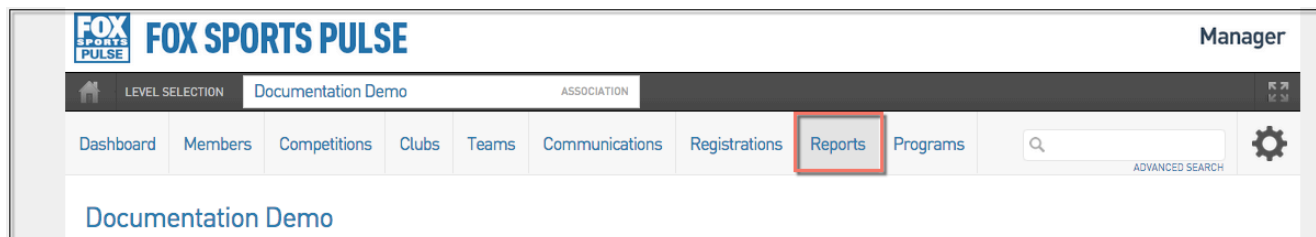
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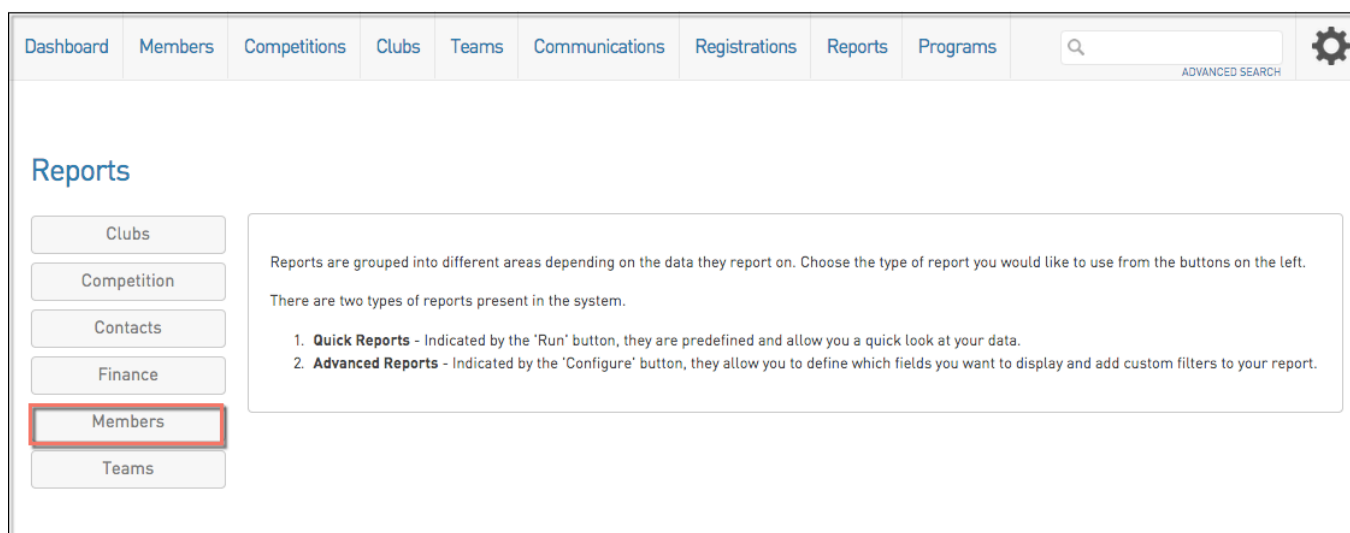
Reporting on voucher registrants

Running a report

To run a report on those members who have used the registration form click '**Reports**' along the top menu.



Once on the **Reports** page, click '**Members**' in the left hand side menu.





Click 'Configure' under Advanced Member.

Reports

Clubs
Competition
Contacts
Finance
Members
Teams

Members

Advanced Member
Set your own parameters etc for reporting on Members.
Configure

Advanced Report
Set your own parameters etc for reporting on
Configure

Retention Report
Set your own parameters etc for reporting on Member Retention
Configure

Duplicates Summary
Set your own parameters etc for reporting on how many duplicates there are in each organisation.
Configure

Member Summary
Member Summary Report
Configure

Member Demographic
Member Demographic Report
Configure

National Accreditation Report
National Accreditation Report
Configure

Down the left hand side are the categories of database fields available to include in your report. Click on one of these categories to expand the list to show all fields available within that category. Use the scroll bar to navigate up and down the list of fields.

To select a field to include in your report, click on the field, and while holding down the mouse button, drag and drop the field into the 'Selected Fields' area.

When you have finished setting all of the parameters for the report, click on Run Report. Your report will be generated according to the output method selected.



Different types of fields are available from different field groupings. Click the heading to open the group.

Click the 'Run Report' button to execute the report.

Personal Details

Parent/Guardian

Country of birth (father)

Parent/Guardian 1 Salutation

Parent/Guardian 1 Firstname

Parent/Guardian 1 Surname

Parent/Guardian 1 Gender

Parent/Guardian 1 Phone

Parent/Guardian 1 Phone 2

Parent/Guardian 1 Mobile

Parent/Guardian 1 Email

Parent/Guardian 1 Email 2

Parent/Guardian 1 Assistance

Contact Details

Interests

Identifications

Financial

Medical

Other Fields

Member Type - Player

Selected Fields

☒ First Name
 Filter :
Remove X

☒ Family Name
 Filter :
Remove X

☒ Year of Birth
 Filter :
Remove X

☒ Gender
 Filter :
Remove X

Run Report

Options

Show

☒ Unique Records Only
 ☐ Summary Data
 ☐ All Records

Sort by

Secondary sort by

Group By

Returned 8 records

First Name	Family Name	Date of Birth	Gender	Ethnicity	Address 1	Suburb	Postal Code	Parent/Guardian 1 Firstname	Parent/Guardian 1 Surname	Parent/Guardian 1 Mobile	Have you played elsewhere?	Consent to sharing information	Have you claimed before?	Registered already this year?	Do you identify yourself as -	CALD background?	Medicare or Australian VISA?	Medicare/Australian Visa #
Fake	Fakerson	02/02/2008	Female		123 Fake St													
Not	Real	02/05/1986	Female		12345 Not Real St													
Test	Tester	02/05/2001	Male		123 Fake St													
Test	Testertest	02/04/2001	Male		test													
Faker	Fakerson	20/12/1996	Female		12345 Not Real St													
test	test	12/04/2004	Female		test													
test	Tester	01/01/2005	Female		N/A													
Joe	Blogs	02/02/1973	Male		test													

8 rows (Examined 10 rows)

Report Run Tue Feb 24 09:06:46 2015

Exporting reports to an email

For ease of use of the SA Sports Vouchers program, you can use CSV export through our email option. To do this, scroll to the 'Report Output' heading, click the circle next to the Email option and ensure CSV is highlighted in the drop down box. Add your email address in the box that is provided and click Run Report. The report will open in another window (as shown above) and will also be sent to you.

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Report Output

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

☐ Display
Open the report for viewing on the screen.

☒ Email
Email the report in a format suitable to be imported into another product.

CSV

Run Report

Saved Reports

SAVE

The email heading will be 'Data Export' and will look similar to the below email.

