AFL 9s Centre Co-ordinator

Footyweb User Guide

Contents

COMPETITIONS

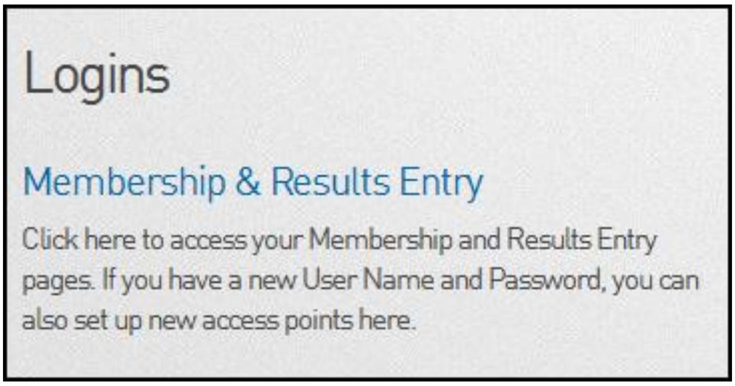
1. Logging in and accessing your database

To access the database for your AFL 9s Centre, click on the link below and it's worth bookmarking it as well:

https://reg.sportingpulse.com

To log in to the database, you will first need to register yourself for SP Passport (shown below). Once you've have Registered successfully for Passport you will need your AFL 9s State Contact to link your Passport account email to your AFL 9s database.

Once your Passport has been linked with your AFL 9s database, log in to your Passport at https://reg.sportingpulse.com. Click on the Membership & Results Entry link, shown below.



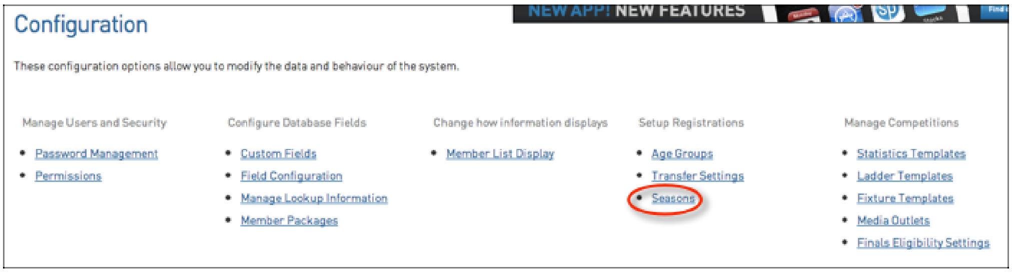
From there your AFL 9s database should be listed on that page and you will be able to click through to log directly into your database.

For more information on the Passport functionality, click here.

2. Update your "Current" and "New Registrations" seasons configuration

To setup your 'current' and 'New Registration' you need to first **Click** the settings cog and choose **Settings.**

From here you will then need to click on **Seasons.**

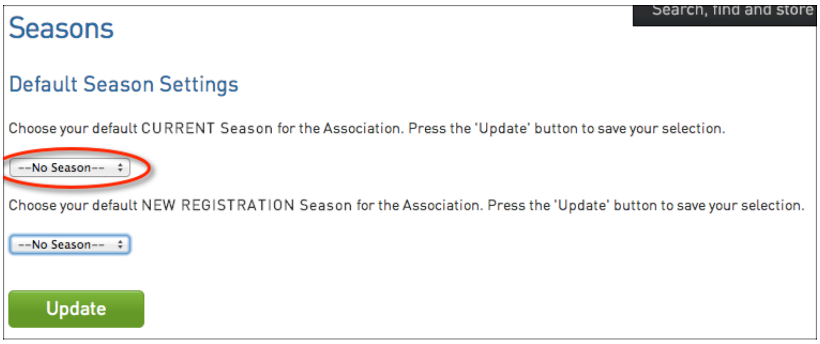


You then have the option to set a 'Current Season' and 'New Registration Season'. To do so requires at least one season to have already been set up in the database.

Current Season: When viewing members, competitions, teams, etc. throughout the database all filters will be initially set to this default 'Current Season'. You can easily view data for other seasons by changing the filter.

New Registration Season: All new members added/registered to the system are automatically given a 'season record' for the New Registration Season. It is strongly recommended that you set a New Registration Season to assist in your member registration process.

Select a season from the drop down lists for the current season and/or the new registration season.



Click on **Update**.

3. Update your Centres Contacts, Location & Details area

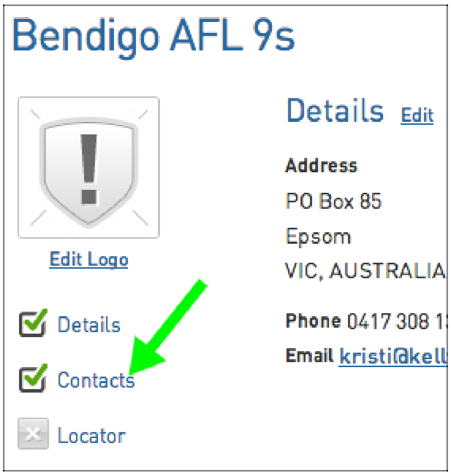
Contacts

The 'contacts' area of Membership is where you can add details for administrators within an association. Adding details of your key administrators will allow you to keep an up-to-date database of contacts, and also assist in important processes such as player registrations, player clearances, and in providing contact details to display in the SportingPulse 'locator'.

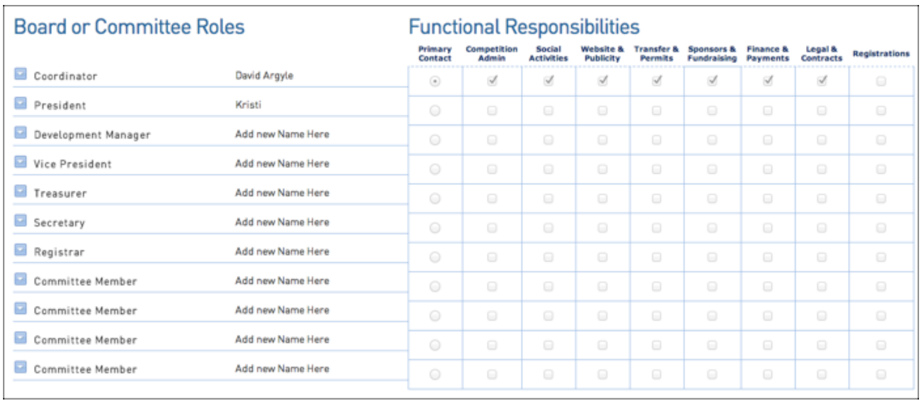
Log into Membership at the association or club level.

The 'dashboard' will appear. Click on **Contacts**.

Note: A green tick indicates that the Contacts section contains valid information. A grey cross indicates that there is not enough information to appear on a website's Locator module.

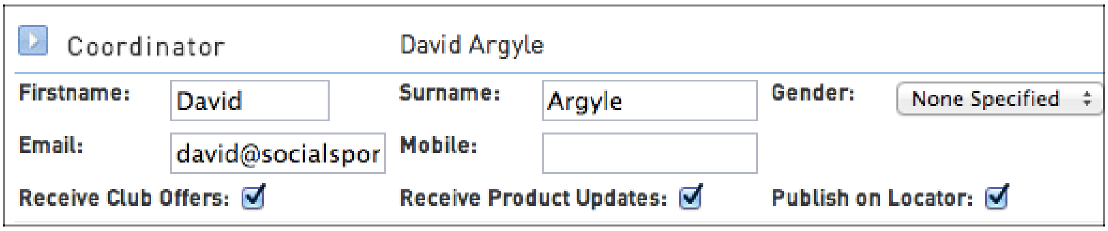


The 'Contacts' page will appear. On the left is a list of 'Board or Committee Roles' that you are able to populate. On the right is a table of 'Functional Responsibilities' where each board/ committee member's responsibilities can be selected.



To add details of a Board or Committee member, click on the 'down arrow' next to a Board/ Committee Role.

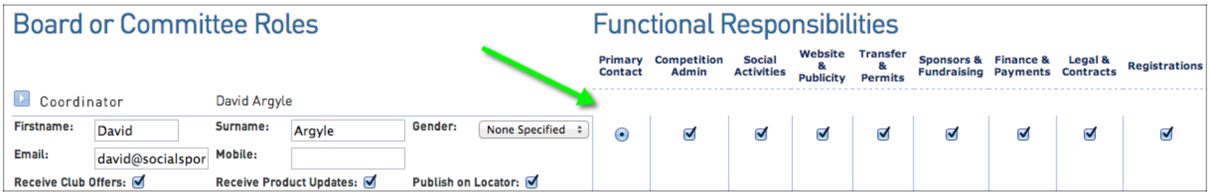
The contact details fields for that role will appear.



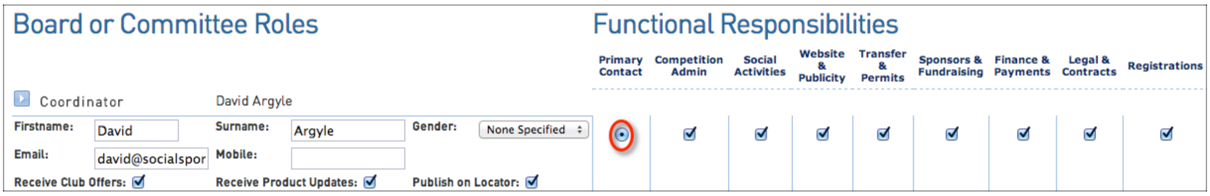
Enter the member's contact details in the fields provided.

Three check boxes are provided: 'Receive Club Offers', 'Receive Product Updates' and 'Publish on Locator'. Club offers and product updates emails are sent monthly from SportingPulse (further details are provided below under 'Receive Club Offers/ Product Updates'). Tick these options if you want the member to receive these emails (recommended). 'Publish on Locator' determines whether the contact person's name and contact details are shown on the club/ association 'locator' (click here for more information on the Locator).

Under 'Functional Responsibilities' tick the boxes corresponding to the responsibilities the member has. A member can have multiple responsibilities, and more than one member can share the same responsibilities. Assigning the correct functional responsibilities is important because certain communications are sent from the SportingPulse system based on their roles. This currently applies to Clearances & Permits, Finance & Payments and Registrations. For example, if a member is assigned to 'Clearances and Permits' they will be copied in on all emails automatically sent by the system relating to clearances/ permits activity.

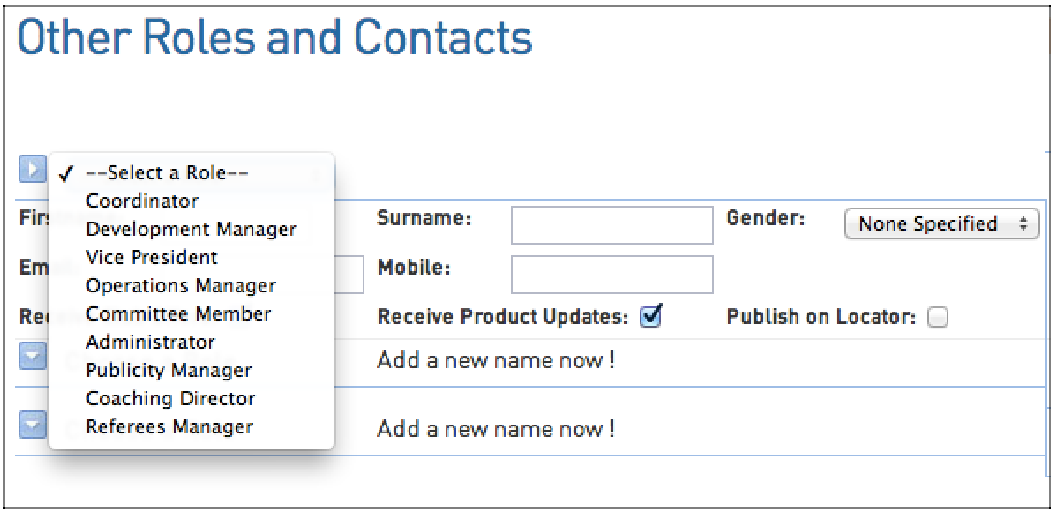


One member can be assigned the primary contact by clicking on the 'Primary Contact' radio button. An association/ club's primary contact will appear in the top position on the Locator search results. Additionally, if SportingPulse needs to contact someone from the club or association, this will generally be the person we contact.



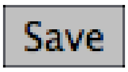
Repeat steps 4 - 7 to add other board/ committee members.

Below the 'Board or Committee Roles' is a section for adding 'Other Roles and Contacts'. Add contacts to this section if it is not suitable to add them to the board/ committee roles provided. The only difference to adding a contact here is that a drop-down list is provided for selecting the role held by the member (if you want another role added to this list, contact your governing body).



Note: If 'Committee Member' is selected for a member within the 'Other Roles and Contacts', they will be added to the above list of 'Board or Committee Roles' once saved.

When you have finished adding contacts, click on **Save**.



Location

The Locator module allows clubs and associations to store venue location information which in turn can power a club / association 'locator' on a website, enabling website visitors to search for their nearest club/ association and obtain their contact details. Click here for an example of a live club locator - go to the 'Where Can I Play' search function on the right.

To update the Locator module:

Log into Membership at the association level

Click on **Locator** from the dashboard.

Note: A green tick indicates that the Locator section contains valid information. A grey cross indicates that there is not enough information to appear on a website's Locator module.

The Locator page is broken into four sections:

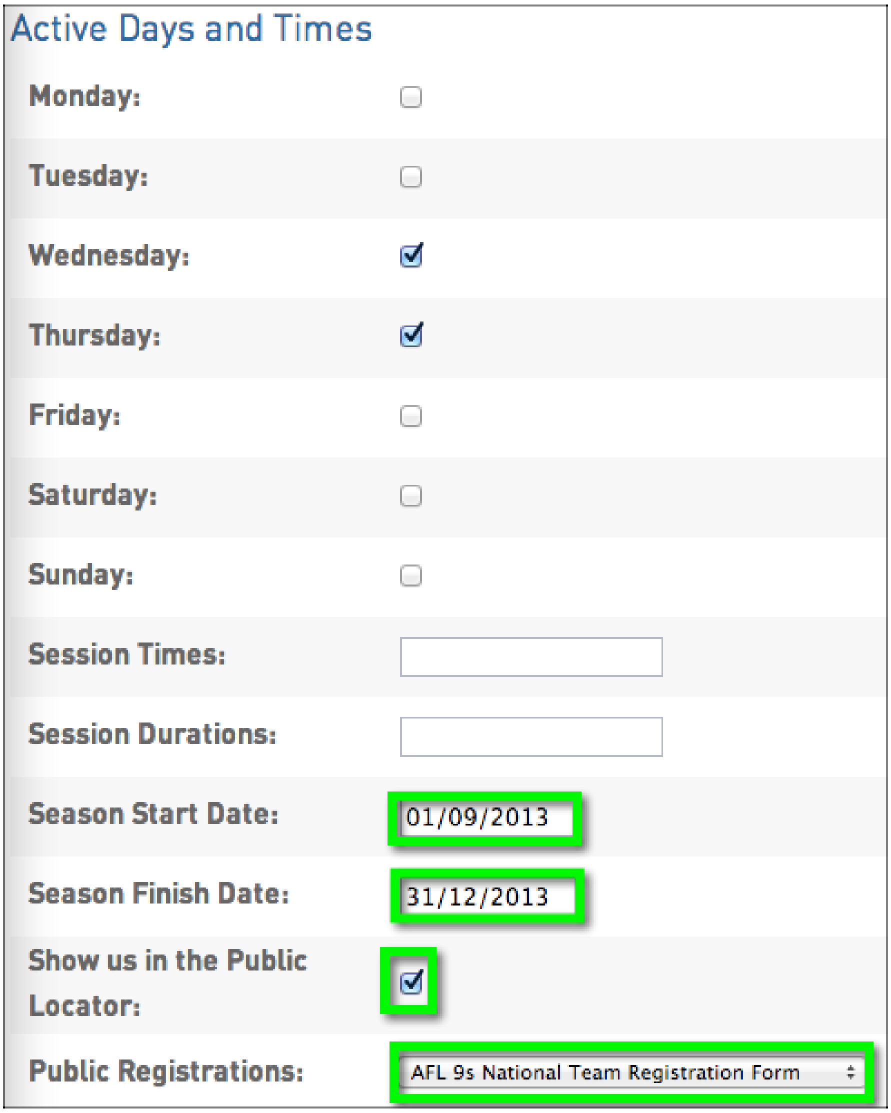
- Playing Venue and General Details
- Active Days and Times
- Competition Details
- Location Details

Under 'Playing Venue and General Details', enter the:

- Venue Name
- Venue Address
- Venue Email
- Venue Website
- Venue Phone

Under 'Active Days and Times':

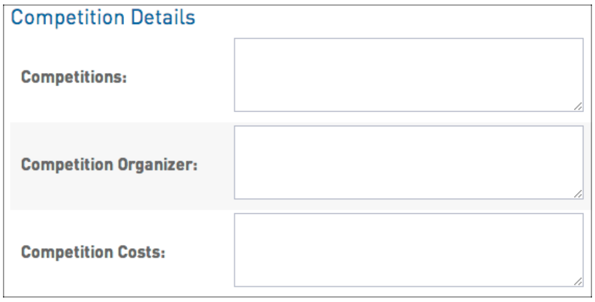
- Select the days of the week that the club has access to/ uses the venue
- Enter details of the session times and durations
- Enter the season start and end date
- Select the 'Show us in the Public Locator' check box if you want your club's details to show in your association's Club Locator / or governing body's Association Locator
- Select ‘AFL 9s National Team Registration Form’ from the drop down list next to ‘Public Registrations
- Enter the postal codes relevant to your club , separated by a comma (e.g. 3000, 3001, 3002). This will ensure your club shows in the search results when someone searches for a particular postcode.
- Enter any other general information (eg. 'New players welcome')


Active Days and Times

Monday:	☐
Tuesday:	☐
Wednesday:	☑
Thursday:	☑
Friday:	☐
Saturday:	☐
Sunday:	☐
Session Times:	
Session Durations:	
Season Start Date:	01/09/2013
Season Finish Date:	31/12/2013
Show us in the Public Locator:	☑
Public Registrations:	AFL 9s National Team Registration Form

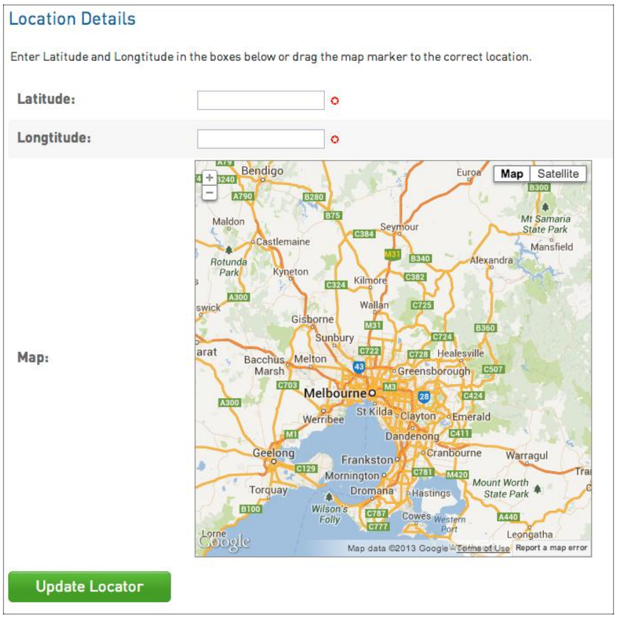
Under Competition Details':

Each section within 'Competition Details' needs to be filled out and updated as required,



Under 'Location Details':

The map will automatically adjust depending on the venue address you have entered. If you need to adjust the location, click on the red marker and drag and drop it into the correct location on the map. If the details are correct click on **Update Locator**.



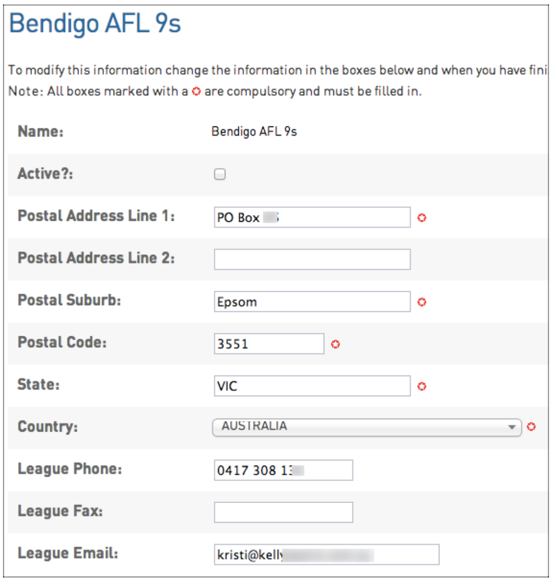
Details

The 'Details' section allows you to store and manage basic contact details and information about a club or association, including postal address, phone number and email. One of the first things you should do when setting up your team, club or association in SP Membership is to add this information. Keeping club details up to date is particularly useful as it ensures that the levels above (Associations/ state bodies/ national bodies) can effectively communicate with their clubs.

Log into Membership at the association level of the database.

The 'dashboard' for the association/ club will appear. Click on the **Details** link or **Edit** next to the 'Details' heading.

The Details screen for the association/ club will open. Enter the information (fields with a red asterisk are compulsory fields).

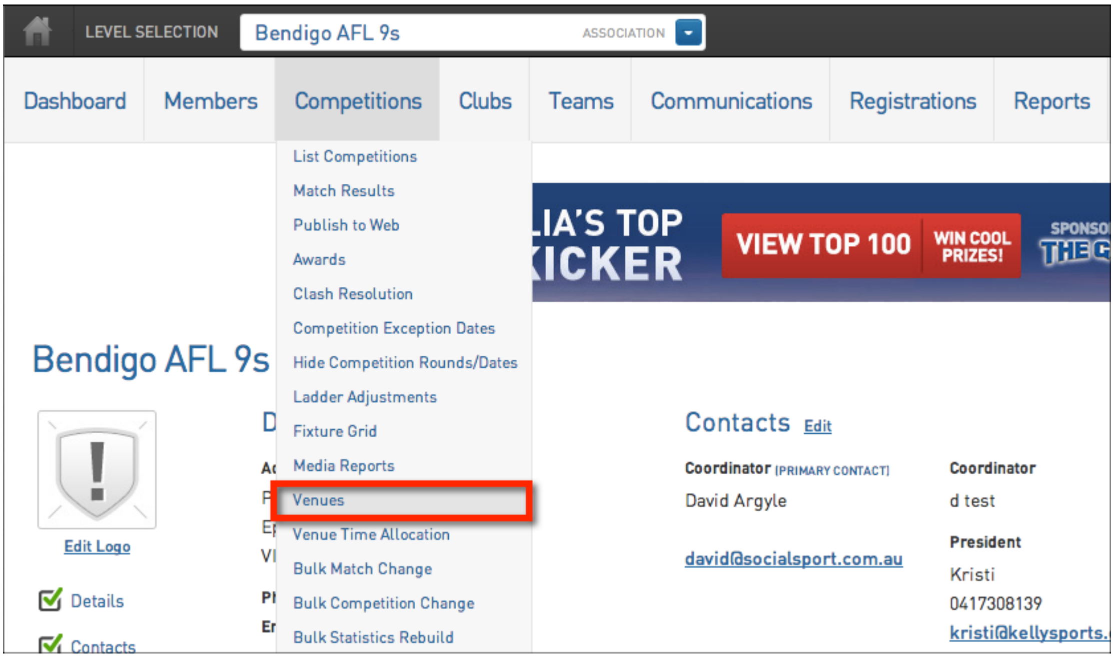


Click **Update Information** to save the changes.

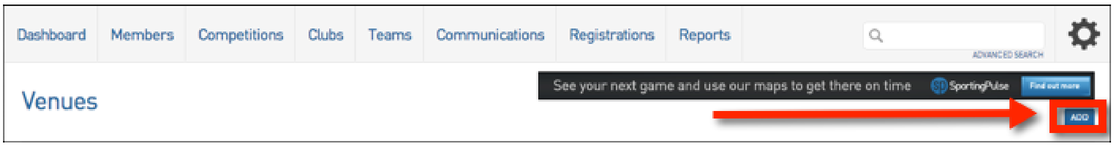
4. Venues

Venues are the locations of the playing field that games are played on. It is recommended that you enter all of your venues in before you start to create or fixture any competitions so as to ensure that there are enough locations for all of your games.

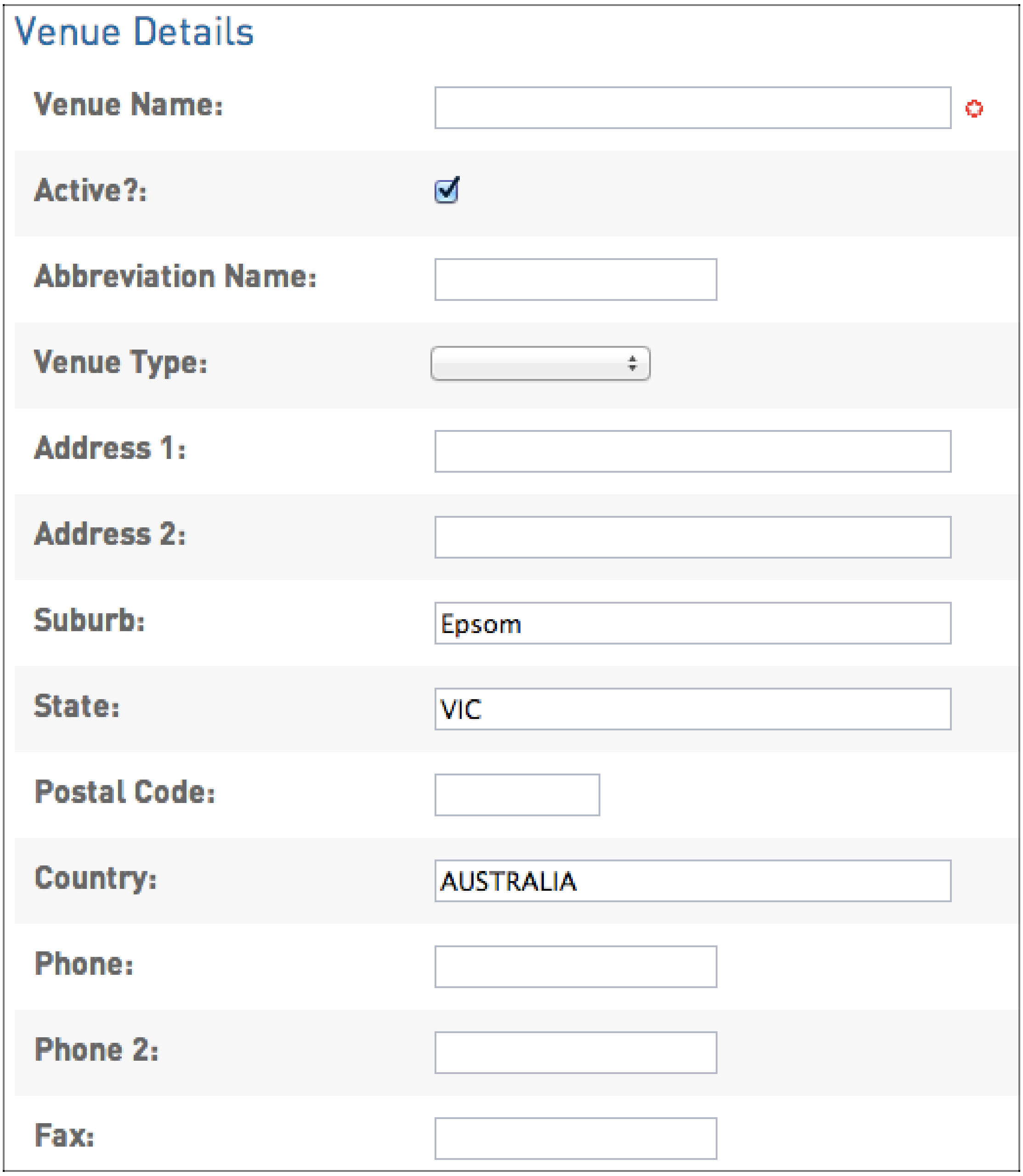
To add a new Venue, click on the **Venues** under the **Competitions tab**



Then you will need to click on the **Add** button in the top right hand corner



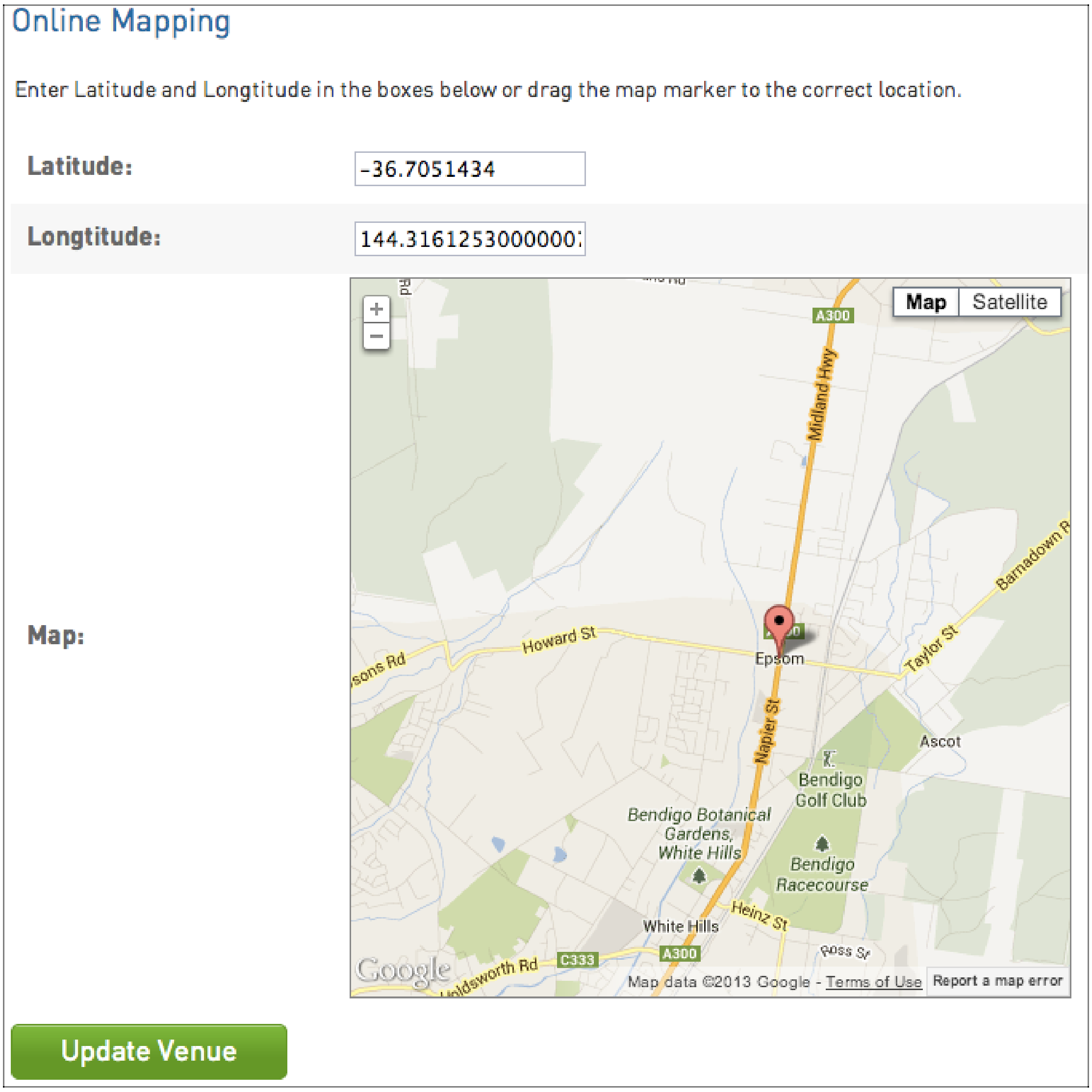
From there you will need to enter the details in as required.



Venue Details

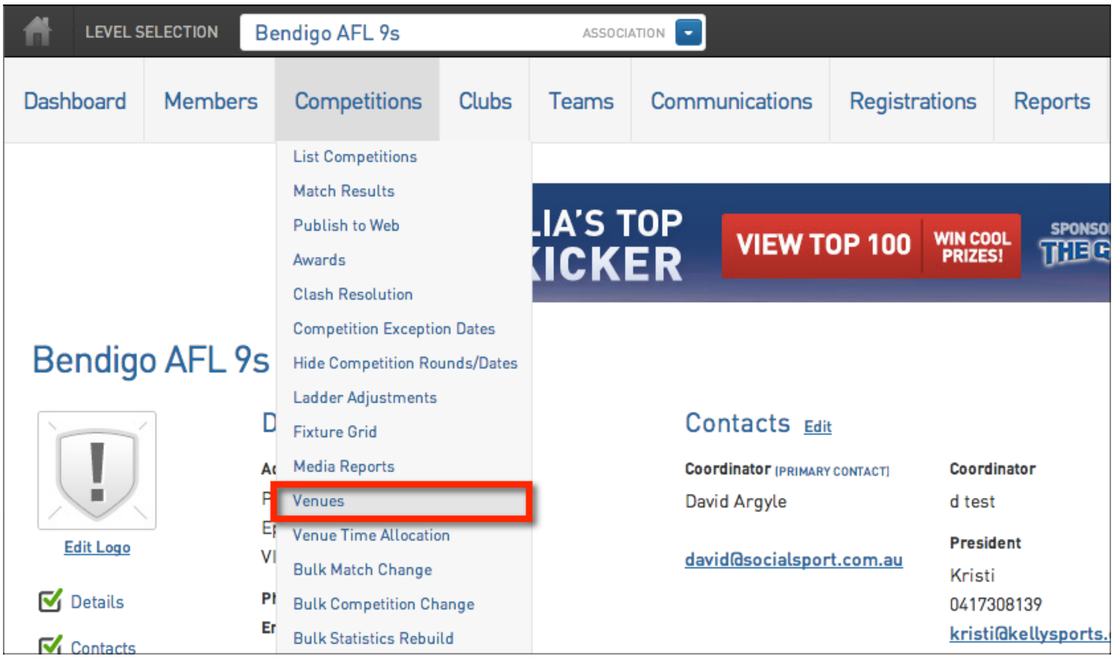
Venue Name:	
Active?:	☑
Abbreviation Name:	
Venue Type:	
Address 1:	
Address 2:	
Suburb:	Epsom
State:	VIC
Postal Code:	
Country:	AUSTRALIA
Phone:	
Phone 2:	
Fax:	

If you include a Street Address, Suburb and Postcode then a Google Map of this venue will appear on this Venue's page on your website enabling players and supporters to find the venue a lot easier.



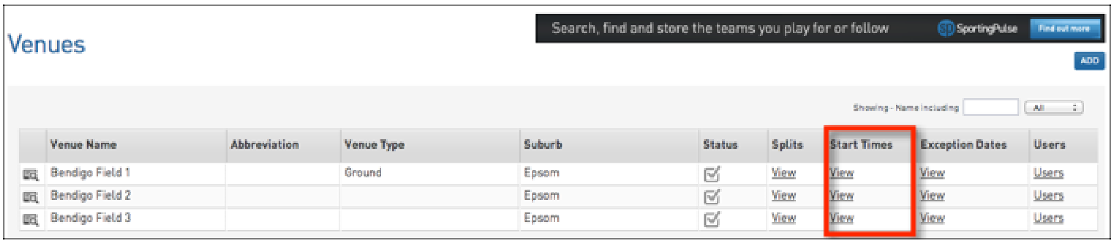
Creating Venue Start Times

To create Venue Start times **venues** underneath the **Competitions** tab



This will take you to the to the *Venues* screen which will list all the venues you currently have set-up in the database.

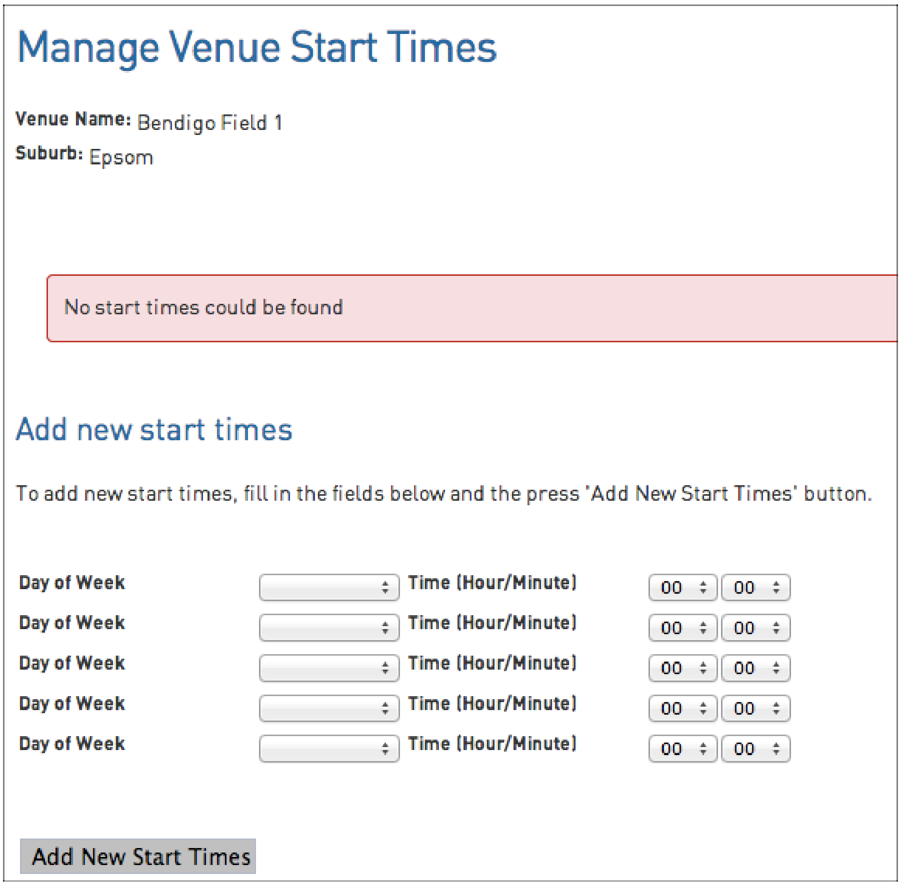
To add a Start Time to a particular venue or court click on the **View** button next to the appropriate court or venue.



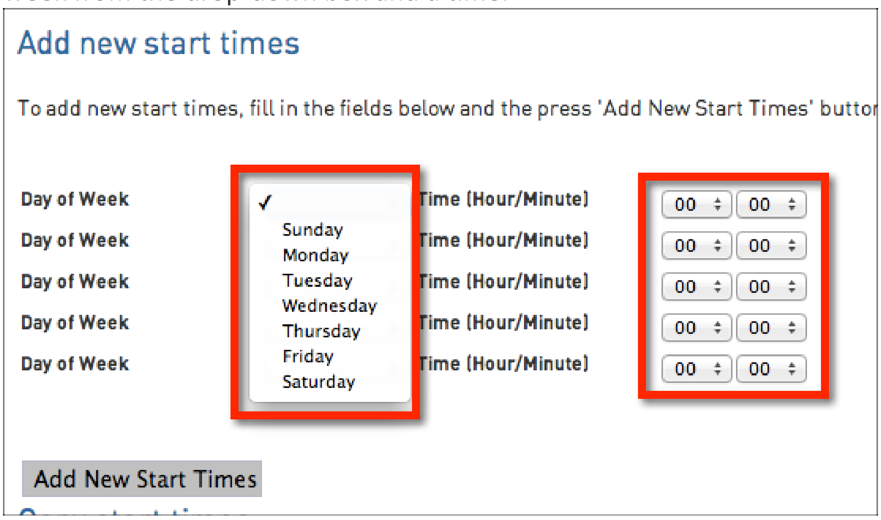
You will go to the ***Manage Venue Start Times*** screen for that particular venue.

This screen will list all of the start times already set-up for the venue.

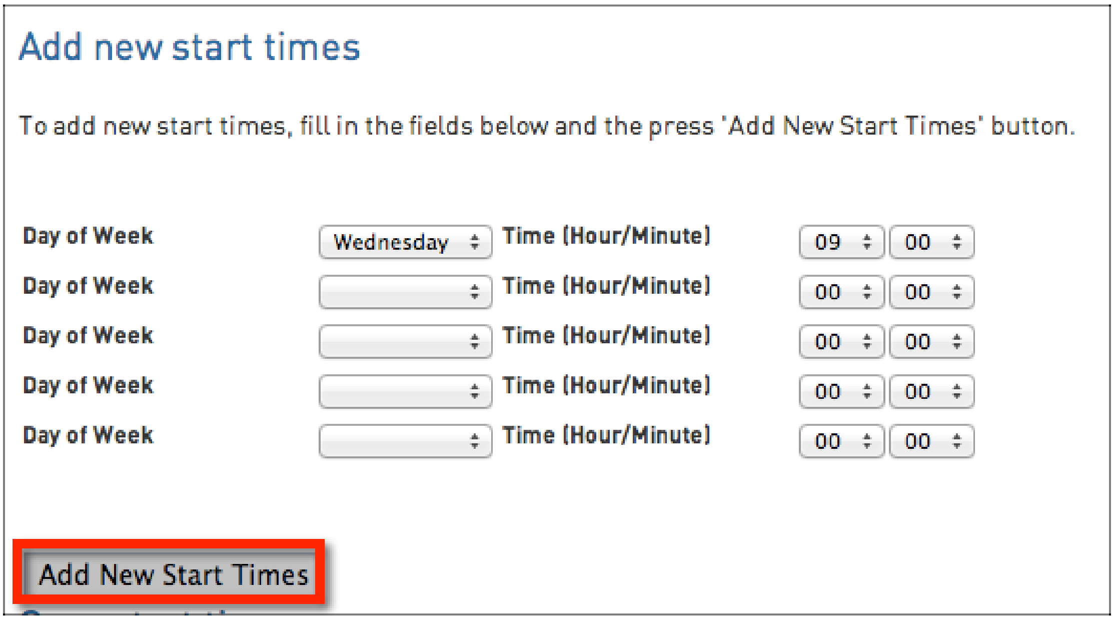
As you can see in the below example no times have been set-up for this venue yet.



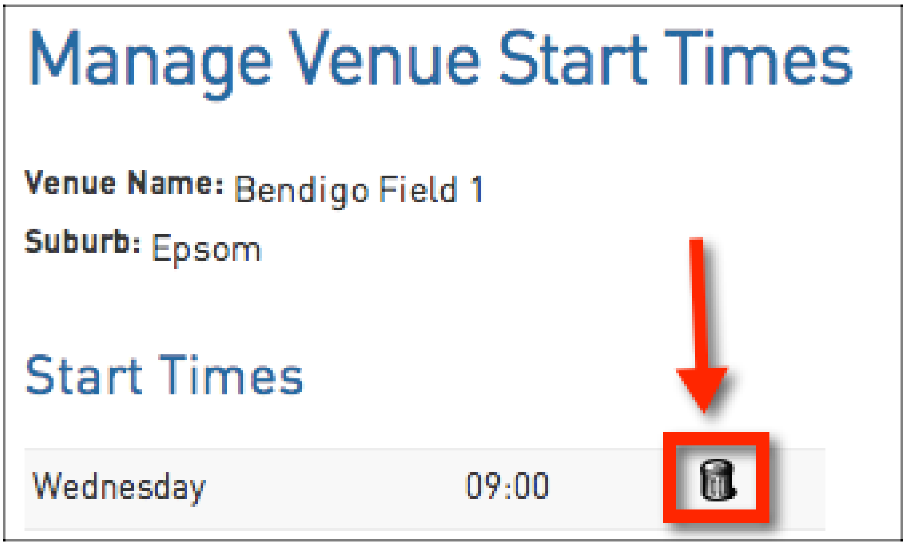
At this screen you can add up to five start times in one go. To do this select the day of the week from the drop-down box and a time.



Once you are happy with the times that you have chosen click the **Add New Start Times** button to create these.



The screen will refresh and the start times will now appear listed at the top of the screen. Any of these can be deleted by simply clicking the trashcan icon next to the start time you wish to remove.



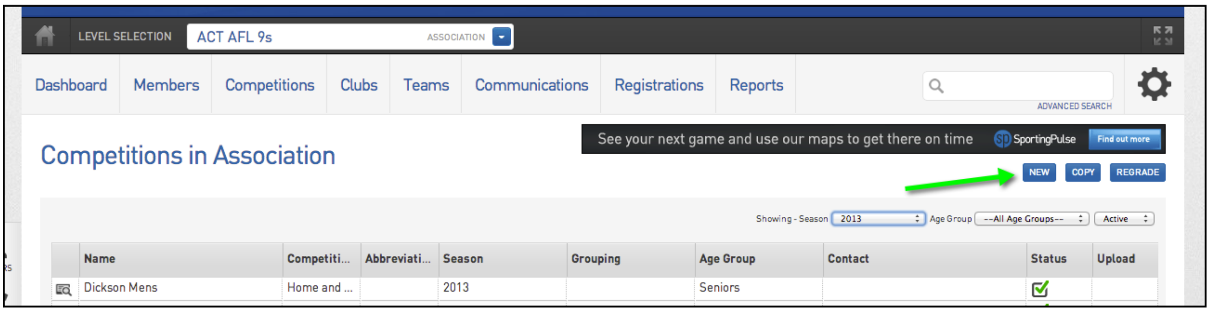
You can continue adding these until you are happy that all the start times necessary have been assigned.

For further information on Venue Start Times, click here.

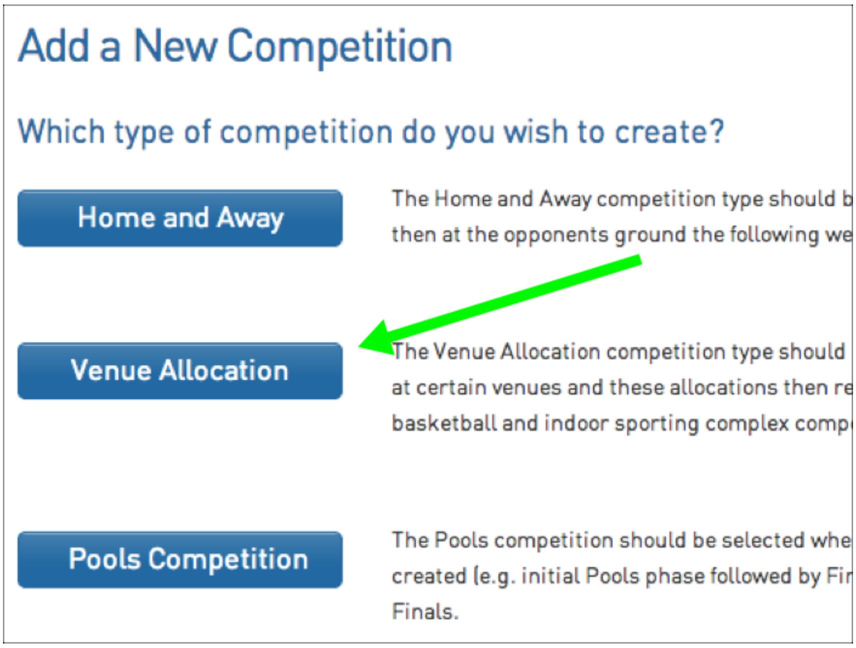
5. Adding new Competitions

To create a new competition:

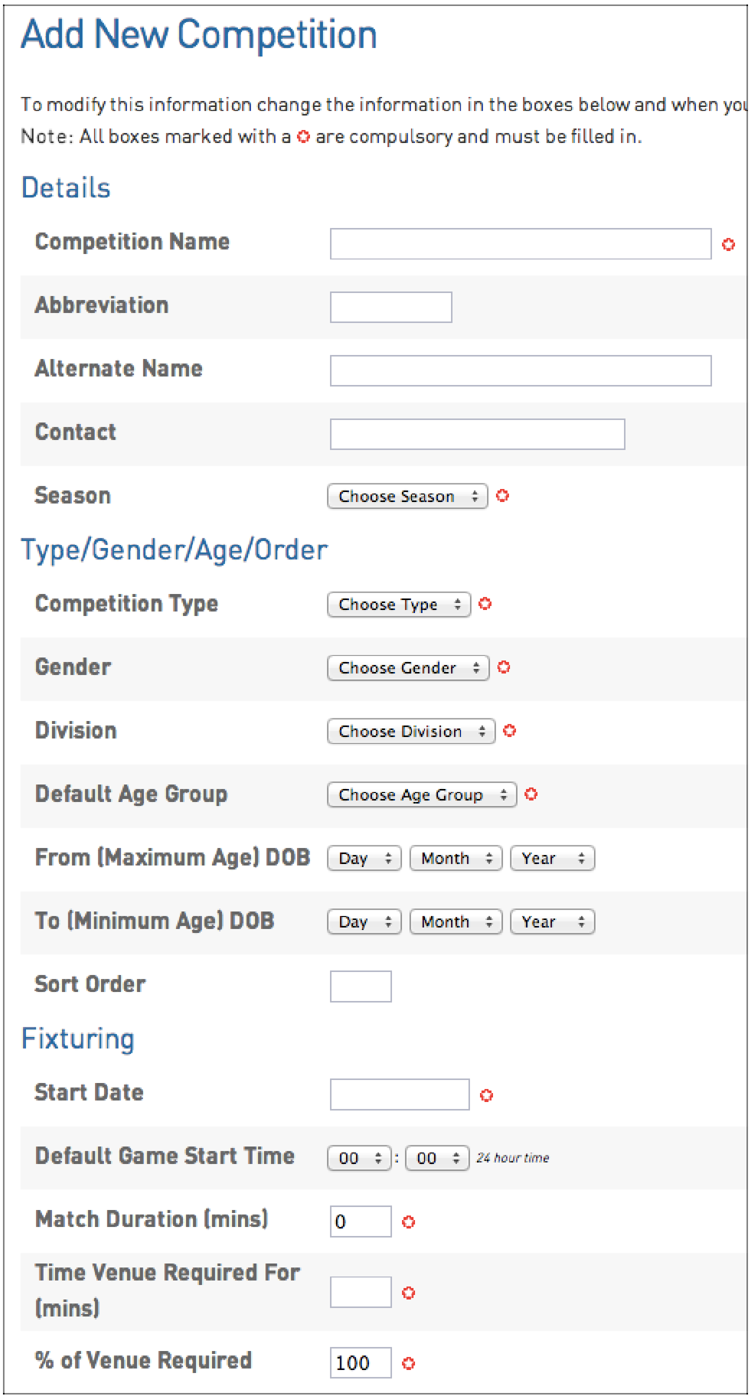
1. Hover over **Competitions** across the top menu and then click on **List Competitions** menu
2. Click on the **New** button to create a new competition



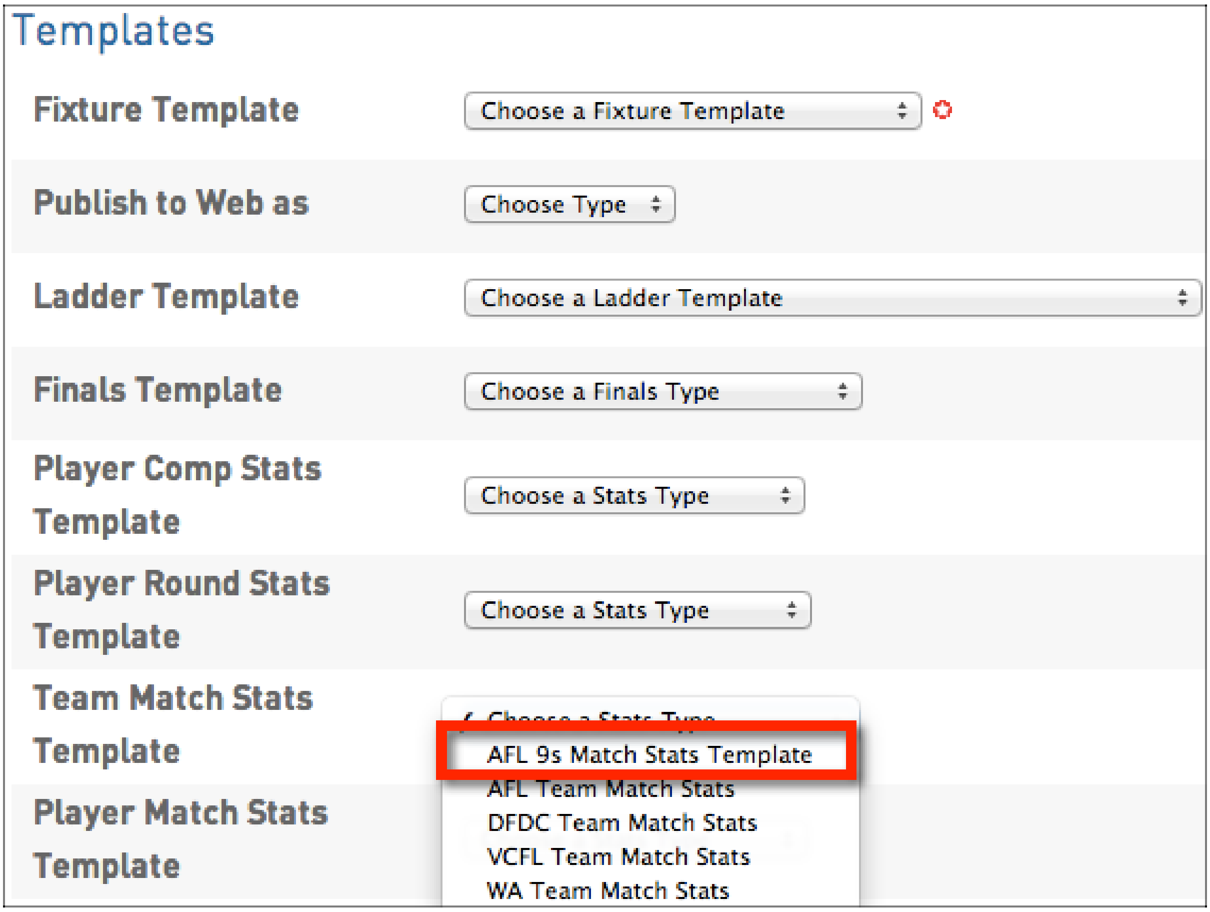
3. You will then get prompted to select which competition type that you would like to create. For AFL 9's **Venue Allocation** is the correct option to choose.



You will then come to the screen below where you will need to fill out the details of the competition. In particular you will be required to complete all of the areas marked with a .



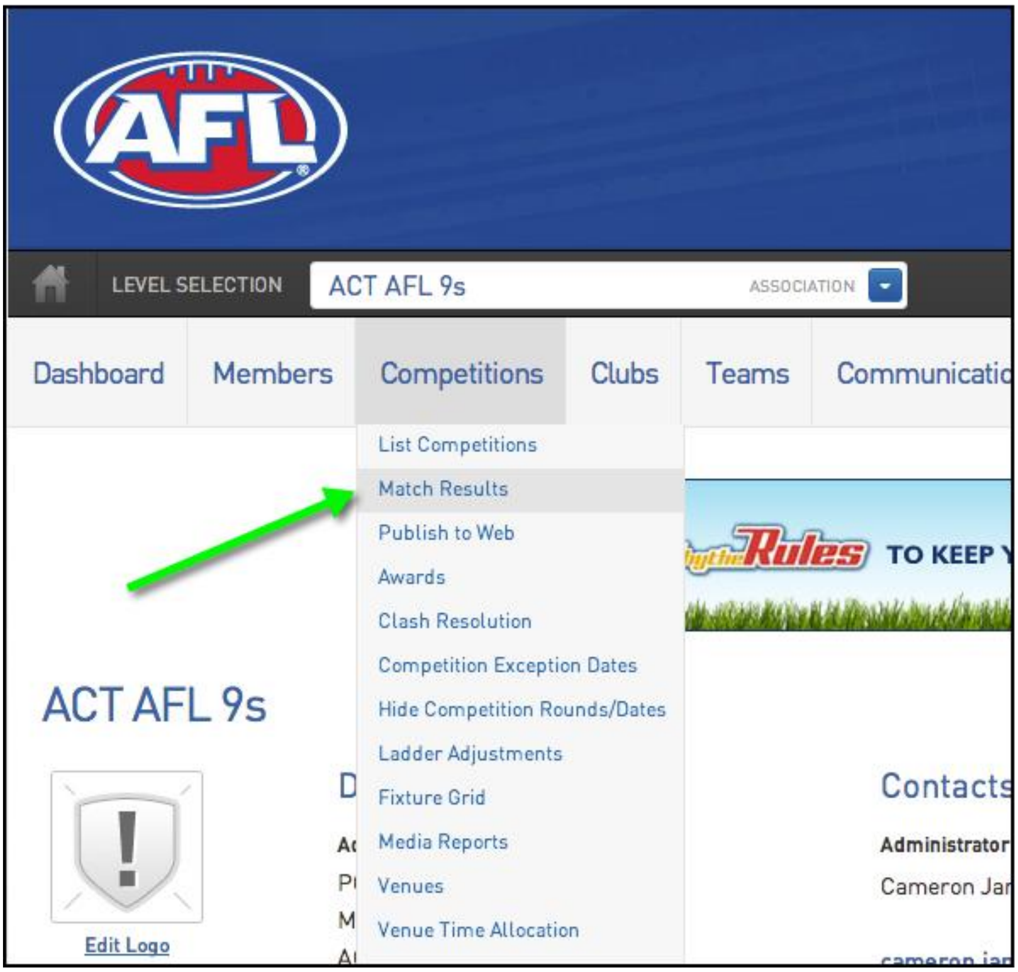
Ensure that you select ‘AFL 9s Match Stats Template’ within the ‘Team Match Stats Template Field’ as shown below.



For further information on the Competition set up screen and configuring your competitions, click here.

7. Entering Quick Results

The Quick Results system can be accessed from your AFL 9s database (as shown below).

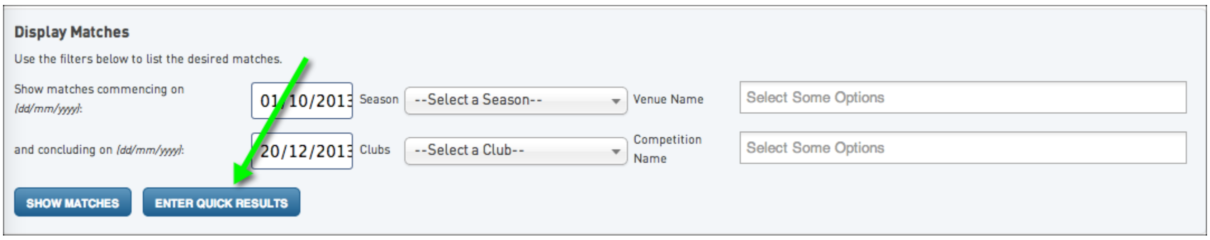


Match List Screen

The Match List can be filtered out by: Date Range, Venue Name, Competition Name, Season or Club

Below is the Match List Screen. This will be the first screen that comes up when entering the Quick Results system from your Membership database.

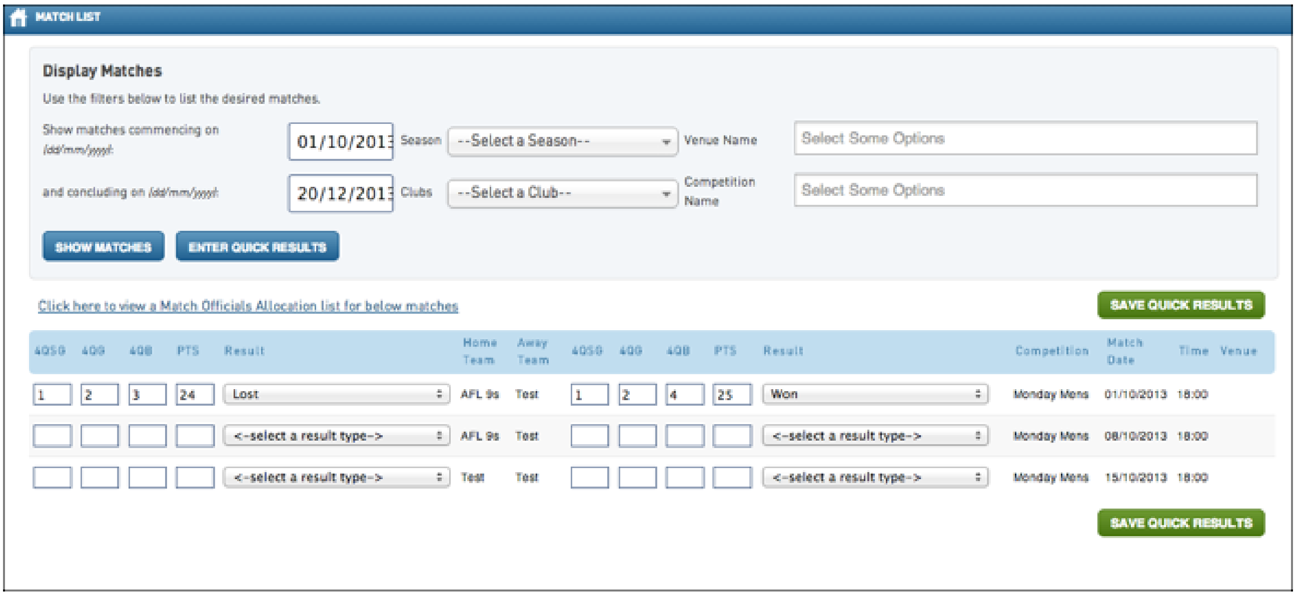
Once you have entered in your selected date range you will need to click '**enter quick results'**



Enter Quick Results

Once the list of matches appear, you will simply need to enter the Full Time Supergoals (4QSB), Full Time Goals (4QG) & Full Time Behinds (4QB) and this will automatically populate the Full Time Score in the PTS column as well as the Result in the dropdown list for all the matches.

Once this is complete you click on the green '**Save Quick Results'** button and then you are ready to complete a Publish to Web.



For some further information on the Online Results system, click here.

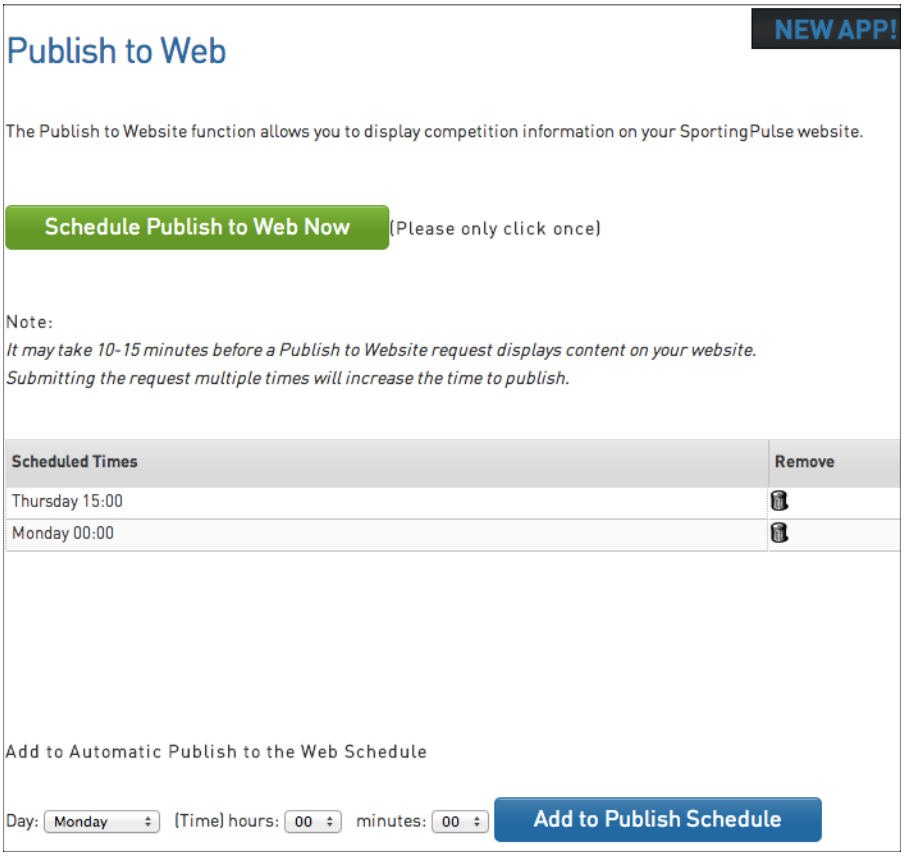
8. Publishing to Web

Footyweb gives Centres the ability to schedule a **Publish to Web** which will then update the AFL 9s website with details of Fixtures, Results & Ladders for all your Competitions.

To process a Publish to Web:

1. Hover over **Competitions** and click on **Publish to Web** from the menu

2. Click **Schedule Publish to Web Now** to process a publish straight away (shown below)



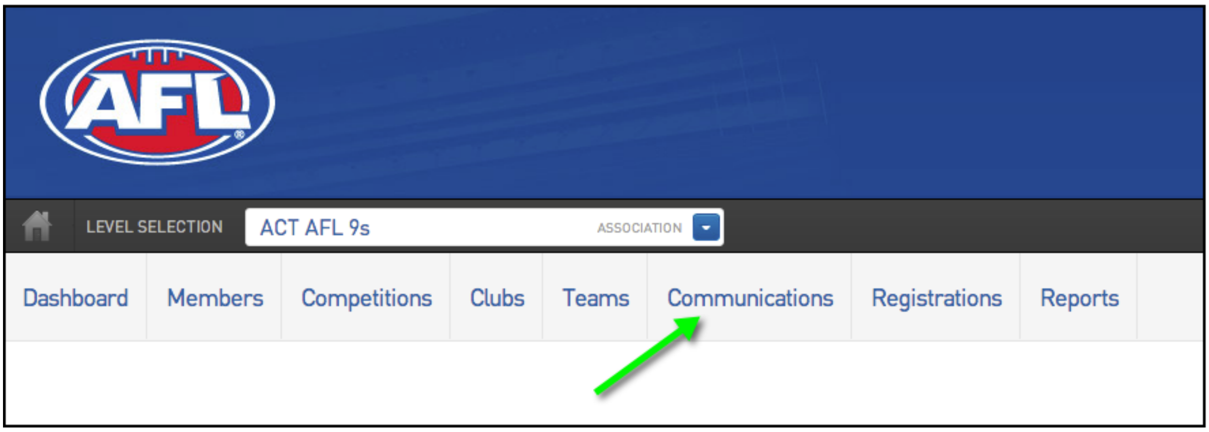
Alternately, you are able to schedule a Publish to Web by selecting a day and a time from the drop boxes and clicking **Add to Publish Schedule.** This will automatically process a Publish to Web at that day and time each week.

9. Communicating with Members

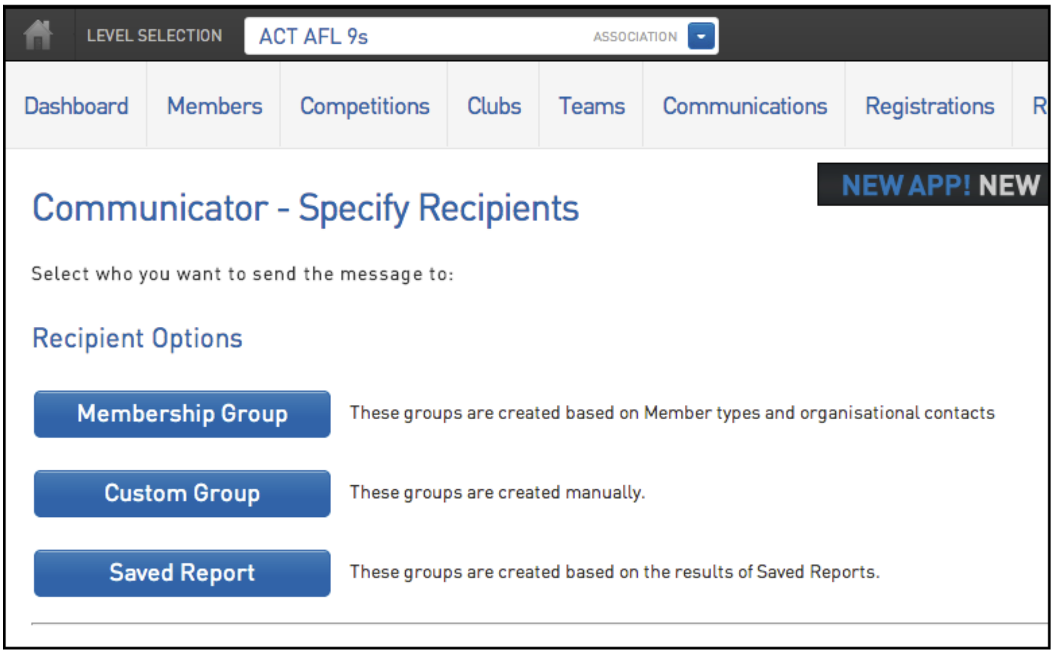
The Communications area of the database will allow you to contact your members directly via email and/or SMS.

To send emails via Communicator:

1. Click on **Communications** in the top menu

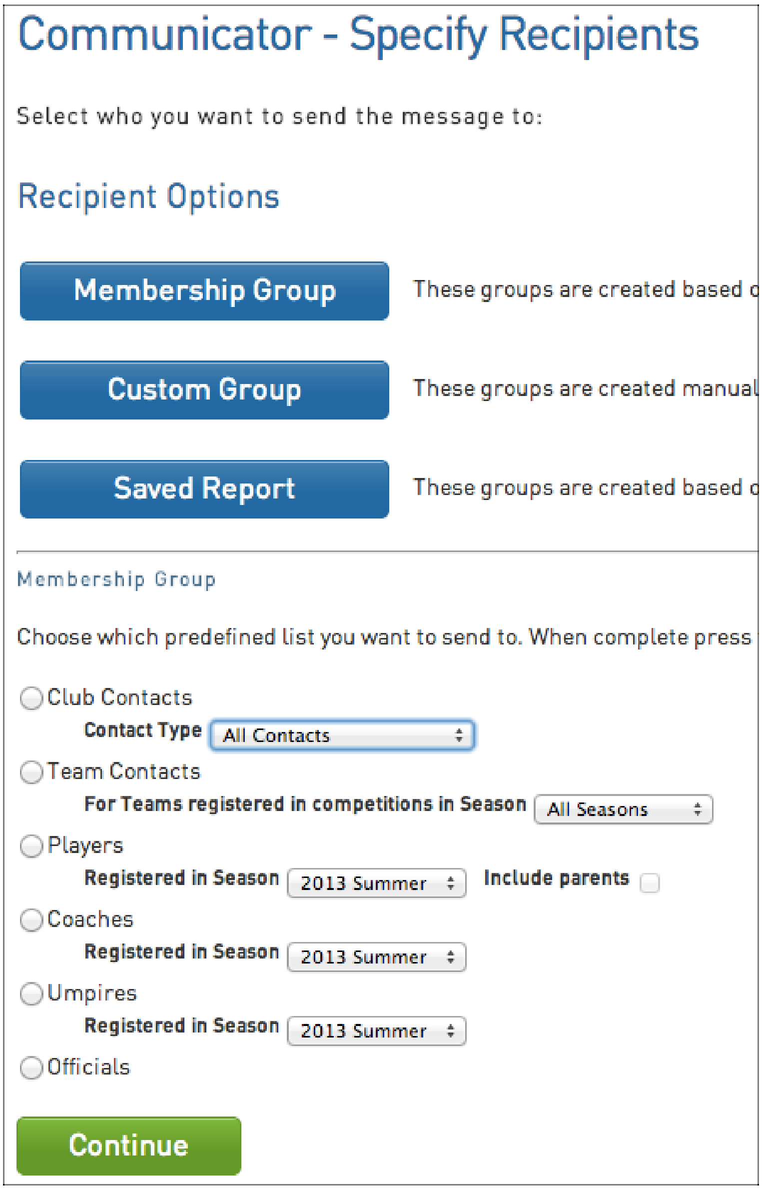


2. Select the **Send a Message** then select the Recipient option, either Membership Group (ie. Players, Team Contacts), Custom Group (a manually created custom group) or Remembered Report (members listed on a saved report)



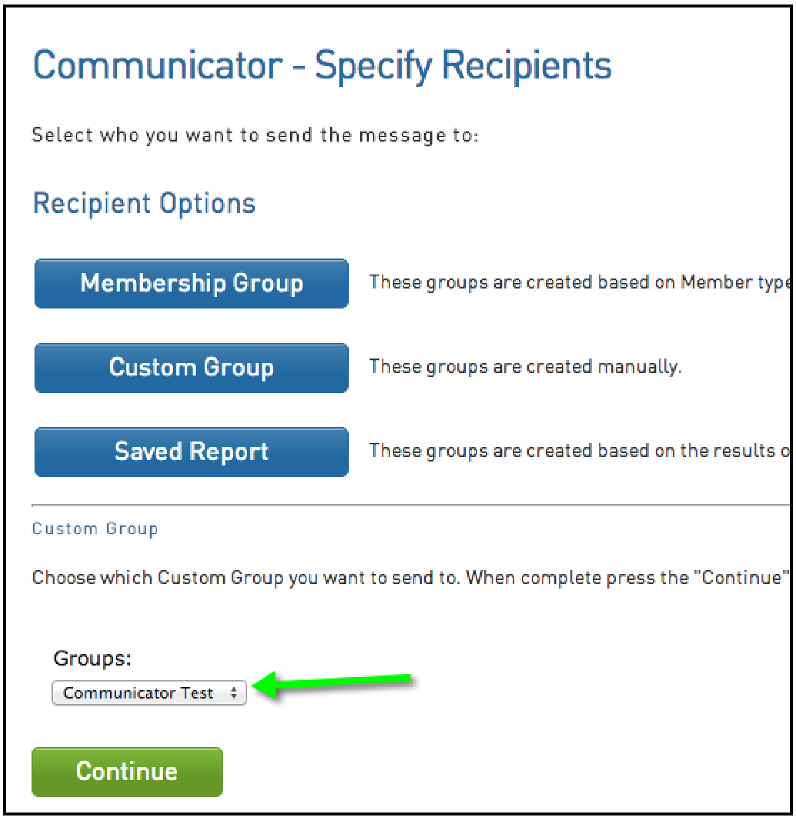
Membership Group

This will allow you to send emails to specific ***Member Types***(i.e. Players, Team Contacts) for the specific season they are assigned to. So, if you'd like to send a message to all registered Players for the 2013 Summer season for example, click the Players button and select '***2013 Summer***' from the drop box.



Custom Groups

You can choose to send an email to one of your Custom Groups. If you wish to use this option, click on **Custom Groups** and select your Group from the drop down list. These custom groups are created in the Custom Groups area.

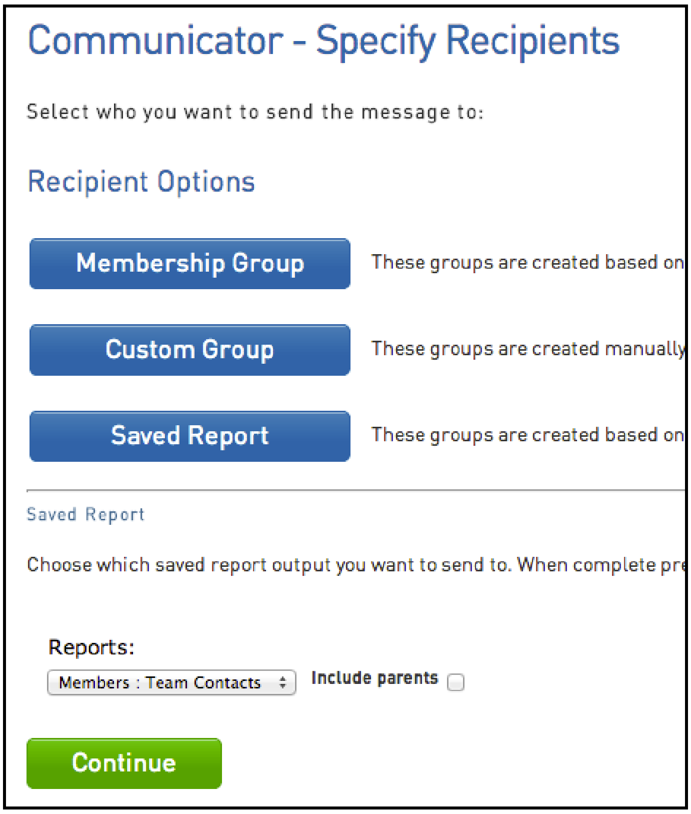


After making your selection, click on **Continue** to move to Confirm Recipients screen.

Remembered Reports

If you have previously saved a report including email address and/or mobile phone details you can use this report to send emails.

1. Click on the **Remembered Report** button. A drop-down box will appear. Select the report with that contains the contact details for the people wish to communicate with from this list.



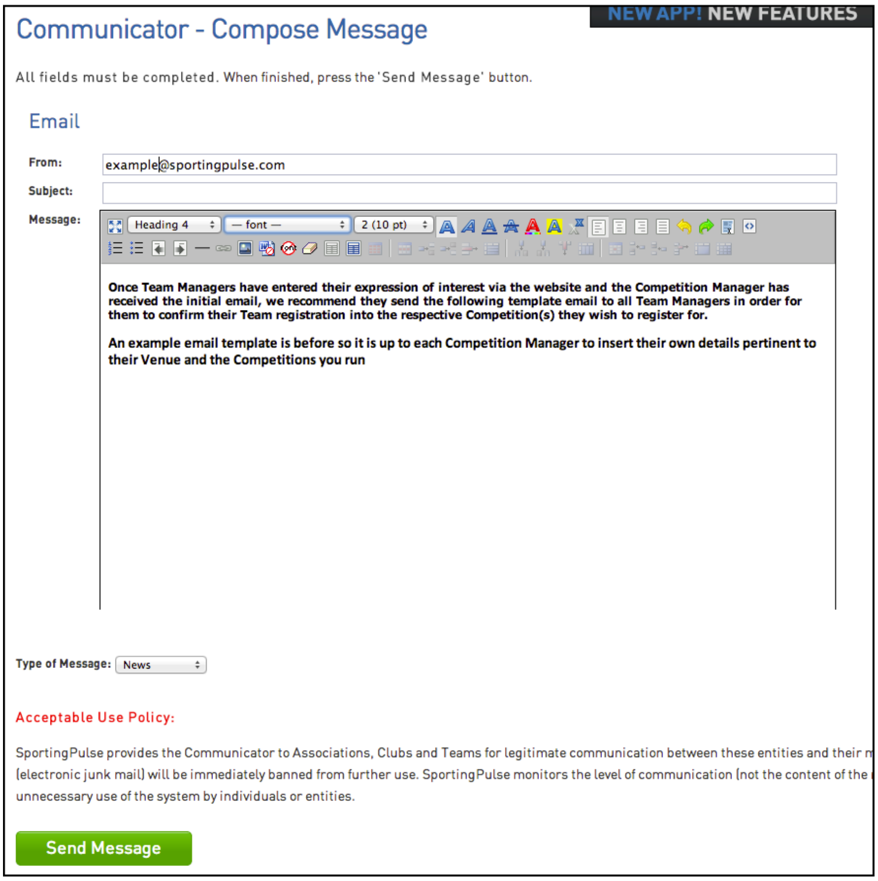
2. After making your selection, click on **Continue** to move to Confirm Recipients screen.

Sending the message

Once you have selected to send an email the 'Compose Message' screen will appear. You will need to enter in a **From** address (this will be the email address the email will appear to be from).

To send the message:

1. Write your message in the text editor box.



2. Click on **Send Message**.

3. A 'sent message' confirmation screen will appear confirming your email.

For more information on how to use communication section click here.

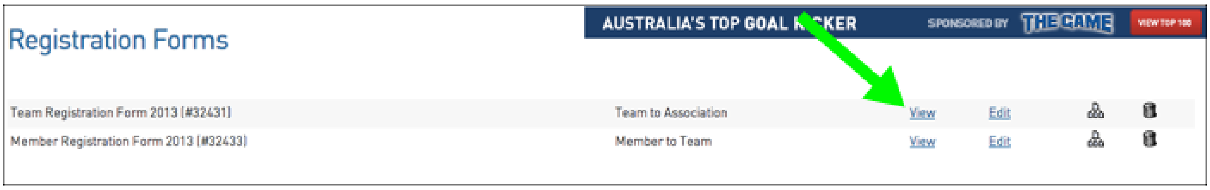
REGISTRATION FORMS

10. How to view the Registration Form

To view what your registration form looks like:

1. Hover over **Registrations** and click on the **Registration Forms** menu

2. Click on **View** to get preview of how your registration form will look for your members


Registration Forms

Team Registration Form 2013 (#32431)	Team to Association	View	Edit	
Member Registration Form 2013 (#32433)	Member to Team	View	Edit	

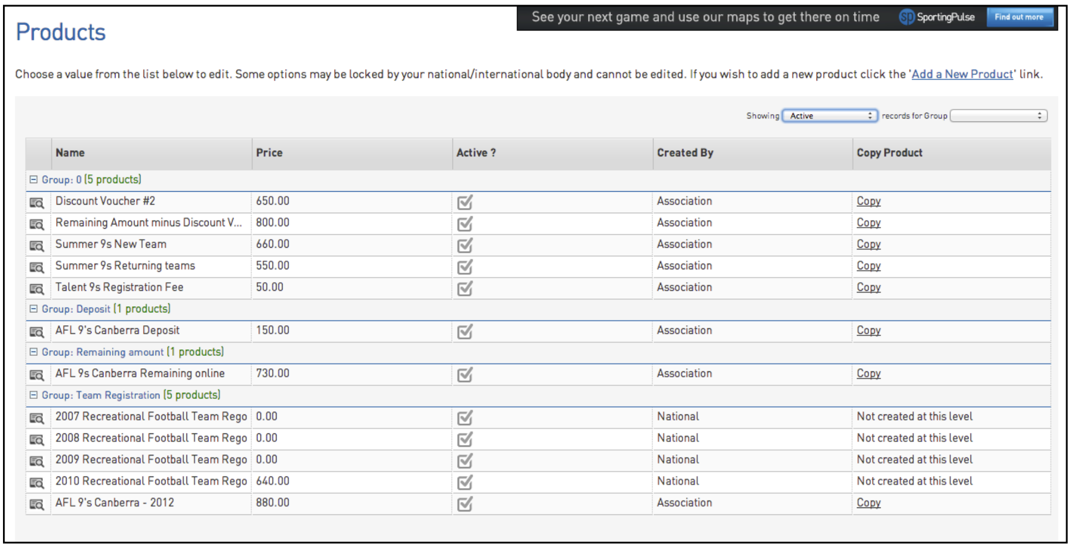
11. How to create a new product

Products are the items purchased by Team Contacts or Members in a transaction. An example of a product may be a Team Entry or Member Entry Fee for your Competitions.

All Centre Co-ordinators are required to set-up a product(s).

To add a new product:

1. Hover over on the **Registrations** menu
2. Click on **Products**. The product list will display all the products that the Centre may have created previously.

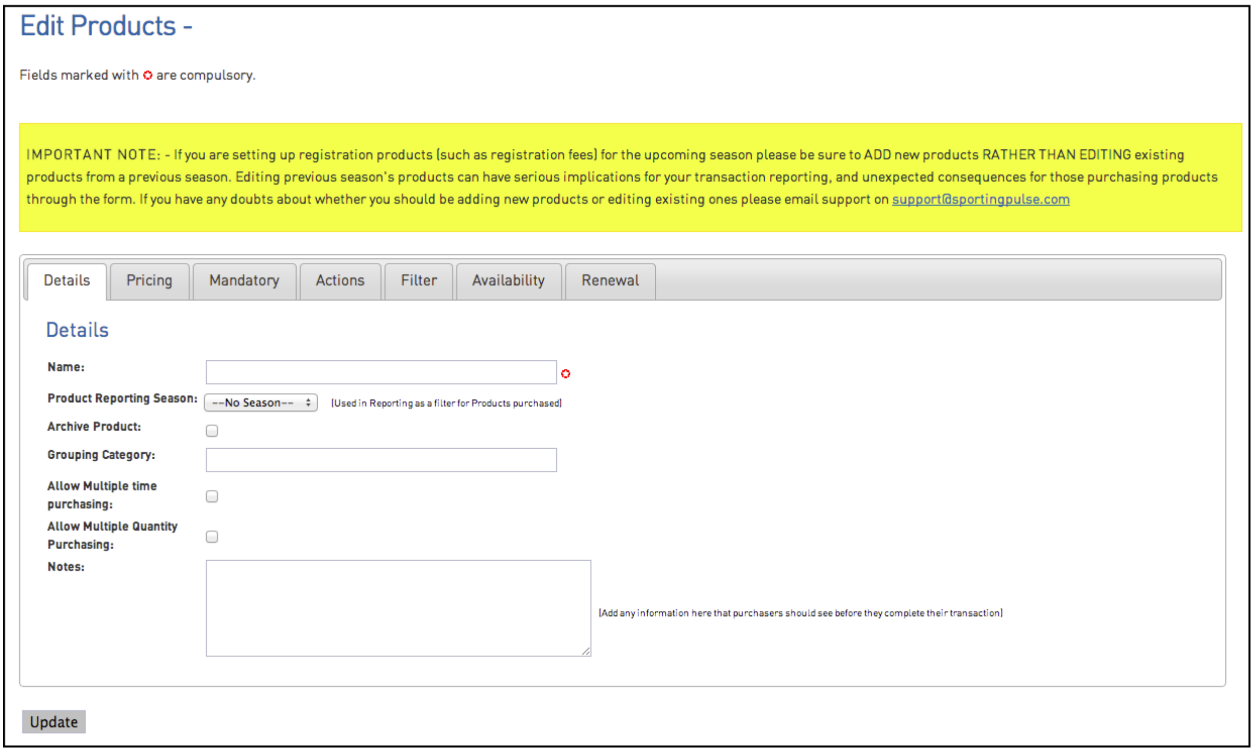

Products

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited. If you wish to add a new product click the 'Add a New Product' link.

Showing Active records for Group

Name	Price	Active ?	Created By	Copy Product
Group: 0 (5 products)				
Discount Voucher #2	650.00	✓	Association	Copy
Remaining Amount minus Discount V...	800.00	✓	Association	Copy
Summer 9s New Team	660.00	✓	Association	Copy
Summer 9s Returning teams	550.00	✓	Association	Copy
Talent 9s Registration Fee	50.00	✓	Association	Copy
Group: Deposit (1 products)				
AFL 9's Canberra Deposit	150.00	✓	Association	Copy
Group: Remaining amount (1 products)				
AFL 9s Canberra Remaining online	730.00	✓	Association	Copy
Group: Team Registration (5 products)				
2007 Recreational Football Team Rego	0.00	✓	National	Not created at this level
2008 Recreational Football Team Rego	0.00	✓	National	Not created at this level
2009 Recreational Football Team Rego	0.00	✓	National	Not created at this level
2010 Recreational Football Team Rego	640.00	✓	National	Not created at this level
AFL 9's Canberra - 2012	880.00	✓	Association	Copy

3. Click on the **'Add a New Product'** link to add a specific product. The following screen will appear:



4. Fill in the relevant details (including pricing details) to add a new product and click on **Update**.

12. How to Setup Notifications for Registrations

Notifications help to alert nominated parties when membership registrations, renewals & payments are made. To set this up, follow the below steps.

1. Hover over **Registrations** and click on **Registration Forms** from the menu.

2. From the **Registration Forms** menu click **Edit** next to the form that you want to setup notifications for.

3. Within the **Registration Form** click on the **Notification** tab.

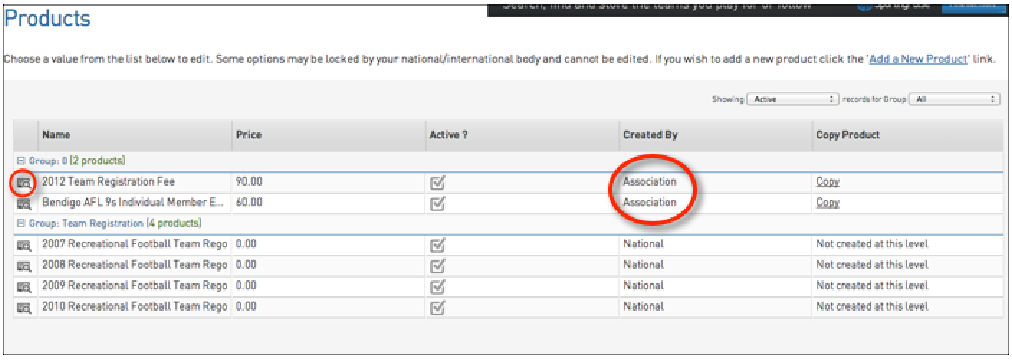
4. Tick all boxes on available under **Association, Team, Member & Parent/Gaurdian**

5. Finally click on the **Save button** to ensure changes are updated in your database.

Note: For these notifications to work successfully you must first tick the **registrations** box within **Contacts** as instructed in **Section 3** under **Contacts**

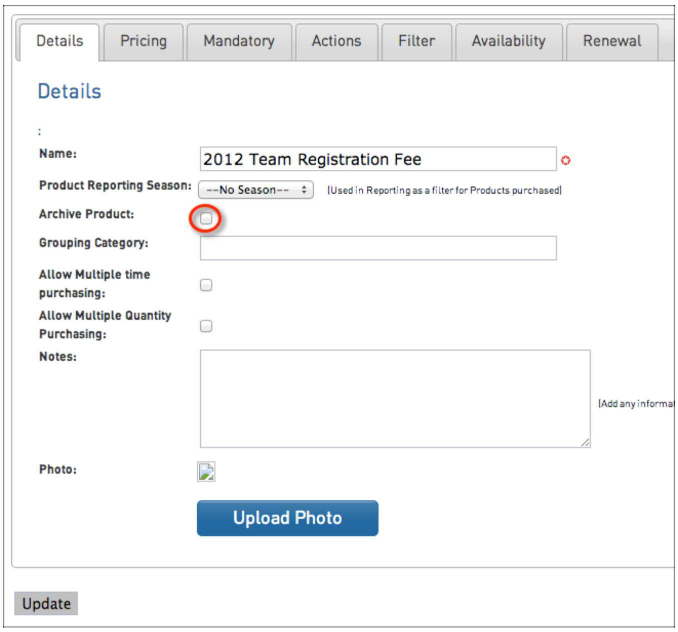
13. How to archive old products

1. To archive a product that you no longer require you need to click on the edit icon next to the product.



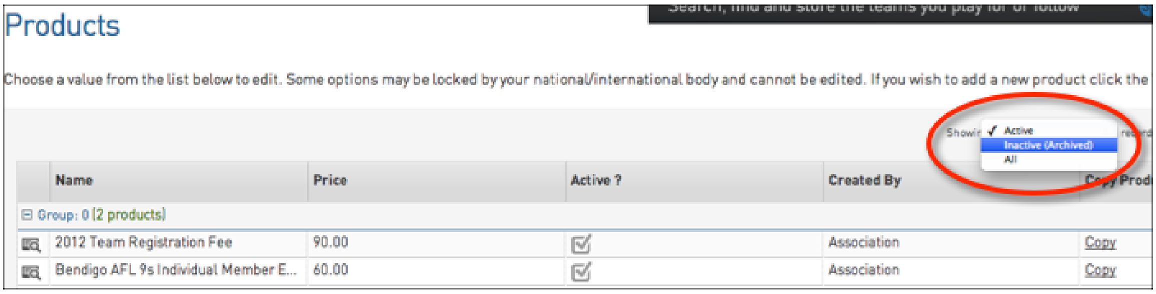
Note: The product needs to be an association form for you to be able to edit it not a National form

2. You will then need to tick the box 'Archive Product'.



3. Lastly you then need to click the 'Update' button

Note: Archived products will be set as inactive. It will still be in your database, it won't be deleted. To find it, you will need to filter your products by 'Inactive (Archived)', as shown below.

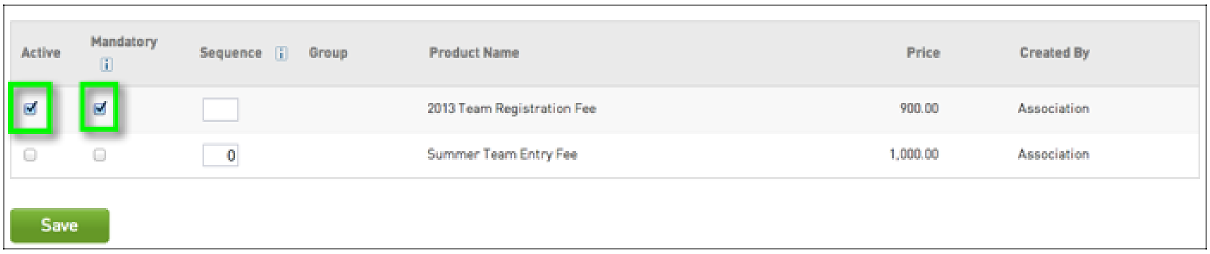


14. How to attach a Product to a Registration Form

Once a product(s) has been set up, you need to then attach them to the Team to Association registration form. To do this:

1. Hover over the **Registration** menu
2. Click on **Registration Forms** link.
3. Click on **Edit** to for the **Team to Association** Registration Form

4. All products you have created will then appear.
   -Tick the **Active** boxes next to the product that you would like to appear on the Registration Form.
   -If you only have one product **YOU MUST ALSO TICK THE MANDATORY BOX**

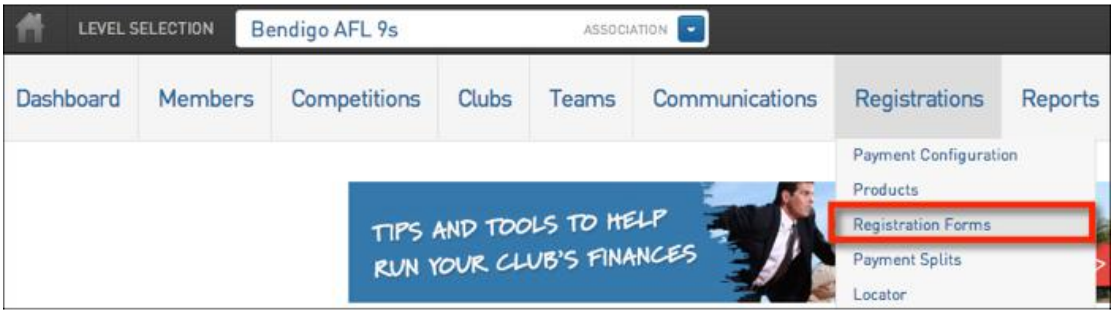


5. Click **Save** to update it.

15. How to Link Member Registration Form to the Team Form

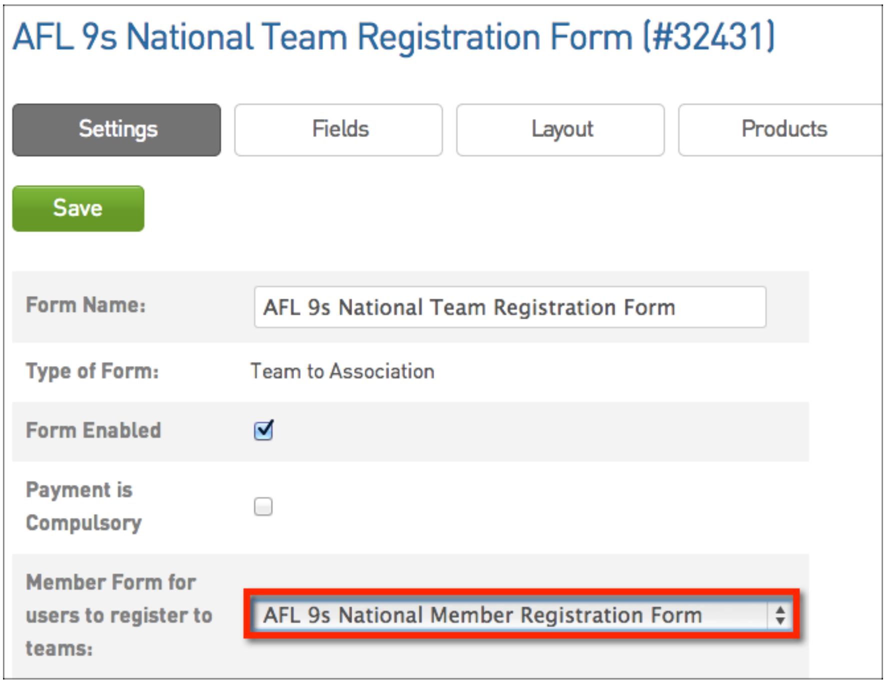
To link new Members Registration form to your database Team Registration form:

1. Hover over the **Registrations** menu
2. Click on **Registration Forms**

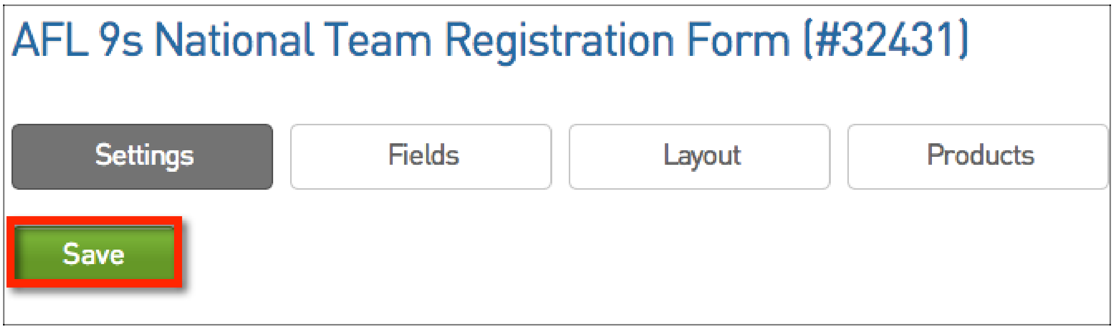


3. Click on Edit for the Team to Association registration form

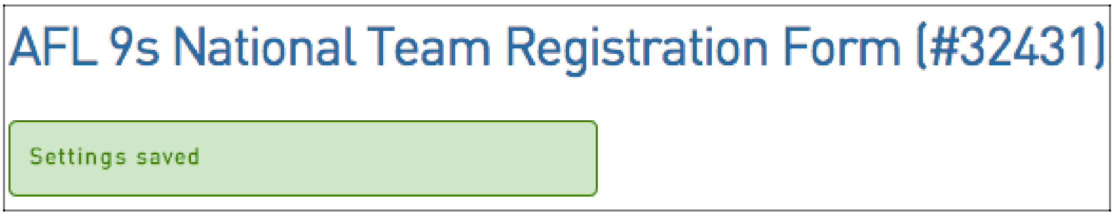
4. Under the **Settings** tab there will be a field '**Member Form for users to register to teams'.** In this section select the **Member Form** that you want to link.



5. Once you have selected the form **Click Save**



6. You will then receive a message confirming that the settings have been updated.



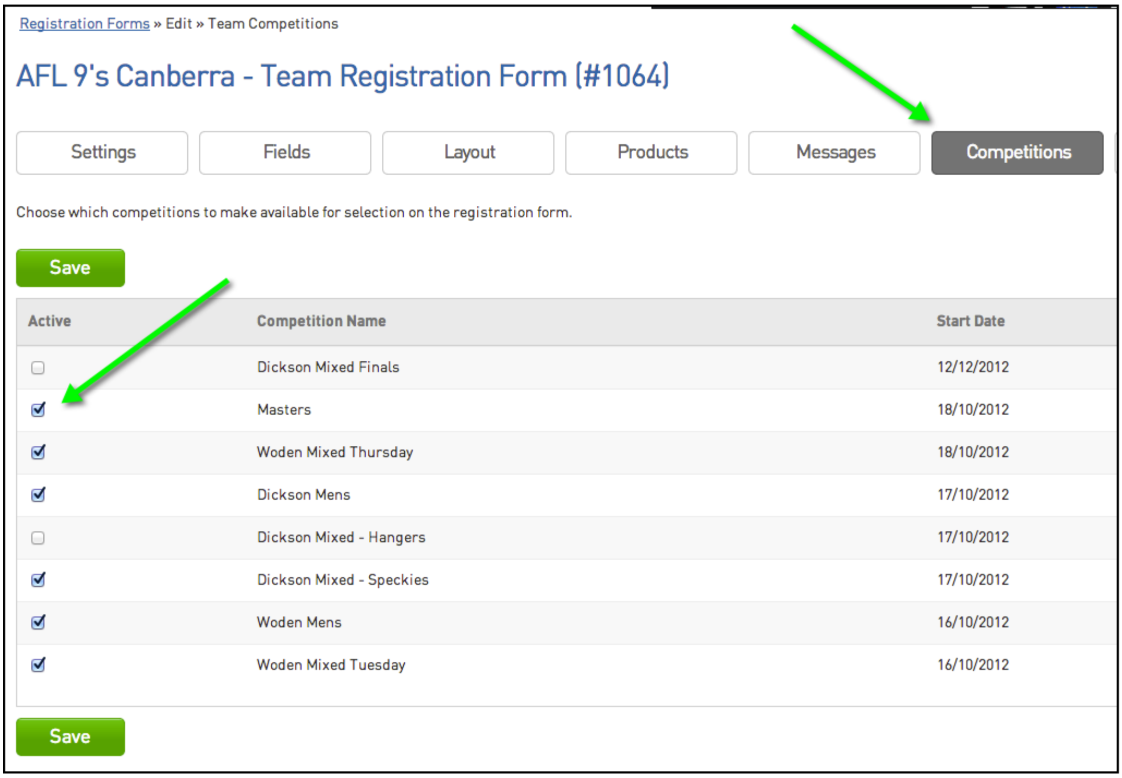
16. How to Link New Competitions to the Team Registration Form

In order for Team Managers to register their Team directly into a Competition, Centre Co-ordinators need to link the new Competitions to the Team Registration Form.

To link new Competitions from your database to the Team Registration form:

7. Hover over the **Registrations** menu
8. Click on **Registration Forms**
9. Click on Edit for the Team to Association registration form

10. Click on **Competitions** and tick the **Active** box for the competitions you wish to display on your Registration Form.



11. Click **Save** to update it.

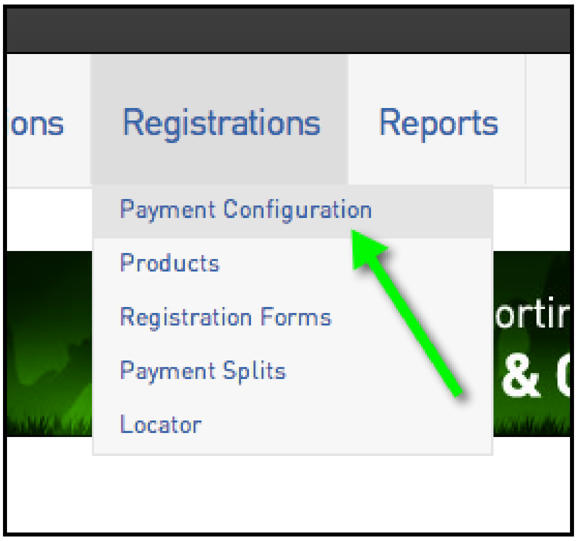
ONLINE PAYMENTS

17. How to apply for an Account to accept Online Payments

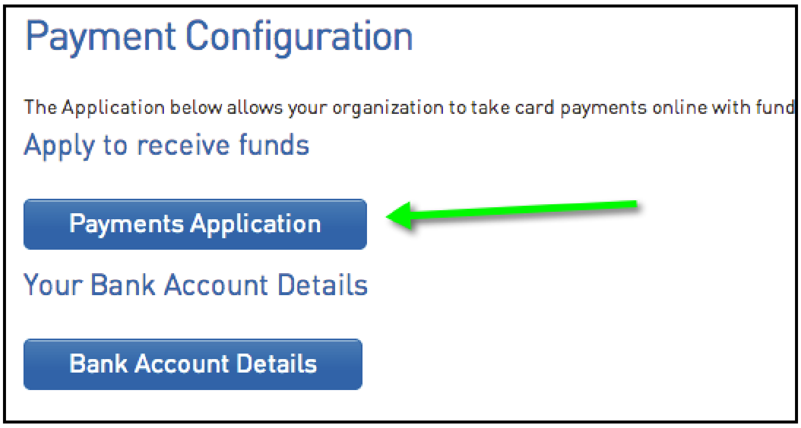
This step-by-step guide will help new users through the process of signing up to become a SportingPulse Sub-merchant so you can Online Payments for Fees etc.

When you sign up as a SportingPulse Sub-merchant, you are then able to receive payments via the AFL 9s system:

1. Hover over the **Registrations** menu and click on **Payment Configuration**

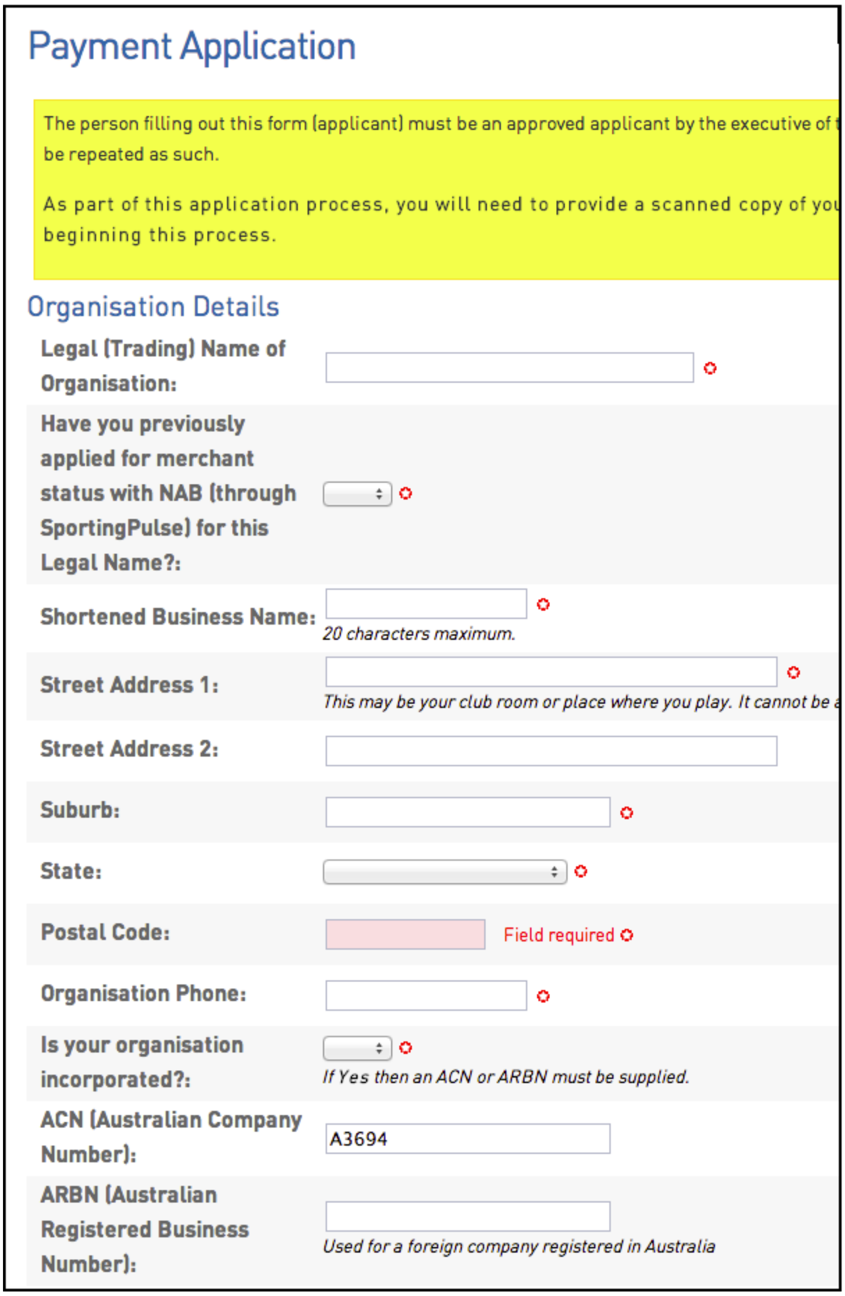


2. On the next page, select the **Payments Application** button



3. Fill in the details as required. It is a one page document and the fields with an asterisk next to them are required fields. Once all fields have been filled out, click the **I Agree** button.

   Please ensure you have a scanned copy of your Bank Account Statement ready for upload clearly showing the BSB & AC Number where you want your Funds to be sent to.



Payment Application

The person filling out this form (applicant) must be an approved applicant by the executive of t
be repeated as such.

As part of this application process, you will need to provide a scanned copy of you
beginning this process.

Organisation Details

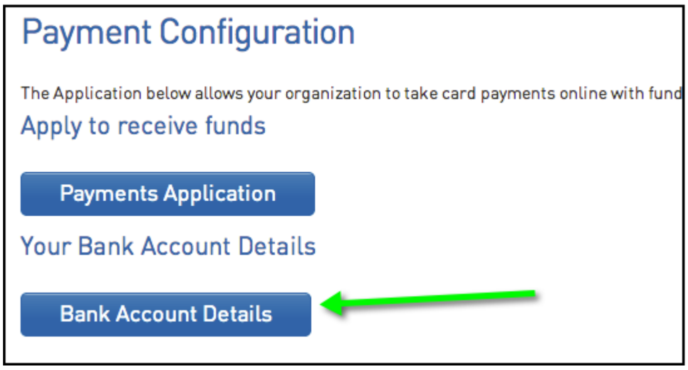
Legal (Trading) Name of Organisation:	
Have you previously applied for merchant status with NAB (through SportingPulse) for this Legal Name?:	
Shortened Business Name:	*20 characters maximum.*
Street Address 1:	*This may be your club room or place where you play. It cannot be a*
Street Address 2:	
Suburb:	
State:	
Postal Code:	Field required
Organisation Phone:	
Is your organisation incorporated?:	*If Yes then an ACN or ARBN must be supplied.*
ACN (Australian Company Number):	A3694
ARBN (Australian Registered Business Number):	*Used for a foreign company registered in Australia*

4. Your details will now be passed onto SportingPulse and you will be notified once your Sub-merchant set-up has been approved. Once approved, you now have the ability to start receiving payments.

18. Setting up your Bank Account details

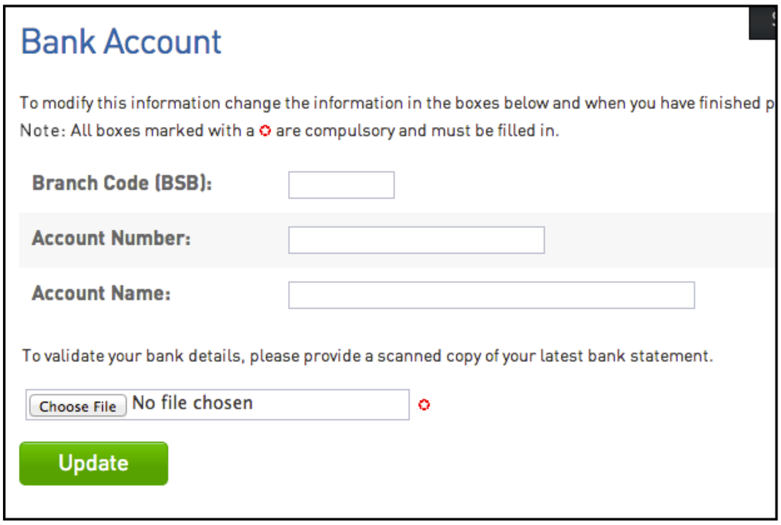
To set up your bank account to receive payments:

1. Hover over the **Registrations** menu and select **Setup Bank Account Details**.



2. You will then be prompted to fill in your bank account details. Ensure these are correct as they will be locked once the update button is selected. If you need to make changes, please contact SportingPulse to have your account unlocked.

   Please ensure the BSB & Account Number you enter in this section matches those that are in the Bank Account Statement you have uploaded in the Payment Configuration step previously.



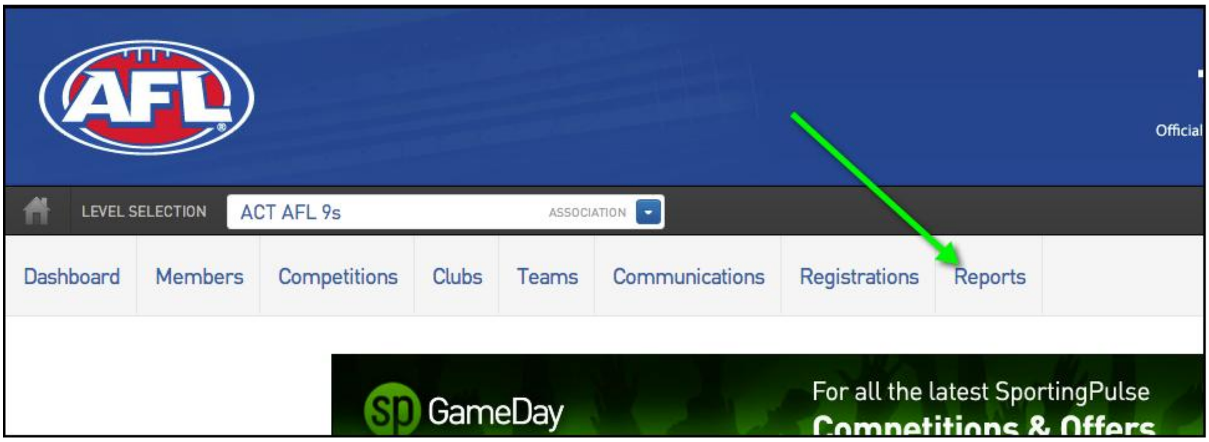
3. Click **Update**. The account setup is complete and monies will now be transferred into your selected bank account at the nominated timeframe.

REPORTING

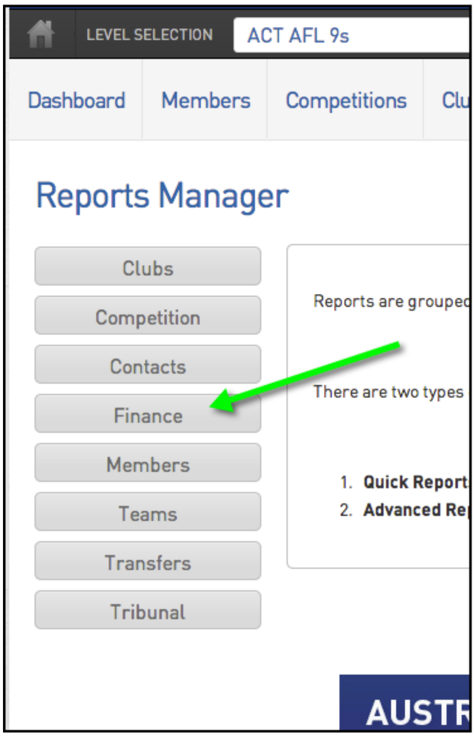
19. How to Access and Run Financial Feports

To access the Reporting system from in your database:

1. Click on the **Reports** icon as shown below



2. Click on the **Finance** button



For more information on how to configure reports click here.

18. Funds Received Report

This is the best report to run to determine all monies that the affiliate physically has received into their bank account or PayPal account. This would be the best report to run to reconcile payments that have gone through to a bank account or PayPal account.

Common Fields to use in this report:

__Product__: Displays the product(s) that have been setup and purchased by members.

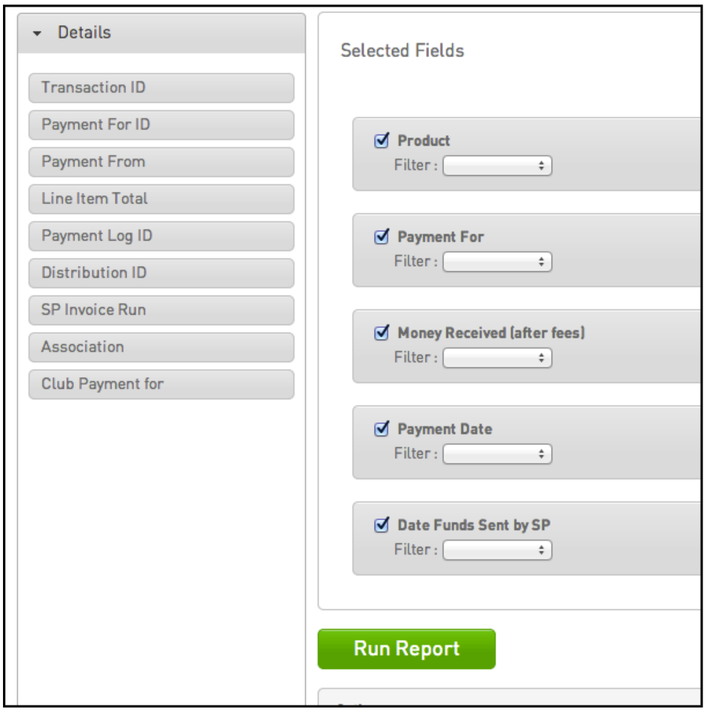
__Payment For__: Displays which Member or Team the payment is for.

__Payment Date__: Displays the date that the payment was made by the Member or Team.

__Date Funds Sent by SP__: Displays the date that the monies from a member were physically sent by the SportingPulse.

__Line Item Total__: Displays the dollar amount of the transaction.

__Money Received (after fees)__: Displays the exact amount the Affiliate or Club will receive from the transaction, with the transactional fees subtracted.



Best Filters to use in this report:

__Product__: Select 'Equals' from the Filter drop box and select the specific Product that you wish to display and report on.

__Date Funds Sent by SP or Payment Date__: Select either 'Equals', 'Less Than', 'More Than' or 'Between' and select the specific date or date range that you wish to report on.

19. Transactions Report

This is the best report to run to see all member payment transactions that have taken place through the system. The key element of this report is the ‘Transaction Status’ field which will state whether a member has paid or not paid (“unpaid”) for a product.

Common Fields to use in this report:

Product: Displays the product(s) that have been purchased by members.

Payment For: Displays which Member or Team the payment is for.

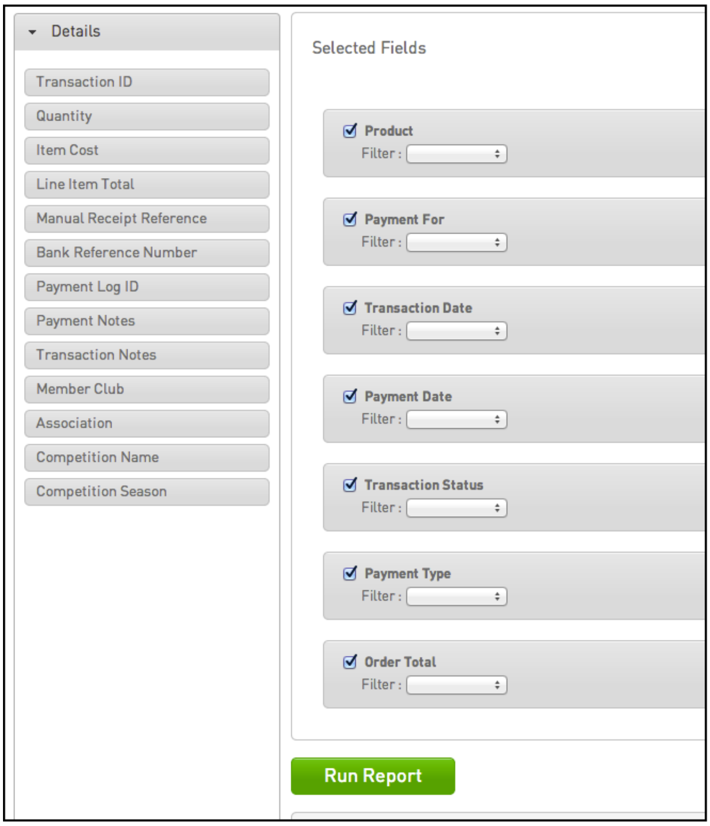
Order Total: Displays the dollar amount for the individual transactions a member or team has purchased.

Transaction Date: Displays the date a Member or Team has gone through and completed the registration form, prior to the payment being made. (**Note:** The Transaction Date field will only populate information if a product is selected by the member)

Payment Date: Displays the date that the payment was made by the Member or Team.

Transaction Status: Displays whether a selected product has been paid for or not (‘Paid’ or ‘Unpaid’).

Payment Type: Displays the how the Payment was made (ie. Online NAB, Cash, Manual Payment etc).



Best Filters to use in this report:

Product: Select 'Equals' from the Filter drop box and select the specific Product that you wish to display and report on.

Transaction Date: Select either 'Equals', 'Less Than', 'More Than' or 'Between' and select the specific Transaction Date or Date range that you wish to report on.

Payment Date: Select either 'Equals', 'Less Than', 'More Than' or 'Between' and select the specific Payment Date or Date range that you wish to report on.

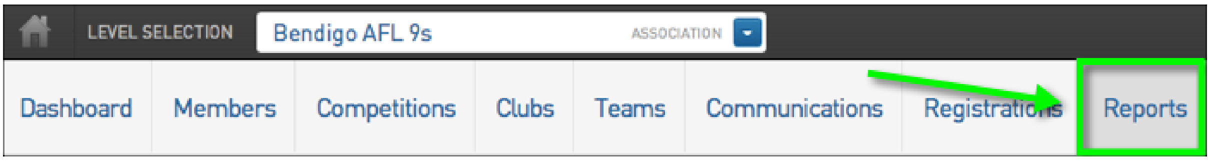
Transaction Status: Select 'Equals' from the Filter drop box and select 'Paid', 'Unpaid' or 'Cancelled' from the drop down list to report on those specific transactions.

Payment Type: Select 'Equals' from the Filter drop box and select the specific Payment Type (ie. Online NAB, Cash, Cheque etc) that you wish to report on.

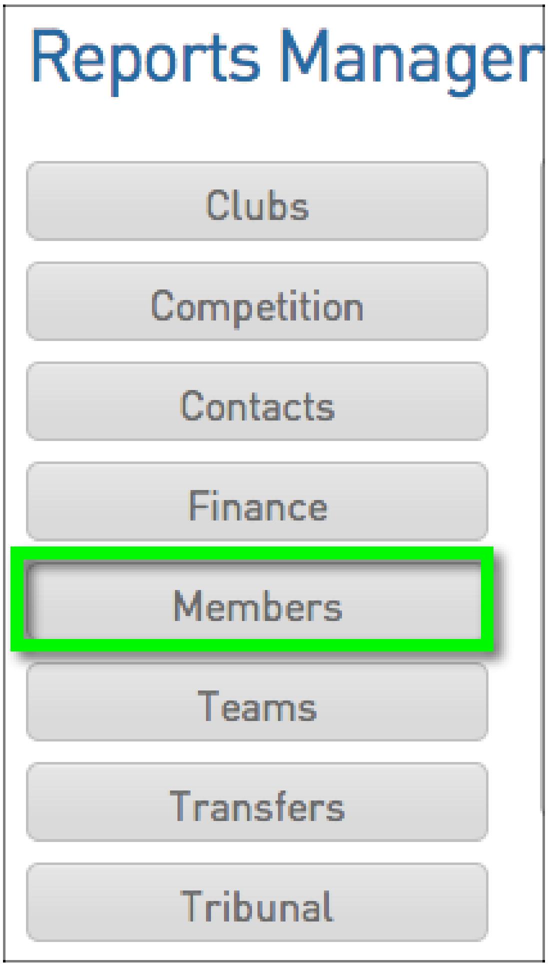
20. How to Run an Advanced Member Report

The best way to get specific information about your members is to run an **Advanced Mamber Report.** Advanced Reports allow you to define which fields you want to display and add custom filters to your report.

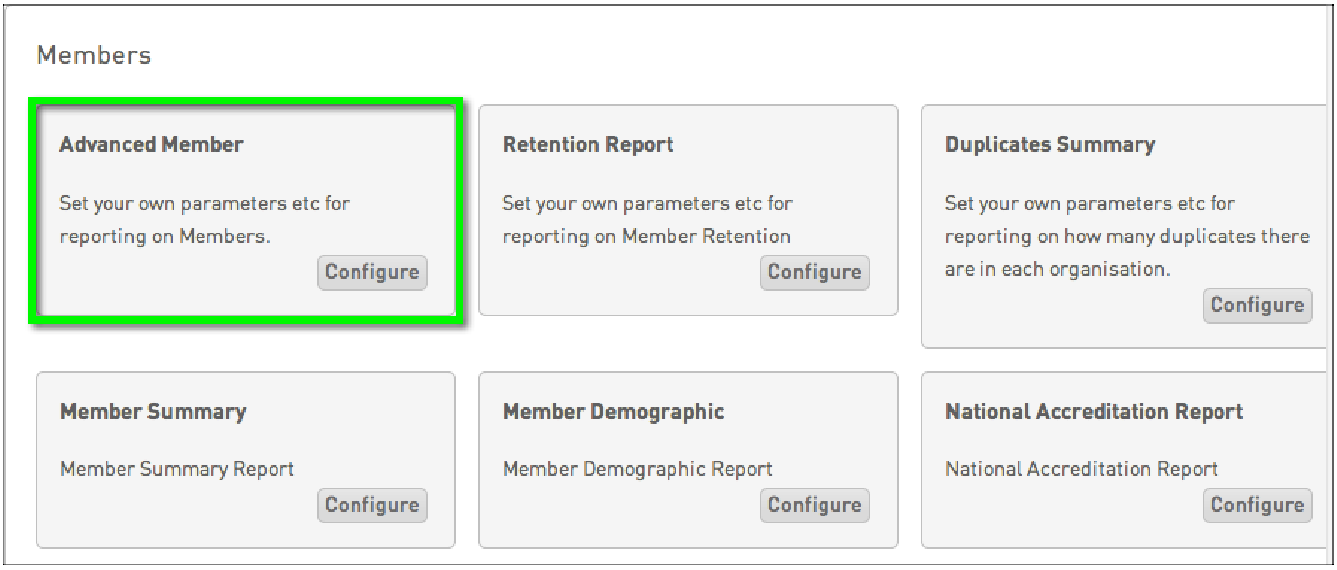
1. Click on the **Reports** tab.



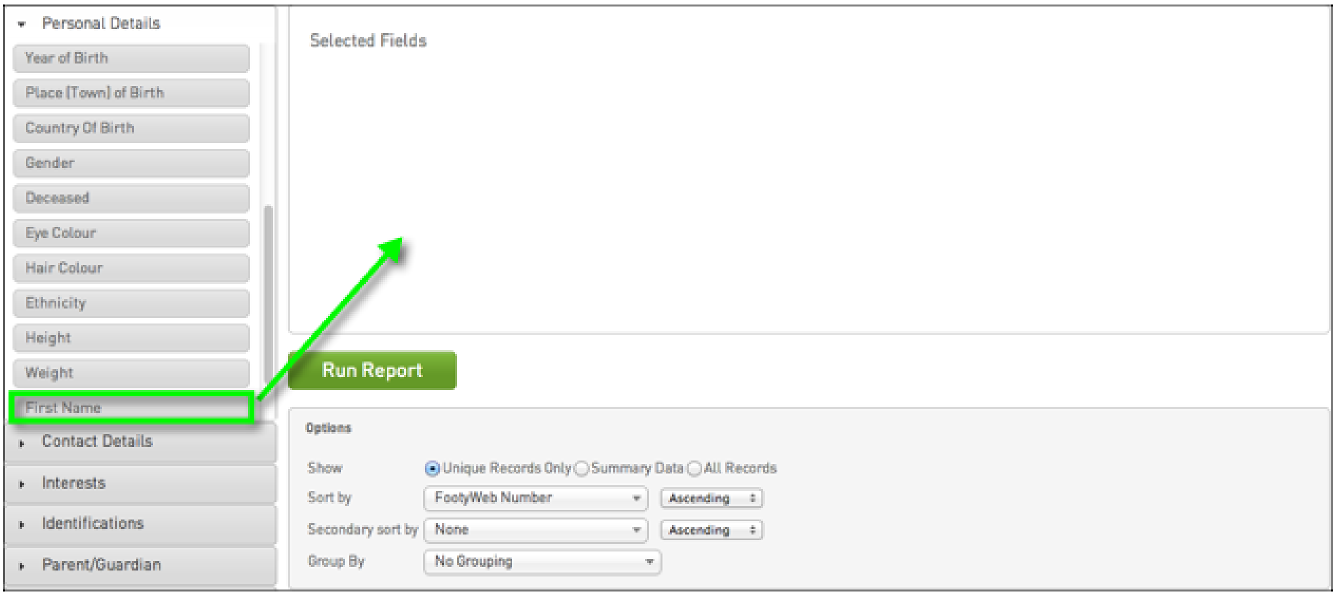
2. From the **Reports** tab click **Members**



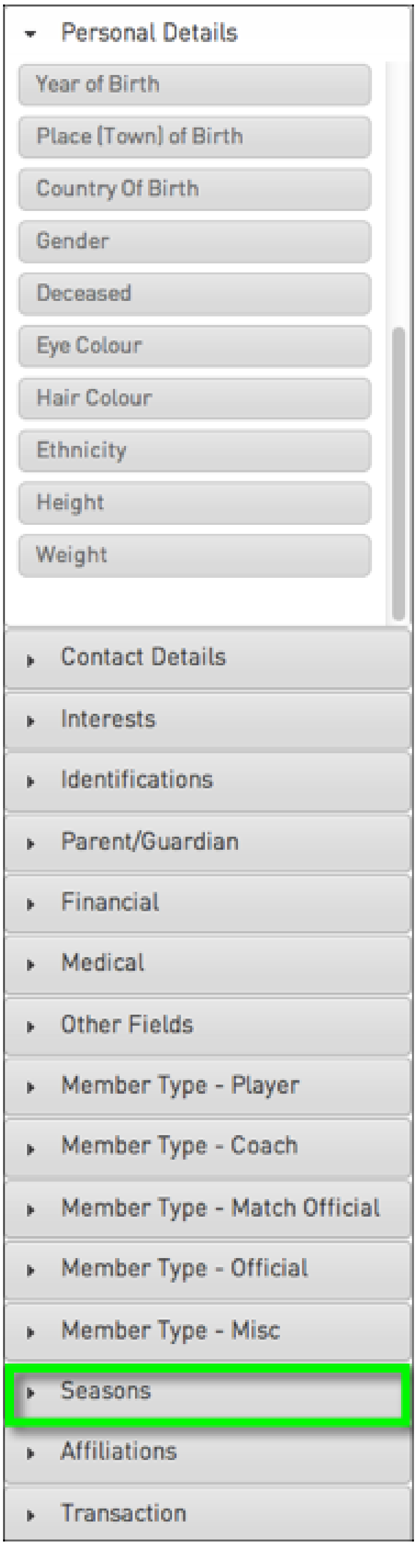
4. Find the **Advanced Member** box and then click **Configure**

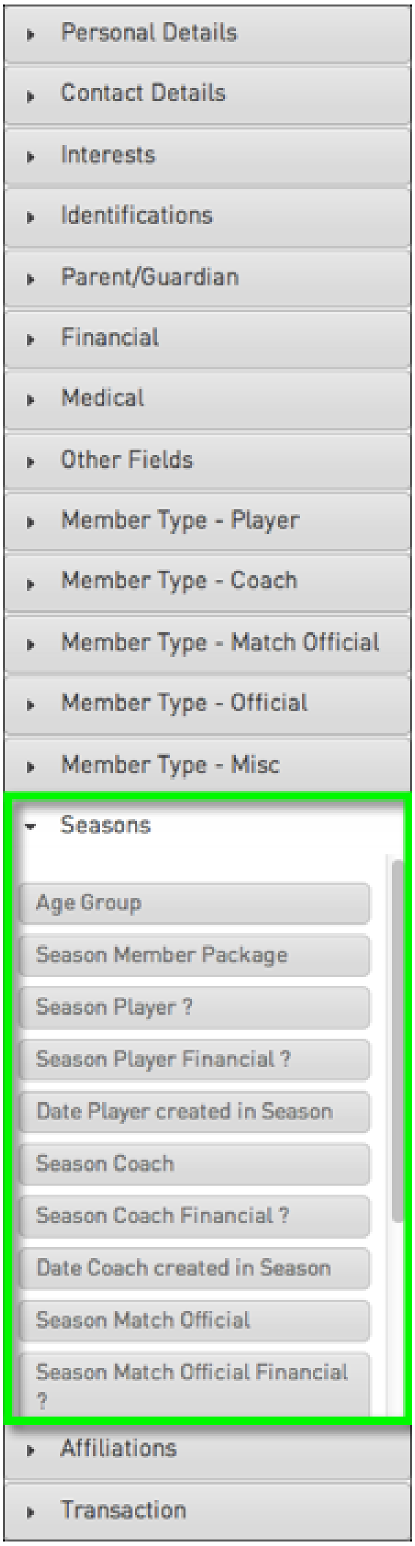


5. You will then be able to **Click and Drag** fields from the left hand columns into the **Selected Fields** box on the right hand side.



7. The fields are contained within sections in the left hand side. To expand the section you will need to click the section heading as shown below.

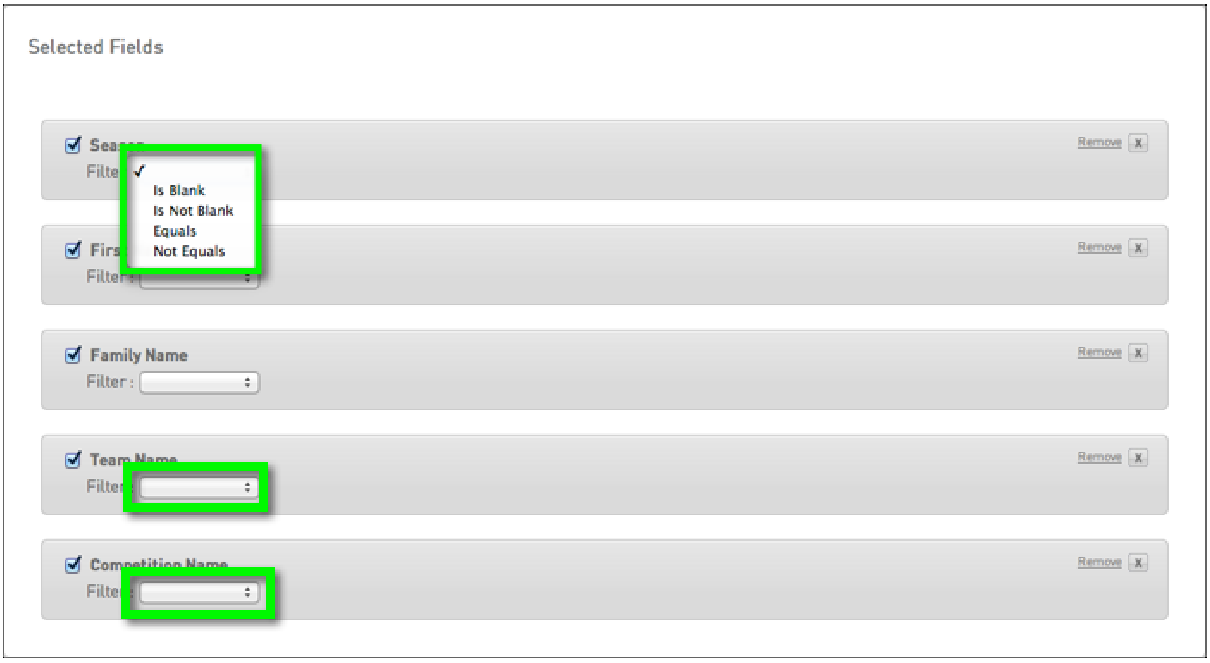




8. To get a quick snapshot of your **Member List** select the fields: ***Season, First Name, Family Name, Team Name & Competition Name.***

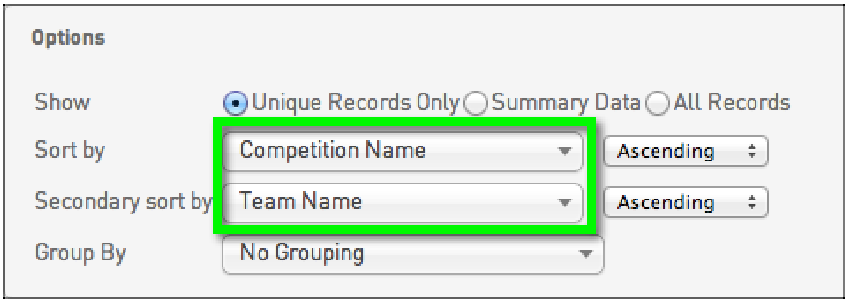
   You can filter fields to only show relevant Members. Below is an example of how to specify the season to only show results for the **Season '2013 Summer'.**

   In the box next to the word **Filter** click on the drop-down box and select **Equals.**



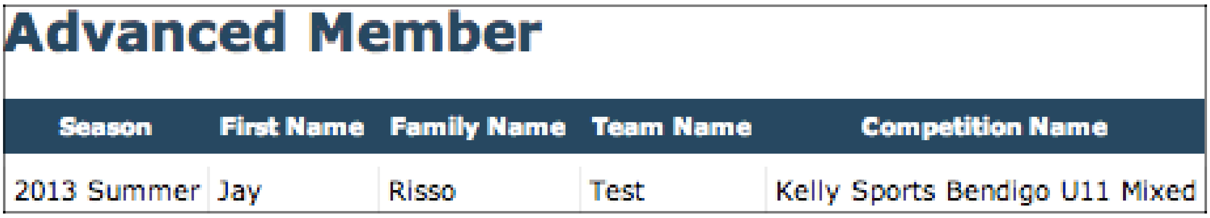
9. Then type the name of the season that you want to filter.

10. The next step is to choose how to sort the results. For this report it is advised to sort first by **Competition Name** and then by **Team Name.**



11. Finally you will need to click on either **Run Report** button.

12. The report will then open up the results in a new tab.



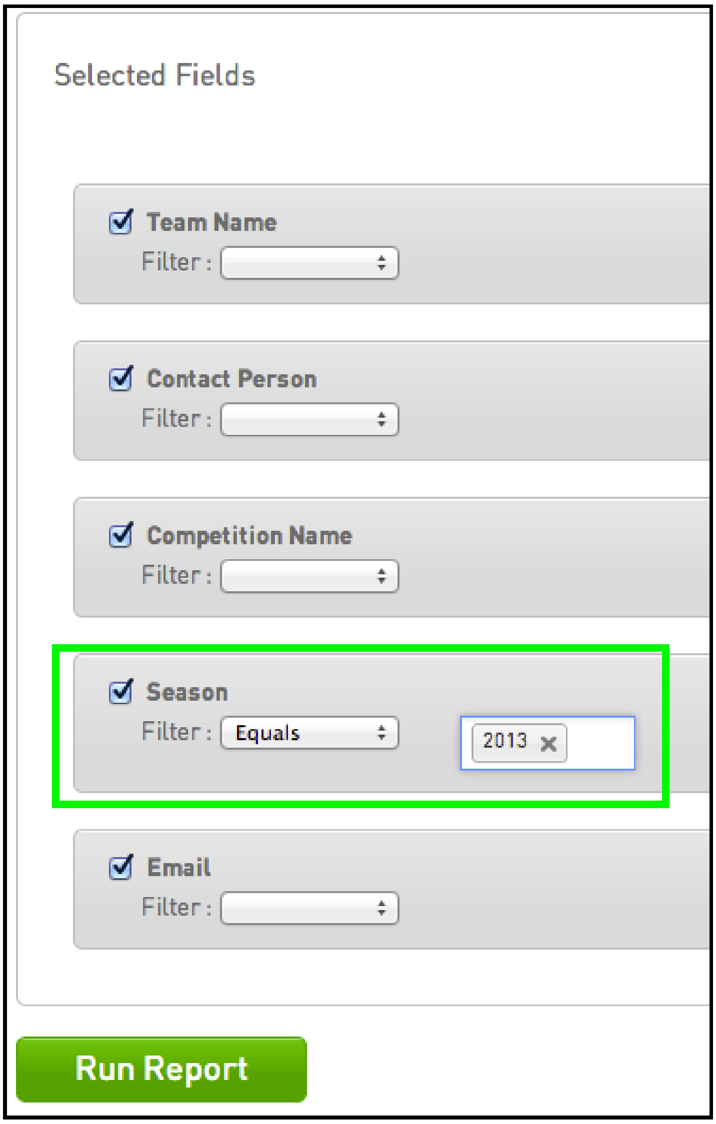
Advanced Member

Season	First Name	Family Name	Team Name	Competition Name
2013 Summer	Jay	Risso	Test	Kelly Sports Bendigo U11 Mixed

21. Useful Report Settings and Examples

21.1 Example Report: Teams registered to the current season

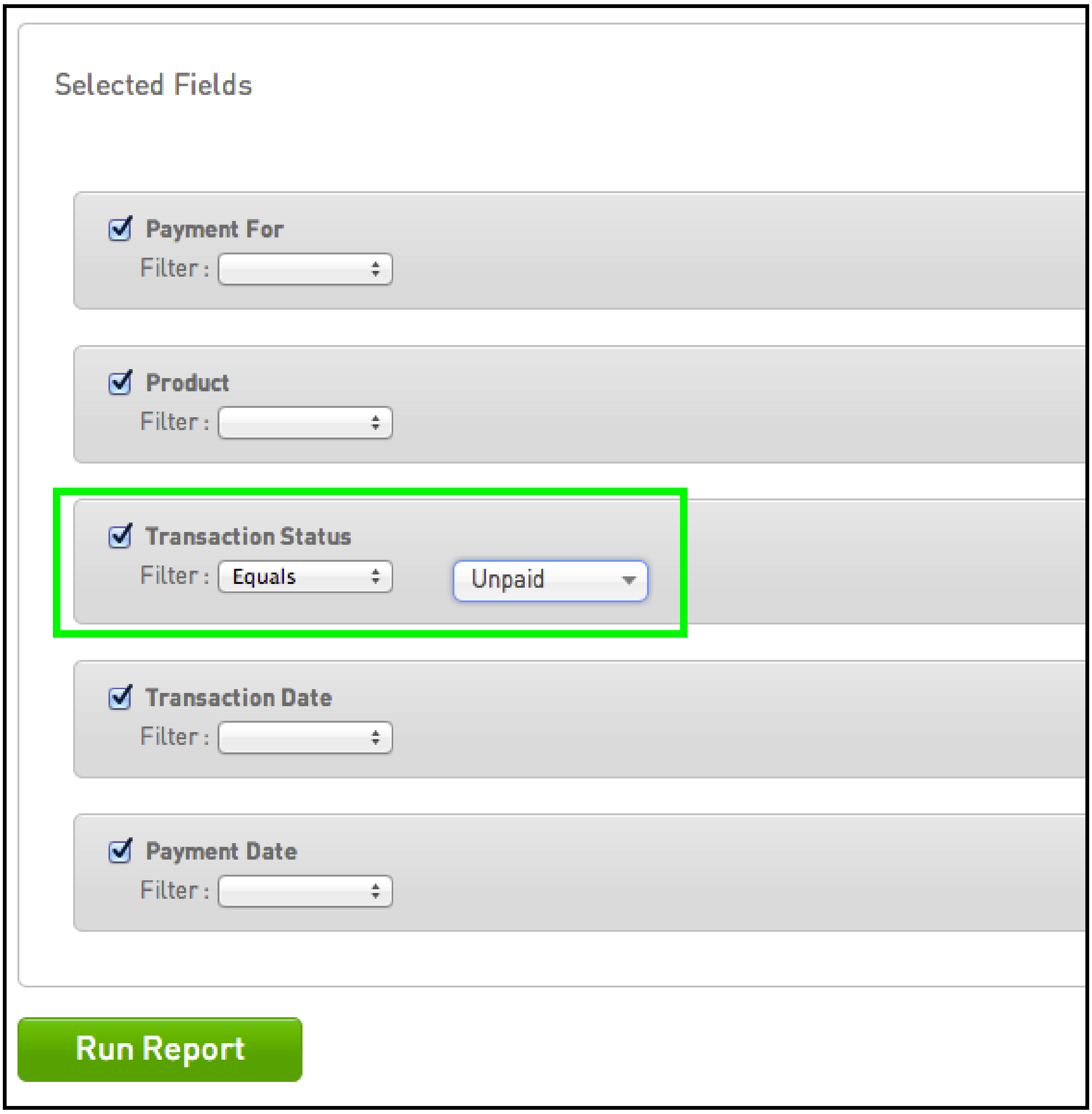
1. Click on **Reports**
2. Click on **Teams** then click **Configure** for the **Advanced Team** report
3. Click and drag across the fields as shown below
4. Make sure the **Season** filter is set to **Equals** and you select the particular season you wish to report on



5. Click **Run Report** to view the report

21.2 Example Report: Teams with unpaid products/registration fees

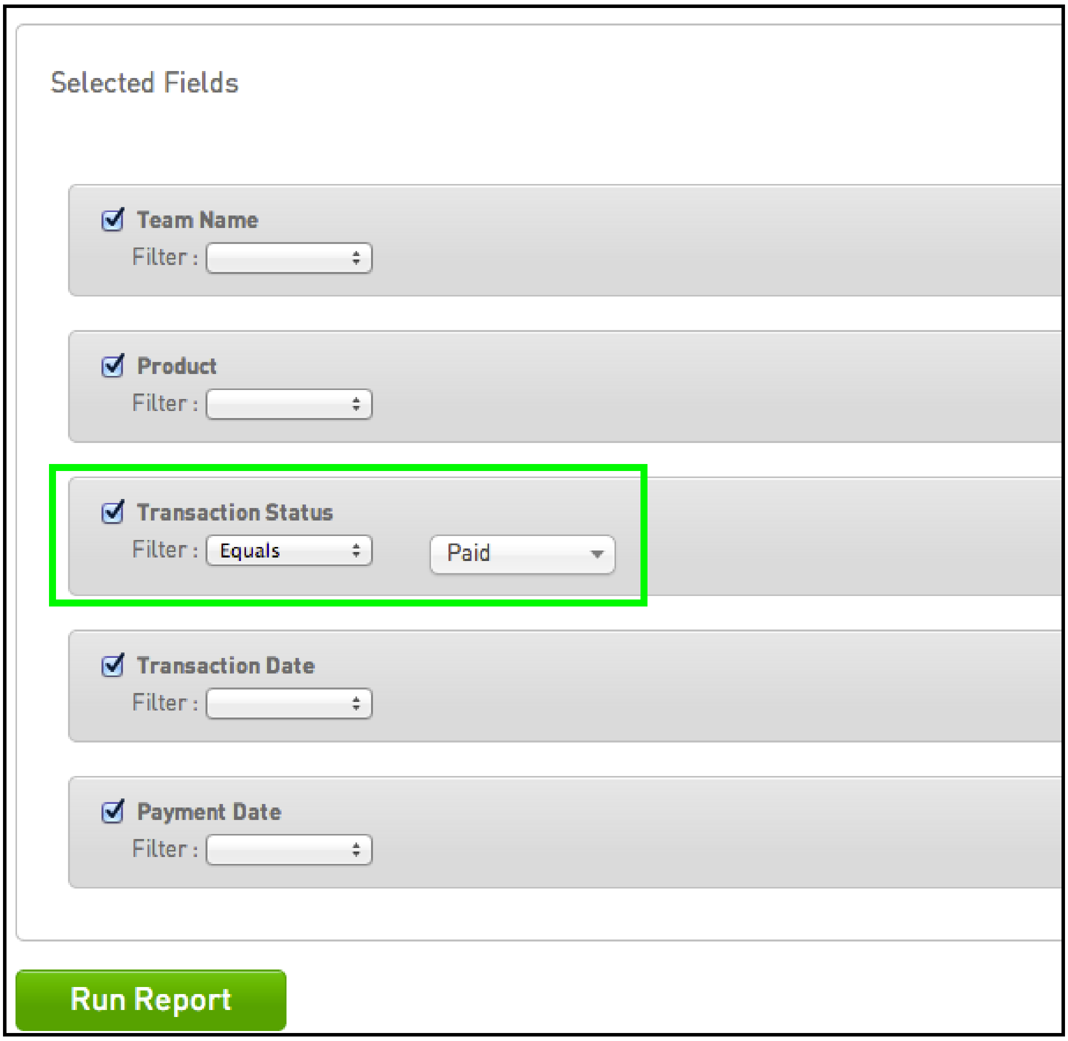
1. Click on **Reports**
2. Click on **Finance** then click **Configure** for the **Transactions** report
3. Click and drag across the fields as shown below
4. Make sure the **Transaction Status** filter is set to **Equals** and you select **Unpaid** from the drop down list



5. Click **Run Report** to view the report

21.3 Example Report: Reporting on what products a team has purchased and paid for

1. Click on **Reports**
2. Click on **Teams** then click **Configure** for the **Advanced Team** report
3. Click and drag across the fields as shown below
4. Make sure the **Transaction Status** filter is set to **Equals** and you select **Paid** from the drop down list



5. Click **Run Report** to view the report

22. Co-Ordinator Checklist

- ☐ Have you updated your "Current" and "New Registration" Seasons? If not, refer to Section 2 called "Update your "Current" and "New Registrations" Seasons configuration"
- ☐ Have you updated your Centres Contacts, Location & Details section? If not, refer to Section 3 called "Update your Centres Contacts, Location & Details area"
- ☐ Have you selected an option under ‘Public Registrations’ within the Locator? If not refer to the Location area in Section 3.
- ☐ Have you added Venues? If not, refer to section 4.
- ☐ Have you added all your new Competitions for the new Season into the database? If not, refer to Section 5 called "Adding new Competitions"
- ☐ Have you added the new Competitions to your Team Registration Form? If not, refer to Section 16 called "How to link new Competitions to your Team Registration Form"
- ☐ Have you created your Fees for the new Season? If not, refer to Section 11 called "How to create a new product"
- ☐ Have you archived your old products from last Season? If not, refer to Section 13 called "How to archive old products"
- ☐ Have you added the new Fees to your Team Registration Form? If not, refer to Section 14 called "How to attach a product to your Registration Form"
- ☐ Have you published your new Competitions to the AFL 9s website? If not, refer to Section 8 called "Publish to Web"
- ☐ Have you setup your Account so you can accept Online Payments? If you have that's great as it's a one-off process that you don't need to worry about again. If you haven't, refer to Sections 17 & 18 which are called "How to apply for an Account to accept Online Payments" and also "How to setup your Bank Account details"