

# ***AFL 9s Centre Co-ordinator***

## ***Footyweb User Guide***





## Contents

COMPETITIONS.....	3
1. Logging in and accessing your database.....	3
2. Update your “Current” and “New Registrations” seasons configuration .....	4
3. Update your Centres Contacts, Location & Details area .....	5
4. Venues .....	12
5. Adding new Competitions .....	18
7. Entering Quick Results .....	21
8. Publishing to Web.....	23
9. Communicating with Members .....	24
REGISTRATION FORMS .....	29
10. How to view the Registration Form .....	29
11. How to create a new product.....	29
12. How to Setup Notifications for Registrations.....	31
13. How to archive old products .....	32
14. How to attach a Product to a Registration Form .....	33
15. How to Link Member Registration Form to the Team Form .....	33
16. How to Link New Competitions to the Team Registration Form .....	35
ONLINE PAYMENTS.....	37
17. How to apply for an Account to accept Online Payments .....	37
18. Setting up your Bank Account details .....	39
REPORTING .....	40
19. How to Access and Run Financial Reports.....	40
18. Funds Received Report.....	41
19. Transactions Report .....	42
20. How to Run an Advanced Member Report .....	44
21. Useful Report Settings and Examples.....	49
21.1 Example Report: Teams registered to the current season .....	49
21.2 Example Report: Teams with unpaid products/registration fees .....	50
21.3 Example Report: Reporting on what products a team has purchased and paid for.....	51
22. Co-Ordinator Checklist .....	52



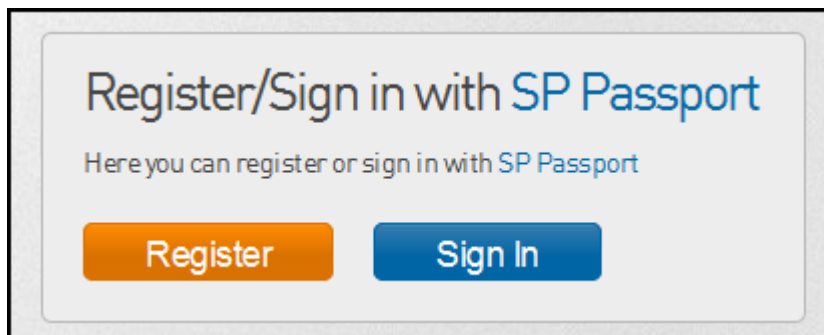
## COMPETITIONS

### 1. Logging in and accessing your database

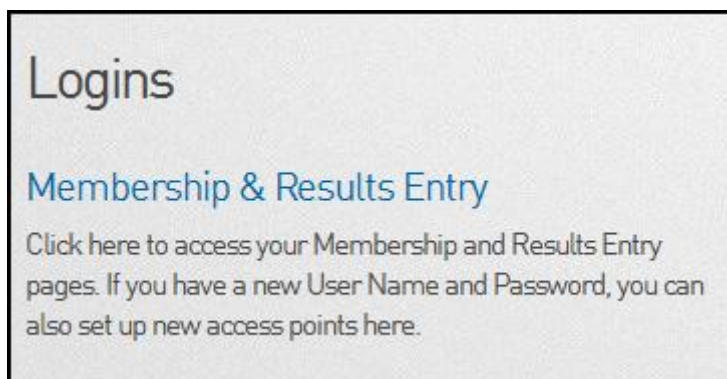
To access the database for your AFL 9s Centre, click on the link below and it's worth bookmarking it as well:

<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.



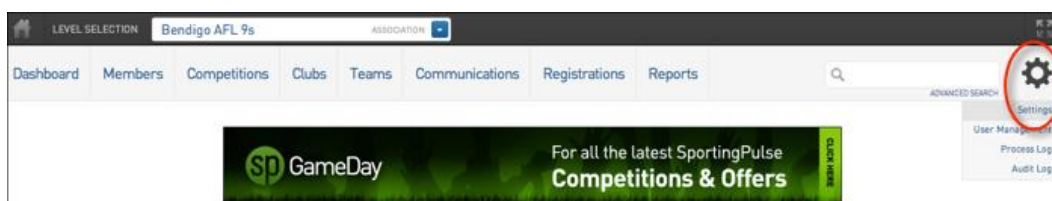
From there your AFL 9s database should be listed on that page and you will be able to click through to log directly into your database.

For more information on the Passport functionality, [click here](#).

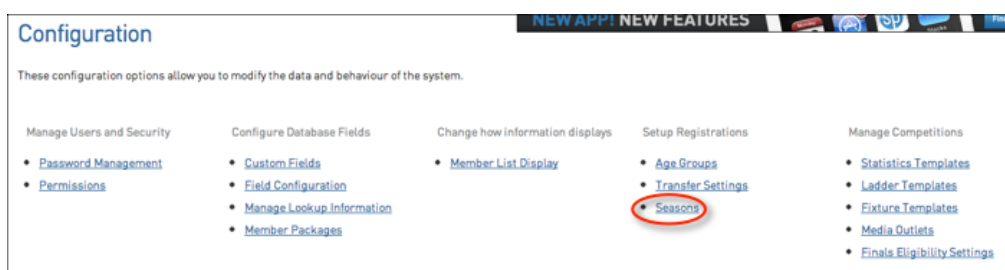


## 2. Update your “Current” and “New Registrations” seasons configuration

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**.

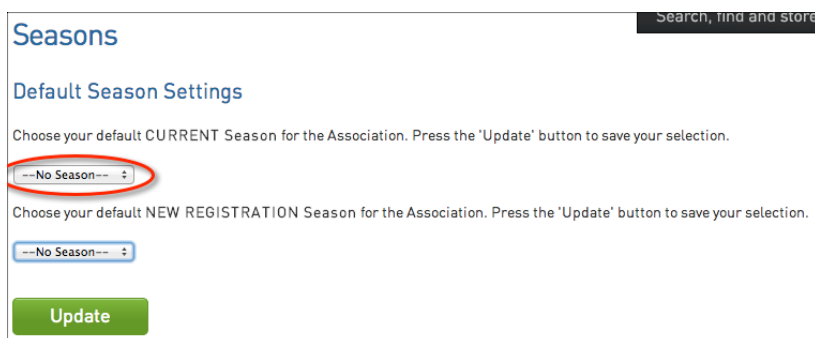


You then have the option to set a 'Current Season' and 'New Registration Season'. To do so requires at least one season to have already been set up in the database.

**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.

## Bendigo AFL 9s



[Edit Logo](#)

[Details](#) [Edit](#)

**Address**  
PO Box 85  
Epsom  
VIC, AUSTRALIA

**Phone** 0417 308 1  
**Email** [kristi@kell](mailto:kristi@kell)

☒ Details

☒ **Contacts**

☐ Locator

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.

Board or Committee Roles		Functional Responsibilities								
		Primary Contact	Competition Admin	Social Activities	Website & Publicity	Transfer & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
<input checked="" type="checkbox"/> Coordinator	David Angyle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> President	Kristi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Development Manager	Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Vice President	Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Treasurer	Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Secretary	Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Registrar	Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Committee Member	Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Committee Member	Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Committee Member	Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Committee Member	Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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

Board or Committee Roles	
<input checked="" type="checkbox"/> Coordinator	David Argyle
<input checked="" type="checkbox"/> President	Kristi
<input checked="" type="checkbox"/> Development Manager	Add new Name Here
<input checked="" type="checkbox"/> Vice President	Add new Name Here

The contact details fields for that role will appear.

<input checked="" type="checkbox"/> Coordinator	David Argyle		
Firstname:	<input type="text" value="David"/>	Surname:	<input type="text" value="Argyle"/>
Gender:	<input type="text" value="None Specified"/>		
Email:	<input type="text" value="david@socialspor"/>	Mobile:	<input type="text"/>
Receive Club Offers:	<input checked="" type="checkbox"/>	Receive Product Updates:	<input checked="" type="checkbox"/>
Publish on Locator:	<input checked="" type="checkbox"/>		

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.

Board or Committee Roles		Functional Responsibilities									
<input checked="" type="checkbox"/> Coordinator	David Argyle	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Transfer & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations	
Firstname:	<input type="text" value="David"/>	Surname:	<input type="text" value="Argyle"/>	Gender:	<input type="text" value="None Specified"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Email:	<input type="text" value="david@socialspor"/>	Mobile:	<input type="text"/>								
Receive Club Offers:	<input checked="" type="checkbox"/>	Receive Product Updates:	<input checked="" type="checkbox"/>	Publish on Locator:	<input checked="" type="checkbox"/>						



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.

Board or Committee Roles			Functional Responsibilities									
			Primary Contact	Competition Admin	Social Activities	Website & Publicity	Transfer & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations	
<input checked="" type="checkbox"/> Coordinator	David Argyle		<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Firstname: David	Surname: Argyle	Gender: None Specified										
Email: david@socialspor	Mobile:											
Receive Club Offers: <input checked="" type="checkbox"/>	Receive Product Updates: <input checked="" type="checkbox"/>	Publish on Locator: <input checked="" type="checkbox"/>										

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).

Other Roles and Contacts		
<input checked="" type="checkbox"/> --Select a Role-- Coordinator Development Manager Vice President Operations Manager Committee Member Administrator Publicity Manager Coaching Director Referees Manager	Surname: <input type="text"/>	Gender: None Specified
	Mobile: <input type="text"/>	
	Receive Product Updates: <input checked="" type="checkbox"/>	Publish on Locator: <input type="checkbox"/>
Add a new name now !		
Add a new name now !		

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**.

**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:	<input type="checkbox"/>
Tuesday:	<input type="checkbox"/>
Wednesday:	<input checked="" type="checkbox"/>
Thursday:	<input checked="" type="checkbox"/>
Friday:	<input type="checkbox"/>
Saturday:	<input type="checkbox"/>
Sunday:	<input type="checkbox"/>
Session Times:	<input type="text"/>
Session Durations:	<input type="text"/>
Season Start Date:	<input type="text" value="01/09/2013"/>
Season Finish Date:	<input type="text" value="31/12/2013"/>
Show us in the Public Locator:	<input checked="" type="checkbox"/>
Public Registrations:	<input type="text" value="AFL 9s National Team Registration Form"/>



Under Competition Details':

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

**Competition Details**

**Competitions:**

**Competition Organizer:**

**Competition Costs:**

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**.

**Location Details**

Enter Latitude and Longitude in the boxes below or drag the map marker to the correct location.

**Latitude:**

**Longitude:**

**Map:**

**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).

**Bendigo AFL 9s**

To modify this information change the information in the boxes below and when you have finished click the **Update Information** button.

Note: All boxes marked with a \* are compulsory and must be filled in.

Name:	Bendigo AFL 9s
Active?:	<input type="checkbox"/>
Postal Address Line 1:	PO Box 85 *
Postal Address Line 2:	
Postal Suburb:	Epsom *
Postal Code:	3551 *
State:	VIC *
Country:	AUSTRALIA *
League Phone:	0417 308 1... *
League Fax:	
League Email:	kristi@kell...

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:	<input type="text"/> 
Active?:	<input checked="" type="checkbox"/>
Abbreviation Name:	<input type="text"/>
Venue Type:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Suburb:	<input type="text" value="Epsom"/>
State:	<input type="text" value="VIC"/>
Postal Code:	<input type="text"/>
Country:	<input type="text" value="AUSTRALIA"/>
Phone:	<input type="text"/>
Phone 2:	<input type="text"/>
Fax:	<input type="text"/>



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.

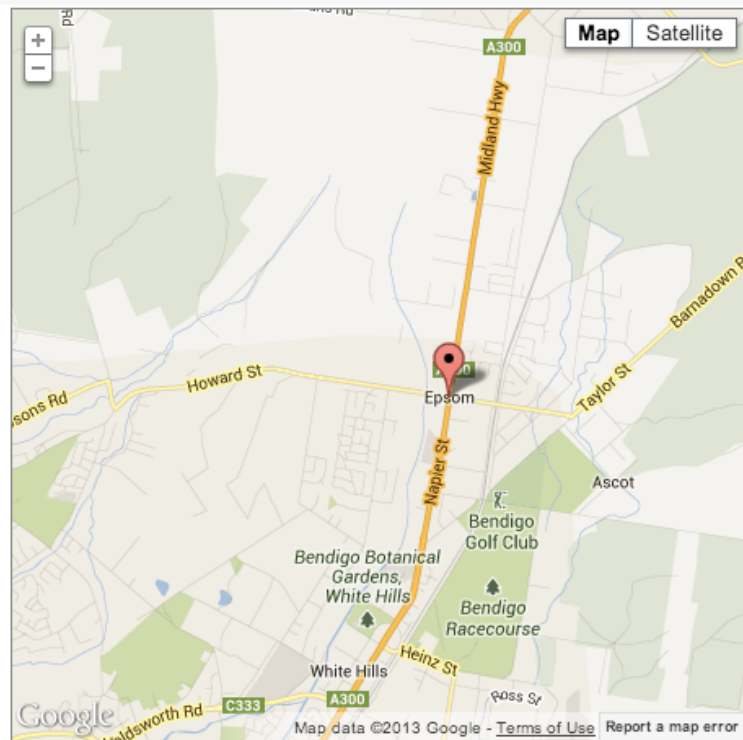
### Online Mapping

Enter Latitude and Longitude in the boxes below or drag the map marker to the correct location.

**Latitude:**

**Longitude:**

**Map:**



**Update Venue**



## Creating Venue Start Times

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

The screenshot shows the SportingPulse web interface. At the top, there's a navigation bar with tabs: Dashboard, Members, Competitions, Clubs, Teams, Communications, Registrations, and Reports. The 'Competitions' tab is selected, and a dropdown menu is open, showing various options. The 'Venues' option is highlighted with a red rectangular box. To the right of the dropdown, there's a 'Bendigo AFL 9s' section with a logo and a 'Details' link. Further right, there's a 'Contacts' section with details for the Coordinator (David Argyle) and President (Kristi).

This will take you 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.

The screenshot shows the 'Venues' screen in the SportingPulse interface. It features a search bar at the top and a table listing venues. The table has columns: Venue Name, Abbreviation, Venue Type, Suburb, Status, Splits, Start Times, Exception Dates, and Users. The 'Start Times' column is highlighted with a red rectangular box. Below the table, there's a 'Showing - Name including' filter and an 'Add' button.

Venue Name	Abbreviation	Venue Type	Suburb	Status	Splits	Start Times	Exception Dates	Users
Bendigo Field 1		Ground	Epsom	<input checked="" type="checkbox"/>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Users</a>
Bendigo Field 2			Epsom	<input checked="" type="checkbox"/>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Users</a>
Bendigo Field 3			Epsom	<input checked="" type="checkbox"/>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Users</a>



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.

### Manage Venue Start Times

Venue Name: Bendigo Field 1  
Suburb: Epsom

No start times could be found

#### Add new start times

To add new start times, fill in the fields below and the press 'Add New Start Times' button.

Day of Week	<input type="text"/>	Time (Hour/Minute)	<input type="text"/>	<input type="text"/>
Day of Week	<input type="text"/>	Time (Hour/Minute)	<input type="text"/>	<input type="text"/>
Day of Week	<input type="text"/>	Time (Hour/Minute)	<input type="text"/>	<input type="text"/>
Day of Week	<input type="text"/>	Time (Hour/Minute)	<input type="text"/>	<input type="text"/>
Day of Week	<input type="text"/>	Time (Hour/Minute)	<input type="text"/>	<input type="text"/>

Add New Start Times

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.

#### Add new start times

To add new start times, fill in the fields below and the press 'Add New Start Times' button

Day of Week	<div>✓ Sunday Monday Tuesday Wednesday Thursday Friday Saturday</div>	Time (Hour/Minute)	<input type="text"/>	<input type="text"/>
Day of Week		Time (Hour/Minute)	<input type="text"/>	<input type="text"/>
Day of Week		Time (Hour/Minute)	<input type="text"/>	<input type="text"/>
Day of Week		Time (Hour/Minute)	<input type="text"/>	<input type="text"/>
Day of Week		Time (Hour/Minute)	<input type="text"/>	<input type="text"/>

Add New Start Times





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

### Add new start times

To add new start times, fill in the fields below and the press 'Add New Start Times' button.

Day of Week	Wednesday ▾	Time (Hour/Minute)	09 ▾	00 ▾
Day of Week	▾	Time (Hour/Minute)	00 ▾	00 ▾
Day of Week	▾	Time (Hour/Minute)	00 ▾	00 ▾
Day of Week	▾	Time (Hour/Minute)	00 ▾	00 ▾
Day of Week	▾	Time (Hour/Minute)	00 ▾	00 ▾


Add New Start Times

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.

## Manage Venue Start Times

Venue Name: Bendigo Field 1  
Suburb: Epsom

### Start Times

Wednesday	09:00	
-----------	-------	--

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

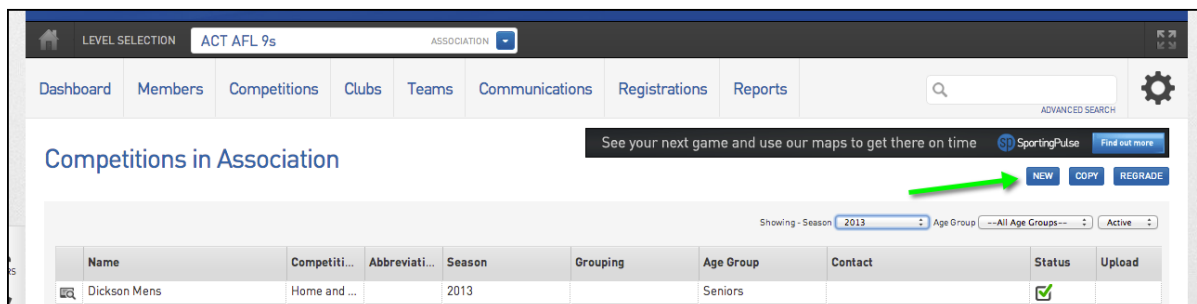
For further information on Venue Start Times, [click here](#).



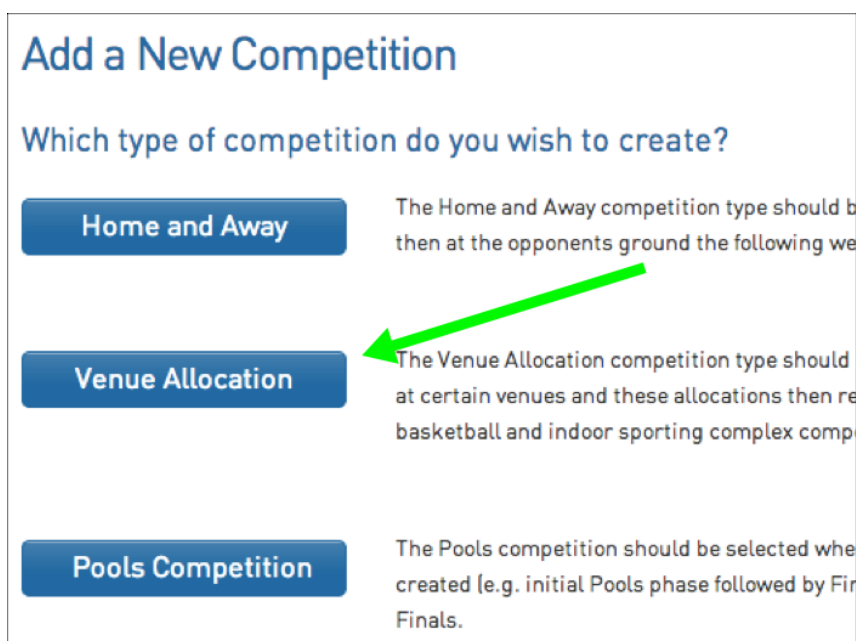
## 5. Adding new Competitions

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 .

## Add New Competition















To modify this information change the information in the boxes below and when you save the changes will be made.

Note: All boxes marked with a  are compulsory and must be filled in.







### Details

Competition Name	<input type="text"/>	
Abbreviation	<input type="text"/>	
Alternate Name	<input type="text"/>	
Contact	<input type="text"/>	
Season	<div>Choose Season </div>	

### Type/Gender/Age/Order

Competition Type	<div>Choose Type </div>	
Gender	<div>Choose Gender </div>	
Division	<div>Choose Division </div>	
Default Age Group	<div>Choose Age Group </div>	
From (Maximum Age) DOB	<div>Day  Month  Year </div>	
To (Minimum Age) DOB	<div>Day  Month  Year </div>	
Sort Order	<input type="text"/>	

### Fixturing

Start Date	<input type="text"/>	
Default Game Start Time	<div>00  : 00  24 hour time</div>	
Match Duration (mins)	<input type="text"/>	
Time Venue Required For (mins)	<input type="text"/>	
% of Venue Required	<input type="text"/>	



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

**Templates**

<b>Fixture Template</b>	Choose a Fixture Template
<b>Publish to Web as</b>	Choose Type
<b>Ladder Template</b>	Choose a Ladder Template
<b>Finals Template</b>	Choose a Finals Type
<b>Player Comp Stats Template</b>	Choose a Stats Type
<b>Player Round Stats Template</b>	Choose a Stats Type
<b>Team Match Stats Template</b>	<div>Choose a Stats Type<ul style="list-style-type: none"><li><b>AFL 9s Match Stats Template</b></li><li>AFL Team Match Stats</li><li>DFDC Team Match Stats</li><li>VCFL Team Match Stats</li><li>WA Team Match Stats</li></ul></div>
<b>Player Match Stats Template</b>	

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**'

**Display Matches**  
Use the filters below to list the desired matches.

Show matches commencing on (dd/mm/yyyy): 01/10/2013 Season --Select a Season-- Venue Name Select Some Options

and concluding on (dd/mm/yyyy): 20/12/2013 Clubs --Select a Club-- Competition Name Select Some Options

**SHOW MATCHES** **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.

**MATCH LIST**

### Display Matches

Use the filters below to list the desired matches.

Show matches commencing on /dd/mm/yyyy:  Season:  Venue Name:

and concluding on /dd/mm/yyyy:  Clubs:  Competition Name:

[Click here to view a Match Officials Allocation list for below matches](#)

QOSB	QOB	QOB	PTS	Result	Home Team	Away Team	QOSB	QOB	QOB	PTS	Result	Competition	Match Date	Time	Venue
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="24"/>	<input type="text" value="Lost"/>	AFL 9s	Test	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="25"/>	<input type="text" value="Won"/>	Monday Mens	01/10/2013	18:00	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="&lt;-select a result type-&gt;"/>	AFL 9s	Test	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="&lt;-select a result type-&gt;"/>	Monday Mens	08/10/2013	18:00	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="&lt;-select a result type-&gt;"/>	Test	Test	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="&lt;-select a result type-&gt;"/>	Monday Mens	15/10/2013	18:00	

AFL 9s FootyWeb User Guide



## 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)

**Publish to Web** NEW APP!

The Publish to Website function allows you to display competition information on your SportingPulse website.

**Schedule Publish to Web Now** (Please only click once)

Note:  
*It may take 10-15 minutes before a Publish to Website request displays content on your website.  
Submitting the request multiple times will increase the time to publish.*

Scheduled Times	Remove
Thursday 15:00	
Monday 00:00	

Add to Automatic Publish to the Web Schedule

Day: Monday (Time) hours: 00 minutes: 00 **Add to Publish Schedule**

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.

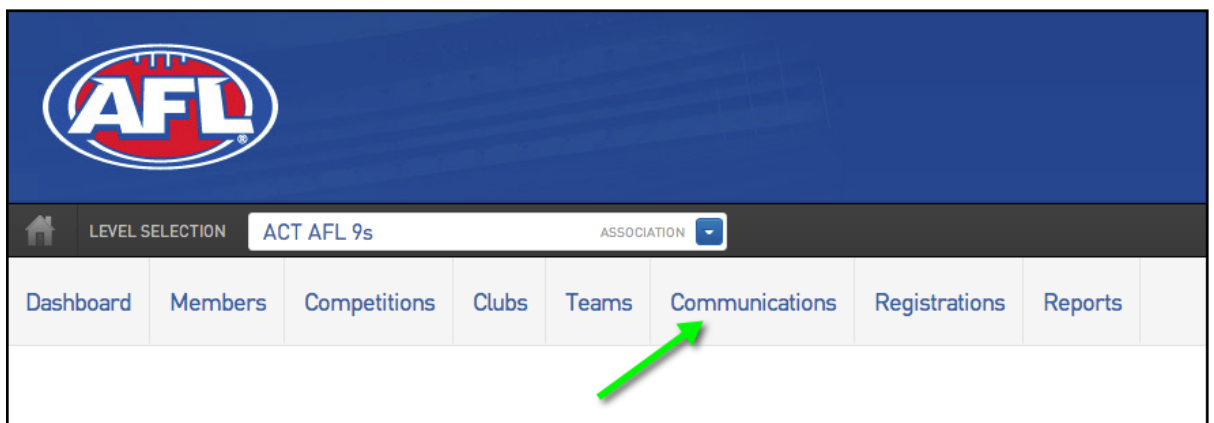


## 9. Communicating with Members

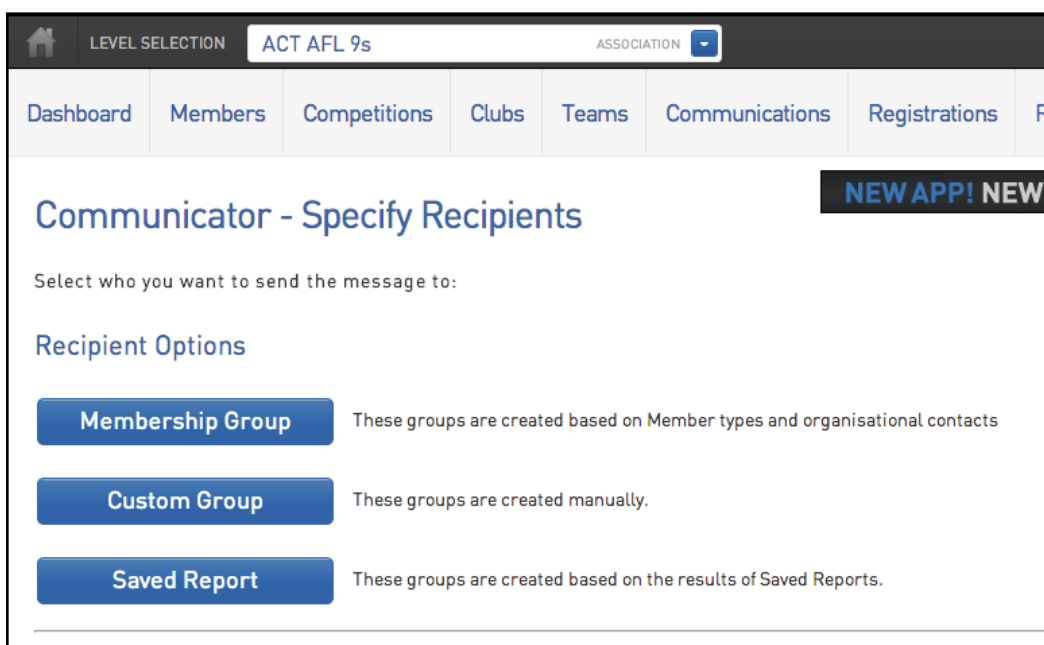
The Communications area of the database will allow you to contact your members directly via email and/or SMS.

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.

### Communicator - Specify Recipients

Select who you want to send the message to:

#### Recipient Options

Membership Group

These groups are created based on

Custom Group

These groups are created manually

Saved Report

These groups are created based on

#### Membership Group

Choose which predefined list you want to send to. When complete press

☐ Club Contacts

Contact Type 

All Contacts

☐ Team Contacts

For Teams registered in competitions in Season 

All Seasons

☐ Players

Registered in Season 

2013 Summer

Include parents

☐ Coaches

Registered in Season 

2013 Summer

☐ Umpires

Registered in Season 

2013 Summer

☐ Officials

Continue



## 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.

### Communicator - Specify Recipients

Select who you want to send the message to:

#### Recipient Options

Membership Group

These groups are created based on Member type

Custom Group

These groups are created manually.

Saved Report

These groups are created based on the results of

---

Custom Group

Choose which Custom Group you want to send to. When complete press the "Continue"

Groups:

Communicator Test

Continue

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.

### Communicator - Specify Recipients

Select who you want to send the message to:

#### Recipient Options

Membership Group

These groups are created based on

Custom Group

These groups are created manually

Saved Report

These groups are created based on

---

#### Saved Report

Choose which saved report output you want to send to. When complete pre

Reports:

Members : Team Contacts

Include parents ☐

Continue

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.

**Communicator - Compose Message** NEW APP! NEW FEATURES

All fields must be completed. When finished, press the 'Send Message' button.

**Email**

From: example@sportingpulse.com

Subject:

Message:

Once Team Managers have entered their expression of interest via the website and the Competition Manager has received the initial email, we recommend they send the following template email to all Team Managers in order for them to confirm their Team registration into the respective Competition(s) they wish to register for.

An example email template is before so it is up to each Competition Manager to insert their own details pertinent to their Venue and the Competitions you run

Type of Message: News

**Acceptable Use Policy:**

SportingPulse provides the Communicator to Associations, Clubs and Teams for legitimate communication between these entities and their members. Any use of the Communicator for electronic junk mail will be immediately banned from further use. SportingPulse monitors the level of communication (not the content of the communication) to prevent unnecessary use of the system by individuals or entities.

**Send Message**

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



### 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

See your next game and use our maps to get there on time [Find out more](#)

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	<input checked="" type="checkbox"/>	Association	<a href="#">Copy</a>
Remaining Amount minus Discount V...	800.00	<input checked="" type="checkbox"/>	Association	<a href="#">Copy</a>
Summer 9s New Team	660.00	<input checked="" type="checkbox"/>	Association	<a href="#">Copy</a>
Summer 9s Returning teams	550.00	<input checked="" type="checkbox"/>	Association	<a href="#">Copy</a>
Talent 9s Registration Fee	50.00	<input checked="" type="checkbox"/>	Association	<a href="#">Copy</a>
Group: Deposit [1 products]				
AFL 9's Canberra Deposit	150.00	<input checked="" type="checkbox"/>	Association	<a href="#">Copy</a>
Group: Remaining amount [1 products]				
AFL 9s Canberra Remaining online	730.00	<input checked="" type="checkbox"/>	Association	<a href="#">Copy</a>
Group: Team Registration [5 products]				
2007 Recreational Football Team Rego	0.00	<input checked="" type="checkbox"/>	National	Not created at this level
2008 Recreational Football Team Rego	0.00	<input checked="" type="checkbox"/>	National	Not created at this level
2009 Recreational Football Team Rego	0.00	<input checked="" type="checkbox"/>	National	Not created at this level
2010 Recreational Football Team Rego	640.00	<input checked="" type="checkbox"/>	National	Not created at this level
AFL 9's Canberra - 2012	880.00	<input checked="" type="checkbox"/>	Association	<a href="#">Copy</a>



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

### Edit Products -

Fields marked with \* are compulsory.

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

DetailsPricingMandatoryActionsFilterAvailabilityRenewal

#### Details

Name:

Product Reporting Season: ---No Season--- (Used in Reporting as a filter for Products purchased)

Archive Product: ☐

Grouping Category:

Allow Multiple time purchasing: ☐

Allow Multiple Quantity Purchasing: ☐

Notes:

(Add any information here that purchasers should see before they complete their transaction)

Update

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**

Type of Email	Send to Association	Send to Club	Send to Team	Send to Member	Send to Parent/Guardian
New Registrations	<input checked="" type="checkbox"/> eMails	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Renewals	<input checked="" type="checkbox"/> eMails	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Payment Advices	<input checked="" type="checkbox"/> eMails	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

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: All

Name	Price	Active ?	Created By	Copy Product
Group: 0 [2 products]				
 2012 Team Registration Fee	90.00	<input checked="" type="checkbox"/>	Association	Copy
 Bendigo AFL 9s Individual Member E...	40.00	<input checked="" type="checkbox"/>	Association	Copy
Group: Team Registration [4 products]				
 2007 Recreational Football Team Rego	0.00	<input checked="" type="checkbox"/>	National	Not created at this level
 2008 Recreational Football Team Rego	0.00	<input checked="" type="checkbox"/>	National	Not created at this level
 2009 Recreational Football Team Rego	0.00	<input checked="" type="checkbox"/>	National	Not created at this level
 2010 Recreational Football Team Rego	0.00	<input checked="" type="checkbox"/>	National	Not created at this level

**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'.

Details Pricing Mandatory Actions Filter Availability Renewal

Details

Name: 2012 Team Registration Fee

Product Reporting Season: --No Season-- (Used in Reporting as a filter for Products purchased)


Archive Product: ☒

Grouping Category:

Allow Multiple time purchasing: ☐

Allow Multiple Quantity Purchasing: ☐

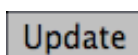
Notes:

Photo: 

Upload Photo

Update

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.

**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

Name	Price	Active ?	Created By	Copy Prod
Group: 0 [2 products]				
2012 Team Registration Fee	90.00	<input checked="" type="checkbox"/>	Association	<a href="#">Copy</a>
Bendigo AFL 9s Individual Member E...	60.00	<input checked="" type="checkbox"/>	Association	<a href="#">Copy</a>

Shows: ☒ Active ☒ Inactive (Archived) ☐ All

## 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

**Registration Forms**

AUSTRALIA'S TOP GOAL KICKER SPONSORED BY THE GAME VIEW TOP 100

Team Registration Form 2013 [#32431]	Team to Association	<a href="#">View</a>	<a href="#">Edit</a>		
Member Registration Form 2013 [#32433]	Member to Team	<a href="#">View</a>	<a href="#">Edit</a>		

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**

Active	Mandatory	Sequence	Group	Product Name	Price	Created By
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			2013 Team Registration Fee	900.00	Association
<input type="checkbox"/>	<input type="checkbox"/>	0		Summer Team Entry Fee	1,000.00	Association

[Save](#)

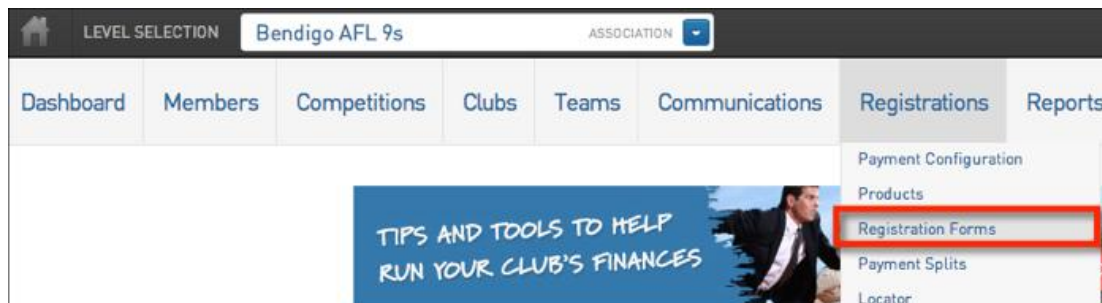
5. Click **Save** to update it.

## 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.

**AFL 9s National Team Registration Form (#32431)**

Settings Fields Layout Products

Save

Form Name: AFL 9s National Team Registration Form

Type of Form: Team to Association

Form Enabled ☒

Payment is Compulsory ☐

Member Form for users to register to teams: **AFL 9s National Member Registration Form**

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



## AFL 9s National Team Registration Form (#32431)

Settings

Fields

Layout

Products

Save

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

## AFL 9s National Team Registration Form (#32431)

Settings saved

### 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

Registration Forms		AUSTRALIA'S TOP GOAL KICKER		SPONSORED BY THE GAME		VIEW TOP 100
Team Registration Form 2013 (#32431)	Team to Association	<a href="#">View</a>	<a href="#">Edit</a>			
Member Registration Form 2013 (#32433)	Member to Team	<a href="#">View</a>	<a href="#">Edit</a>			



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

Registration Forms » Edit » Team Competitions

### AFL 9's Canberra - Team Registration Form (#1064)

Settings Fields Layout Products Messages **Competitions**

Choose which competitions to make available for selection on the registration form.

Save

Active	Competition Name	Start Date
<input type="checkbox"/>	Dickson Mixed Finals	12/12/2012
<input checked="" type="checkbox"/>	Masters	18/10/2012
<input checked="" type="checkbox"/>	Woden Mixed Thursday	18/10/2012
<input checked="" type="checkbox"/>	Dickson Mens	17/10/2012
<input type="checkbox"/>	Dickson Mixed - Hangers	17/10/2012
<input checked="" type="checkbox"/>	Dickson Mixed - Speckies	17/10/2012
<input checked="" type="checkbox"/>	Woden Mens	16/10/2012
<input checked="" type="checkbox"/>	Woden Mixed Tuesday	16/10/2012

Save

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



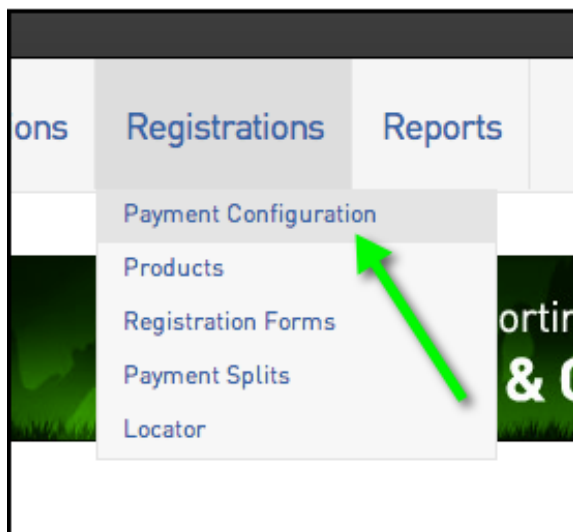
## ONLINE PAYMENTS

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

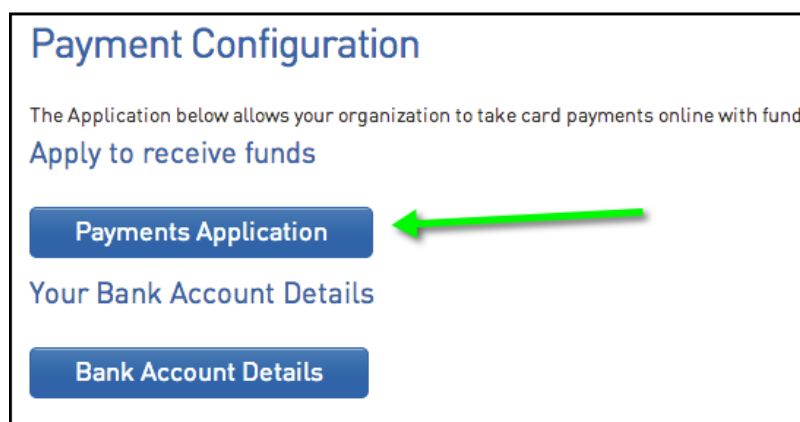
This step-by-step guide will help new users through the process of signing up to become a SportingPulse Sub-merchant so you can Online Payments for Fees etc.

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 the club. This must be repeated as such.

As part of this application process, you will need to provide a scanned copy of your Bank Account Statement 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 PO Box.

**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**.

**Payment Configuration**

The Application below allows your organization to take card payments online with funds

**Apply to receive funds**

**Payments Application**

**Your Bank Account Details**

**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.

**Bank Account**

To modify this information change the information in the boxes below and when you have finished p

Note: All boxes marked with a \* are compulsory and must be filled in.

**Branch Code (BSB):**

**Account Number:**

**Account Name:**

To validate your bank details, please provide a scanned copy of your latest bank statement.

No file chosen \*

**Update**

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

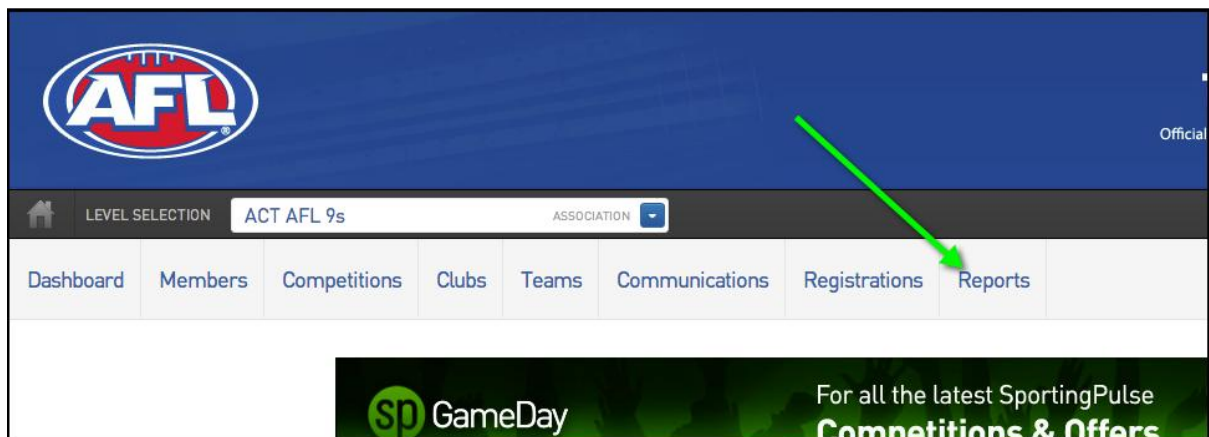


## REPORTING

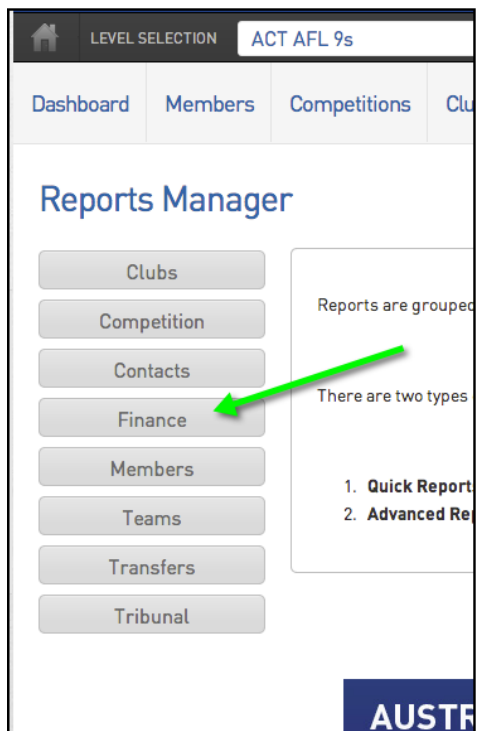
### 19. How to Access and Run Financial Reports

*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).

▼ Details

Transaction ID

Quantity

Item Cost

Line Item Total

Manual Receipt Reference

Bank Reference Number

Payment Log ID

Payment Notes

Transaction Notes

Member Club

Association

Competition Name

Competition Season

Selected Fields

☒ Product  
Filter:

☒ Payment For  
Filter:

☒ Transaction Date  
Filter:

☒ Payment Date  
Filter:

☒ Transaction Status  
Filter:

☒ Payment Type  
Filter:

☒ Order Total  
Filter:

Run Report



**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.

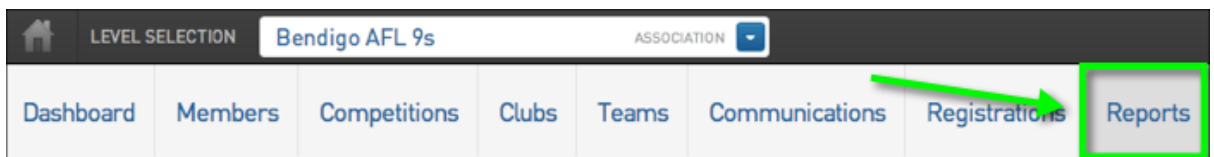
**Payment Type:** Select 'Equals' from the Filter drop box and select the specific Payment Type (ie. Online NAB, Cash, Cheque etc) that you wish to report on.



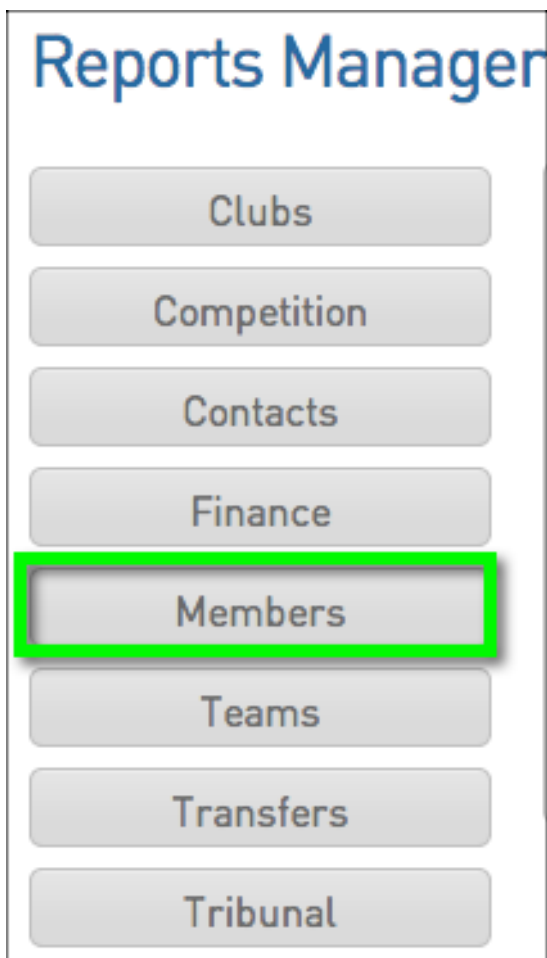
## 20. How to Run an Advanced Member Report

The best way to get specific information about your members is to run an **Advanced Member 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**

Members

<b>Advanced Member</b> Set your own parameters etc for reporting on Members. <a href="#">Configure</a>	<b>Retention Report</b> Set your own parameters etc for reporting on Member Retention <a href="#">Configure</a>	<b>Duplicates Summary</b> Set your own parameters etc for reporting on how many duplicates there are in each organisation. <a href="#">Configure</a>
<b>Member Summary</b> Member Summary Report <a href="#">Configure</a>	<b>Member Demographic</b> Member Demographic Report <a href="#">Configure</a>	<b>National Accreditation Report</b> National Accreditation Report <a href="#">Configure</a>

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.

▼ Personal Details

- Year of Birth
- Place (Town) of Birth
- Country Of Birth
- Gender
- Deceased
- Eye Colour
- Hair Colour
- Ethnicity
- Height
- Weight
- First Name**

► Contact Details

► Interests

► Identifications

► Parent/Guardian

**Run Report**

Selected Fields

Options

Show ☒ Unique Records Only ☐ Summary Data ☐ All Records

Sort by

Secondary sort by

Group By



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.

▼ Personal Details

Year of Birth

Place (Town) of Birth

Country Of Birth

Gender

Deceased

Eye Colour

Hair Colour

Ethnicity

Height

Weight

▶ Contact Details

▶ Interests

▶ Identifications

▶ Parent/Guardian

▶ Financial

▶ Medical

▶ Other Fields

▶ Member Type - Player

▶ Member Type - Coach

▶ Member Type - Match Official

▶ Member Type - Official

▶ Member Type - Misc

▶ Seasons

▶ Affiliations

▶ Transaction

▶ Personal Details

▶ Contact Details

▶ Interests

▶ Identifications

▶ Parent/Guardian

▶ Financial

▶ Medical

▶ Other Fields

▶ Member Type - Player

▶ Member Type - Coach

▶ Member Type - Match Official

▶ Member Type - Official

▶ Member Type - Misc

▼ Seasons

Age Group

Season Member Package

Season Player ?

Season Player Financial ?

Date Player created in Season

Season Coach

Season Coach Financial ?

Date Coach created in Season

Season Match Official

Season Match Official Financial ?

▶ Affiliations

▶ Transaction



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

Selected Fields

☒ **Team Name**  
Filter :

☒ **Contact Person**  
Filter :

☒ **Competition Name**  
Filter :

☒ **Season**  
Filter :

☒ **Email**  
Filter :

**Run Report**

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

### Selected Fields

☒ **Payment For**  
Filter :

☒ **Product**  
Filter :

☒ **Transaction Status**  
Filter :

☒ **Transaction Date**  
Filter :

☒ **Payment Date**  
Filter :

**Run Report**

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

Selected Fields

☒ **Team Name**  
Filter :

☒ **Product**  
Filter :

☒ **Transaction Status**  
Filter :

☒ **Transaction Date**  
Filter :

☒ **Payment Date**  
Filter :

**Run Report**

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"