



Vicinity Centres Aussie Hoops User Guide for Local Centre Coordinators

Version 6.3

Contents

Delivering Vicinity Centres Aussie Hoops	3
Term Rollover Checklist	4
Signing up for a Fox Sports Pulse Passport account	5
Adding/Editing Local Centre Coordinator Contact Details	7
Entering and Updating Program Information	9
Entering your Program Information	10
Setting the Price of a Program	13
Updating Program information	14
Making a Program Inactive	15
Adding a Vicinity Centres Aussie Hoops Widget to a Fox Sports Pulse Website	17
Adding a Vicinity Centres Aussie Hoops Page to a Fox Sports Pulse Website	21
Editing and Printing Program Flyers	26
How a child is registered to participate in an Vicinity Centres Aussie Hoops Program	29
Locating your nearest Vicinity Centres Aussie Hoops Local Centre	29
My centre is not taking online registration but is taking online expression of interest.	31
Transferring Participants to a Different Program	32
Transferring an Individual Participant	32
Transferring an entire program participant list into another program (merging programs)	33
Participant Refund Procedure	35
Refunding a Registration fee	35
Setting a Payment to "Cancelled"	35
Withdrawing a participant from a program	38
Printing Program Attendance Sheets	40
Ordering Participant Packs	42
Printing Program Merchandise Reports	42
Placing an order with DMC	43
Using the Dropbox Link and Collateral Material	49
Downloading a document	49
Sending emails to Parents	50
Sending Program Renewal Invitation Emails to Parents	52
Printing Participant Certificates	55
In Google Chrome	56
In Firefox	57

In Internet Explorer	57
In Safari	58
Creating Custom Reports	59
Finance Report	59
Member Report	61

Delivering Vicinity Centres Aussie Hoops

1. Each participant of the Vicinity Centres Aussie Hoops program must have registered via the online registration process and online payment gateway.
2. Vicinity Centres Aussie Hoops sub-realm is only to be used for programs that adhere to the Vicinity Centres Aussie Hoops delivery guidelines. Registrations for other programs (i.e. holiday camps) will need to be through the Basketball Network membership database.
3. Only registration forms created by Basketball Australia are to be utilised.
4. Vicinity Centres Aussie Hoops Coaches will utilise the provided Vicinity Centres Aussie Hoops coaching resources to deliver sessions and understand that such resources are synced to the National Basketball Coaching Curriculum.
5. As an accredited Vicinity Centres Aussie Hoops local centre, the local centre will do their best to ensure their respective Vicinity Centres Aussie Hoops web page is representative of the programs new brand, look and feel and language.
6. Local Centres will only refer to and advertise the program with the local centre name followed by the words 'Vicinity Centres Aussie Hoops' for example "Brisbane Vicinity Centres Aussie Hoops".

Term Rollover Checklist

- ☐ Add new programs for the upcoming term using the appropriate program template setup by Basketball Australia.
- ☐ Make previous term's programs inactive.
- ☐ Check centre contact details are up to date (Vicinity Centres Aussie Hoops Coordinator and Junior Competitions Coordinator).
- ☐ Add widget/link to your association webpage.
- ☐ Send program renewal email to participants.
- ☐ Advertise program using recourses and collateral provided by Basketball Australia via Dropbox.
- ☐ Commence taking registrations through the online registration form and payment gateway.
- ☐ Run merchandise reports and order the required participant packs ready for first session of the program.

Signing up for a Fox Sports Pulse Passport account

To sign up for an FSP Passport account:

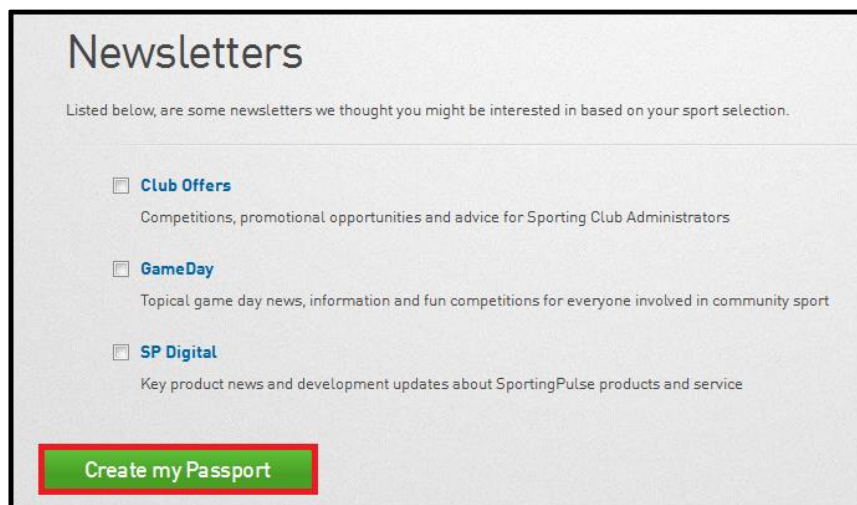
1. Go to <https://passport.sportingpulse.com/login>
2. Click on the link to **Register**.



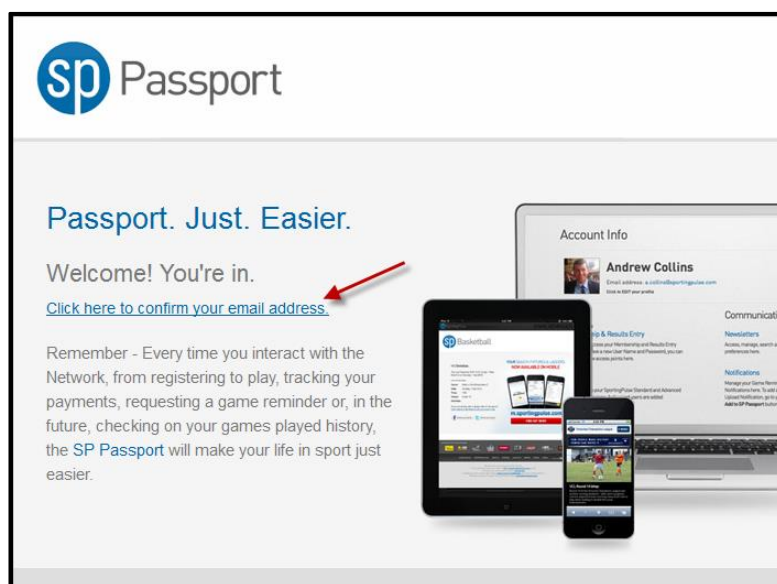
3. Fill out the details as shown below or choose to register for an FSP Passport through Twitter or Facebook. Once done click on **Create My Passport**.

A screenshot of the registration form on the SP Passport website. At the top, there are two buttons: 'Register with Twitter' and 'Register with Facebook'. Below these are input fields for 'Email Address', 'First Name', 'Family Name', 'Password', 'Re-enter Password', 'Country' (a dropdown menu showing 'choose a country...'), and 'State or Territory'. Under the heading 'Sport', there is a section 'Choose your sport(s)' with a grid of checkboxes for various sports: Archery, Athletics, Australian Rules, Badminton, Baseball, Basketball, Cricket, Hockey, Indoor Sports, Lacrosse, Lawn Bowls, Netball, Rowing, Rugby League, Rugby Union, School Sports, Football/Soccer, Squash, Table Tennis, Ten Pin Bowling, Tennis, TouchFootball, Volleyball, Water Polo, and Weightlifting. At the bottom of the form is a green button labeled 'Create my Passport'.

4. Select the communications you wish to receive and click on **Create my Passport** to complete the process.



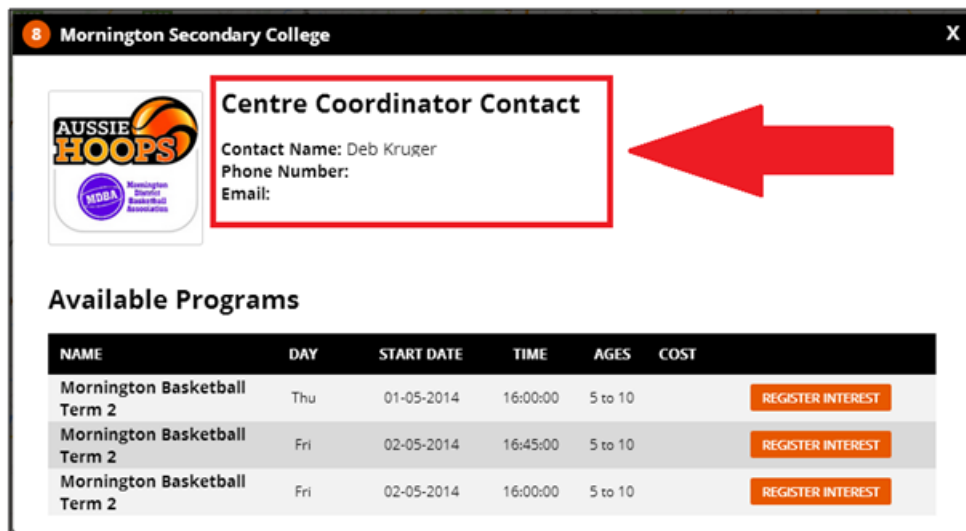
5. You will then receive a confirmation email. Open the email and click on the link to confirm your FSP Passport.



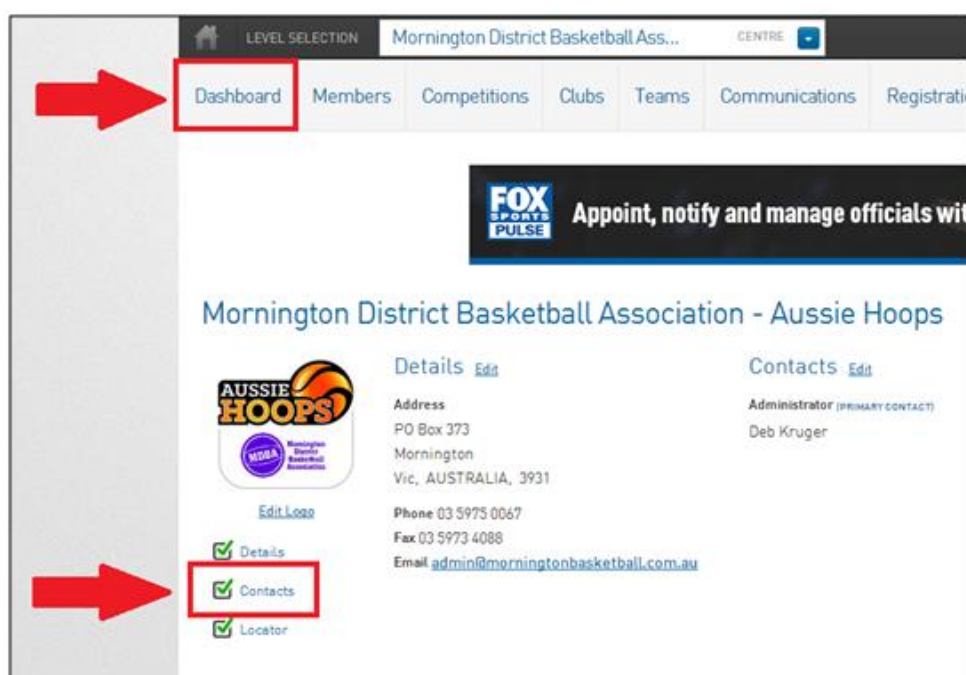
You've now signed up to FSP Passport. You will need to contact your state Vicinity Centres Aussie Hoops coordinator to gain access to the Vicinity Centres Aussie Hoops Database using your new FSP Passport.

Adding/Editing Local Centre Coordinator Contact Details

A Local Centre Coordinator's contact details are published in several locations throughout the Vicinity Centres Aussie Hoops Locator and in key communications.



1. Login to Vicinity Centres Aussie Hoops Membership at Centre level through [FSP Passport](#).
2. The **dashboard** will appear. Click on **Contacts**.



3. The **Contacts** page will appear. The Vicinity Centres Aussie Hoops Local Centre Coordinator must be listed under Other Roles and Contacts > Administrator.
4. To add or modify details of a Vicinity Centres Aussie Hoops Local Centre Coordinator, click on the down arrow next to the applicable field. The contact details fields for that role will appear.

Other Roles and Contacts

Administrator Deb Kruger

Firstname: Deb Surname: Kruger Gender: Female

Email: Mobile:

Receive Club Offers: ☒ Receive Product Updates: ☒ Publish on Locator: ☒

☒ Choose a Role Add a new name now !

Primary Contact

5. Enter the coordinators contact details in the fields provided.
6. Three check boxes are provided below: **Receive Club Offers**, **Receive Product Updates** and **Publish on Locator**.
 - **Club Offers** and **Product Updates** emails are sent monthly from Fox Sports Pulse. Tick these options if you want the member to receive these emails.
 - **Publish on Locator** determines whether the contact person's name and contact details are shown on the Aussie Hoop Centre Locator and must be selected for the **Primary Contact**.
7. One member can be assigned the primary contact by selecting the **Primary Contact** check circle. An Aussie Hoop Centre's primary contact will be the contact to appear in the Vicinity Centres Aussie Hoops Centre Locator.
8. 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.
9. You will need to enter the details of your junior competitions coordinator also. Select the Competitions Admin check box so that their details are automatically filled into the Program Renewal email sent at the end of each program.

Functional Responsibilities

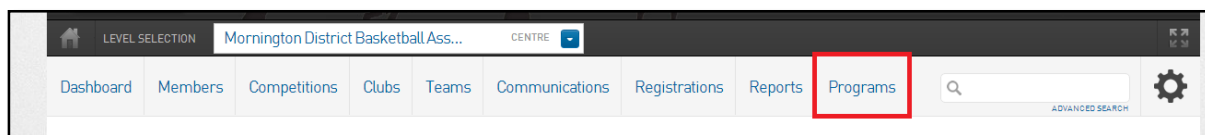
Primary Contact	Competition Admin	Social Activities	Website & Publicity	Transfer & Permits
<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Save

Entering and Updating Program Information

1. Login to Vicinity Centres Aussie Hoops Membership at Centre level through [FSP Passport](#)
2. Click on the **Programs** Tab

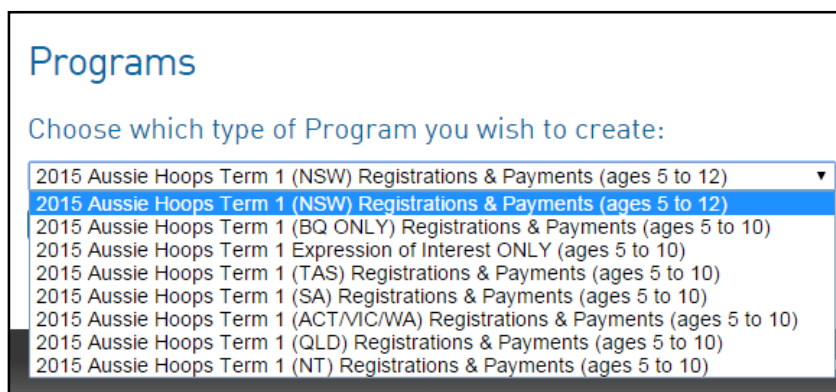


3. Click on Add a New Program

Please note: You need to add a new program, for every individual session you run. For example, if one program is a Monday and the other is a Friday, they need to be set up as individual programs.



4. Choose which type of Program you wish to create, based on your state/territory. This can be selected from the drop down list set by Basketball Australia.

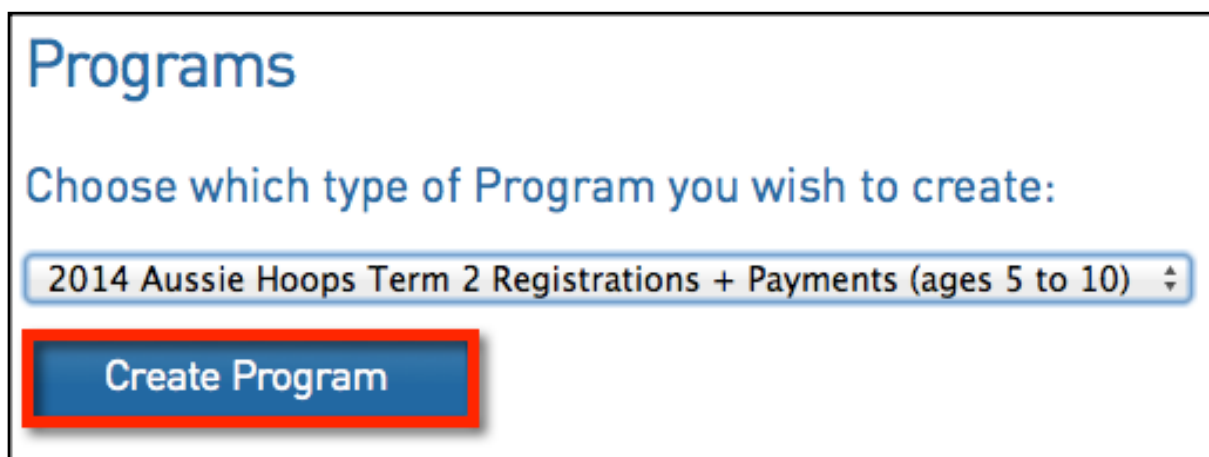


5. You can choose from:

Taking **Registrations and Payments**; this allows a Local Centre to register and collect payments online, where payment is compulsory to register. This is recommended for those associations currently using the system to collect registrations and where payments are compulsory.

Taking **Expression of Interest**; this allows all Local Centres who are not currently utilising the system for registrations and payments to publish program information but not collect registration and payments through the system. This is a short term solution only as we transition all Local Centres to compulsory online registrations and payments.

6. Click **Create Program**



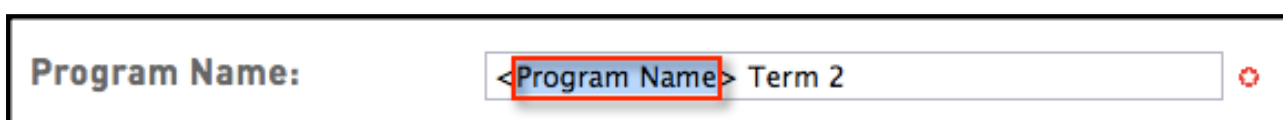
The screenshot shows a web interface titled "Programs". Below the title is the instruction "Choose which type of Program you wish to create:". A dropdown menu is open, displaying the selected option: "2014 Aussie Hoops Term 2 Registrations + Payments (ages 5 to 10)". Below the dropdown is a blue button with the text "Create Program", which is highlighted with a red rectangular border.

Entering your Program Information

In this screen you need to complete the Program Details specific for your Vicinity Centres Aussie Hoops Program.

Please note: there are some restrictions that are set by the national body to create a standardised national program. All fields that have a red dot against them are mandatory to complete.

7. Add Program Name replacing the <Program Name> insert. Do not alter term information as it is critical to determine the program timing.



The screenshot shows a form field labeled "Program Name:". The input field contains the text "<Program Name> Term 2". A red dot is visible to the right of the input field, indicating that this field is mandatory.

8. From the dropdown list choose the facility (location) that this program will be delivered at.

Program Details

Program Name:

Active?: ☒

Facility:

Age Details

Minimum Suggested Age:

Maximum Suggested Age:

Max DOB:

Allow Max DOB exceptions?: ☐

Min DOB:

Allow Min DOB exceptions?: ☐

Facility List:

- Bentleigh Secondary College
- Choose Facility
- A.B. Patterson College (Pupils Only)
- Activewest Stadium
- Adelaide Arena
- Adelaide River School
- Albany Leisure & Aquatic Centre
- Alexandra Community & Leisure Centre
- Alexandria Basketball Stadium
- Algester Primary School
- Ararat YMCA
- Atherton High Community Hall
- Bangalow Public School
- Barossa Aquatic & Fitness Centre (The Rex)
- Batchelor Area School
- Beaconhills College
- Belconnen Basketball & Sports Centre
- Bellarine Sports & Aquatic Centre
- Bellarine Sports Centre
- Belmont Oasis Leisure Centre
- Benalla West Primary School

Please note: If your facility does not appear on the list please email aussiehoops@basketball.net.au with the following facility information.

Facility Name:
Street Address:
Suburb:
State:
Facility Phone:

- Set the age range of your program using the **Youngest/Oldest Suggested Age** fields (these are the ages that will appear on the Vicinity Centres Aussie Hoops webpage). Then set the **Youngest/Oldest** date of birth range (if you wish to accept registrations falling outside of these limits, tick the exemption checkboxes).

Age Details

Youngest Suggested Age:

Oldest Suggested Age:

Oldest DOB:

Allow Oldest DOB exceptions?: ☐

Youngest DOB:

Allow Youngest DOB exceptions?: ☐

10. Add official start date of your program. Ensure it's the correct day your program runs.

Please note: You will only be able to pick from a selected range of dates.

The screenshot shows the 'Session Details' form with a date picker for April 2014. The date 13th is highlighted with a red box. The form includes fields for Start Date, Start Time, Capacity, Duration, Number of Sessions, Days Run, and Monday?.

11. Add the Program Start Time in **24 hour time**

The screenshot shows the 'Start Time' field with the value '00:00' in 24-hour time format, highlighted with a red box. The field is labeled 'Start Time:' and includes a '24 hour time' toggle.

12. Add the participant capacity you wish to accept.

Please note: If you don't have a limit on the capacity and want to take all participants simply enter a very high number. If you can only take 30 participants, once 30 participants have registered the program finder will revert to an expression of interest form.

13. Specify the time duration of the program.

Basketball Australia guidelines recommend that a programs duration should be 60 mins, but must be no less than 45 minutes and no more than 75 minutes. You must select a time that fits within this range.

The screenshot shows the 'Duration' field with the value '45 to 75' minutes, highlighted with a red box. The field is labeled 'Duration:' and includes a red gear icon for settings.

14. Specify the number of sessions that will be run. Basketball Australia advises that the Vicinity Centres Aussie Hoops program is to be run between 8 and 10 sessions per term.

The screenshot shows the 'Number of Sessions' field with the value '8 to 10', highlighted with a red box. The field is labeled 'Number of Sessions:' and includes a red gear icon for settings.

15. Specify the day the specific program is run. This must reflect the start date.

Days Run

Please ensure that the day of week matches your start date.

Monday?:	<input type="checkbox"/>
Tuesday?:	<input type="checkbox"/>
Wednesday?:	<input type="checkbox"/>
Thursday?:	<input type="checkbox"/>
Friday?:	<input type="checkbox"/>
Saturday?:	<input type="checkbox"/>
Sunday?:	<input type="checkbox"/>

16. Specify the default status of new members' enrolment as active.

Registration Details

Default status of new Members on Enrolment:

Active

Active

Pending

17. Click on Create Program

Create Program

18. Your Program will now show when you click on the **Programs** Tab under the association and on the Vicinity Centres Aussie Hoops Program Finder at www.aussiehoops.com.au/find-a-program.

Setting the Price of a Program

1. Login to Vicinity Centres Aussie Hoops Membership at Centre level through [FSP Passport](#)
2. Click on the **Programs** Tab

LEVEL SELECTION **Mornington District Basketball Ass...** CENTRE


Dashboard Members Competitions Clubs Teams Communications Registrations Reports **Programs** ADVANCED SEARCH

3. Select **Edit Prices** for the corresponding program.

Showing - Name including Active ▼

Product Prices	Members	Status
Edit Prices	View Members	✓
Edit Prices	View Members	✓
Edit Prices	View Members	✓


4. Using the magnifying glass icon, select the product you would like to change the price for.

Name	Price
Group: 2014 Term 3 (1 products)	
 Aussie Hoops New Participant (VIC/WA)	80.00

5. Enter the new price and select **Update**.

Pricing

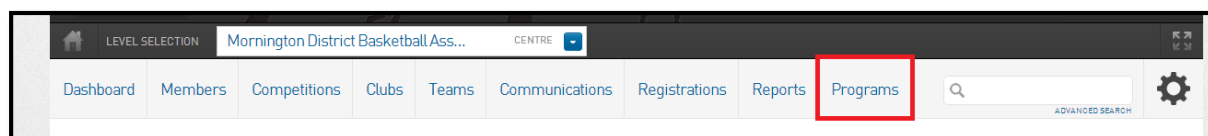
Price: ☒ Single price (price is the same across all registrations, including family registrations).

Single Pricing: \$ 

[Update](#)

Updating Program information

1. Login to Vicinity Centres Aussie Hoops Membership at Centre level through [FSP Passport](#)
2. Click on the **Programs** Tab



3. Using the magnifying glass icon, select the program you would like to update.

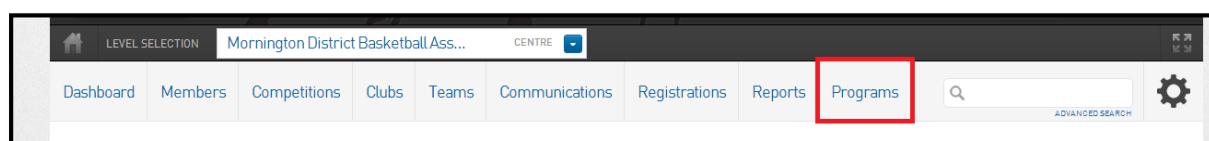
Program Name	Facility Name
 Mornington Basketball Ter...	Mornington Secondary Coll...
 Mornington Basketball Ter...	Mornington Secondary Coll...
 Mornington Basketball Ter...	Mornington Secondary Coll...

4. You can then update the specific program details just as you had entered them when setting up your program (See page 10).
5. Once you have made the required adjustments, click on **Update Program**.

A green rectangular button with the text "Update Program" in white, outlined with a thick red border.

Making a Program Inactive

1. Login to Vicinity Centres Aussie Hoops Membership at Centre level through [FSP Passport](#)
2. Click on the **Programs** Tab



3. Using the magnifying glass icon, select the program you would like to make inactive.


	Program Name	Facility Name
	Mornington Basketball Ter...	Mornington Secondary Coll...
	Mornington Basketball Ter...	Mornington Secondary Coll...
	Mornington Basketball Ter...	Mornington Secondary Coll...

4. Uncheck the box next to **Active?**

Program -


[Click here](#) to return to list of Programs

To modify this information change the information in the boxes below

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

Program Details

Program Name:

Active?: ☐ 

Facility:

5. Finally scroll to the bottom and click the **Update Program** button.

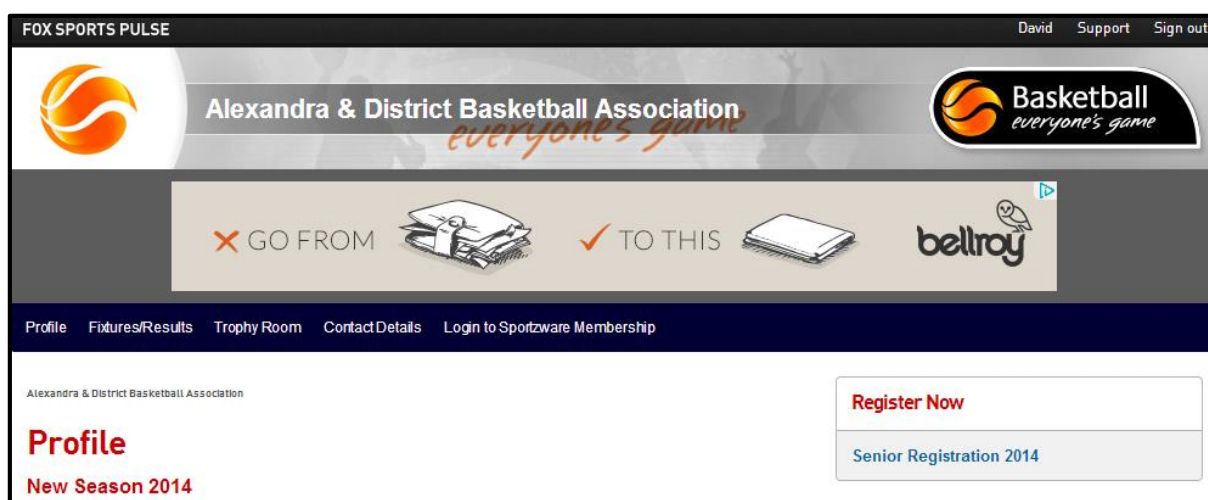
Update Program

Adding a Vicinity Centres Aussie Hoops Widget to a Fox Sports Pulse Website

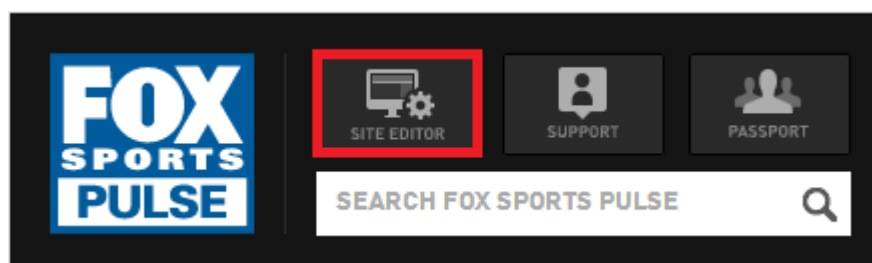
Adding a widget to your association webpage will require access to make changes to the page. You will need to speak to the member assigned to maintaining your association's page to gain access.

You will also need to email aussiehoops@basketball.net.au to be issued your Association ID.

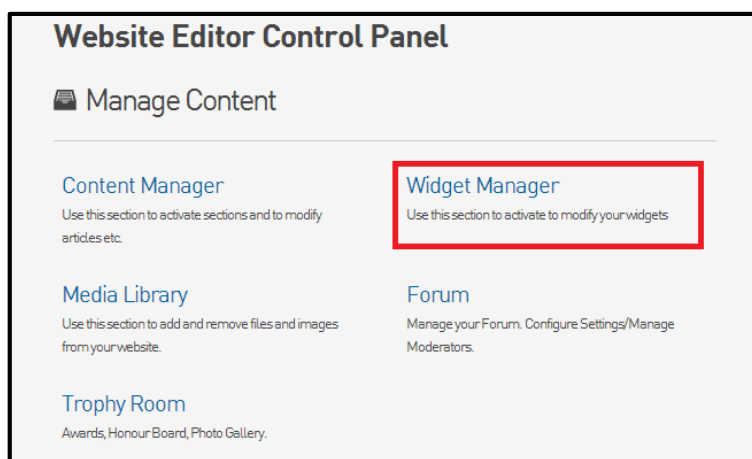
1. Navigate to your association's Fox Sports Pulse webpage.



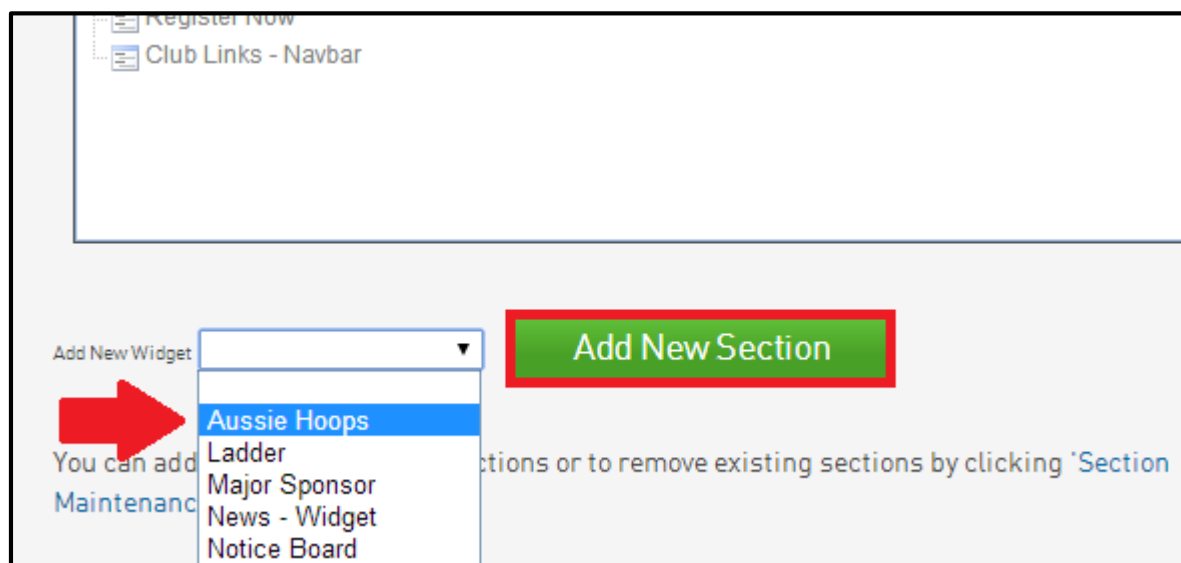
2. Scroll to the bottom of the page and select **Site Editor**.



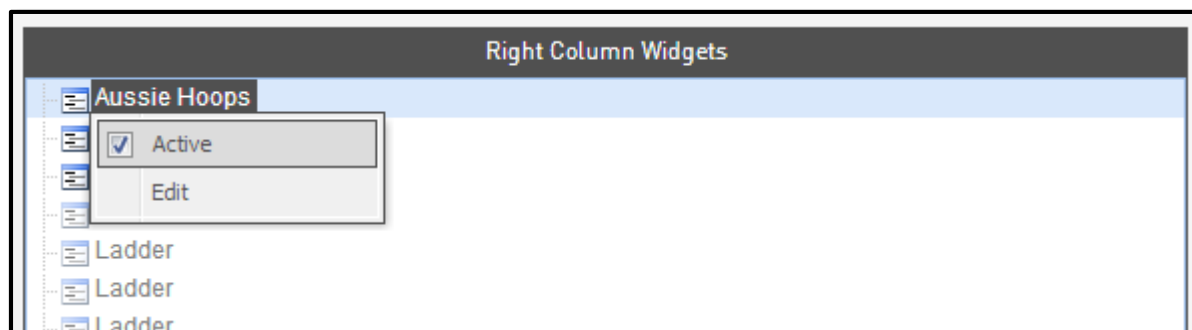
3. You will be taken to the pages **Website Editor Control Panel**. Select **Widget Manager**.



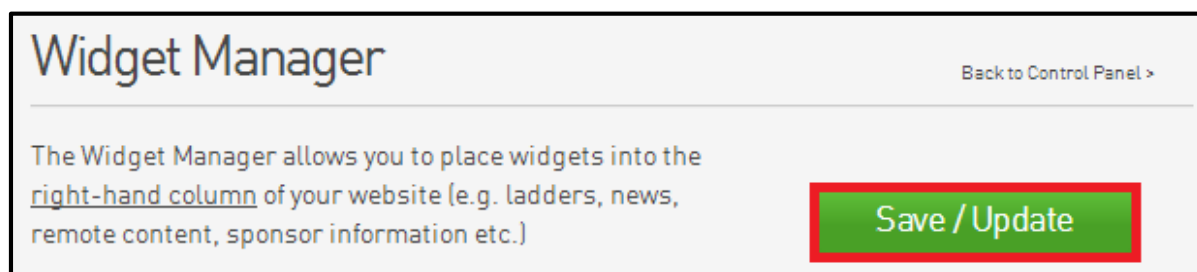
- Using the drop-down menu, select **Vicinity Centres Aussie Hoops** then the **Add New Section** button to continue.



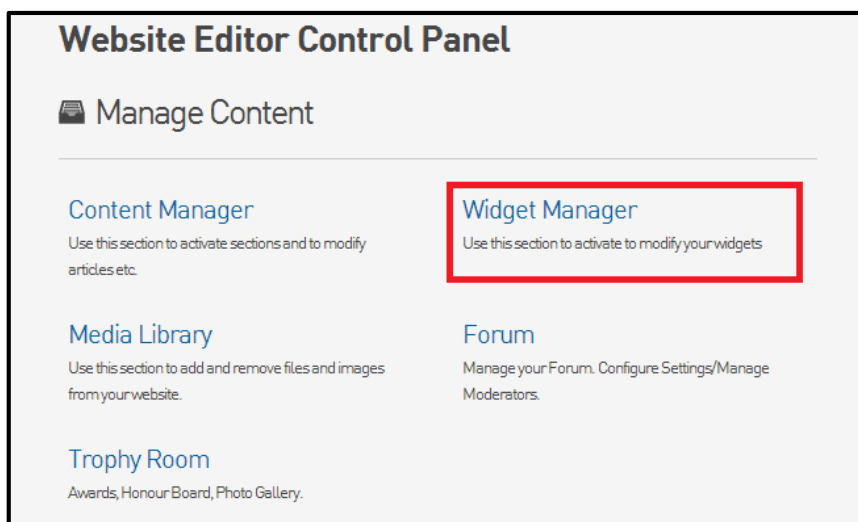
- The Vicinity Centres Aussie Hoops option will appear in the table above. Click and drag **Vicinity Centres Aussie Hoops** to set the priority order.
- Right click **Vicinity Centres Aussie Hoops** and tick the box next to **Active**.



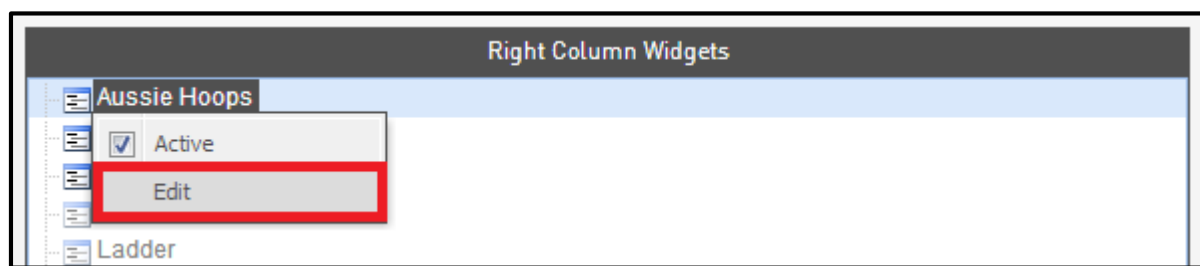
- Then click the **Save/Update** button.



- Select **Widget Manager** again.



9. Right click **Vicinity Centres Aussie Hoops** and select **Edit**.



10. Complete the three (3) fields as follows:

Title: "The official junior development program"

Subtitle: "for boys & girls, of all abilities, aged 5 to 10"

You will need to email aussiehoops@basketball.net.au for your Association ID.

Title (max 40 characters) *

The official junior development program

Subtitle (max 55 characters) *

for boys & girls, of all abilities, aged 5 to 10

Association ID *

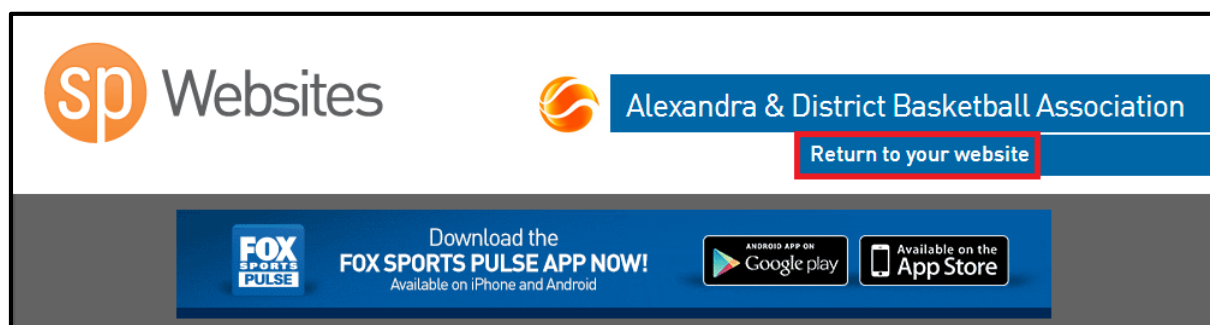
15699

To request your Association ID please [Click Here](#)

Save

11. Select **Save**.

12. Return to your association website by clicking **Return to your website**.



13. You will now see the **Vicinity Centres Aussie Hoops Widget** on the right hand column of your website.

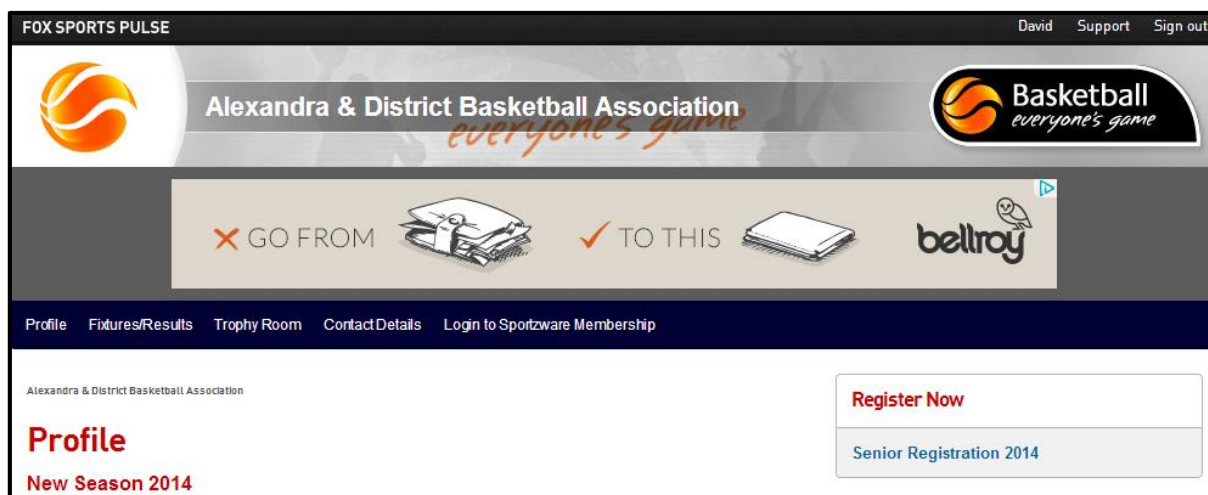


Please Note: This can take a minute to load. Refresh your page if the widget does not appear the first time.

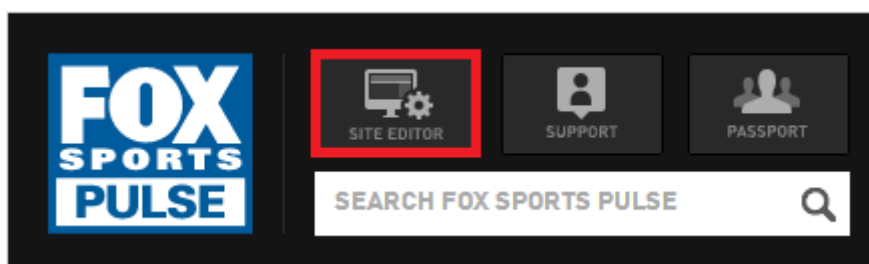
Adding a Vicinity Centres Aussie Hoops Page to a Fox Sports Pulse Website

Adding an Vicinity Centres Aussie Hoops page to your association webpage will require access to make changes to the page. You will need to speak to the member assigned to maintaining your association's page to gain access.

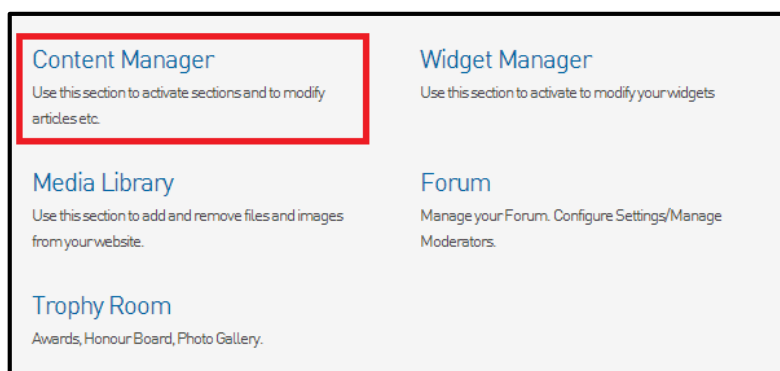
1. Navigate to your association's Fox Sports Pulse webpage.



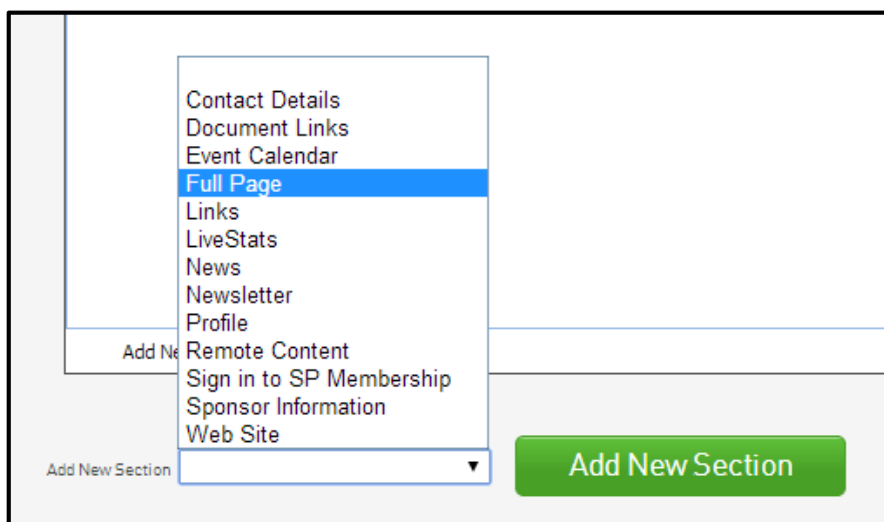
2. Scroll to the bottom of the page and select **Site Editor**.



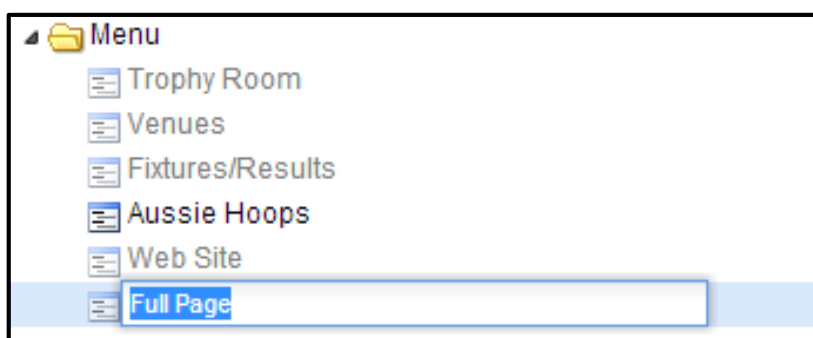
3. Select **Content Manager**.



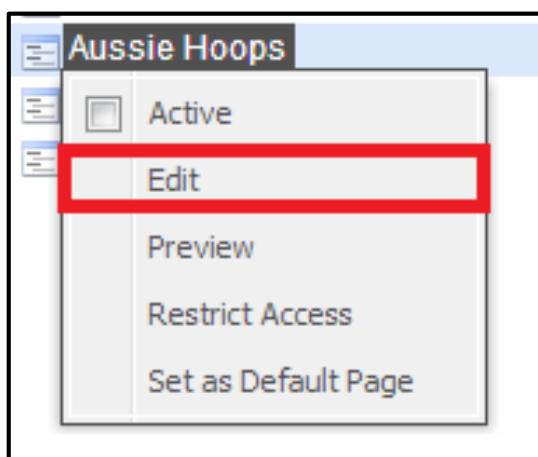
4. Using the “Add New Section” dropdown, select **Full Page**.



5. A “Full Page” section will be added to the menu box. Click the “Full Page” section once to highlight, then again to edit the text and rename it Vicinity Centres Aussie Hoops.



6. Right click the newly named Vicinity Centres Aussie Hoops Section and select **Edit**.



7. Add the below information to the corresponding fields:

Article Title: Vicinity Centres Aussie Hoops

Article Text:

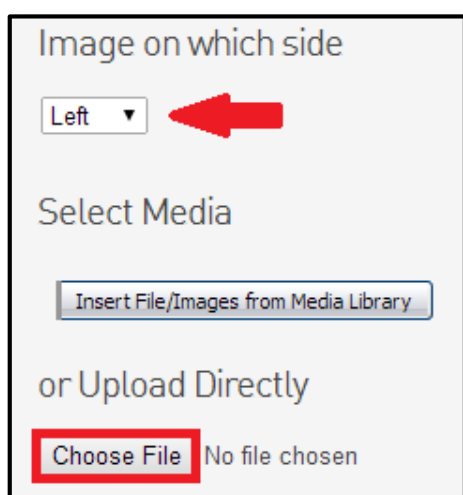
Vicinity Centres Aussie Hoops is Basketball Australia's official junior game development program for 5-10 year olds and their families.

The national program provides an environment where children of all abilities can achieve on the court and reap the rewards of skill development, enhanced self-esteem, social co-operation and grassroots sports participation.

Vicinity Centres Aussie Hoops introduces children to basketball in a structured and accredited environment that connects our game at the grassroots through to the elite level. Our national coaching curriculum and sequentially-developed program consists of warm-up games, skill activities and modified games all delivered by accredited coaches.

To register or for further information, visit the [Vicinity Centres Aussie Hoops website](#).

8. If you would like to upload your co-branded Vicinity Centres Aussie Hoops logo, select **Left** using the dropdown menu under "Image on which side". Then click the **Choose File** button to upload your logo.



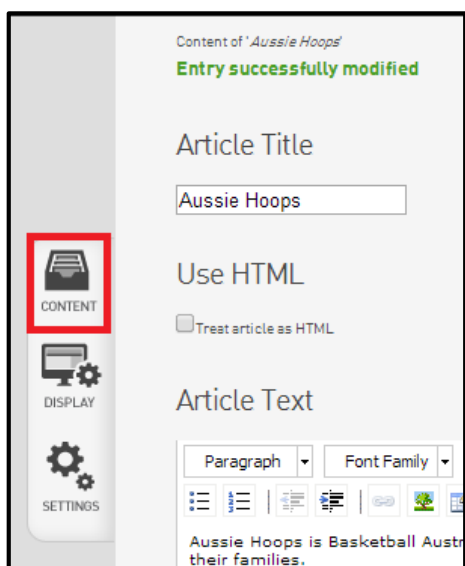
9. Select the **Save** button.



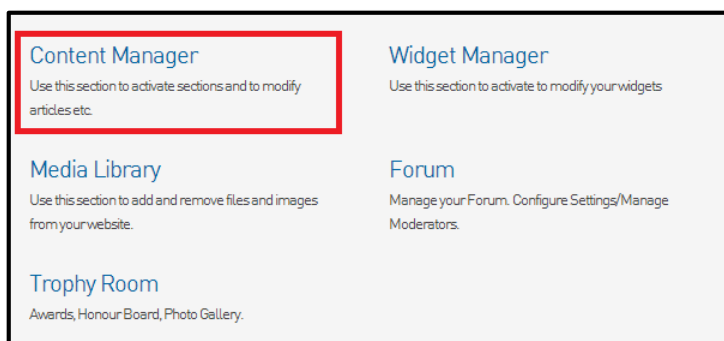
10. After saving, the below message will appear at the top of the page.



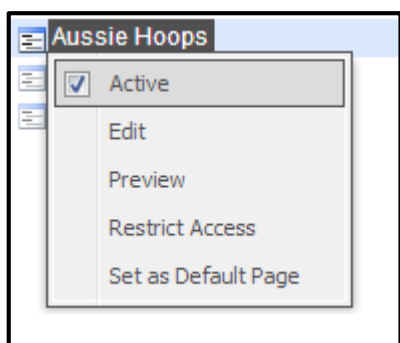
11. Select the **Content** button on the side menu.



12. Select **Content Manager** again.



13. Right click “Vicinity Centres Aussie Hoops” again in the menu and check the **Active** box.



14. Select Save and Update.

Save / Update

15. Finally, select **Return to your website** at the very top right of the page.

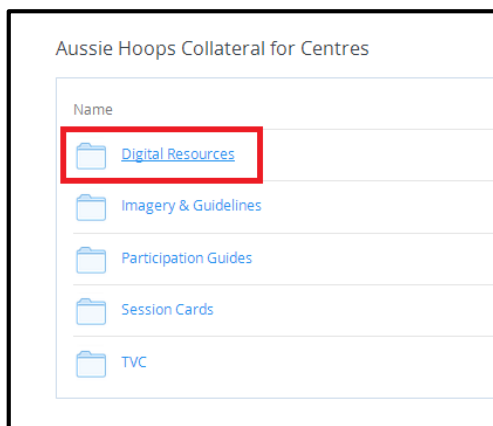
Return to your website

16. You will have a page that looks like the below and requires no further maintenance.

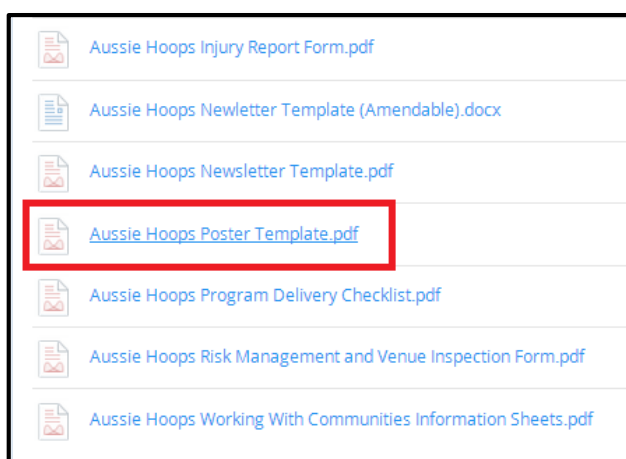
The screenshot shows a web page for 'Aussie Hoops'. At the top is an orange header with the text 'Aussie Hoops'. Below this, on the left, is the 'Aussie Hoops' logo featuring a basketball and the text 'AUSSIE HOOPS'. Below the logo is the 'Collingwood ALL STARS Basketball Club' logo. To the right of the logo, there is a paragraph of text: 'Aussie Hoops is Basketball Australia's official junior game development program for 5-10 year olds and their families. The national program provides an environment where children of all abilities can achieve on the court and reap the rewards of skill development, enhanced self-esteem, social co-operation and grassroots sports participation. Aussie Hoops introduces children to basketball in a structured and accredited environment that connects our game at the grassroots through to the elite level. Our national coaching curriculum and sequentially-developed program consists of warm-up games, skill activities and modified games all delivered by accredited coaches.' Below this text is a link: 'To register or for further information, visit the [Aussie Hoops website](#).' On the right side of the page, there is a 'Register Now' button, a 'BVC TEST - NOT FOR PUBLIC USE' button, and a 'NORTHERN TERRITORY SALE' advertisement for flightcentre.com.au/holiday. At the bottom right, there are two small video thumbnails: one of NBA superstar Kobe Bryant and another of Aron Baynes.

Editing and Printing Program Flyers

1. Open the Vicinity Centres Aussie Hoops dropbox. [Click Here](#)
2. Select **Digital Resources**, then **Poster Templates**.



3. Select the desired template in either Word or PDF format.



4. Right click the poster image and select **Save As**.



5. Save the file to an accessible location (i.e desktop or a personal folder).

For PDF files only

6. Once the file is saved go to the [PDFescape webpage](#).
7. Select **Edit Your PDF Now**.



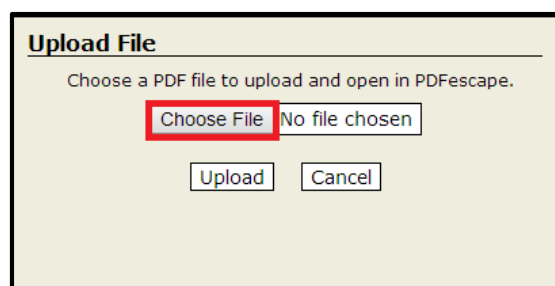
8. Select **Continue to PDFescape** to continue as a free user.



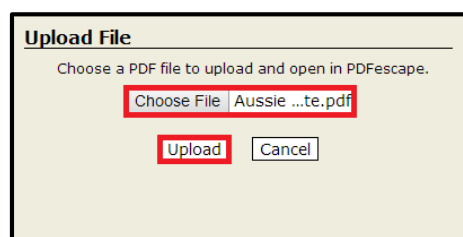
9. Select **Upload PDF to PDFescape**.



10. Select **Choose File** to open the browser and select the poster template file you saved. Then select **Open**.



11. Once you have selected the correct file, click **Upload**.



12. Use the **Toolbar** on the left to add your program information to the blank space provided on the template.



13. Once you have finished adding your program details to each of the template pages, you can either print the flyers right away or select the green **Save and Download** button in the toolbar to print later.



How a child is registered to participate in an Vicinity Centres Aussie Hoops Program

1. Visit www.aussiehoops.com.au.
2. Click on the **Register Now** button or navigate to Play > then select **Find a Program**.



Locating your nearest Vicinity Centres Aussie Hoops Local Centre

3. Enter your postcode or suburb into the **Search** bar.



4. Click the **Search** button

Tip: You can tick the days to filter programs by to best suit your family. If you don't wish to filter by selected days, all available programs in your area will be displayed.

5. You can select the program location that best suits your family by clicking on the side menu or the indicator on the map tool.



6. The street address of the basketball facility will be displayed. You can then click on **View Available Program Details** for complete program information for that facility.
7. Here you will see contact details for the Local Centre Coordinator and the specifics of each available program run at that facility. Once you decide on which program best suits your family, select the **Register** button.

13 Wilfred Taylor Reserve

AUSSIE HOOPS

Centre Coordinator Contact

Contact Name: Karlin Haug
Phone Number: (08) 8382 0143
Email: khaug@basketballsa.com.au

Available Programs

NAME	DAY	START DATE	TIME	AGES	COST	
Morphett Vale Basketball Term 2	Mon	05-05-2014	16:00:00	5 to 10	New: \$75 Returning: \$55	REGISTER
Morphett Vale Basketball Term 2	Sat	03-05-2014	12:00:00	5 to 10	New: \$70 Returning: \$55	REGISTER

8. You will be taken to the registration form for the selected program. To finalise your child's registration, complete the registration form by completing each of the fields.
9. Confirm how many people you are registering.

10. Confirm if your child is a new participant or a returning participant.
11. Complete the participant's standard personal details.
12. Complete Parent/Guardian details.
13. Complete the remaining participant details.
14. The product you are wishing to purchase will be selected.
15. Read and indicate that you understand the Terms and Conditions of participation.
16. Confirm your credit card details and submit.

Please note: If an error occurs during payment, please check whether the participant has been added to the program they are trying to register to before processing a second payment.

17. You will receive a confirmation email stating all the details for the Vicinity Centres Aussie Hoops program you have signed up to.

My centre is not taking online registration but is taking online expression of interest.

1. Complete all mandatory fields on the Expression of Interest Form.
2. To submit click on **Send Expression of Interest**.
3. Your Vicinity Centres Aussie Hoops Centre Local Coordinator will receive your request via email and contact you directly.
4. You will receive a confirmation screen advising your form has been submitted successfully.

Transferring Participants to a Different Program

Transferring an Individual Participant

1. Click on **Programs** to view your list of active programs.
2. Next to the program you wish to transfer a participant from, click **View Members**.

Programs

Showing - Name including Active ▾

	Program Name	Location Name	Start Date	Days Run	Product Prices	Members	Registration L...	Status	Number of Sessions
	Bentleigh Secondary Ter...	Bentleigh Secondary Coll...	2015-07-18	Saturday	Edit Prices	View Members	Register		8
	Brighton Secondary Term...	Brighton Secondary Colle...	2015-07-21	Tuesday	Edit Prices	View Members	Register		8
	Oakleigh South Term 3 Au...	Oakleigh South Primary S...	2015-07-20	Monday	Edit Prices	View Members	Register		8
	Hughesdale Primary Term...	Hughesdale Primary Sch...	2015-07-21	Tuesday	Edit Prices	View Members	Register		8
	Valkstone Primary Term 3...	Valkstone Primary School	2015-07-22	Wednesday	Edit Prices	View Members	Register		8

Showing all 5 rows

Show: [All](#) [Auto](#) [25](#) [50](#) [100](#)

3. Select **Transfer** next to the participant you wish to transfer.

Members in Bentleigh Secondary Term 3 Aussie Hoops

	Family name	First name	Date of Birth	New Enrolment	Withdraw	Transfer
	Citizen	John	2008-08-17		Withdraw	Transfer

4. Choose which program the participant is changing to. You can only move a participant to
 - a. A program which has not yet reached capacity (as defined in the program's Capacity).
 - b. A program with the same price as the program initially selected by the parent/guardian.

Transfer John Citizen

Choose which Program you wish to transfer John Citizen:

[Oakleigh South Term 3 Aussie Hoops](#) ▾

[Choose Program](#)

[Click here](#) to return to list of members for Bentleigh Secondary Term 3 Aussie Hoops

[Click here](#) to return to list of Programs

5. You will be prompted to confirm the transfer, please double-check and click **Transfer**.

Transfer John Citizen

Are you sure you want to transfer John Citizen from Bentleigh Secondary Term 3 Aussie Hoops to Oakleigh South Term 3 Aussie Hoops?

[Transfer](#)

[Click here](#) to return to list of members for Bentleigh Secondary Term 3 Aussie Hoops

[Click here](#) to return to list of Programs

6. The participant has successfully been transferred into the new program, and will appear on all relevant reports (certificates, pack report and attendance list).

Transfer John Citizen

John Citizen successfully transferred from Bentleigh Secondary Term 3 Aussie Hoops to Oakleigh South Term 3 Aussie Hoops.

[Click here](#) to return to list of members for Bentleigh Secondary Term 3 Aussie Hoops

[Click here](#) to return to list of Programs

Please note, the participant will appear as a “New Enrolment” in the Member List for their new program irrespective of whether they are a new or returning member to that Centre, however this has no noticeable implications for administrators when reporting.

Transferring an entire program participant list into another program (merging programs)

1. Complete Steps 1 & 2 as per “Transferring an Individual Participant”.
2. Select Move at the top-right of the program’s member list.

Members in Brighton Secondary Term 3 Aussie Hoops

MOVE

	Family name	First name	Date of Birth	New Enrolment	Withdraw	Transfer
	██████	██████	2009-07-17	<input checked="" type="checkbox"/>	Withdraw	Transfer
	██████	██████	2007-12-20		Withdraw	Transfer
	██████	██████	2007-10-05		Withdraw	Transfer

3. Choose which program the participants are changing to. You can only move the group to
 - a. A program which can accept the other program’s participants within its defined capacity.
 - b. A program with the same price as the program being closed down.

Transfer Members from Brighton Secondary Term 3 Aussie Hoops

Choose which Program you wish to transfer Members to:

Valkstone Primary Term 3 Aussie Hoops ▾

Choose Program

[Click here](#) to return to list of members for Brighton Secondary Term 3 Aussie Hoops

[Click here](#) to return to list of Programs

4. You will be prompted to confirm the transfer, please double-check and click **Transfer**.

Transfer Members from Brighton Secondary Term 3 Aussie Hoops

Are you sure you want to transfer all Brighton Secondary Term 3 Aussie Hoops members to Valkstone Primary Term 3 Aussie Hoops?

Transfer

[Click here](#) to return to list of members for Brighton Secondary Term 3 Aussie Hoops

[Click here](#) to return to list of Programs

5. The participants have successfully been transferred into the new program, and will appear on all relevant reports (certificates, pack report and attendance list).

Transfer Members from Brighton Secondary Term 3 Aussie Hoops

Successfully transferred members from Brighton Secondary Term 3 Aussie Hoops to Valkstone Primary Term 3 Aussie Hoops.

[Click here](#) to return to list of members for Brighton Secondary Term 3 Aussie Hoops

[Click here](#) to return to list of Programs

Please note, each participant will appear as a “New Enrolment” in the Member List for their new program irrespective of whether they are a new or returning member to that Centre, however this has no noticeable implications for administrators when reporting.

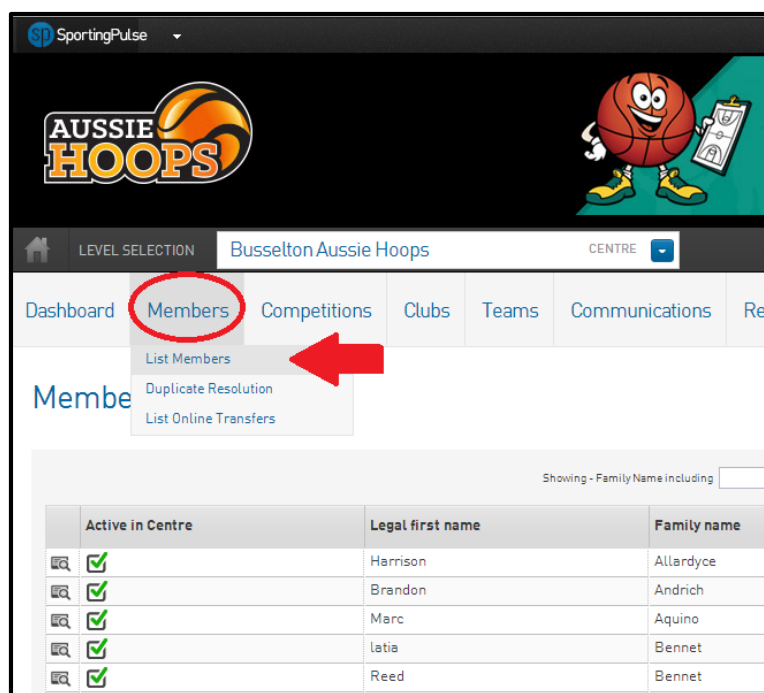
Participant Refund Procedure

Refunding a Registration fee

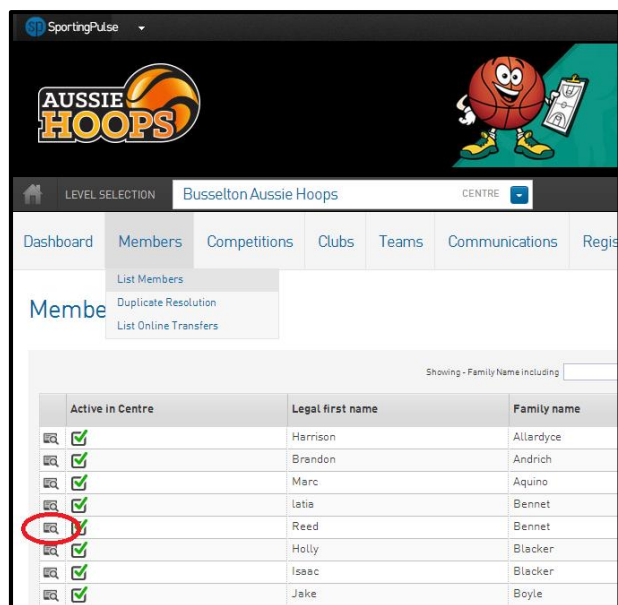
1. The centre needs to provide parents requesting a refund for their child's registration with the **Vicinity Centres Aussie Hoops Participant Refund Form**.
2. Section A of the form is to be completed by the parent and returned to the centre coordinator.
3. Providing the terms of the **Vicinity Centres Aussie Hoops Refund, Cancellation and Termination Policy** are met, the centre coordinator will:
 - i. Complete section B of the form (see **Setting a Payment to "Cancelled"** and **Withdrawing a participant from a program**);
 - ii. Refund the registration fee directly to the parent as per the **Vicinity Centres Aussie Hoops Refund, Cancellation and Termination Policy**
 - iii. Return the completed form to Basketball Australia and their State Vicinity Centres Aussie Hoops Coordinator to claim reimbursement of the state and national fees.

Setting a Payment to "Cancelled"

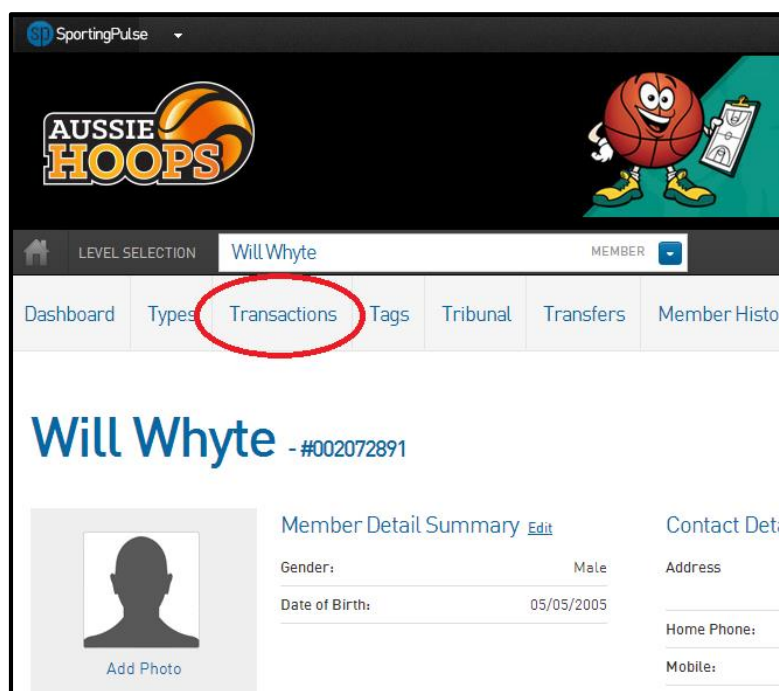
1. Login to Vicinity Centres Aussie Hoops Membership at Centre level through [FSP Passport](#).
2. The **dashboard** will appear. Hover the cursor over **Members** and click **List Members**.



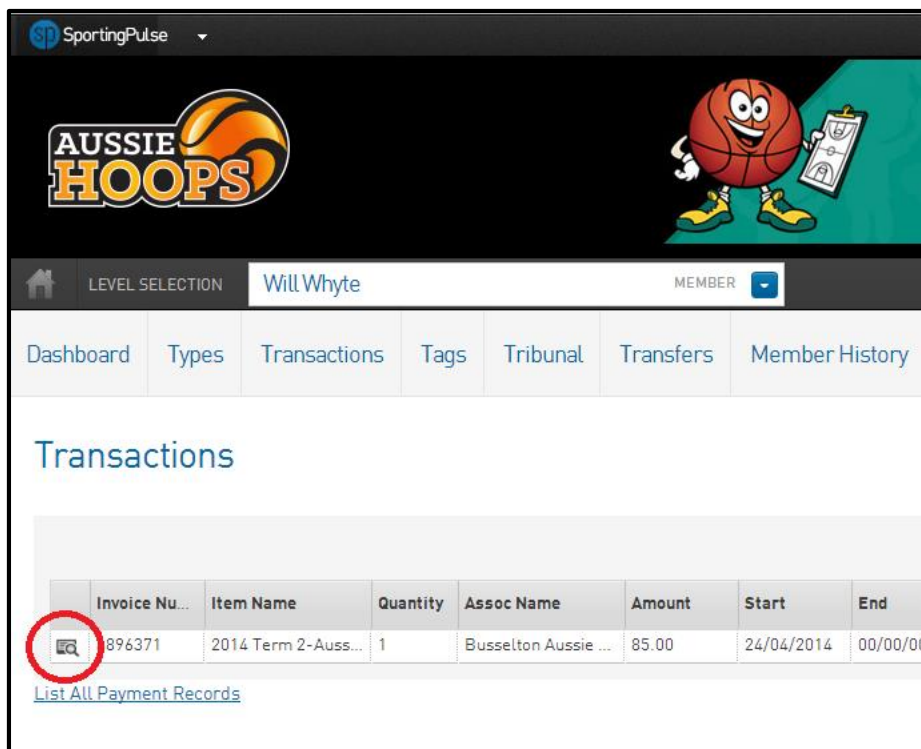
3. Select the participant you wish to withdraw using the magnifying glass icon.



4. Once at the participant dashboard, select **Transactions**.



5. Select the payment you wish to cancel, again using the magnifying glass icon.




SportingPulse

AUSSIE HOOPS

LEVEL SELECTION Will Whyte MEMBER

Dashboard Types Transactions Tags Tribunal Transfers Member History

Transactions


	Invoice Nu...	Item Name	Quantity	Assoc Name	Amount	Start	End
	896371	2014 Term 2-Auss...	1	Busselton Aussie ...	85.00	24/04/2014	00/00/00

[List All Payment Records](#)

- Use the drop-down menu to adjust the participant to **Cancelled**. Then click the update transaction button.

Transactions

To modify this information change the information in the boxes below.

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


Details

Product: Aussie Hoops Pilot New Part

Amount Due: 85.00

Date Paid: 16/04/2014

Quantity:

Paid ?:  Cancelled ▼

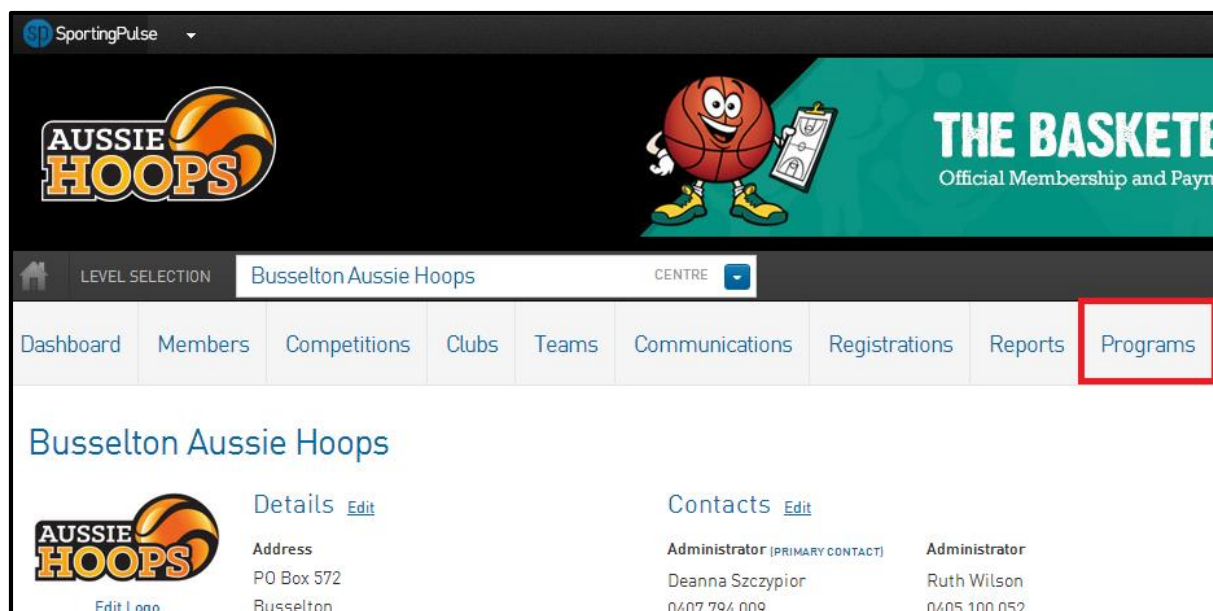
Delivered ?: ☐

Notes:

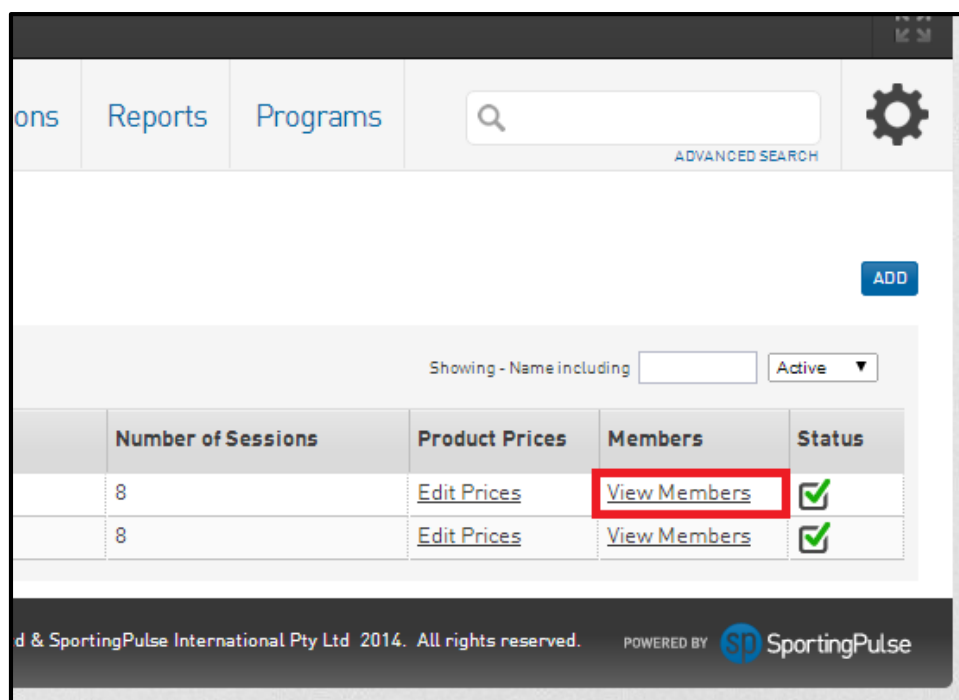
Update Transaction

Withdrawing a participant from a program

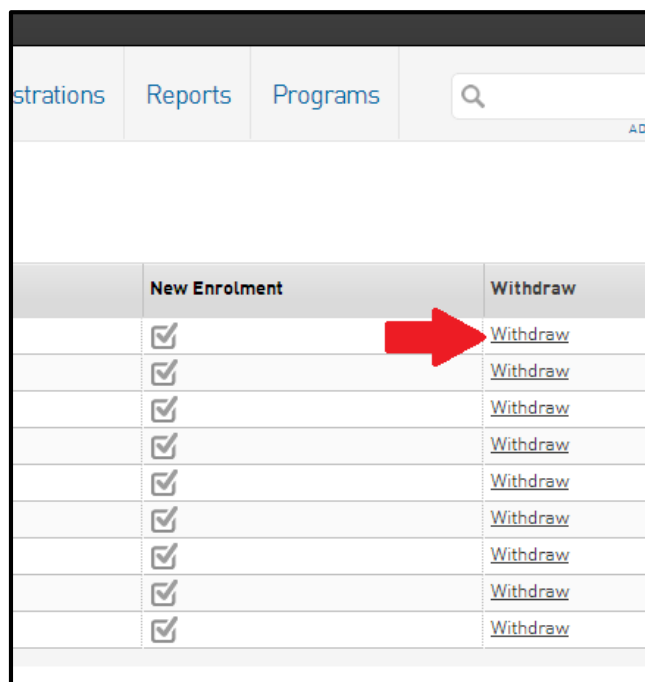
1. Login to Vicinity Centres Aussie Hoops Membership at Centre level through [FSP Passport](#)
2. The **dashboard** will appear. Click on **Programs**.



3. The **Programs** page will appear. Select **View Members** for the program you wish to withdraw the participant from.

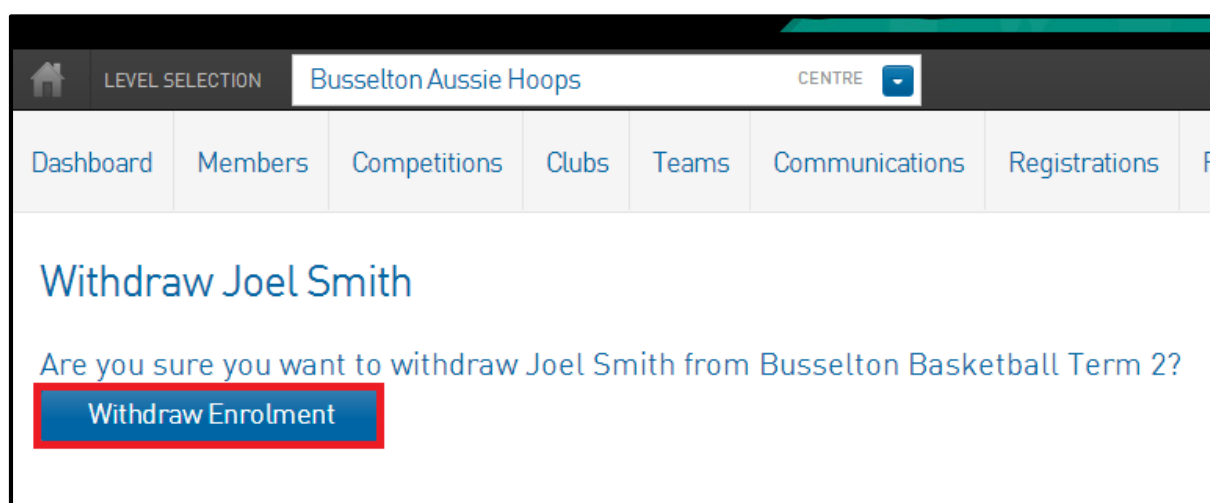


4. Select **Withdraw** next to the participant you wish to withdraw from the program.



	New Enrolment	Withdraw
	<input checked="" type="checkbox"/>	Withdraw
	<input checked="" type="checkbox"/>	Withdraw
	<input checked="" type="checkbox"/>	Withdraw
	<input checked="" type="checkbox"/>	Withdraw
	<input checked="" type="checkbox"/>	Withdraw
	<input checked="" type="checkbox"/>	Withdraw
	<input checked="" type="checkbox"/>	Withdraw
	<input checked="" type="checkbox"/>	Withdraw
	<input checked="" type="checkbox"/>	Withdraw

5. Confirm the withdrawal by clicking the **Withdraw Enrolment** button.



LEVEL SELECTION Busselton Aussie Hoops CENTRE

Dashboard Members Competitions Clubs Teams Communications Registrations

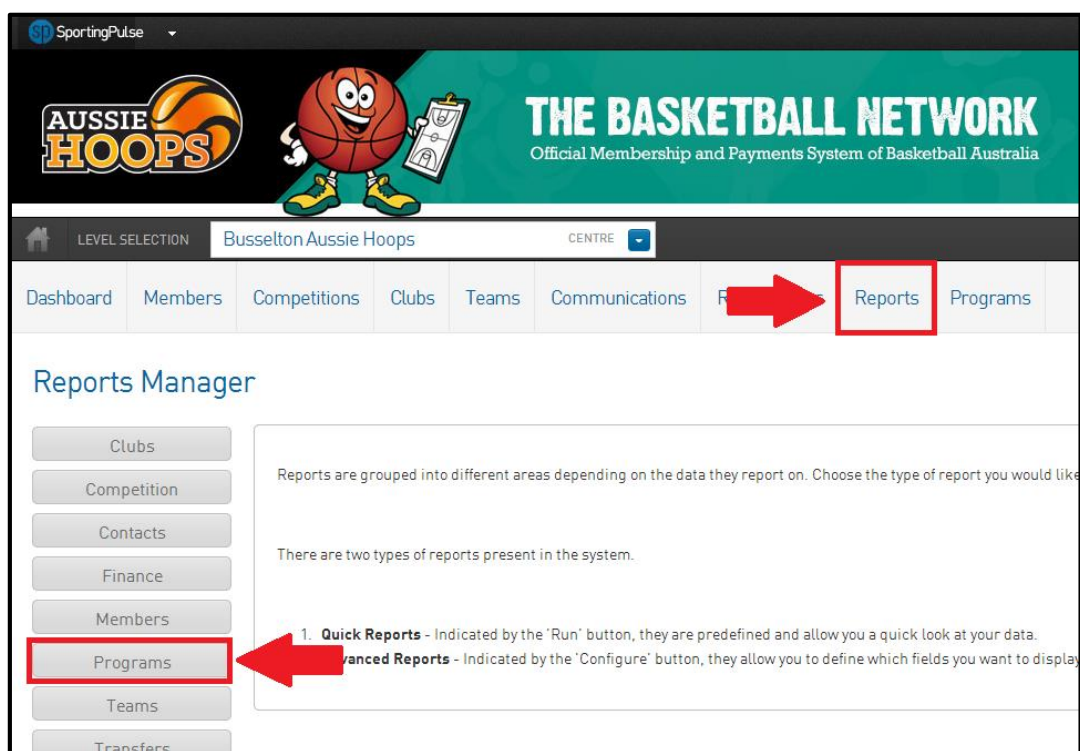
Withdraw Joel Smith

Are you sure you want to withdraw Joel Smith from Busselton Basketball Term 2?

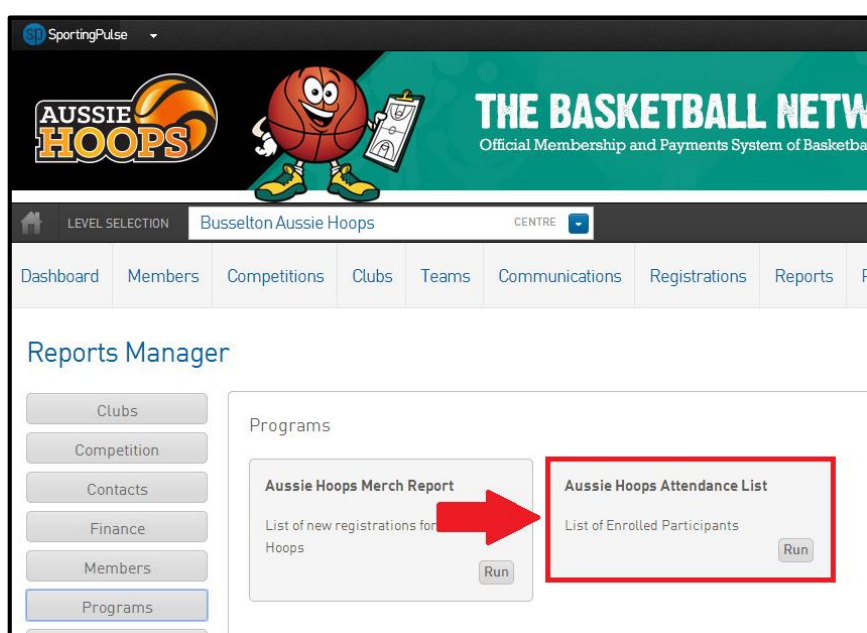
Withdraw Enrolment

Printing Program Attendance Sheets

1. Login to Vicinity Centres Aussie Hoops Membership at Centre level through [FSP Passport](#).
2. The **dashboard** will appear. Click on **Reports** and then **Programs**.

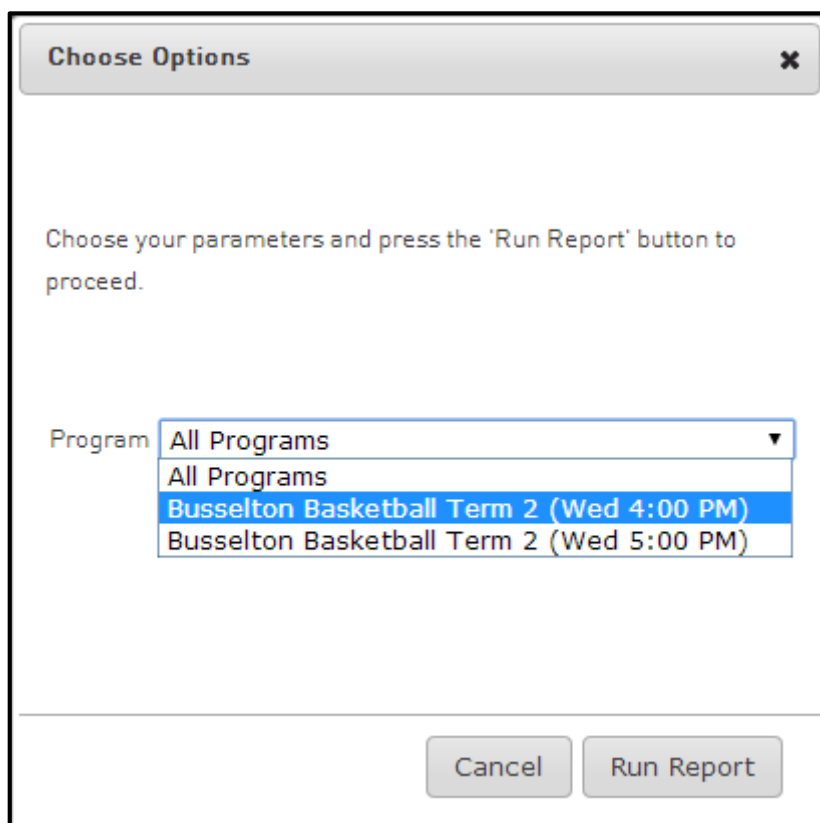


3. The **Reports Manager** page will appear with three Program Report options. Click on **Vicinity Centres Aussie Hoops Attendance List**.



4. Use the drop-down menu to select which program you would like to print an attendance sheet for and click on **Run Report**.

By selecting “All Programs” the report will create attendance sheets for each individual program. If you would like an attendance sheet for a specific program, you can select just that one from the drop-down.



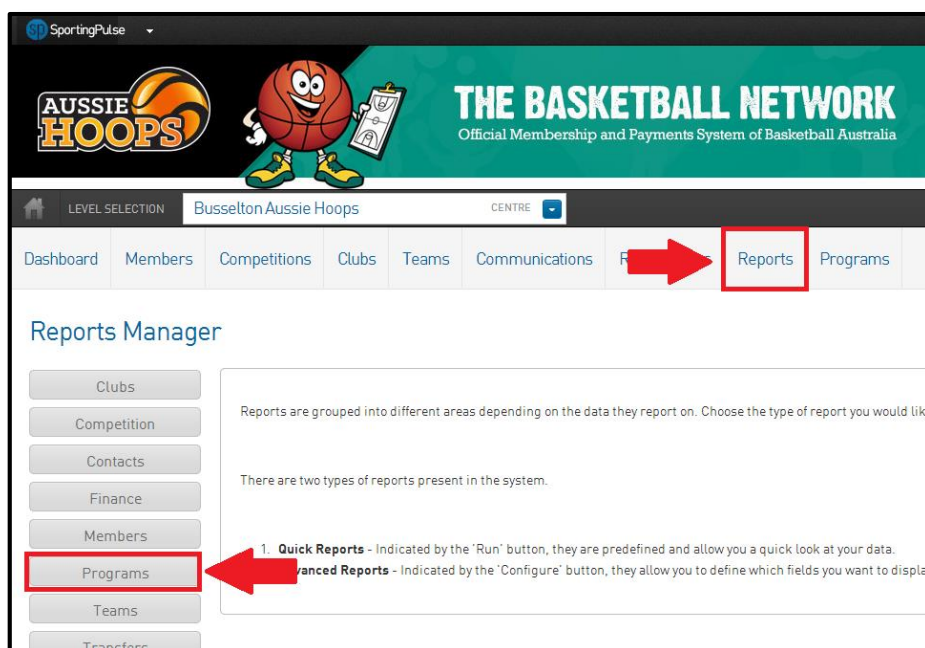
The screenshot shows a dialog box titled "Choose Options" with a close button (X) in the top right corner. Inside the dialog, there is a text instruction: "Choose your parameters and press the 'Run Report' button to proceed." Below this, there is a label "Program" followed by a dropdown menu. The dropdown menu is open, showing four options: "All Programs", "All Programs", "Busselton Basketball Term 2 (Wed 4:00 PM)", and "Busselton Basketball Term 2 (Wed 5:00 PM)". The third option, "Busselton Basketball Term 2 (Wed 4:00 PM)", is highlighted in blue. At the bottom of the dialog, there are two buttons: "Cancel" and "Run Report".

Ordering Participant Packs

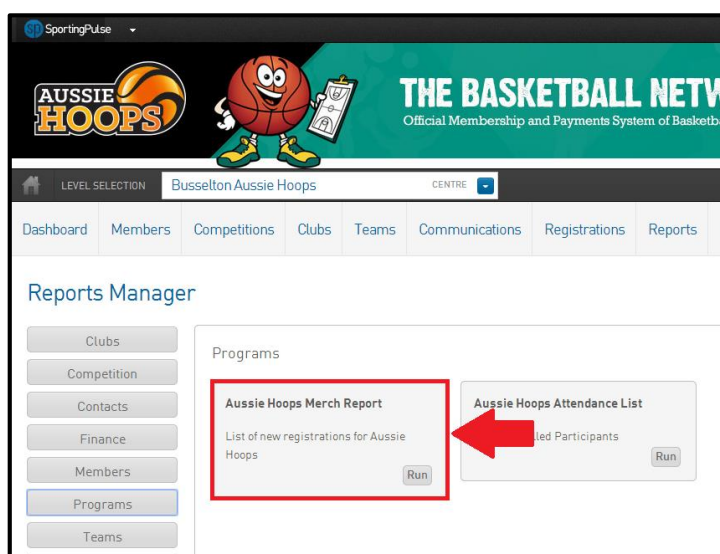
Printing Program Merchandise Reports

New participants to Vicinity Centres Aussie Hoops are entitled to a merchandise pack with their registration. A merchandise report will help you to distinguish which of your participants will need a merchandise pack purchased for them, and which sizes to purchase.

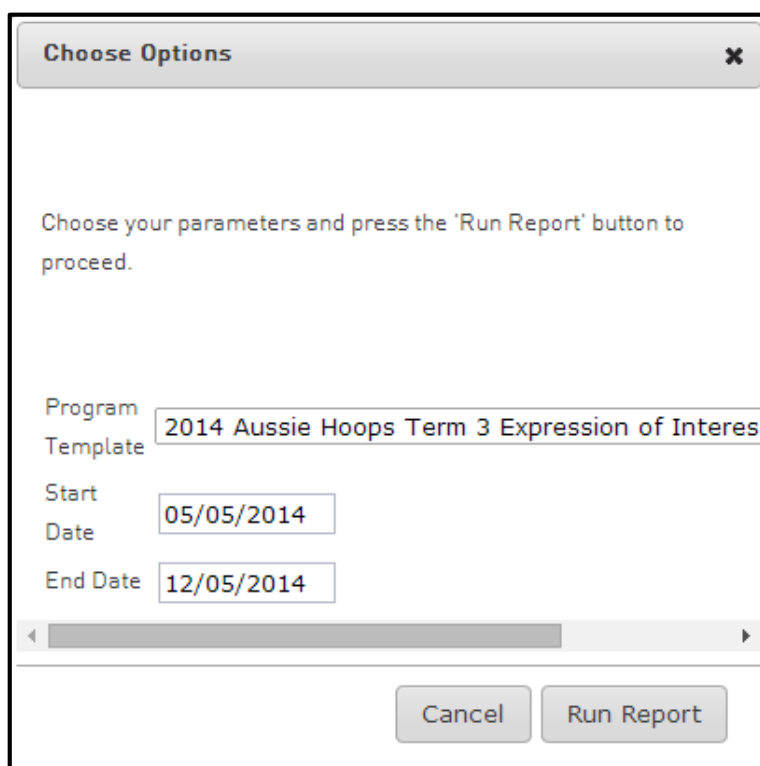
1. Login to Vicinity Centres Aussie Hoops Membership at Centre level through [FSP Passport](#).



2. The **dashboard** will appear. Click on **Reports** and then **Programs**.
3. The **Reports Manager** page will appear with three Program Report options. Click on **Vicinity Centres Aussie Hoops Merch Report**.



4. Use the drop-down and date menus to select which program and date range** you would like to run the **Merch Report** for and click on **Run Report**.



The screenshot shows a dialog box titled "Choose Options" with a close button (X) in the top right corner. Inside the dialog, there is a message: "Choose your parameters and press the 'Run Report' button to proceed." Below this, there are four input fields: "Program" with a dropdown menu showing "2014 Aussie Hoops Term 3 Expression of Interest", "Template" with a dropdown menu, "Start Date" with a date picker showing "05/05/2014", and "End Date" with a date picker showing "12/05/2014". At the bottom of the dialog, there are two buttons: "Cancel" and "Run Report".

** You can use the date ranges for a report from the last day you ordered packs, so only newly registered participants populate the report.

Placing an order with DMC

1. Go to the [DMC Vicinity Centres Aussie Hoops Shop](#) login page. If you do not have login in details please email aussiehoops@basketball.net.au



The screenshot shows the Aussie Hoops login page. At the top, there is the Aussie Hoops logo. Below the logo, there is a login form with the following fields: "Email" (text input), "Password" (password input), and a "Remember Me?" checkbox. Below the checkbox is a "Login" button. At the bottom of the form, there are two links: "Forgot Password" and "New User - Register".

- The Vicinity Centres Aussie Hoops packs appear on the homepage. Select to view the sizes available.



- Select **View Details** where you will be able to add the item to the shopping cart.
- Enter the quantity to add to your cart, and then select **Add to Cart**.

Aussie Hoops Participant Pack (Size 8)
Each pack includes : singlet, backpack, basketball, Peak flyer

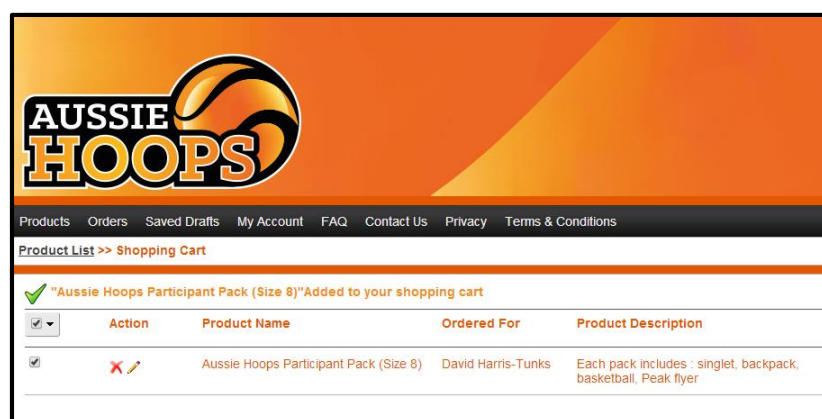
Enter quantity to order:

Please enter quantity in numbers

Price (ex Tax)	\$0.00
GST (10%)	\$0.00
Total Price (inc Tax)	\$0.00

Add to cart

- This screen below confirms you have added your previous item to the cart. To add another item simply select **Back to Products** (your items will remain in your shopping cart).



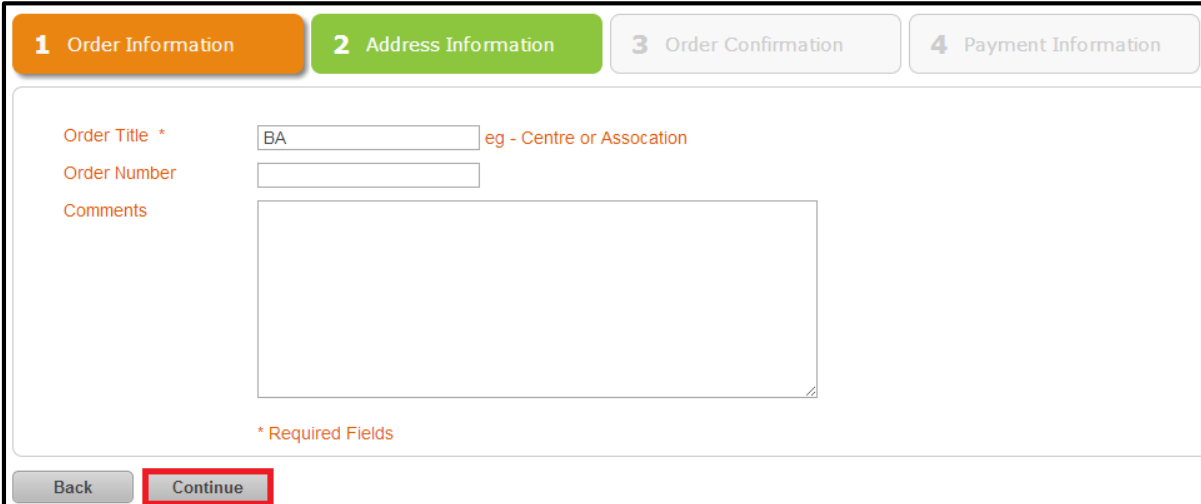
6. To finish shopping select your applicable delivery from the dropdown box based on what you have ordered and delivery location and then select **Proceed to Checkout**.



Sub Total:	21.82
Select Applicable Delivery ?	
1 item - all destinations	11.10
GST (10%):	3.29
Grand Total:	36.21

Proceed To Checkout

7. Enter your Vicinity Centres Aussie Hoops Centre name as the **Order Title**. Select **Continue** to proceed.



1 Order Information **2 Address Information** **3 Order Confirmation** **4 Payment Information**

Order Title * eg - Centre or Association

Order Number

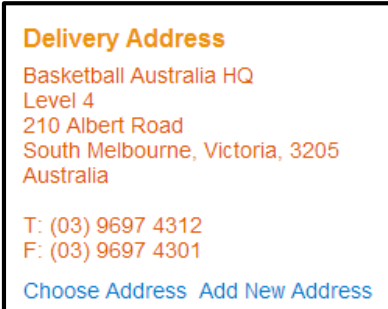
Comments

* Required Fields

[Back](#) **[Continue](#)**

Please Note: If the receiver of this order is not you then their details need to be entered in 'Comments' above. Please include their full name and best-contact phone number for delivery purposes.

8. Ensure your delivery address is correct, and then select **Continue** to proceed.



Delivery Address

Basketball Australia HQ
Level 4
210 Albert Road
South Melbourne, Victoria, 3205
Australia

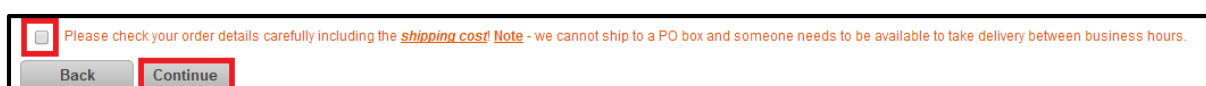
T: (03) 9697 4312
F: (03) 9697 4301

[Choose Address](#) [Add New Address](#)

NOTE: Packs cannot be shipped to a PO Box

Due to the size of many of the deliveries DMC Sport is unable to deliver to PO Box address so please provide a street address. Someone will need to be available to sign for the deliveries between 9am-5pm on weekdays. Alternatively if you are happy for a delivery to be left if no one is able to receive please input this message on the previous page under 'Comments'.

9. Please again check your order confirmation details carefully including Delivery address and invoice address as DMC Sport and Basketball Australia are unable to make changes once an order is placed as this is an automated system.
10. Tick the confirmation box once you have checked the details and select **Continue** to proceed.



☐ Please check your order details carefully including the shipping cost! Note - we cannot ship to a PO box and someone needs to be available to take delivery between business hours.

Back Continue

Payment Information

DMC Sport accepts payment online only via PayPal, credit card or on Invoice. These options are available by selecting the dropdown box. DMC Sport requires full online payment of your order prior to despatching any goods.

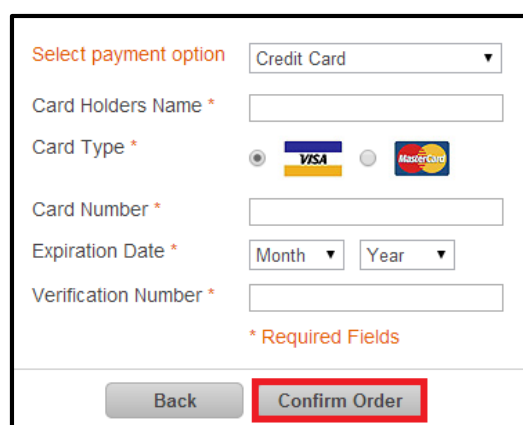
PayPal

If choosing to pay via PayPal you are directed to this page below. If you have an existing account with PayPal, please enter your log in details below. If not, please select 'Pay with a credit card or debit card'

Credit Card/Debit Card

To complete your purchase, please enter your credit card/debit details.

11. Select **Confirm order** to proceed with your order.



Select payment option Credit Card ▼

Card Holders Name *

Card Type * ☒ VISA ☐ MasterCard

Card Number *

Expiration Date * Month ▼ Year ▼

Verification Number *

* Required Fields

Back Confirm Order

12. Once your order is successfully placed you will receive a tax invoice emailed to your nominated email address, then select **Return to DMC Licensing Pty Ltd** to receive your Vicinity Centres Aussie Hoops online order number for reference. Your order number then appears on the screen, please keep this for your records.

Things to note

- Once your order is processed you will receive an order confirmation emailed to your nominated email address. Take note of this order number for any enquiries.
- You will also receive a shipping notification when your order is shipped with all relevant shipping details.
- If paying via PayPal or on credit card – you will receive this email confirmation and tax invoice for your records once payment is received.
- If paying via invoice, this will be emailed to you once your order is submitted.
- Please note DMC Sport strictly require full payment of your order prior to despatching your goods.
- Most importantly, once an order is placed DMC Sport cannot make any changes. If changes are needed another order will need to be placed.
- **AUSTRALIA POST & TOLL**

STATE / TERRITORY	ETA (Business Days) Metro Location	ETA (Business Days) Rural Location
ACT	3 - 4	3 - 4
NEW SOUTH WALES	2 - 4	2 - 4
NORTHERN TERRITORY	6 - 9	6 - 9
QUEENSLAND	5 - 6	5 - 9
SOUTH AUSTRALIA	3 - 5	3 - 6
TASMANIA	6 - 9	6 - 10
VICTORIA	1 - 2	1 - 3
WESTERN AUSTRALIA	5 - 9	7 - 10

****** Indicative only and subject to freight forwarders, location and dates.

******* Doesn't include time for picking at the warehouse. Orders placed prior to 11am each day are released that day. If received after 11am they are released the following day.

Online Enquiries

- At any time, please view DMC Sport's Privacy policy, T&C's & FAQ's page from the landing page.
- For all online enquiries, please view the FAQ page.
- Still have a question? Then ask away by emailing enquiries@dmcsport.com.au remembering to quote your order number.

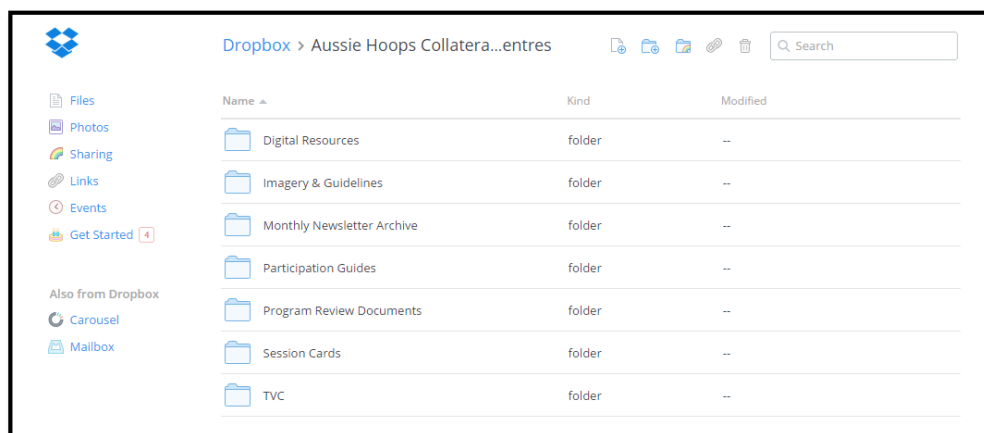
Using the Dropbox Link and Collateral Material

Basketball Australia have created the below Dropbox link to provide Local Centres access to a range of newly developed resources digitally. These include:

1. **Digital Resources** – Marketing posters, letters to parents, letters to the media, injury/incident/complaint forms and other useful material for Local Centres.
2. **Imagery & Guidelines** – Vicinity Centres Aussie Hoops brand guidelines, imagery and Vicinity Centres Aussie Hoops User Guide for Coordinators.
3. **Monthly Newsletter Archive** – An archive of Coordinator's Updates and Coaches Corner distributed to centres each month.
4. **Participation Guides**
5. **Program Review Documents** – An annual document created by BA including upcoming initiatives, statements addressing centre feedback and FAQs, as well as sharing best practice methods from well-performing centres.
6. **Session Cards**
7. **Television Commercial (TVC)**

Downloading a document

1. Open the Dropbox link provided by Basketball Australia [HERE](#).
2. Navigate to the required document by clicking the appropriate folder.

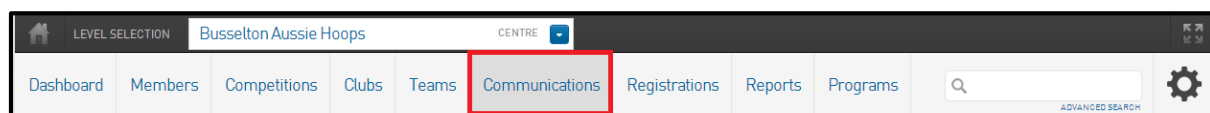


3. Select the document you wish to download to open the document.
4. Select the **Download** button.

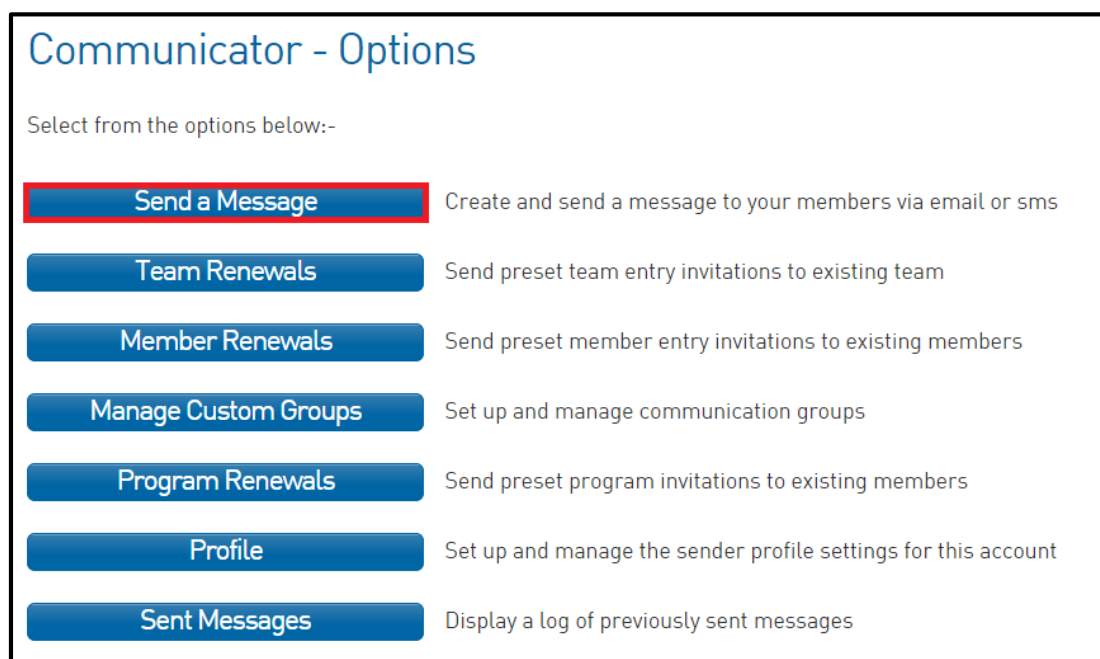


Sending emails to Parents

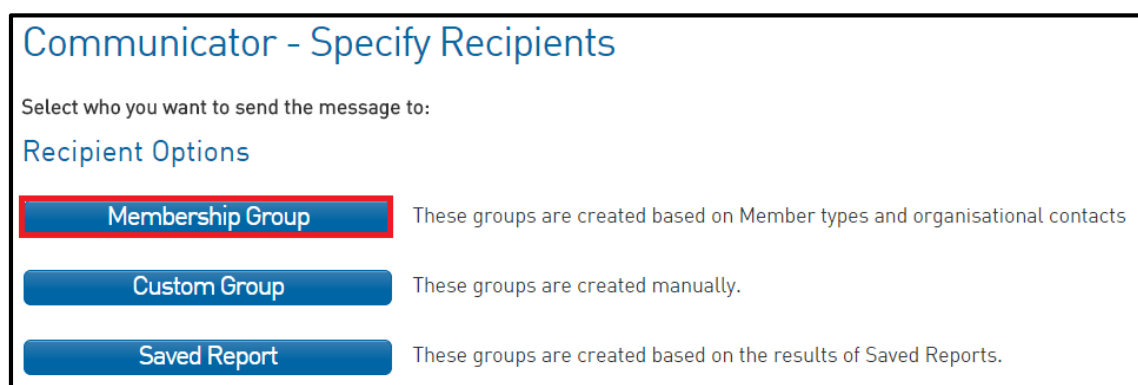
1. Login to Vicinity Centres Aussie Hoops Membership at Centre level through [FSP Passport](#)
2. Click on the **Communications** Tab.



3. Select **Send a Message** button.



4. Select **Membership Group** button.



5. The **Membership Group** options will appear below. Select **Programs** using the check circle. Click the **Include Parents** box on the right. Finally, select the program using the dropdown menu you wish to email. Select **Continue**.

Saved Report These groups are created based on the results of Saved Reports.

Membership Group

Choose which predefined list you want to send to. When complete press the "Continue" button.

☐ Club Contacts
 Contact Type **All Contacts**

☐ Team Contacts
 For Teams registered in competitions in Season **2014**

☐ Players
 Registered in Season **2014** Include parents ☐

☐ Coaches
 Registered in Season **2014**

☐ Umpires
 Registered in Season **2014**

☐ Officials

☒ **Programs**
 Enrolled in Program **All Current Programs** Include parents ☒

Continue

All Current Programs
 Bentleigh Sec Term 4
 Hughesdale Term 4
 Brighton Term 4
 Oakleigh South Term 4
 Valkstone Term 4
 St Pauls Term 4

6. The list of recipients will appear. Once you checked your recipients, click **Email**.

Communicator - Confirm Recipients

You have chosen to send a message to Predefined List "Programs".

Email Send an email message to contacts with an email address.

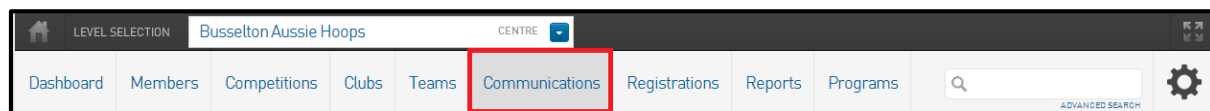
7. You will be taken to the "Compose Message" screen where you will simply need to add your email address to the **From** line, add your **Subject**, and enter your **Message**.
8. Once you are happy with your message and are ready to send, click **Send Message**.

Send Message

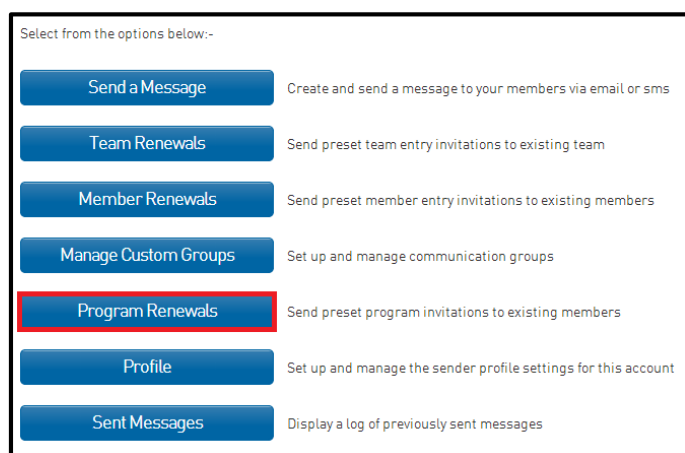
9. A verification message will appear. Click on OK.
10. A message will appear confirming that the message has been sent and the number of recipients it has been sent to.

Sending Program Renewal Invitation Emails to Parents

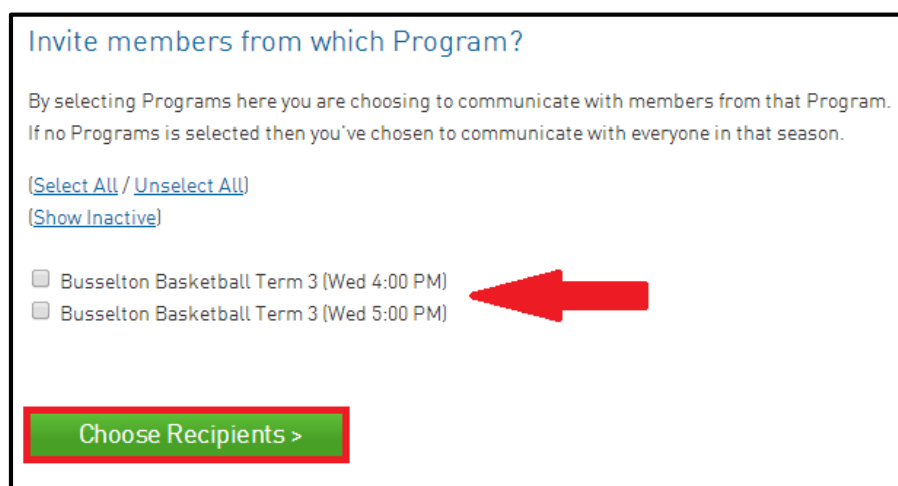
1. Login to Vicinity Centres Aussie Hoops Membership at Centre level through [FSP Passport](#)
2. Click on the **Communications** Tab.



3. Select **Program Renewals** button.



4. Select the programs relating to the participants you would like to send renewal invitations to and select **Choose Recipients**.



5. Select which email address fields you would like to send the renewal invitations to. You can also select individual participants to email.

Select email methods:

☐ Email

☒ Parent/Guardian 1 Email

☐ Parent/Guardian 2 Email

Busselton Basketball Term 2 (Wed 4:00 PM)

Name	Email	Parent/Guardian 1 Email	Parent/Guardian 2 Email
<input checked="" type="checkbox"/> Layla Adderson		cmadderson@hotmail.com	
<input checked="" type="checkbox"/> Harrison Allardyce		sallysean.allardyce@bigpond.com	sallysean.allardyce@bigpond.com
<input checked="" type="checkbox"/> Brandon Andrich		Troyandbecky@bigpond.com	Troyandbecky@bigpond.com
<input checked="" type="checkbox"/> Reed Bennet		raels76@southernphone.com.au	raels76@southernphone.com.au
<input checked="" type="checkbox"/> Isaac Blacker		r.blacker@bigpond.com	r.blacker@bigpond.com
<input checked="" type="checkbox"/> Holly Blacker		r.blacker@bigpond.com	r.blacker@bigpond.com
<input checked="" type="checkbox"/> Jake Boyle		trudy@trudysmusic.com	mick@dmielectrical.com.au
<input checked="" type="checkbox"/> Deven Bradley	kimandbert@bigpond.com	kimandbert@bigpond.com	kimandbert@bigpond.com
<input checked="" type="checkbox"/> Benjamin Davies	sam@4elements.com.au	sam@4elements.com.au	
<input checked="" type="checkbox"/> Seth Matteo		Niccarroll71@hotmail.com	
<input checked="" type="checkbox"/> Eva Nilsson		lee-nilsson@hotmail.com	lee-nilsson@hotmail.com
<input checked="" type="checkbox"/> Corey Rushforth		nomeslawson79@hotmail.com	
<input checked="" type="checkbox"/> Jenna Rushforth		nomeslawson79@hotmail.com	
<input checked="" type="checkbox"/> Jessie Russell		russell_jolene@yahoo.com	
<input checked="" type="checkbox"/> Joel Smith		cantik74@outlook.com	
<input checked="" type="checkbox"/> Nicholas Tucker	plasticmonkey1@bigpond.com	plasticmonkey1@bigpond.com	

6. Once you have selected your recipients, click **Customise Email**.

Customise Email >

7. You can then add a paragraph to the pre-set renewal email. Be sure to read the entire message so you don't repeat the same information.

AUSSIE HOOPS

Hi << Parent 1 Name >>,

<< Members Name >>'s Aussie Hoops program at Busselton Aussie Hoops is nearly over and we want to make it as easy as possible for you to determine what << Members Name >> does next.

TYPE YOUR PARAGRAPH HERE...|

8. Check the contact details of your Local Competitions Coordinator are correct so participants and their families are directed to the correct person.

Please see “Adding/Editing Local Centre Coordinator Contact Details” for instructions on adding/editing these.

I loved Aussie Hoops but now want to play in a competition structure

You're growing up fast, << Members Name >>! To find out more information regarding Junior Competition at your Local Centre we recommend contacting your Local Competition Coordinator.

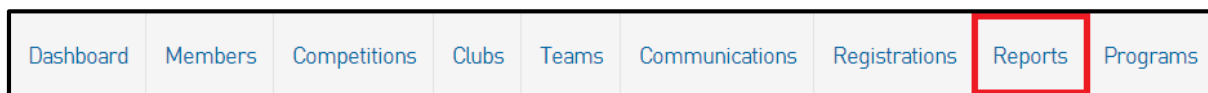
Contact Name: Competitions Coordinator
Phone: 0412 345 678
Email: basketball@basketball.net

9. Finally, scroll down and click the **Send emails now** button.

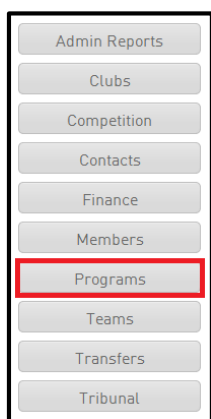
Send emails now

Printing Participant Certificates

1. Login to Vicinity Centres Aussie Hoops Membership at Centre level through [FSP Passport](#)
2. From the dashboard click **Reports**.



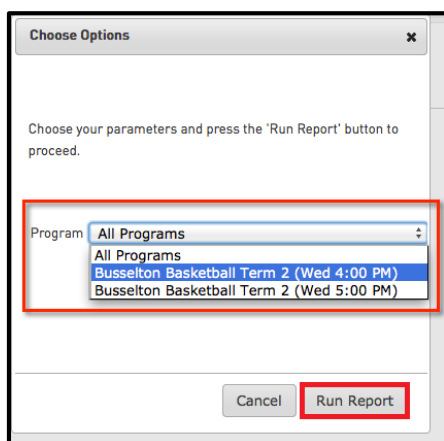
3. From the Reports Manager page, click **Programs**.



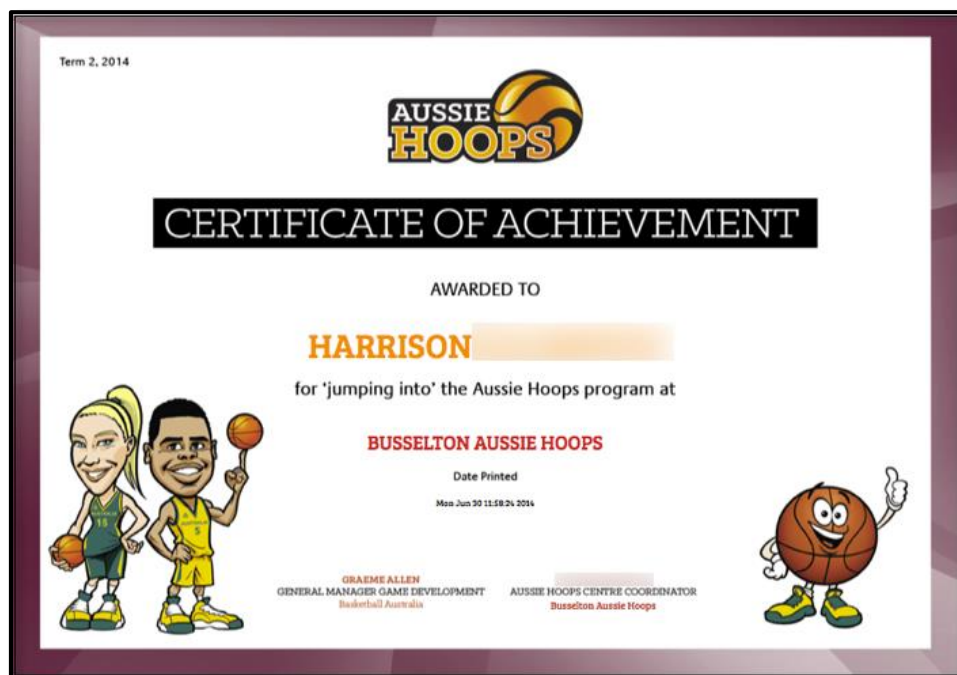
4. Click **Run** under Vicinity Centres Aussie Hoops Player Certificate.



5. Choose which program you would like to print certificates for and click **Run Report**.



6. The below image is an example of the Certificate that will appear in a new window.

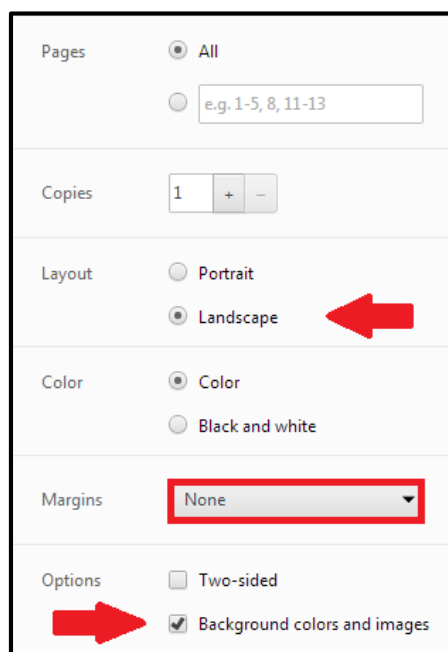


By scrolling down the page you will see each individual's certificate pre populated, ready for print.

7. When printing, it is important you setup your print settings correctly.

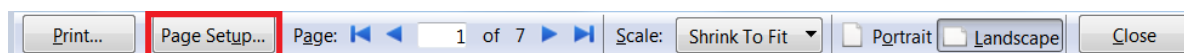
In Google Chrome

- Ensure that the image layout is set to **Landscape**.
- **Margin** is set to "none".
- That the **Background colours and images** box is ticked.

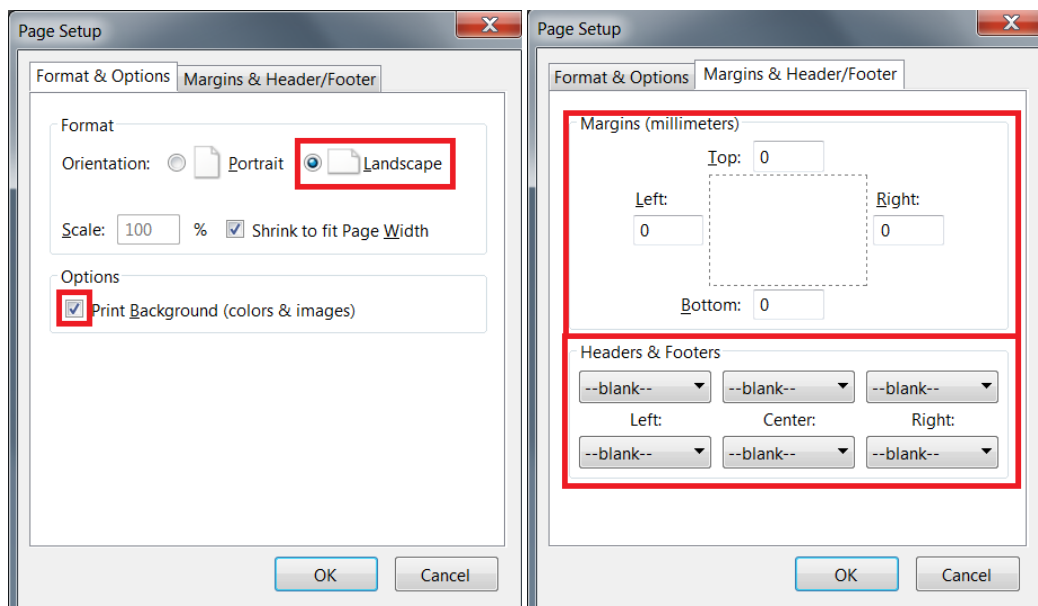


In Firefox

- Open the **Page Setup** box from the **Print** mode.



- Ensure that the image layout is set to **Landscape**.
- That the **Print Background colours and images** box is ticked.
- **Change all margins to zero millimetres**
- Make all header and footer items **“-Empty-“**

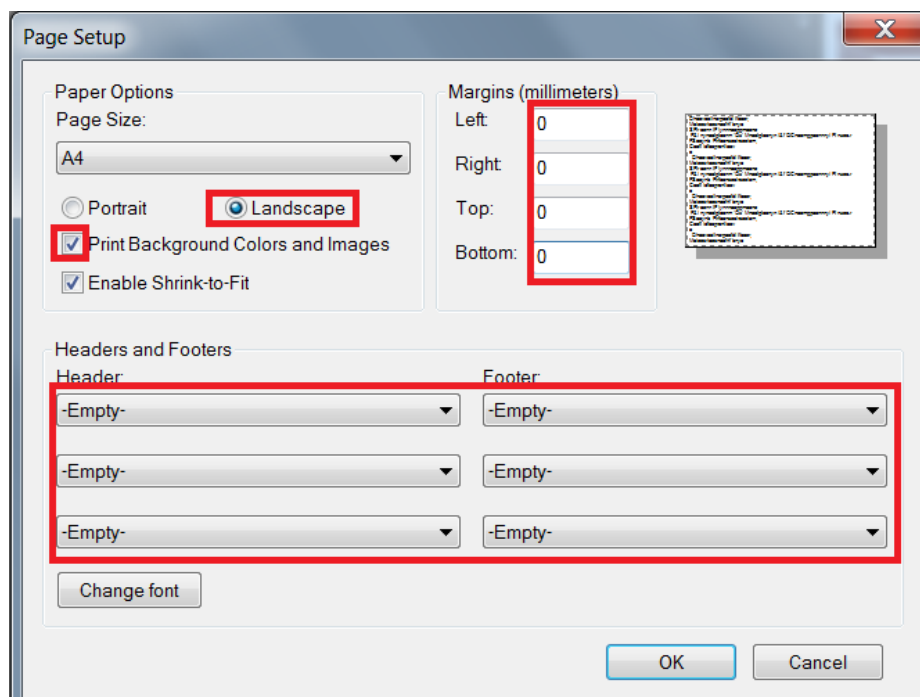


In Internet Explorer

- Open the **Page Setup** box from the **Print Preview** mode.



- Ensure that the image layout is set to **Landscape**.
- That the **Print Background colours and images** box is ticked.
- **Change all margins to zero millimetres**
- Make all header and footer items **“-Empty-“**



In Safari

- Safari for Windows does not currently support the printing of background graphics/images, and therefore is not recommended for printing Vicinity Centres Aussie Hoops certificates.

8. You can also save your certificates as a PDF and send to a printer to be printed. Modern printers would be able to print right to the edge. This would mean there was no white border around the edge of the purple border.

Please note - to save the certificates, click 'File', 'Print' - 'Save as PDF' and name the file accordingly.

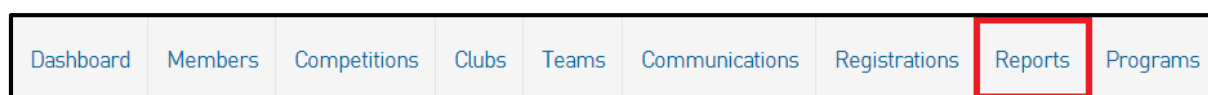
Creating Custom Reports

You may wish to create reports which display information outside of what has been provided in the one-click reports. In this guide, we will demonstrate how to create two different types of custom reports; a Finance Report and a Member Report.

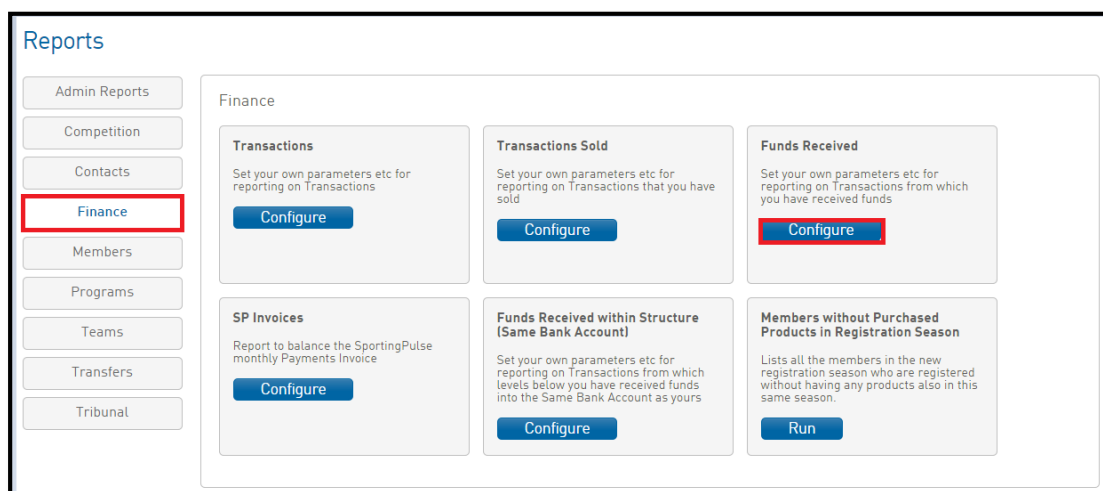
Finance Report

We will create a report that can be used to reconcile a bank statement from a particular month (December 2014), showing when payments were made to your nominated bank account, and the registrations that they refer to.

1. From the dashboard, click on the **Reports** Tab.



2. Select the **Finance** section.
3. Select "Configure" under the Funds Received Report.



4. Drag the desired fields from the left-hand column into your report. For this report we will use:
 - a. **Date Funds Sent by SP**
 - b. **Payment Date**
 - c. **Product**
 - d. **Payment For**
 - e. **Money Received (after fees)**

5. Select the date range you want to show payments for by adjusting the **filter** settings for the “Date Funds Sent by SP” field. In this example, we want to show all payments made between December 1 and December 31, inclusive.

6. Select for the report to be sorted by “Date Funds Sent by SP”
7. Select for the report to be secondary sorted by “Payment Date”
8. Select for the report to be grouped by “Date Funds Sent by SP”

9. Click “Run Report”, and your report will open in a new browser. If you are happy with this report layout, click “Save” and your template will be saved for future reference.

Run Report

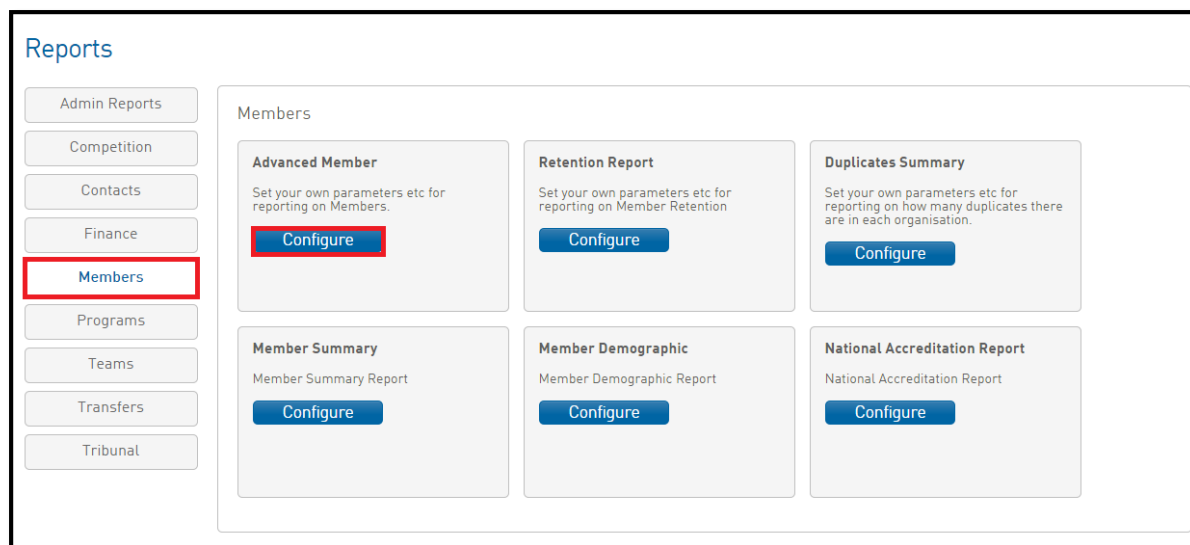
10. To re-create the report each month:
 - a. Follow steps 1-3 of this guide.
 - b. Select your saved report from the list at the bottom of the page.
 - c. Select “**Edit**”.
 - d. Change the range of dates you wish to report on and click “**Run Report**”.

Member Report

Let’s assume that as part of your marketing, you wish to know how your participants are finding out about Vicinity Centres Aussie Hoops.

1. From the dashboard, click on the **Reports** Tab.

2. Select the **Members** section.
3. Select “Configure” under the Advanced Member Report.



4. Drag the desired fields from the left-hand column into your report. For this report we will use:
 - a. **Product (under Transaction)**
 - b. **First Name (Personal Details)**
 - c. **Family Name (Personal Details)**
 - d. **Year of Birth (Personal Details)**
 - e. **Suburb (Contact Details)**
 - f. **How did you find out about Vicinity Centres Aussie Hoops? (Other Fields)**

5. Limit your results to just new participants from your most recent programs by applying a filter as shown below.

☒ **Product**
Filter : Equals 2015 Term 1-Term 1 - AH New Participant (NSW) Remove X

☒ **First Name**
Filter : Remove X

☒ **Family Name**
Filter : Remove X

☒ **Year of Birth**
Filter : Remove X

☒ **Gender**
Filter : Remove X

☒ **Suburb**
Filter : Remove X

☒ **How did you find out about Aussie Hoops?**
Filter : Remove X

6. Click “Run Report”, and your report will open in a new browser. If you are happy with this report layout, click “Save” and your template will be saved for future reference.

Run Report

Saved Reports

SAVE

7. To re-create the report each term:
- Follow steps 1-3 of this guide.
 - Select your saved report from the list at the bottom of the page.
 - Select “**Edit**”.
 - Change the term you wish to report on using the Product filter and click “**Run Report**”.