

Reporting

Overview

This section will outline the reports which can be accessed through the system to assist you to:

1. Manage your clubs registration
2. Access contact data
3. Reconcile online payments.

Tips and Considerations

- If you would like to draw down team reports from the system. You must create your teams and allocate players to teams in the – Create edit team and team allocation sections.
- If you would like more detailed reports concerning online payments, this needs to be drawn from the Payment Gateway. Access to the payment gateway reports will be authorized once you have submitted your online payment request with FFA.

Guide to Reporting

Step 1: Select Reports from the Main Menu.

Step 2: Select Report from the Report list



The screenshot shows the reporting interface for a club. At the top right, it displays the club name: "BELSOUTH JSC 70006457 FFA TEST, CLUB". Below this, a message reads: "Please select a report to run from the reports on the left." On the left side, there is the Football Federation Australia logo and a "REPORT LIST" section with the following items:

- Association Census
- FFTA Competition Integration
- Player Detail By Club
- Player Detail By Club 2
- Registration Status
- Team By Club

Step 3: Your report will then be presented on the right.



You selected Report : Association Census

1 of 1 100%

Find | Next Select a format Export

ASSOCIATION REPORT - CENSUS

Clubs :	43
Male :	21
Female :	0
Senior :	23
Junior :	3
Disability :	0
Aboriginal :	0

Step 4: Exporting Reports

- Choose from the options highlighted below which include, excel and PDF.

