

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 download 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 downloaded 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: Click FFA Reports

- The reports which are available to your club will appear in the left hand column. If you hover over the reports a description of each report will appear.



FFA Test Club

▼ FFA Reports

- ▷ [Additional Questions](#)
- ▷ [Club Registration Summary](#)
- ▷ [Club Representatives](#)
- ▷ [CompMan Member Data](#)
- ▷ [Fee Breakdown](#)
- ▷ [MyClubMate Member Data](#)
- ▷ [Non Playing Roles](#)
- ▷ [Parent Details](#)
- ▷ [Player by Team](#)
- ▷ [Registered Player](#)
- ▷ [Registered Player - New Full Details](#)
- ▷ [Registered Player by Season](#)
- ▷ [Registered Player-Full Detail](#)
- ▷ [Registered Professional Player](#)
- ▷ [Registration Card - A4 Size](#)
- ▷ [Registration Card - Card Size](#)
- ▷ [Registration Progress](#)
- ▷ [Registration Summary](#)
- ▷ [Team List](#)
- ▷ [Unregistered Player](#)

This report provides a breakdown of registration by status for club and shows the summary at each level within the hierarchy.

Step 3: Click on the report you would like to view.

- Your report will appear in the right hand column.

Season Role

1 of 1 Find | Next

Non Playing Roles by (2011 Outdoor) Season for FFA Test Club

Regional Association	Club Org ID	Club FFAID	Club
FFA Test Assoc	14564	14510	FFA Test Club
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Step 4: There are a number of options within the reporting section which will enable you to limit the number of records you download.

- Please refer to the examples below highlighting the options available within the system.

1.Registration Status

Registration Status

- (Select All)
- Active
- Inactive
- Declined
- Pending ITC
- Pending (Awaiting Payme
- Pending (Awaiting Approv

2. Season

Season	2011 Outdoor	▼
	2010 Social	▲
	2011 Football 5s	
	2011 Tournament	
	2011 School	
	2011 Social	
	2011 Beach	
	2011 Futsal	
	2011 Outdoor	
	2011 Representative	
	2010 Beach	
	2010 Futsal	
	2010 Outdoor	
	2009 Beach	
	2009 Futsal	
	2009 Outdoor	
	2008 Beach	
	2008 Futsal	
	2008 Outdoor	
	2007 Beach	
	2007 Futsal	▼

3. Role

Role	<Select a Value>	▼
	<Select a Value>	
	Volunteer	
	Match Official	
	Coach	

4. Activation Dates

Activation Start Date	<input type="text"/>	Activation End Date	<input type="text"/>
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5. Football Types

Football Type	<Select a Value>	▼
	<Select a Value>	
	Representative	
	Outdoor	
	Futsal	
	Beach	
	Social	
	School	
	Tournament	
	Football 5s	

6. Photograph ID Card Management

Club	<Select a Value> ▼	Football Type	2011 Outdoor ▼	View Report
Type	Player ▼	Team	▼	
Activated From	1/1/2011 12:00:00 AM	Activated To	12/31/2011 12:00:00 AM	
FFA No		Show Background	<input checked="" type="radio"/> True <input type="radio"/> False	
Show Club	<input checked="" type="radio"/> True <input type="radio"/> False	Show Team	<input checked="" type="radio"/> True <input type="radio"/> False	

Step 4: Exporting Reports

- Click the save symbol: 
- The following options will appear:

