



Softball Australia

mySoftball Community Training

Module 1

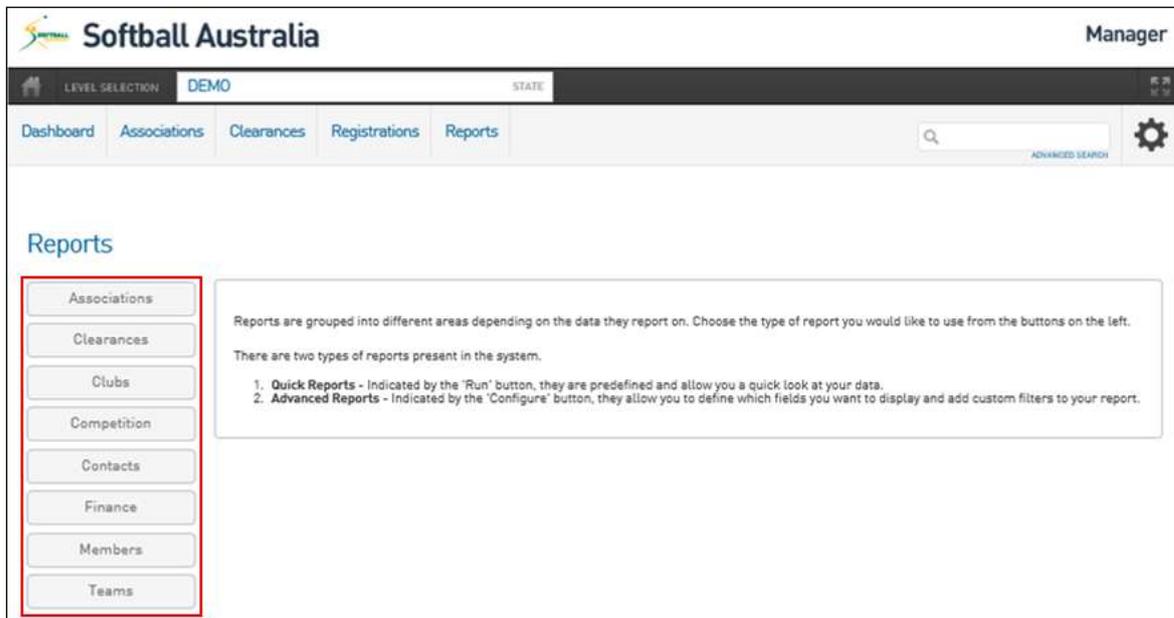
E) – Reporting

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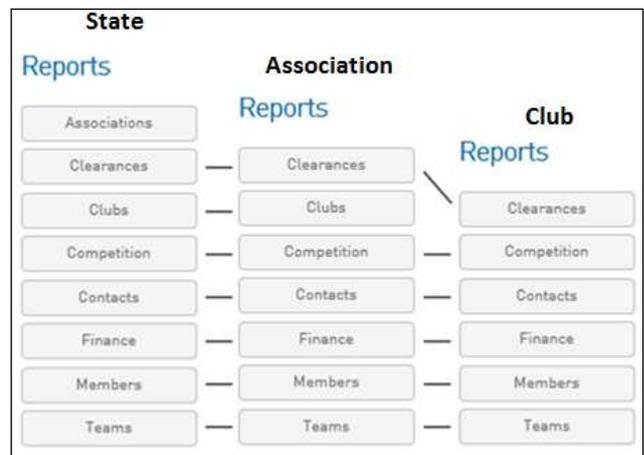
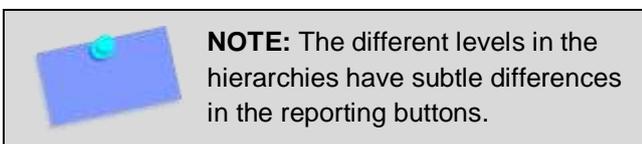
Updated 19 May 2015

Introduction to Reporting: a basic overview

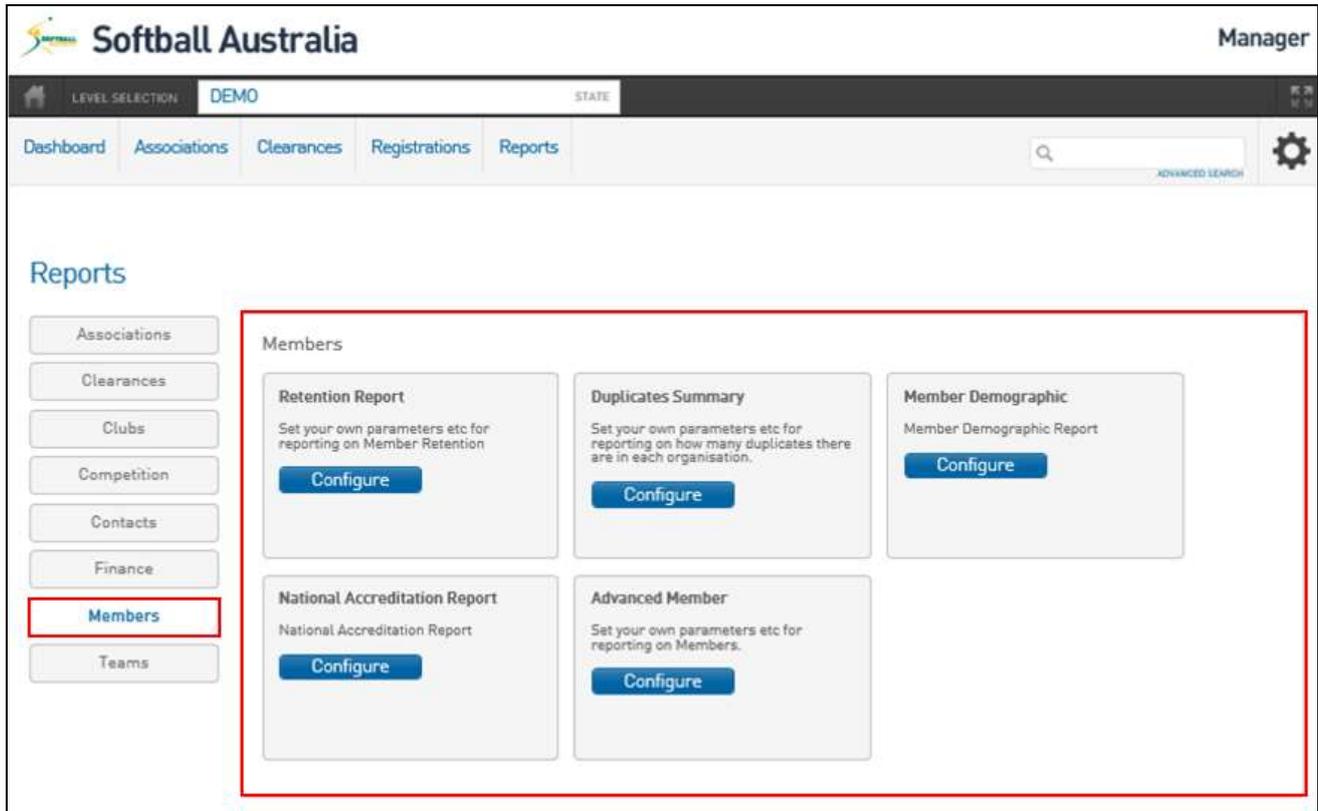
- 1 Reporting allows you to interrogate the database and return information about members based on any of the fields within the database. It is a very intuitive tool and pretty easy to handle. The key is knowing what you are after, and then understanding what has been returned from the system.
- 2 The only way to master the reporting module is to run reports and see what information is returned. The more you play and think about the data, the more you will understand how to get the most out of your reporting.
- 3 Click on the [Reports](#) menu.



- 4 We can see a list of report types. **Associations** is the area you enter to run reporting about Associations, **Clearances** to find more about the permits and clearances occurring at your level or below....and so on.
- 5 From experience the most powerful and possibly the most useful report is the **Members** report, and we will use this for all the examples on how to use the reporting system.



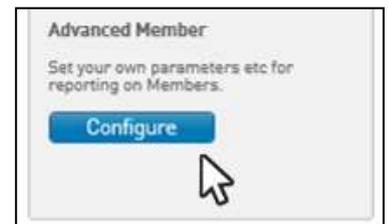
6 Click on **Members**.



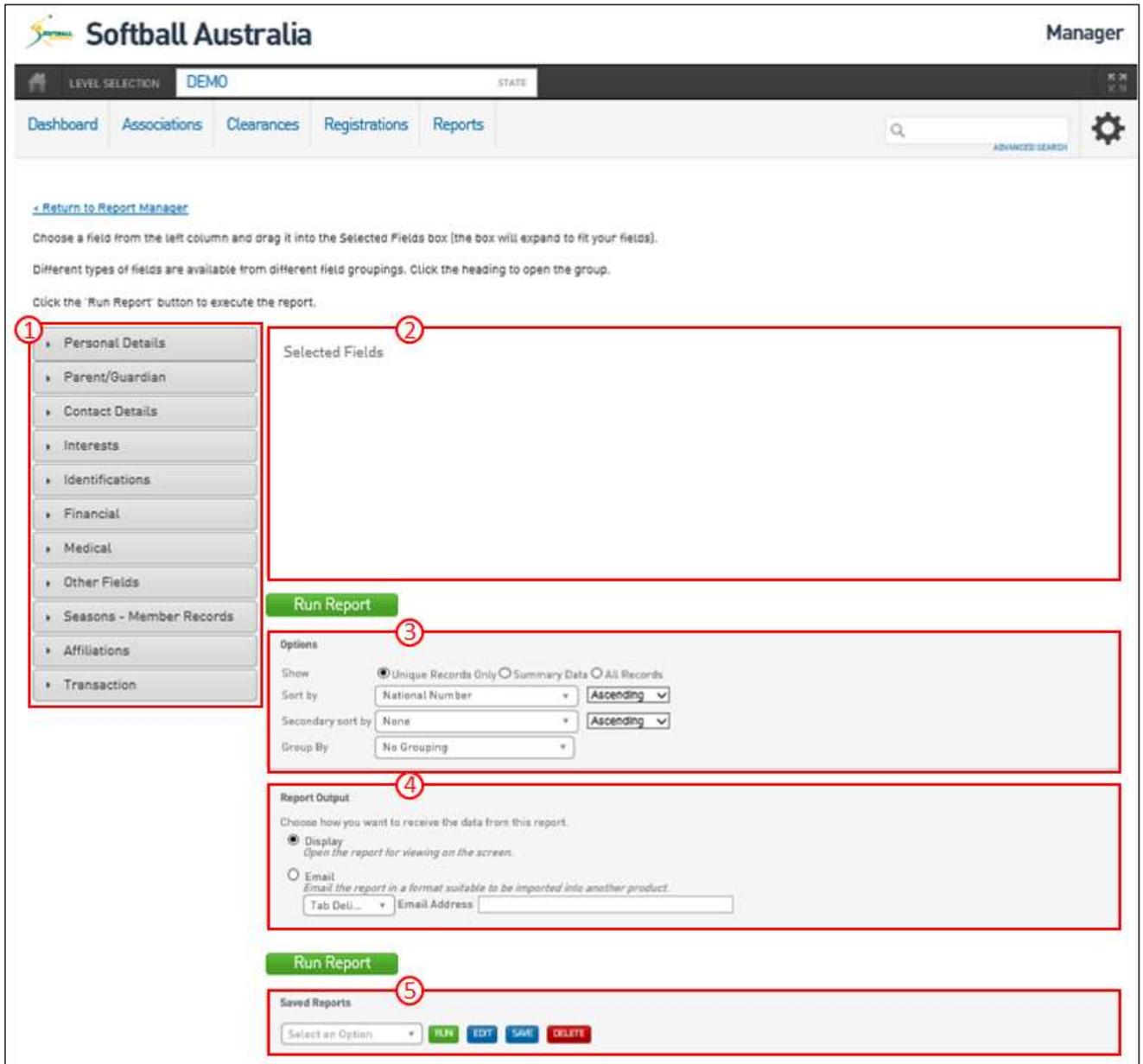
7 We can see a list of different members reporting options. In this case, options to run a report that will give you information about membership **Retention, Duplicate Summary, Member Demographics, National Accreditation** and **Advanced Member**.

8 Each one has a predefined list of fields that you can use. The **Advanced Member** report will likely be the key report you will use as it allows you to access almost ALL the fields, giving you much more flexibility.

9 To go into the Advanced Members Report, click on the **Configure** button.



- 10 The Reporting page is broken into 5 main sections:
- 1 Database field groups
 - 2 Selected Fields box
 - 3 (Reporting) Options
 - 4 Reporting Outputs
 - 5 Saved Reports



Softball Australia Manager

LEVEL SELECTION **DEMO** STATE

Dashboard Associations Clearances Registrations Reports

[Return to Report Manager](#)

Choose a field from the left column and drag it into the Selected Fields box (the box will expand to fit your fields).

Different types of fields are available from different field groupings. Click the heading to open the group.

Click the 'Run Report' button to execute the report.

1 Personal Details
Parent/Guardian
Contact Details
Interests
Identifications
Financial
Medical
Other Fields
Seasons - Member Records
Affiliations
Transaction

2 Selected Fields

3 Run Report

Options

Show Unique Records Only Summary Data All Records

Sort by National Number Ascending

Secondary sort by None Ascending

Group By No Grouping

4 Report Output

Choose how you want to receive the data from this report.

Display
Open the report for viewing on the screen.

Email
Email the report in a format suitable to be imported into another product.

Tab Deli... Email Address

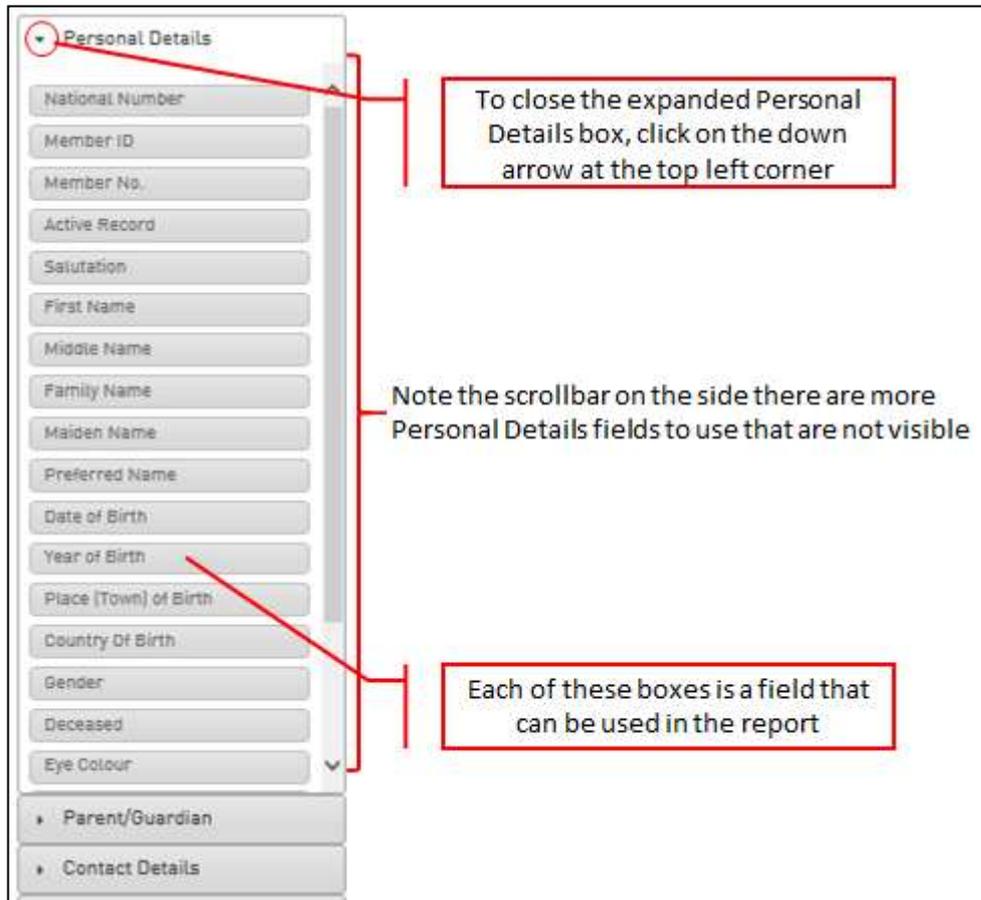
5 Run Report

Saved Reports

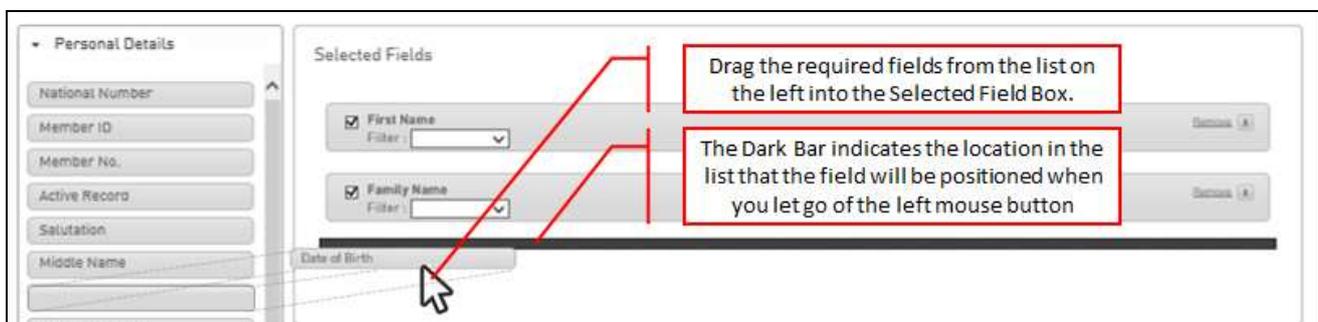
Select an Option

Database field groups

- 11 All the fields have been grouped into logical categories. By clicking on each one, you will see the individual fields under that group that can be dragged into the Selected Field Box, ie:

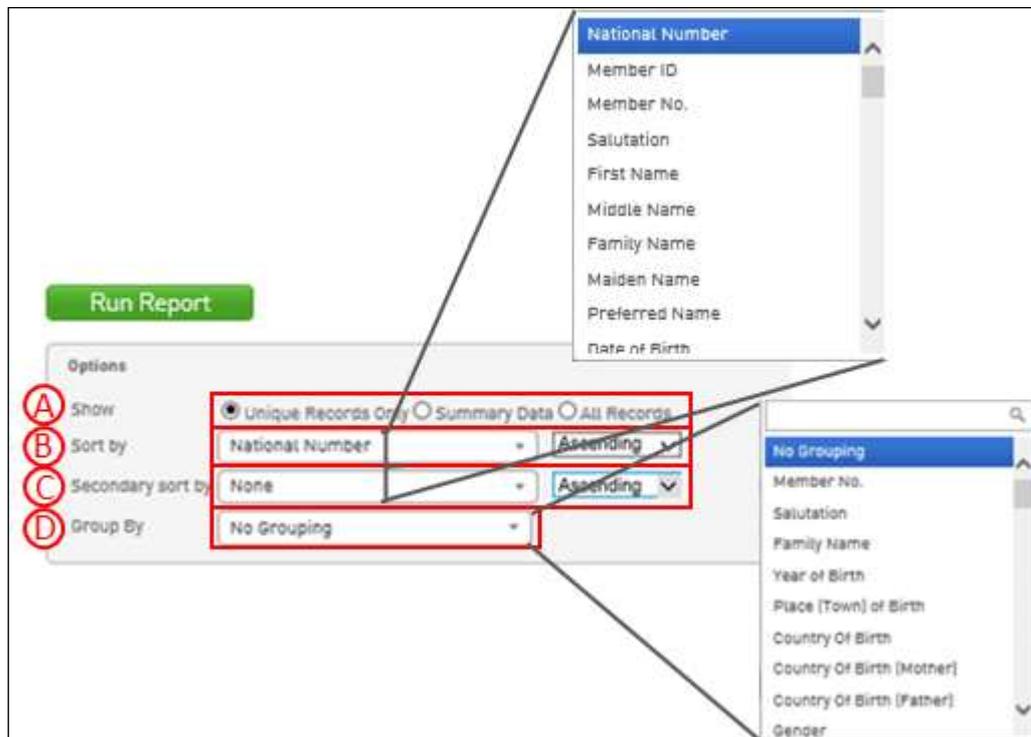


- 12 The Selected Field box is where you drag the fields you want to display in the report.



Options

13 There are 4 components to this box.



The screenshot shows a 'Run Report' interface. A green 'Run Report' button is at the top left. Below it is an 'Options' section. Callout A points to the 'Show' section, which has three radio buttons: 'Unique Records Only' (selected), 'Summary Data', and 'All Records'. Callout B points to the 'Sort by' dropdown, which is set to 'National Number' and 'Ascending'. Callout C points to the 'Secondary sort by' dropdown, which is set to 'None' and 'Ascending'. Callout D points to the 'Group By' dropdown, which is set to 'No Grouping'. To the right of the options are two dropdown menus for field selection. The top one is open, showing a list of fields including 'National Number', 'Member ID', 'Member No.', 'Salutation', 'First Name', 'Middle Name', 'Family Name', 'Maiden Name', 'Preferred Name', and 'Date of Birth'. The bottom one is also open, showing a list of fields including 'No Grouping', 'Member No.', 'Salutation', 'Family Name', 'Year of Birth', 'Place (Town) of Birth', 'Country of Birth', 'Country of Birth (Mother)', 'Country of Birth (Father)', and 'Gender'.

- A: **Show:** allows you to define how the report will display the data. **Unique Records Only**, **Summary Data** or **All Records**. The default is Unique Records Only (display this option).
- B: **Sort by:** allows you to do a primary sort of the data which you can sort the data by ascending or descending, eg sort by family name – Ascending.
- C: **Secondary sort by:** gives you a second sorting option which you can sort the data by ascending or descending order, eg sort by first name – Ascending.
- D: **Group By:** allows you to group the data into common groups, eg by club. This would mean that the data would be grouped by clubs in ascending order with the records sorted by family name then first name in ascending order alphabetically.



Report Output

- 14 This allows you to decide how you want to display your report: display onscreen or receive as an email.

Report Output

Choose how you want to receive the data from this report.

Display
Open the report for viewing on the screen.

Email
Email the report in a format suitable to be imported into another product.

Tab Del... Email Address

Tab Del...
Tab Delimited
CSV

NOTE: You can have the file sent as Tab Delimited or CSV

Saved Reports

- 15 When you create a report you want to save, click **SAVE**.

- 16 A new window will open asking you to enter a report name...do this and click **Save**.

- 17 To Run, Edit or Delete a Saved Report, click on the down arrow to open the pulldown list, select the report you wish to action, and click **RUN**, **EDIT** or **DELETE**.

Saved Reports

Basic Member Rep... RUN EDIT SAVE DELETE

Basic Member Rep... Basic Member Report Member Contact Report

1. Click on the down arrow to open the pull down list

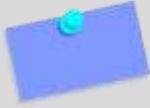
2. Select the report you wish to action

3. Select the action you wish to take



Running a Report

- 18 At a state level, we are going to create a members report that we will save and use to contact all members playing Masters grouped by club.



NOTE: As a minimum in a members report, you must have the following fields: First Name, Family Name, DOB, Association Name, Club Name. At association Level you need the first three and Club Name. At Club Level you only need the first three.

- 1 Select the following fields:
 - First Name
 - Family Name
 - Date of Birth
 - Association Name
 - Club Name
 - Email Address
 - Season (to allow me to select only the most recent season)
 - Member Record Type
 - Product

- 2 Sort by Family Name and then First Name, and Group by Club Name.

- 3 Run the report to display and check results.

Returned 222 records ¹

Advanced Member

Club Name	First Name	Family Name	Date of Birth	Association Name	Email	Season	Member Record Type	Product
	Jocelyn	Bates	12/12/1976	DEMO Association 3	matthew.horne@softball.org.au	2014/15	Fastpitch	Fastpitch-Senior
DEMO Association 3 CLUB								
	Alannah	Arnot	06/02/1929	DEMO Association 3	AlannahArnot@emrot.com	2014/15	Masters	Masters-Masters
	Kayla	Belmore	10/07/1975	DEMO Association 3	KaylaBelmore@gustr.com	2014/15	Fastpitch	Fastpitch-Senior
	Klara	Breen	20/05/1960	DEMO Association 3	KlaraBreen@cuvoo.de	2014/15	Masters	Masters-Masters
	Zoe	Crawford	06/07/1954	DEMO Association 3	ZoeCrawford@gustr.com	2014/15	Masters	Masters-Masters
	Maya	Challis	12/05/1931	DEMO Association 3	MayaChallis@dayrep.com	2014/15	Masters	Masters-Masters
	Ella	Climpson	10/02/1986	DEMO Association 3	EllaClimpson@fleckens.hu	2014/15	Fastpitch	Fastpitch-Senior
	Emma	Cookson	01/01/1983	DEMO Association 3	EmmaCookson@teleworm.us	2014/15	Fastpitch	Fastpitch-Senior
	Ryan	Curtain	01/11/1972	DEMO Association 3	RyanCurtain@emrot.com	2014/15	Fastpitch	Fastpitch-Senior
	Alexandra	Diesendorf	11/11/1936	DEMO Association 3	AlexandraDiesendorf@cuvoo.de	2014/15	Masters	Masters-Masters
	Maya	Dodd	02/04/1975	DEMO Association 3	MayaDodd@armyspy.com	2014/15	Fastpitch	Fastpitch-Senior
	Georgia	Eason	01/05/1932	DEMO Association 3	GeorgiaEason@cuvoo.de	2014/15	Masters	Masters-Masters
	Annabelle	Everett	08/11/1956	DEMO Association 3	AnnabelleEverett@teleworm.us	2014/15	Fastpitch	Fastpitch-Senior
	Joshua	Freeleagus	11/06/1960	DEMO Association 3	JoshuaFreeleagus@teleworm.us	2014/15	Fastpitch	Fastpitch-Senior
	Amelie	Gellatly	10/08/1952	DEMO Association 3	AmelieGellatly@cuvoo.de	2014/15	Fastpitch	Fastpitch-Senior
	Milla	Gsell	03/01/1975	DEMO Association 3	MillaGsell@teleworm.us	2014/15	Fastpitch	Fastpitch-Senior
	Rhobe	Hays	01/01/1977	DEMO Association 3	RhobeHays@fleckens.hu	2014/15	Fastpitch	Fastpitch-Senior
	Mathias	Horne	15/12/1963	DEMO Association 3	matthew.horne@softball.org.au	2014/15	Fastpitch	Fastpitch-Senior
	Jacob	Houlihan	03/04/1998	DEMO Association 3	JacobHoulihan@armyspy.com	2014/15	Fastpitch	Fastpitch-Junior

What can we tell from this report?

- 19 We have returned 222 records for the state.
- 20 We have all the fields that we asked for...? NO! Where is the Club Name?



Remember: we sorted by Club Name, so it does not appear as a field.

- 21 Jocelyn Bates has been entered into the system without a Club Name. This needs to be rectified.
- 22 We have not filtered the report yet, as we can see Fastpitch members, and all we want to see is Masters players.

So, back to the Report to filter the data.

23 For each and every field we have selected, there are a number of things that we can do....

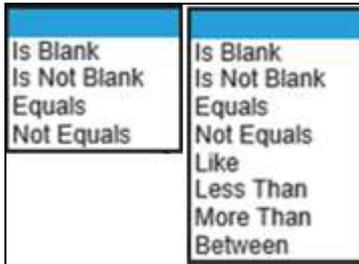


We can untick the box on the left hand side, which will remove the field from the display or file emailed, but it does not remove the field from the report. It just deactivates it. To reactivate, click on it again to put the tick in the box. If we wish to remove the field we click *Remove* on the right hand side.

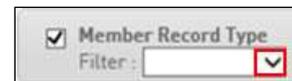


We also have a number of filter options available. Different fields have different options, ie date fields. But the key options are: **Is Blank**, **Is Not Blank**, **Equals** and **Not Equals**.

Here are two examples:



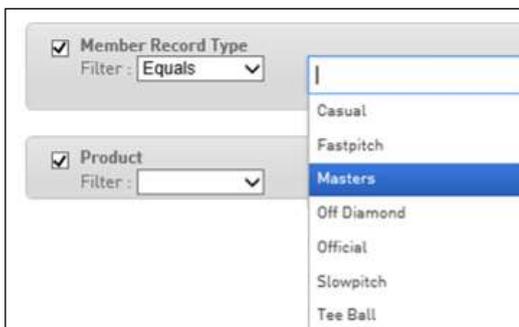
24 To access these options, click on the down arrow in the Filter box.



25 Select the filter option you want in the example it is **Member Record Type** that **Equals Masters**. When we select **Equals**, a new box appears.



26 At this stage, some of you will have pull down lists (eg Member Records) and others require you to type in exactly what you are after, eg Family Name, Club Name etc.



27 For those who have pull down lists, you can make multiple selections, one at a time.





28 Now we run the Report again.

Returned 79 records



Advanced Member

Club Name	First Name	Family Name	Date of Birth	Association Name	Email	Season	Member Record Type	Product
DEMO Association 3 CLUB								
	Alannah	Amot	06/02/1929	DEMO Association 3	AlannahAmot@einrot.com	2014/15	Masters	Masters-Masters
	Kiara	Breen	20/05/1960	DEMO Association 3	KiaraBreen@cuvox.de	2014/15	Masters	Masters-Masters
	Zoe	Carwford	06/07/1954	DEMO Association 3	ZoeCrawford@gustr.com	2014/15	Masters	Masters-Masters
	Maya	Challis	12/05/1931	DEMO Association 3	MayaChallis@dayrep.com	2014/15	Masters	Masters-Masters
	Alexandra	Diesendorf	11/11/1936	DEMO Association 3	AlexandraDiesendorf@cuvox.de	2014/15	Masters	Masters-Masters
	Georgia	Esson	01/05/1932	DEMO Association 3	GeorgiaEsson@cuvox.de	2014/15	Masters	Masters-Masters
	Sean	Howell	18/12/1950	DEMO Association 3	SeanHowell@einrot.com	2014/15	Masters	Masters-Masters
	Brayden	Humble	04/01/1952	DEMO Association 3	BraydenHumble@dayrep.com	2014/15	Masters	Masters-Masters
	Jett	Lemberg	03/04/1936	DEMO Association 3	JettLemberg@einrot.com	2014/15	Masters	Masters-Masters
	Madeline	Levy	11/09/1953	DEMO Association 3	MadelineLevy@armyspy.com	2014/15	Masters	Masters-Masters
	Logan	Martindale	02/03/1934	DEMO Association 3	LoganMartindale@rhyta.com	2014/15	Masters	Masters-Masters
	Chelsea	Mathais	23/05/1936	DEMO Association 3	ChelseaMathias@rhyta.com	2014/15	Masters	Masters-Masters
	Zac	Nobelius	06/03/1922	DEMO Association 3	ZacNobelius@einrot.com	2014/15	Masters	Masters-Masters
	Isabel	Steigrad	07/10/1955	DEMO Association 3	IsabelSteigrad@fleckens.hu	2014/15	Masters	Masters-Masters
	Angus	Yates	12/08/1933	DEMO Association 3	AngusYates@teleworm.us	2014/15	Masters	Masters-Masters
15 rows								
Club 1								
	Alana	Cox	05/11/1957	DEMO Association 1	AlanaCox@superrito.com	2014/15	Masters	Masters-Masters
	Declan	Dobell	10/03/1942	DEMO Association 1	DeclanDobell@jourrapide.com	2014/15	Masters	Masters-Masters
	Eva	Ferrier	03/07/1935	DEMO Association 1	EvaFerrier@jourrapide.com	2014/15	Masters	Masters-Masters
	Kaitlyn	Goldie	12/02/1931	DEMO Association 1	KaitlynGoldie@rhyta.com	2014/15	Masters	Masters-Masters
	Charli	Kitchen	03/02/1933	DEMO Association 1	CharliKitchen@dayrep.com	2014/15	Masters	Masters-Masters
	Sienna	Kotai	12/06/1957	DEMO Association 1	SiennaKotai@cuvox.de	2014/15	Masters	Masters-Masters
	Koby	Leichhardt	12/11/1965	DEMO Association 1	KobyLeichhardt@jourrapide.com	2014/15	Masters	Masters-Masters
	Emily	McClelland	02/01/1936	DEMO Association 1	EmilyMcClelland@rhyta.com	2014/15	Masters	Masters-Masters
	Koby	Melrose	10/06/1948	DEMO Association 1	KobyMelrose@rhyta.com	2014/15	Masters	Masters-Masters
	Milla	Ross-Watt	11/08/1936	DEMO Association 1	MillaRoss-Watt@superrito.com	2014/15	Masters	Masters-Masters
	Dakota	Royston	06/05/1947	DEMO Association 1	DakotaRoyston@cuvox.de	2014/15	Masters	Masters-Masters
	Mitchell	Scutt	06/05/1933	DEMO Association 1	MitchellScutt@armyspy.com	2014/15	Masters	Masters-Masters
	Taylah	Stokes	04/01/1949	DEMO Association 1	TaylahStokes@fleckens.hu	2014/15	Masters	Masters-Masters
13 rows								
Club 2								
	Harrison	Baskerville	02/09/1939	DEMO Association 1	HarrisonBaskerville@dayrep.com	2014/15	Masters	Masters-Masters
	Zane	Blakeney	04/07/1944	DEMO Association 1	ZaneBlakeney@armyspy.com	2014/15	Masters	Masters-Masters

29 We can now see 79 Records.

30 All the members are Masters registered.

31 Everyone is sorted into clubs.

32 Save the report by clicking **SAVE**.

33 Type in the report name and click **SAVE** again.





Some key things to note with regards reporting

- At State Level – The Clearance Below Report will show all Clearances and Permits in your state. The Clearance report only shows you permits and clearances that have required state action.
- When running a Member report, you need to ensure you have First Name, Family Name, Date of Birth, Association Name and Club name as a minimum.

If you are running this report at an Association level, you will not need the Association name.

If you are running this report at a Club level, you will not need the Association or Club names.

- When running a member report, it will show you ALL members that participate in your club. This is all members who have joined your club AND all members who are at your club on permit. If you are after a list of member who have joined your club, make sure that you include the field *On Permit to Club* found in the Affiliations Group, and you can filter on this field.
- Some reports list Family Name and others Surname. Both return the same field information.
- Once you have created a report that you are happy with, Save it. You can always edit the report later on to improve it.
- Reminder – the Sort function in the reporting is very handy. Use it to sort and group the data in a way that makes it easier for you to interpret.
- You can always email the report and open it in Excel to do further enhanced analysis or even graphing for annual reports.

You can send the report either as a Tab Delimited file or a CSV file.

- When building a report, always run it to Display to check that what you are doing is creating what you are after. You can always close the displayed report and make amendments to the report you are creating
- The logo that will appear at the top of the report reflects the level you are logged in at. ie, If I am logged in at State level, but have gone down to a club and run a report from there, I will still see my State Logo appearing at the top of the screen.
- Transactional reports work best when you are taking payments online. In this report, you can set it up to show what has been purchased, the banking transaction reference number, and what you have received from the bank.
- If you have regular correspondence with your member base, it is beneficial to setup a saved report filtered to the specific groups you wish to contact. All you do is use this report in the Communications tab and it will pull the latest list from the member database, taking into account those people who have opted in for coms.



Appendix 1

Complete list of all fields as found in the reports as at start of May 2015 at STATE Level login.

Report Group	Associations																																																																																												
Report Name	Associations																																																																																												
Field Group Name	<table border="1"> <thead> <tr> <th>Details</th> <th>Assoc Services</th> <th>Contacts</th> <th>Authorisation</th> </tr> </thead> <tbody> <tr> <td>Active</td> <td>Website</td> <td>Role</td> <td>Username</td> </tr> <tr> <td>Association Name</td> <td>Venue Name</td> <td>Firstname</td> <td>Number of Logins</td> </tr> <tr> <td>Incorporation Number</td> <td>Venue Address</td> <td>Surname</td> <td></td> </tr> <tr> <td>Date Last Successful Sync</td> <td>Venue Address 2</td> <td>Email</td> <td></td> </tr> <tr> <td>Address Line 1</td> <td>Venue Suburb</td> <td>Mobile</td> <td></td> </tr> <tr> <td>Address Line 2</td> <td>Venue State</td> <td>Competition Admin</td> <td></td> </tr> <tr> <td>Suburb</td> <td>Venue Country</td> <td>Social Activities</td> <td></td> </tr> <tr> <td>State</td> <td>Email</td> <td>Website and Publicity</td> <td></td> </tr> <tr> <td>Postal Code</td> <td>Venue Latitude</td> <td>Clearance and Permits</td> <td></td> </tr> <tr> <td>Phone</td> <td>Venue Longitude</td> <td>Sponsors and Fundraising</td> <td></td> </tr> <tr> <td>Fax</td> <td>Monday</td> <td>Finance & Payments</td> <td></td> </tr> <tr> <td>Email</td> <td>Tuesday</td> <td>Legal & Contracts</td> <td></td> </tr> <tr> <td>Zone Name</td> <td>Wednesday</td> <td>Primary Contact</td> <td></td> </tr> <tr> <td>Local Government Area</td> <td>Thursday</td> <td>Show in Locator</td> <td></td> </tr> <tr> <td></td> <td>Friday</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Saturday</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Sunday</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Duration</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Times</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Visible to Public ?</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Season Start Date</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Postal Codes Serviced</td> <td></td> <td></td> </tr> </tbody> </table>	Details	Assoc Services	Contacts	Authorisation	Active	Website	Role	Username	Association Name	Venue Name	Firstname	Number of Logins	Incorporation Number	Venue Address	Surname		Date Last Successful Sync	Venue Address 2	Email		Address Line 1	Venue Suburb	Mobile		Address Line 2	Venue State	Competition Admin		Suburb	Venue Country	Social Activities		State	Email	Website and Publicity		Postal Code	Venue Latitude	Clearance and Permits		Phone	Venue Longitude	Sponsors and Fundraising		Fax	Monday	Finance & Payments		Email	Tuesday	Legal & Contracts		Zone Name	Wednesday	Primary Contact		Local Government Area	Thursday	Show in Locator			Friday				Saturday				Sunday				Duration				Times				Visible to Public ?				Season Start Date				Postal Codes Serviced		
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Report Group	Clearances
Report Name	Advanced Clearances Report
Field Group Name	Details
Fields	Clearance Ref No
	National Number
	First Name
	Family Name
	Date of Birth
	Year of Birth
	Source Association
	Source Club
	Destination Association
	Destination Club
	Clearance year
	This Level's Status
	Waiting at this Level?
	Reason for Clearance
	Additional Information
	Reason for Denial
	Overall Clearance Status
	Application Date
	Finalised Date
	Permit Type
Permit From	
Permit to	
Report Name	Advanced Offline Clearances Report
Field Group Name	Details
Fields	Clearance Ref No
	National Number
	First Name
	Family Name
	Date of Birth
	Source Association
	Source Club
	Destination Association
	Destination Club
	Clearance year
	Overall Clearance Status
	Application Date
	Report Name
Field Group Name	Details
Fields	Clearance Ref No
	National Number
	First Name
	Family Name
	Date of Birth
	Year of Birth
	Source Association
	Source Club
	Destination Association
	Destination Club
	Clearance year
	This Level's Status
	Waiting at this Level?
	Reason for Clearance
	Additional Information
	Reason for Denial
	Overall Clearance Status
	Application Date
	Finalised Date
	Permit Type
Permit From	
Permit to	



Report Group: Clubs						
Report Name	Advanced Club					
Field Group Name	Details	Club Services	Contacts	Characteristics	Registration Form	
Fields	Active	Venue Name	Roles	Characteristics	Primary Reg form ID	
	Club Name	Venue Address	Contact Type		Is Primary Reg form	
	Number of Logins	Venue Address 2	Firstname		Reg Form ID	
	Username	Venue Suburb	Surname		Ref Form Name	
	Incorporation Number	Venue State	Gender		Reg Form Type	
	Abbreviation	Venue Postal code	email		Is National Reg Form	
	Club Colours	Venue Country	Mobile		Is Link to National Reg Form	
	Address Line 1	Venue Latitude	Competition Admin			
	Address Line 2	Venue Longitude	Social Activities			
	Suburb	Email	Website and Publicity			
	State	Website	Clearance and Permits			
	Local Government Area	Monday	Sponsors and Fundraising			
	Age Type	Tuesday	Finance and Payments			
	Club Type	Wednesday	Legal and Contracts			
	Postal Code	Thursday	Primary Contact			
	Phone	Friday	Show in Locator			
	Fax	Saturday				
	Email	Sunday				
	Association Name	Duration				
	Zone Name	Times				
		Visible to Public ?				
		Season Start Date				
		Postal Code Services				

Report Group: Competition						
Report Name	Advanced Fixture					
Field Group Name	Details	Results	Competition Details	Venue		
Fields	Season	Match Status	Competition Active	Venue Name		
	Match ID	Number of players registered in the match (Both teams)	Grade	Address 1		
	Competition Name	Number of players registered in the match (Home team)	Gender	Address 2		
	Round Type	Number of players registered in the match (Away team)	Default Age Group	Suburb		
	Round Number	Team 1 Won/Lost	Website Grouping	State		
	Round Name	Team 1 Score	Competition Order	Local Government Area		
	Match Name	Team 2 Won/Lost		Map Number		
	Match Date	Team 2 Score		Map Ref		
	Match Time	Results Entered Date/time		Venue Active		
	Match Number					
	Pool Name					
	Team 1					
	Club 1					
	Team 2					
	Club 2					
	Association Name					
	Zone Name					

Report Name	Player Comp Stats					
Field Group Name	Personal Details	Other Fields	Affiliations	Seasons	Statistics	
Fields	National Number	Date Created Online	Association Name	Season	<i>Currently being defined</i>	
	Member ID		Team Name	Age Group	Games	
	Member No.		Club Name		Hits (B)	
	Active Record		Competition Name		Qualified for Finals	
	First Name		Zone Name		Runs (B)	
	Family Name				Hits (P)	
	Preferred Name				Errors (F)	
	Date of Birth				Runs (P)	
	Year of Birth				Strike Outs (P)	
	Gender					
	Deceased					

Report Group	Contacts		
Report Name	Contact Report		
	Field Group Name	Details	Affiliations
	Fields	Roes	Club Name
		Firstname	Association Name
		Surname	Zone Name
		Gender	
		Email	
		Mobile	
		competition Admin	
		Social Activities	
		Website and Publicity	
		Clearance and Permits	
		Sponsors and Fundraising	
		Finance and Payments	
		Legal and Contract	
		Primary Contact	
	Show in Locator		

Report Group	Teams						
Report Name	Advanced Teams						
	Field Group Name	Details	Contact People	Colours	Affiliations	Competition	Transactions
	Fields	Active	Contact Title	Uniform Top Colour	Club Name	Competition Name	Transaction ID
		Team Name	Contact 2 Title	Uniform Bottom Colour	Association Name	Competition Active?	Product
		Team Nick Name	Contact 2 Name	Uniform Number Colour	Zone Name	Season	Product Reporting Season
		Contact Person	Contact 2 Email	Alternate Uniform Top Colour		Team Number in Competition	Quantity
		Record Creation	Contact 2 Phone	Alternate Uniform Bottom Colour		Grade	Line Item Amount
		Date Created Online	Contact 2 Mobile	Alternate Uniform Number Colour		Gender	Transaction Date
		Last Update	Contact 3 Title			Default Age Group	Transaction Status
		Address line 1	Contact 3 Name			Team Financial in Competition?	Transaction Notes
		Address line 2	Contact 3 Email				Payment Record Notes
		Suburb	Contact 3 Phone				Payment Log ID
		State	Contact 3 Mobile				Payment type
		Postal Code					Manual Receipt Reference
		Phone					Bank Reference Number
		Phone 2					Order Total
		Mobile					Payment Date
		Email					Settlement Date
		Team Code					
		Team Notes					



Report Group	Finance	
Report Name	Transactions	
	Field Group Name	Details
	Fields	Transaction ID
		Product
		Payment For
		Item Cost
		Quantity
		Line Item Total
		Manual Receipt reference
		Payment Type
		Bank Reference Number
		Payment Log ID
		Payment Notes
		Order Total
		Transaction Date
		Payment Date
		Transaction Status
		Transaction Notes
		Member Club
		Association
		Competition Name
		Competition Season
	State	
	Zone	
	Product Type	
	Delivered	
Report Name	Transactions Sold	
	Field Group Name	Details
	Fields	Payment Log ID
		Payment Type
		PayPal Reference Number
		Total Amount Paid
		Settlement Date
		Payment For
		Split Level
		Split Amount
		SP Invoice Run
		Product Type
Report Name	Funds Received	
	Field Group Name	Details
	Fields	Transaction ID
		Product
		Payment For
		Payment For ID
		Payment From
		Line Item Total
		Money Received (after fees)
		Payment Log ID
		Payment Date
		Distribution ID
		Date Funds Sent by SP
		SP Invoice Run
		Association
		State
		Zone
		Club Payment for
		Transaction Club
	Product Type	
Report Name	Funds Received within Structure (Same Bank Account)	
	Field Group Name	Details
	Fields	Transaction ID
		Product Name
		Product Grouping
		Level Receiving Funds
		Account Name Paid into
		Payment Email
		Payment For
		Payment For ID
		Payment From
		Member Joined Team
		Line Item Total
		Money Received (after fees)
		Payment Log ID
		Payment Date
		Distribution ID
		Date Funds Sent from SP
		SP Invoice Run
		Association
		State
	Zone	
	Product Type	

Report Group	Members		
Report Name	Retention Report		
Field Group Name	Details	Contact Details	Affiliations
Fields	National Number	Address 1	Club Name
	Member ID	Address 2	Association Name
	Member No.	Suburb	Zone Name
	Active Record	City of Residence	
	Salutation	State	
	First Name	Country	
	Middle Name	Postal Code	
	Family Name	Home Phone	
	Maiden Name	Work Phone	
	Preferred Name	Mobile Phone	
	Date of Birth	Fax	
	Year of Birth	Email	
	Gender	Email 2	
		Emergency Contact Name	
		Emergency Contact No.	
		Emergency Contact No. 2	
	Report Name	Duplicates Summary	
Field Group Name	Details		
Fields	Number of Duplicates to be resolved		
	Association Name		
	Zone Name		
Report Name	Member Demographic		
Field Group Name	Season		
Fields	Season		
	Zone Name		
	Association Name		
	Club Name		
	Club Category (filter only)		
	Team Name		
	Competition Name		
	Competition Level		
	Competition Seasons		
	Gender		
	On Permit? (filter only)		
	Active in Club? (filter only)		
	Ethnicity (filter only)		
	Member Active? (filter only)		
	Player in Season? (filter only)		
	Coach in Season? (filter only)		
	Match Official in Season? (filter only)		
Date Created Online (filter only)			
Last recorded game (filter only)			
Volunteer in Season (filter only)			
Report Name	National Accreditation Report		
Field Group Name	Personal Details	Contact Details	
Fields	National Number	Address 1	
	Member ID	Address 2	
	member No.	Suburb	
	Active Record	State	
	Salutation	Country	
	First Name	Postal Code	
	Family Name	Home Phone	
	Preferred Name	Work Phone	
	Date of Birth	Mobile Phone	
	Year of Birth	Email	
	Gender		
	Ethnicity		

Members Reports continue on next page.



Report Name	Advanced Members																																																																																																																																																															
Field Group Name	Personal Details	Parent/Guardian	Contact Details	Interests	Identifications	Financial	Medical	Other Fields	Seasons - Member Records	Affiliations	Transactions																																																																																																																																																					
Fields	National Number Country of Birth (Mother) Country of Birth (Father) Member ID Member No. Active Record Sakuraton First Name Middle Name Family Name Maiden Name Preferred Name Date of Birth Year of Birth Place (town) of Birth Country of Birth Gender Deceased Eye Colour	Parent/Guardian 1 Surname Country of Birth (Mother) Country of Birth (Father) Parent/Guardian 1 Sakuraton Parent/Guardian 1 First Name Parent/Guardian 1 Surname Parent/Guardian 1 Phone Parent/Guardian 1 Phone 2 Parent/Guardian 1 Mobile Parent/Guardian 1 Email Parent/Guardian 1 Small 1 Parent/Guardian 1 Assistance Area Parent/Guardian 2 Sakuraton Parent/Guardian 2 First Name Parent/Guardian 2 Surname Parent/Guardian 2 Gender Parent/Guardian 2 Phone Parent/Guardian 2 Phone 2 Parent/Guardian 2 Mobile Parent/Guardian 2 Email Parent/Guardian 2 Small 2 Parent/Guardian 2 Assistance Area	Address 1 Address 2 Suburb City of Residence State Country Postal Code Home Phone Work Phone Mobile Phone Pager Fax Email 1 Email 2 Emergency Contact Name Emergency Contact Relationship Emergency Contact No. Emergency Contact No. 2	Player Coach Match Official Official Misc Volunteer	Preferred Language Passport Issue Country Passport Nationality Passport Number Passport Expiry Birth Certificate Number Health Care Number Identification Type Mentor/Referee Number Police Check Date Police Check Expiry Date Police Check Number	Member Financial? Member Package Financial Balance U/M Member	Medical Conditions? Allergies? Allow Medical Treatment? Medical Notes	Member Card Printed Occupation Loyalty Number Mailing List? Language/s spoken at home Other Softball Positions Private Health Name Medicare Number Private Health Number Date Proof of ID Signed Prior Involvement in Softball See-Bel/Softball at School After School Softball Program Softball Starter Up Program Come and Try Day Alongside (TS)/Both? Ambulance Cover Private Health Cover Australian Citizen Language other than English? Attached Document Name Document Upload Date Member Uploaded Document Name Medicare expiry Date	Season Member Records Age Group Season Member Package Member Record Type Active Date Inactive Date Financial Status Active Date Regs Form Used Regs Form Used	Affiliations Association Name Association Type Team Name Club Name Competition Name Competition Season Competition Default Age Group Competition Address Zone Name On Permit to Club	Transaction ID Product Reporting Season Product Product Group Quantity Line Item Total Transaction Date Transaction Status Transaction Notes Payment Log ID Payment Type Manual Receipt Reference Bank Reference Number Order Total Payment Date Settlement Date Start Date End Date Club Payment for																																																																																																																																																					
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Custom Text Field 4	Custom Number Field 4	Custom Date Field 4	Custom Lookup 4	Custom Checkbox 4	Signs attached	Custom Text Field 5	Custom Number Field 5	Custom Date Field 5	Custom Lookup 5	Custom Checkbox 5	National Team Member	Custom Text Field 6	Custom Number Field 6	Custom Date Field 6	Custom Lookup 6	Custom Checkbox 6	Notes	Custom Text Field 7	Custom Number Field 7	Custom Date Field 7	Custom Lookup 7	Custom Checkbox 7	Custom Member Notes 1	Custom Text Field 8	Custom Number Field 8	Custom Date Field 8	Custom Lookup 8		Custom Member Notes 2	Custom Text Field 9	Custom Number Field 9	Custom Date Field 9	Custom Lookup 9		Custom Member Notes 3	Custom Text Field 10	Custom Number Field 10	Custom Date Field 10	Custom Lookup 10		Custom Member Notes 4	Custom Text Field 11	Custom Number Field 11	Custom Date Field 11	Custom Lookup 11		Custom Member Notes 5	Custom Text Field 12	Custom Number Field 12	Custom Date Field 12	Custom Lookup 12		Photo Present?	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