



# **Footyweb National Registration User Guide**

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Club Registration Workflow .....

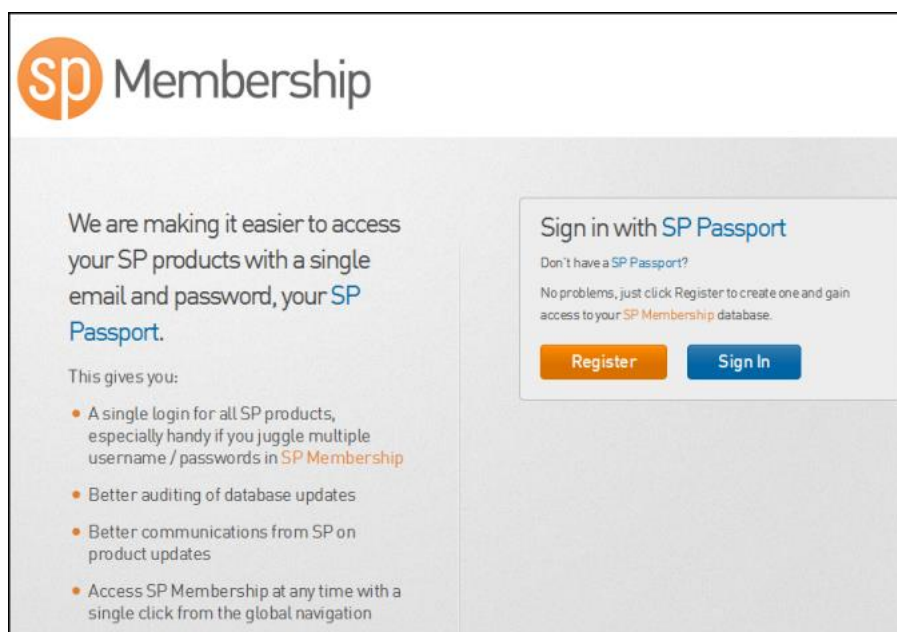
58

## How to access your Online Membership Database

To access your Association or Club database, click on the link below: (please use the updated address)

<https://reg.foxsportspulse.com/>      <https://passport.sportingpulse.com/account/>

To log in to the database you will need to have an SP Passport. You can either Sign In to your SP Passport if you have an existing account or Register for an SP Passport.



If your SP Passport has been linked to your Association or Club database you will see the **Membership and Results Entry** link (shown below) which should allow you to then access your database.

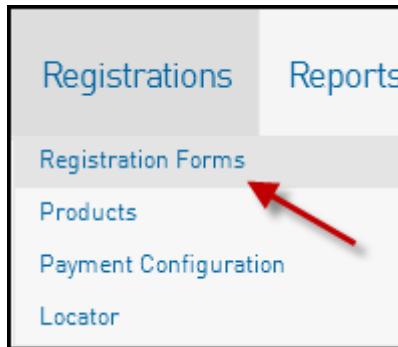


If you don't have the Membership link your Association or State Contact will be able to link your database to your passport.

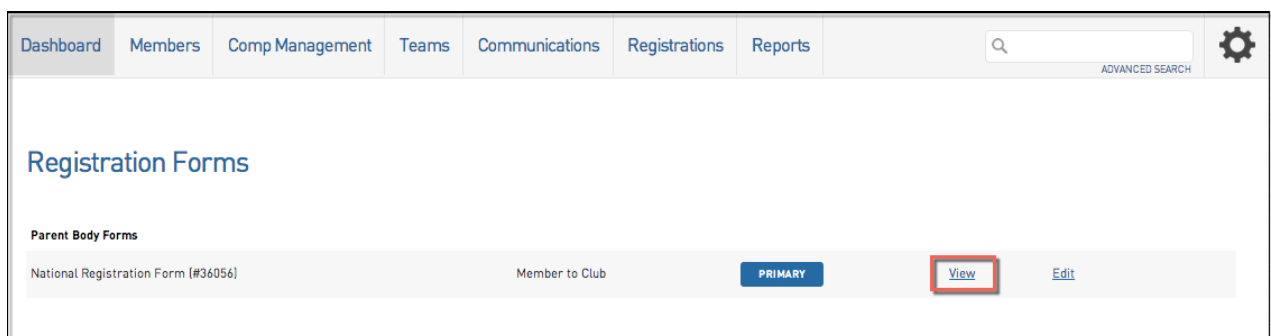
## How to preview the Registration Form

As you are setting up the Registration Form, you should regularly preview the form to make sure it is set up and displaying as needed:

1. Hover over the **Registrations** menu and click **Registration Forms**.



2. Click on **View** for the form you wish to view.



3. You will see the registration form login screen (this is what your members will see – you will need to log in with an existing member's username and password).
4. Leave this screen open so that when you make changes in the admin section, you can refresh the screen to view your changes live.

## Publishing the Registration Form to your website

The below refers to clubs/associations with a FOX SPORTS PULSE website.

The FOX SPORTS PULSE Payments Registration Form - section allows your association or club's registration form to be easily accessed through an icon and link that sits in the right-hand column of your FOX SPORTS PULSE Website.

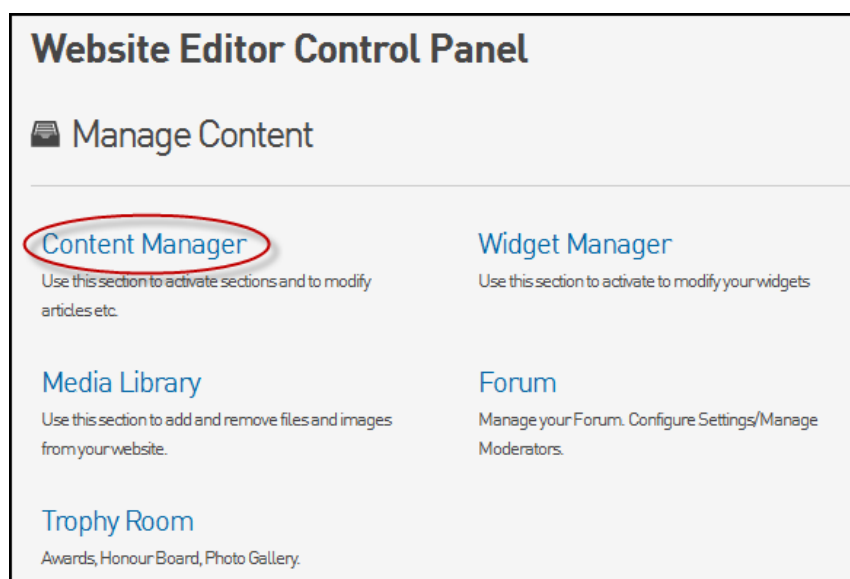
To publish your registration form on any website, you need the URL (web address) of your form. You can find it by clicking the "View" link in the Registration Forms configuration menu – the link will appear in the location bar. You can copy and paste this link on your website by following the directions below or you can also send this link to your members directly.

### To link your form to your website:

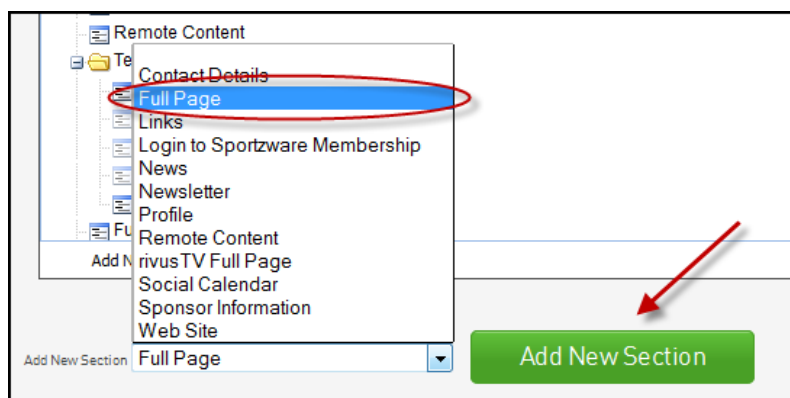
#### Option A (Adding the form as a link on a full page)

To add your Registration Form as a Full Page on your website, log in to your FOX SPORTS PULSE Standard Website.

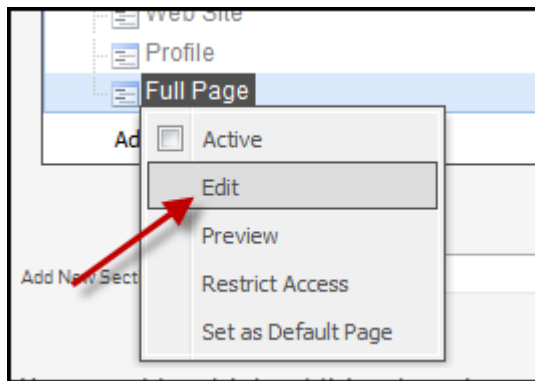
1. Click on the **Content Manager** in the Manage Content section



2. From the **Add New Section** drop down list, select **Full Page** and click the **Add New Section** button



3. Right click on the section you've just created and click **Edit**



4. Enter in as much information as you like and include the link/URL for the Registration Form on the page.

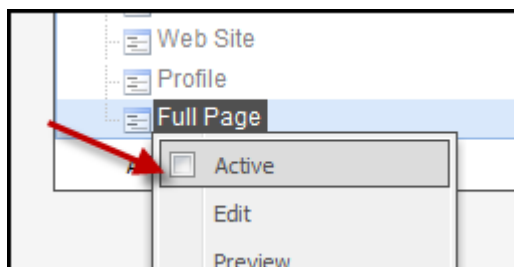
Article Text

Paragraph Font Family Font Size **B** *I* U [List Bulleted] [List Numbered] [List Check] [Link] [Image] [Table] [Code] [HTML]

CLICK ON THE LINK BELOW TO REGISTER ONLINE FOR THE NEW SEASON

<https://reg.sportingpulse.com/v5/regoform.cgi?aID=14291&formID=24620>

5. Click the **Save** button when finished
6. Return to the **Content Manager**, right click on the section you've created and tick the **Active** box.

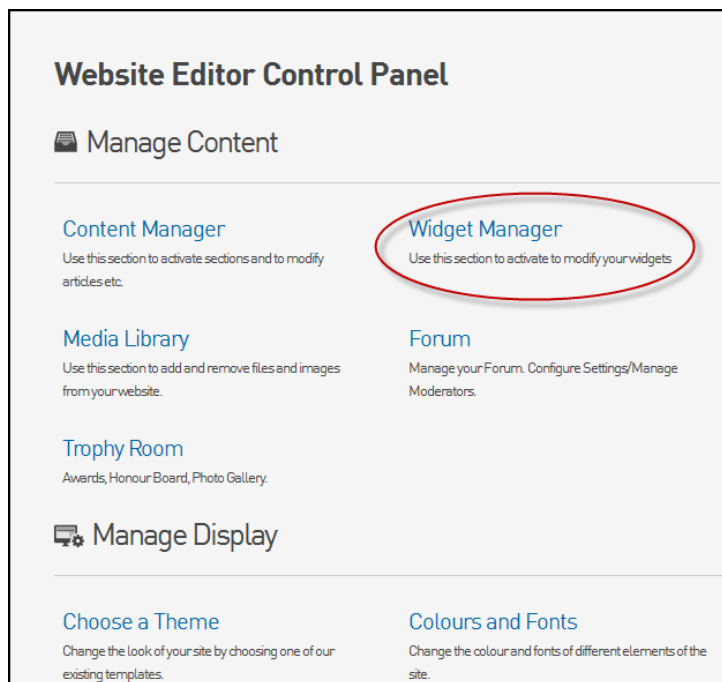


7. Your page will now display the link and any other information you've included on your website for your members to view and access the online registration form.

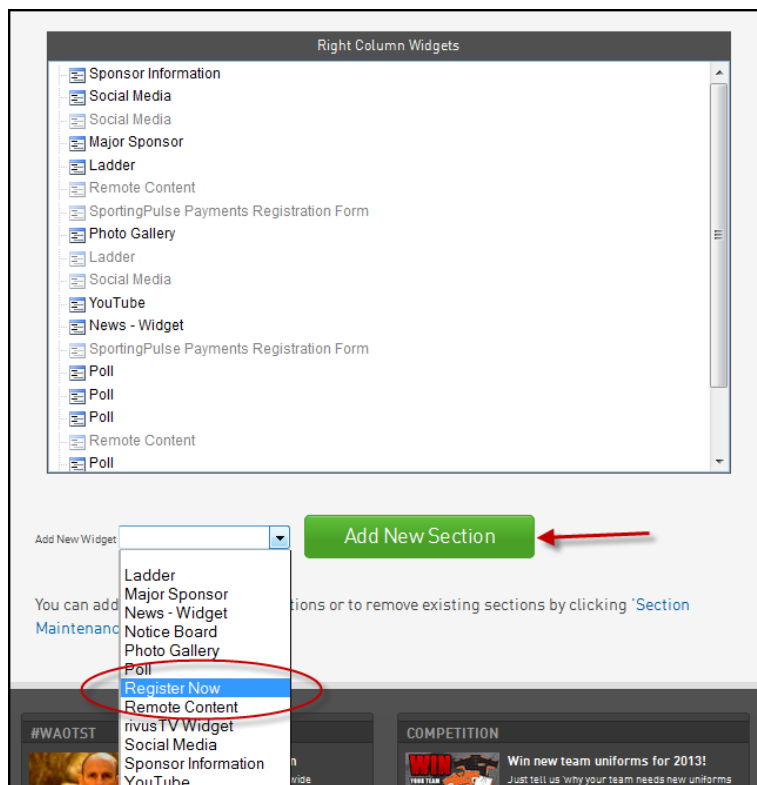
## Option B (Adding the form as a widget)

To add your Registration Form to your website as a Widget, log into your FOX SPORTS PULSE Standard Website.

1. From the **Website Editor Control Panel**, click on **Widget Manager**.



2. Click on the **Add New Widget** drop down list, select **Register Now** and click on **Add New Section**.





3. To Edit a current Widget, right click on the Widget name and click 'Edit'.

**Widget Manager** Back to Control Panel >

The Widget Manager allows you to place widgets into the right-hand column of your website (e.g. ladders, news, remote content, sponsor information etc.)

You can add new widgets by selecting them from the drop-down list below, then you can drag widgets up and down to reorder them in the list. Double Click to edit a widget, or right click for other options.

Click the 'Save/Update' button to save your changes.

**Right Column Widgets**

- Registration Form
  - Active
  - Configure
  - Edit
- Ladder
- photo
- Join Our Community Panel

**FOX SPORTS PULSE Product Updates**

**Introducing the AFL National Registration System**  
The AFL's National Registration System (NRS), custom built for the sport by FOX SPORTS PULSE, will soon be accepting ...

**FOX SPORTS PULSE Network Update 30/9/2014**  
Basketball - Stadium Scoring Display of Stadium Scoring key in Association Details screen A new notification that only display ...

**Chasing up late payments**  
Offering online payments to your members is terrific. Chasing up those who haven't paid is annoying, but it doesn't ...

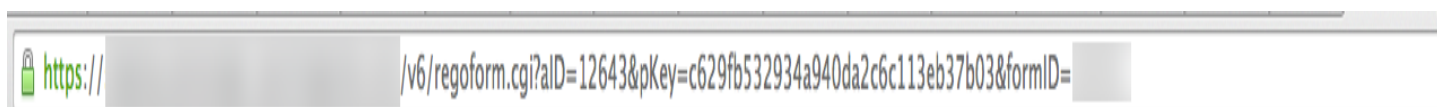
Take online payments using Registrations

[Click here to get website support](#)

4. Copy and Paste the URL from your **NRS Registration Form** in to the box provided below and click 'Update'.

**Note:** To obtain the URL follow these simple steps:

- Within Footweb hover over Registrations and click '**Registration Forms**'.
- Click '**View**' next to the Registration Form you are using.
- The Registration Form will open in a new window, highlight the URL in the top bar and copy it.



**Link Caption**

**Form Number or National Registration Form URL (If you are using a National Registration Form please paste URL into box below and configure the widget for National Registration Form) ✖**

You have 70 characters remaining.

[Click here to find out how to get the Form Number or National Registration Form URL](#)

5. Return to Widget Manager by clicking '**Return to your website**' at the top of the page and complete steps 1 and 2 again. Right click on the same widget again. This time click '**Configure**'.

**Widget Manager** Back to Control Panel >

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Take online payments using **SP Registrations**

[Click here to get website support](#)

6. Click on the box underneath 'Version' and ensure that 'National Registration Form' is highlighted. Click '**Save Configuration**'.

**Section Configuration**

To alter the behaviour/appearance of this section choose from the options below and press the 'Save' button.

**Display Borders on Images**

**Show form caption**

**Production**  
Beta  
**✓ National Registration Form**

**Save Configuration**

[Return to "Widget Manager"](#)

**FOX SPORTS PULSE Product Updates**

[Introducing the AFL National Registration System](#)  
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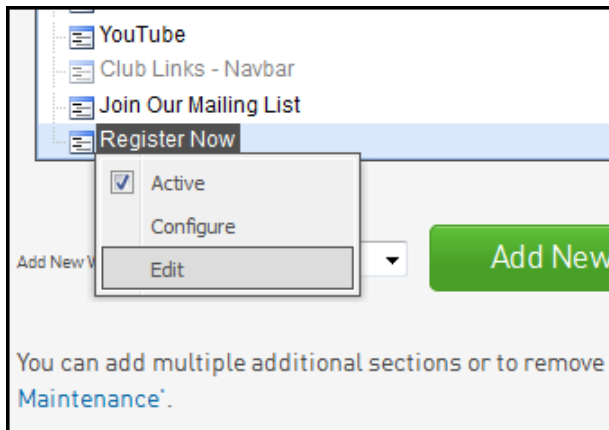
[FOX SPORTS PULSE Network Update 30/9/2014](#)  
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Offering online payments to your members is terrific. Chasing up those who haven't paid is annoying, but it doesn't ...

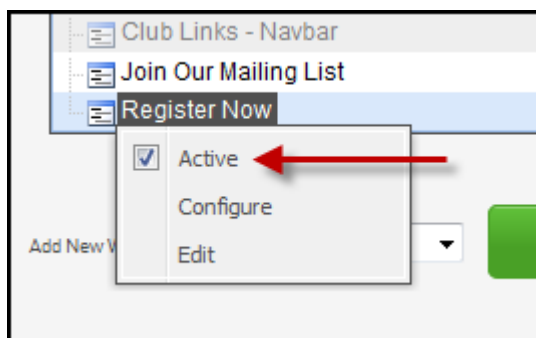
Take online payments using **SP Registrations**

[Click here to get website support](#)

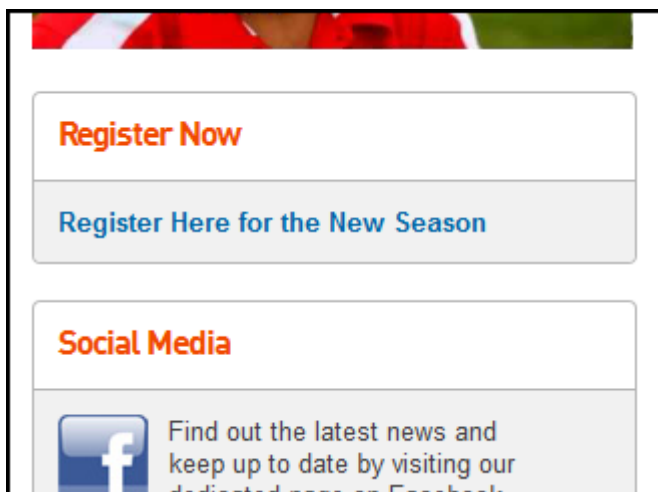
7. **Right click** on the **Register Now** section and select **Edit** from the menu.



8. Now that you have saved these changes you may need to activate the section. Return to the **Widget Manager** and Right-Click on the **Register Now** section. Ensure the **Active** box is ticked then click **Save/Update**



9. Return to your Homepage. You will see the **Register Now widget** appear in the Right-Hand column. If you have chosen not to Browse and Upload or Insert an Image File/Image from Gallery then the default icon will appear as per the screenshot below. When users click on this icon they will be taken to the relevant form.



## How to add Custom Fields to your Registration Form

To add Custom fields, as a club, you will need to speak to your League and give them specifics of the field you require.

It may be that a similar field already exists in the database, and they can make it available to you (eg. "Medical Notes" instead of "Health conditions").

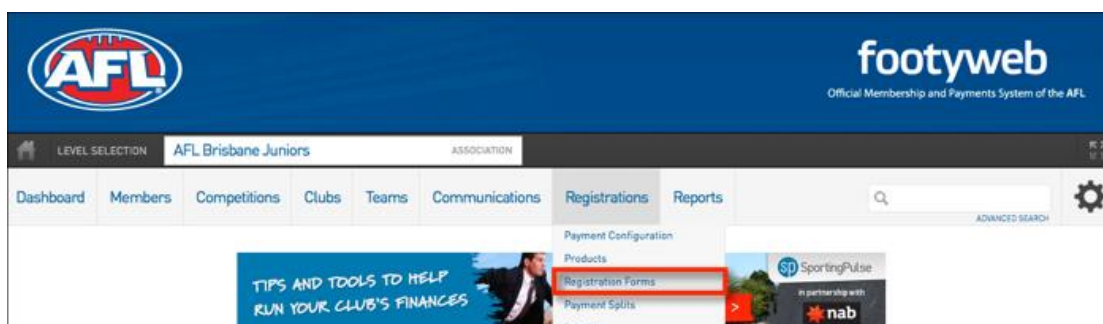
If not, the League will need to create/label the custom field information, and then make the custom field available.

*If they have difficulty doing so, have them contact FOX SPORTS PULSE support for assistance*

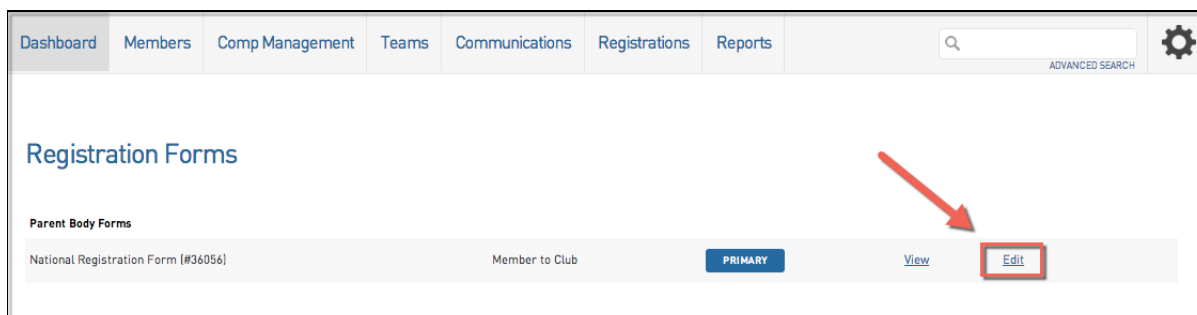
## How to Add Your Own Terms & Conditions

The National registration form will come with the National Terms & Conditions. You can also take the option to add your own.

1. From the dashboard menu hover over **Registrations** and click **Registration Forms**



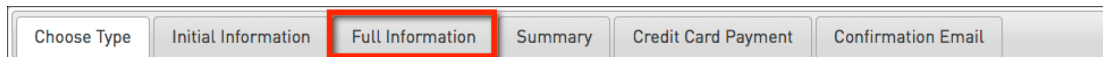
2. From the Registration Form menu click **Edit** on either the **National Registration Form**



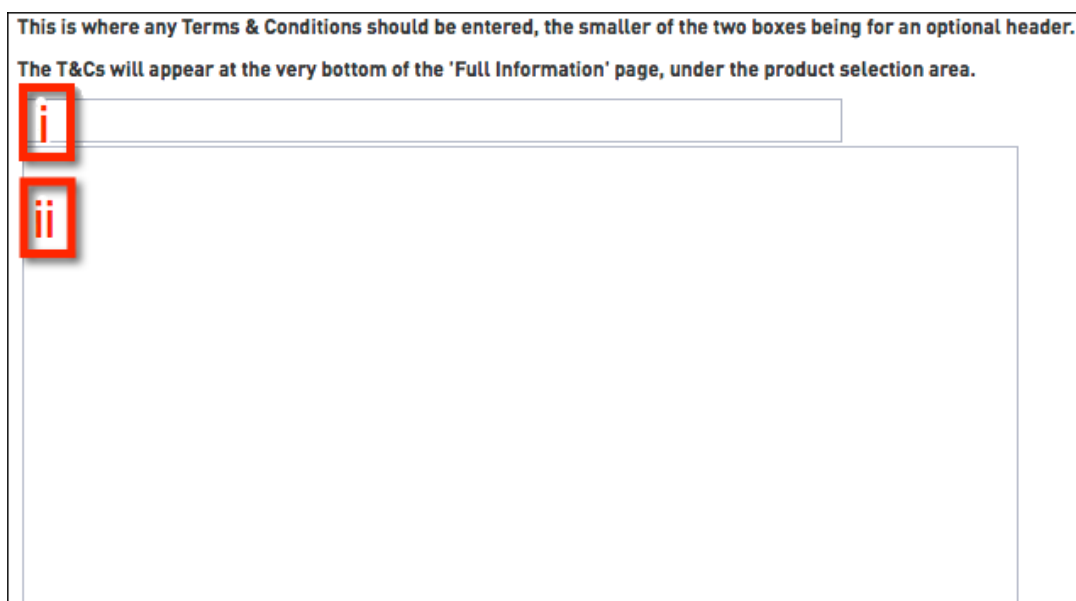
3. Then click on the **Messages** tab



4. From the next menu click on the **Full Information** tab



5. The next step is to scroll down to the Terms & Conditions section
  - i. The first step is to add a header (optional) in the small box at the top
  - ii. Secondly, add in your Terms & Conditions into the larger box



6. Once the fields have been completed click the **SAVE** button

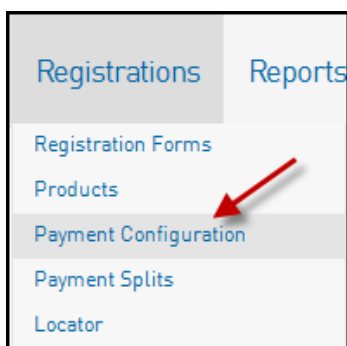


## How to apply to become a FOX SPORTS PULSE Sub-merchant

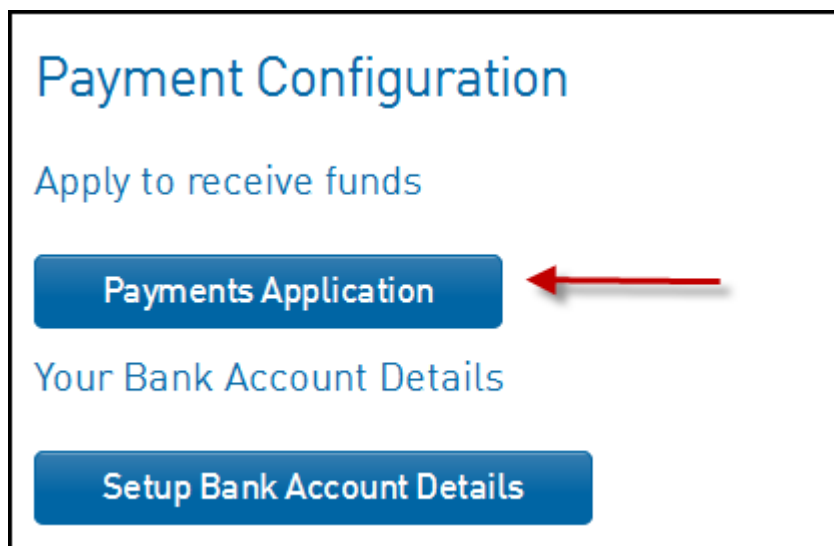
This step-by-step guide will help new users through the process of signing up to become a FOX SPORTS PULSE Sub-merchant via the NAB Bank. It's specifically designed for FOX SPORTS PULSE users, and includes some advice on how to fill in the different sections of the sign-up form, and while these are generally correct for sporting clubs and associations, they should be read in conjunction with your organisation's individual requirements.

When you sign up as a FOX SPORTS PULSE Sub-merchant, you are able to receive payments from your Members which will then be transferred to your nominated Bank Account via the FOX SPORTS PULSE Payments system:

1. Hover over the **Registrations** menu and click on **Payments Configuration**



2. On the next page, select the **Payments Application** button



3. Fill in the details as required. It is a one page document and the fields with an asterisk next to them are required fields. Once all fields have been filled out, click the **I Agree** button.

## Payment Application

The person filling out this form (applicant) must be an approved applicant by the executive of the organisation. If the applicant is also one of the nominated office bearers, the information needs to be repeated as such.

As part of this application process, you will need to provide a scanned copy of your organisation's bank statement. Please make sure you have this file available before beginning this process.

### Organisation Details

Legal (Trading) Name of Organisation:

Have you previously applied for merchant status with NAB (through SportingPulse) for this Legal Name?:

Shortened Business Name:

20 characters maximum.

Street Address 1:

This may be your club room or place where you play. It cannot be a PO Box. Nothing will be posted here.

Street Address 2:

Suburb:

State:

Postal Code:

Organisation Phone:

Is your organisation incorporated?:

If Yes then an ACN or ARBN must be supplied.

ACN (Australian Company Number):

ARBN (Australian Registered Business Number):

Used for a foreign company registered in Australia

Is your organisation registered for GST?:

If Yes then an ABN must be supplied.

ABN:

What does your Organisation do?:

If other, please list here:

### Applicant

Applicant Title:

Applicant First Name:

Applicant Middle Initial:

Applicant Family Name:

Applicant Position:

Applicant Phone:

Applicant Email:

### Office Bearer 1

First Name:

Family Name:

Position:

Phone:

Email:

### Office Bearer 2

First Name:

Family Name:

Position:

Phone:

Email:

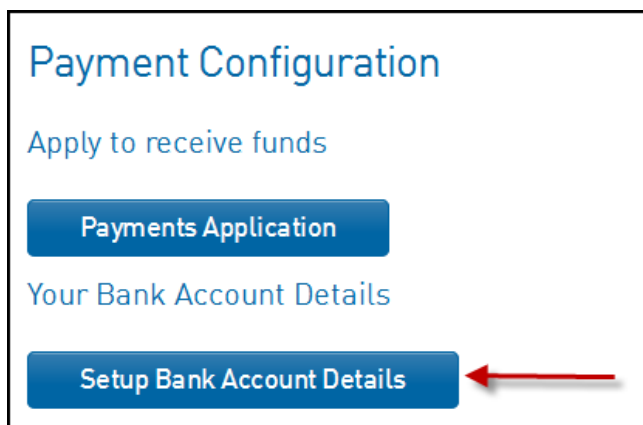
- Your details will now be passed onto FOX SPORTS PULSE and you will be notified once your Sub-merchant set-up has been approved. Once approved, you now have the ability to start receiving payments.

## Setting up your Bank Account to receive payments

This step-by-step guide will help new users through the process of receiving their funds, after being set-up as a FOX SPORTS PULSE Sub-merchant. The user has two options as to how they want to set-up their account:

### Setting up the Bank Account details


1. Hover over the **Registrations** menu, click on **Payment Configuration** and select **Setup Bank Account Details**.



2. You will then be prompted to fill in your bank account details. Ensure these are correct as they will be locked once the update button is selected. If you need to make changes, please contact FOX SPORTS PULSE to have your account unlocked.
3. Click **Update**. The account setup is complete and monies will now be transferred into your selected bank account on a daily basis (excluding weekends).

### Bank Account

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

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

Branch Code (BSB):

Account Number:

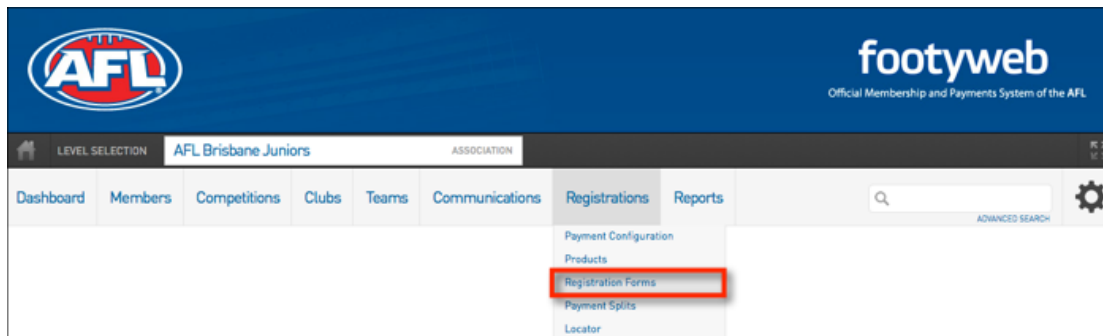
Account Name:

Update

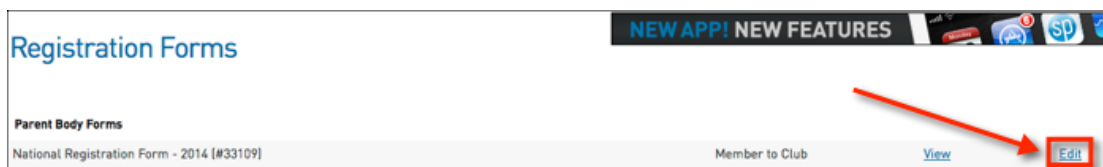


## How to Set Compulsory Payments

1. From the dashboard menu hover over **Registrations** and click **Registration Forms**



2. Click on the **Edit** button next to the **Primary Registration Form**



3. Within the **Settings** tab, tick the box to the right of **Payment is Compulsory**

The screenshot shows the 'National Registration Form - 2014 (#33109)' settings page. At the top, there is a 'Settings' tab selected, with other tabs like 'Fields', 'Layout', 'Products', 'Messages', and 'Notifications'. Below the tabs is a 'Save' button. The form fields include 'Form Name' (National Registration Form - 2014), 'Type of Form', 'Form Enabled' (Yes), and 'Payment is Compulsory'. The 'Payment is Compulsory' checkbox is checked, and a red box highlights the checkbox and its label. Below the checkbox, there is a message: 'Payments are enabled. A Merchant account has been set up. Bank Account has been verified.'

4. Once you have ticked the box click **SAVE** at either the top or bottom of the page



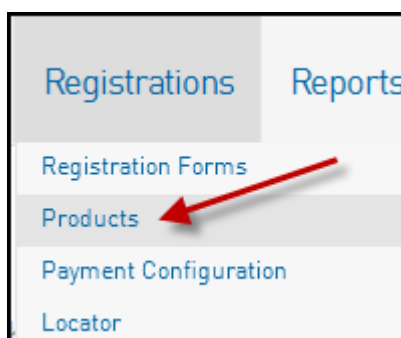
## How to Create a New Product

Products are the items purchased by members in a member transaction. Common products include player registration/membership fees (E.g. adult membership, junior membership, and social membership), competition entry fees, and merchandise.

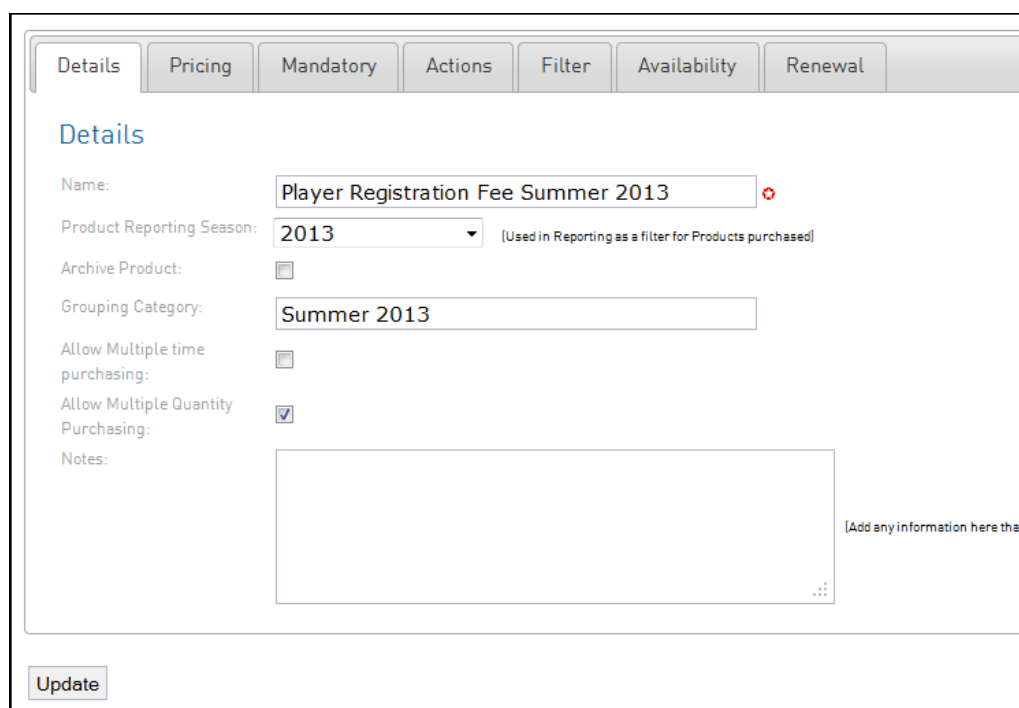
Typically this Pricing structure involves a flat individual fee, payable by each individual member when they register themselves to your club.

### To get to the Products Menu:

1. Hover over the **Registrations** menu and click on **Products**



Make sure your product is clearly outlined as an Individual Member registration fee.

A screenshot of a web application's 'Details' tab for creating a new product. The interface includes a top navigation bar with tabs: 'Details', 'Pricing', 'Mandatory', 'Actions', 'Filter', 'Availability', and 'Renewal'. The 'Details' tab is active. The form contains the following fields and controls:

- Name:** A text input field containing 'Player Registration Fee Summer 2013' with a red error icon to its right.
- Product Reporting Season:** A dropdown menu set to '2013' with a small text note: '[Used in Reporting as a filter for Products purchased]'.
- Archive Product:** A checkbox that is currently unchecked.
- Grouping Category:** A text input field containing 'Summer 2013'.
- Allow Multiple time purchasing:** A checkbox that is currently unchecked.
- Allow Multiple Quantity Purchasing:** A checkbox that is currently checked.
- Notes:** A large text area for additional information, with a small text note to its right: '[Add any information here that]'. There is a small icon in the bottom right corner of the text area.

At the bottom left of the form is an 'Update' button.

Make sure that the pricing is for an individual Member Registration Fee.

DetailsPricingMandatoryActionsFilterAvailabilityRenewal

### Pricing

Tax(GST) Description:

Minimum System Login to change price:

Minimum System Login to Sell Product:

Price:

☒ Single price (price is the same across all registrations, including family registrations).  
☐ Multiple prices (changes in the case of multiple, family, registrations.)

Single Pricing:

Multiple Pricing:

First Adult	<input type="text" value="\$ 0.00"/>	First Child	<input type="text" value="\$ 0.00"/>
Second Adult	<input type="text" value="\$ 0.00"/>	Second Child	<input type="text" value="\$ 0.00"/>
Third Adult	<input type="text" value="\$ 0.00"/>	Third Child	<input type="text" value="\$ 0.00"/>
Subsequent Adult	<input type="text" value="\$ 0.00"/>	Subsequent Child	<input type="text" value="\$ 0.00"/>

Payment Split:  (Where the money is sent to upon successful online transaction)

Update

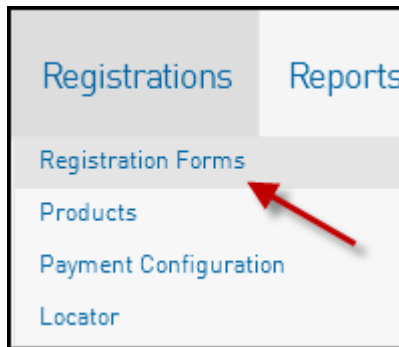
Fill in the relevant details (including pricing details) and click on **Update** to create the new product.

For further help on Product set up and the information contained with each of the Product Tabs [click here](#)

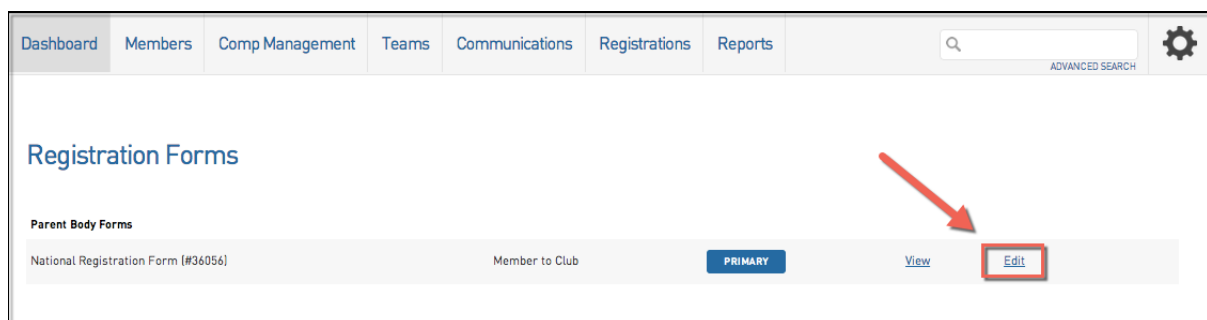
## How to attach a Product to your Registration Form

To attach a Product to your Registration Form, follow the steps below.

1. Hover over the Registrations menu and click on Registration Forms.



2. Click on Edit for the Registration Form you'd like to display products as shown below.



3. Click on the **Products** button across the top
4. For the Products you wish to have display on your Registration Form tick the **Active** box

### Junior Club Registration (#5721)

SettingsFieldsLayoutProductsMessagesNotifications

Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box.

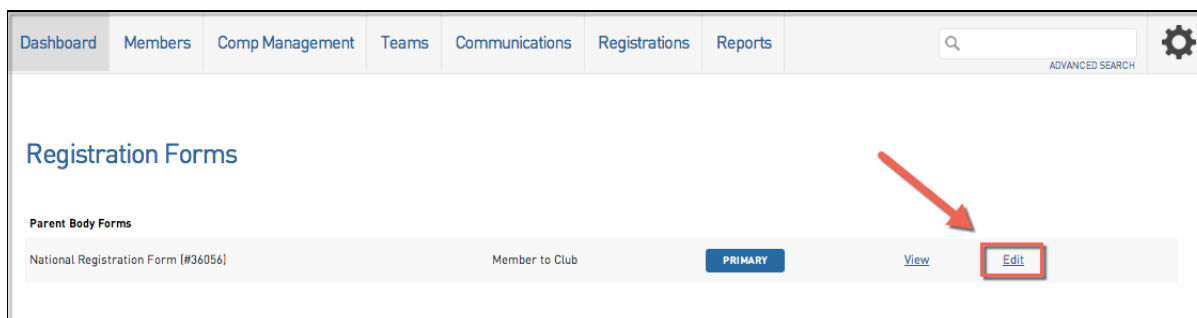
Save

Active	Mandatory	Sequence	Group	Product Name	Price
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2013 Winter Competition	Junior Member Registration	0.10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2013 Winter Competition	Junior Team Registration	700.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2013 Winter Competition	Senior Member Registration	80.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2013 Winter Competition	Senior Team Registration	800.00

To make a product(s) mandatory tick the '**Make mandatory on form**' box.

## Customising your Registration Form

This screen (Registration Forms menu) will display any registration forms you’ve created and will allow you to edit/customise them.



The **Edit** menu will bring up the buttons and menus shown below.



## Registration Form Options

### Fields:

- The screen below lists what options or ‘fields’ you can choose to display on your registration form
- In the below example, ‘Legal First Name’ (among others) is Compulsory which means the form can’t be completed without filling out those fields. Some fields will be locked by your league or State/National governing body.
- Editable fields will also display on the form, but they are optional to complete. Hidden fields will not display, read only fields are read only to the member.

Junior Club Registration (#5721)

Settings

Fields

Layout

Products

Messages

Notifications

Choose the options for each Member field.

Save

Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
National Number	<input checked="" type="radio"/>	<input type="radio"/>			
Member Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Active in Association	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Salutation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal first name				<input checked="" type="radio"/>	<input type="radio"/>

## Layout:

- The **Layout** menu will allow you to alter the order of the fields on your Registration form, which you can do by clicking and dragging the specific field to where you'd like it to display, then dropping it in place.

The screenshot shows the 'Junior Club Registration (#5721)' layout editor. At the top, there's a title bar. Below it is a navigation menu with tabs: 'Settings', 'Fields', 'Layout' (which is highlighted in dark grey), 'Products', 'Messages', and 'Notifications'. Below the tabs, there's a text instruction: 'Reorder the fields by dragging them to position. The new order is saved automatically. Extra blocks of headers or text can be added by clicking the respective buttons.' Below this instruction are two buttons: 'ADD HEADER BLOCK' and 'ADD TEXT BLOCK'. The main area of the editor shows a list of form blocks. The first block is a header block labeled 'H-Block => personal'. Below it are three text input fields: 'Legal first name - Step 1', 'Family name - Step 1', and 'Date of Birth - Step 1'.

- The **Add Text Block** and **Add Header Block** buttons will allow you to add a block of text or a heading above a particular field on your registration form. You will be able to edit and move these blocks around your form.

## Text Messages:

- You can add in some further text to display at certain points of your registration form. Each of the boxes on this screen explains where your text will appear on the form
- The tabs across the top (highlighted in red on over the page) represent different stages of the Registration Form.
- The areas where text can be placed on a Registration Form will have an explanation of where the text will display ie. *This text will appear on the first page above the login section'*

Junior Club Registration (#5721)

Settings

Fields

Layout

Products

Messages

Notifications

Customise the text that displays at various stages of the registration process.

Save

Choose Type

Initial Information

Full Information

Summary

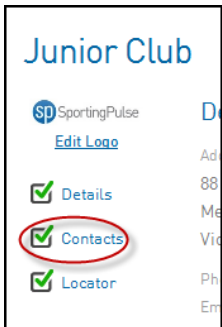
Credit Card Payment

Confirmation Email

This text will appear on the first page above the login section.

Welcome to the Junior Club Registration Form, click on one of the options below to begin.

The **Contacts** menu can be accessed from the dashboard screen of your database (the screen that opens up when you first access your database)



Ticking the **Registrations** box as shown below will then mean that email address will receive notifications regarding registrations.

Board or Committee Roles			Functional Responsibilities									
			Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations	
<input checked="" type="checkbox"/> President	Chris Sparsi		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Firstname: <input type="text" value="Joe"/>	Surname: <input type="text" value="Bloggs"/>	Gender: <input type="text" value="None Specified"/>										
Email: <input type="text" value="president@sportin"/>	Mobile: <input type="text"/>											
Receive Club Offers: <input type="checkbox"/>	Receive Product Updates: <input checked="" type="checkbox"/>	Publish on Locator: <input type="checkbox"/>										
<input checked="" type="checkbox"/> Vice President	Add new Name Here		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Multi-Registrations and Payments Functionality

This system allows a single user to register multiple people and also allows you to offer registration products at different prices depending on the number of people being registered at one time, in the one transaction. This system is of particular use if your club or league wishes to offer family discounts for subsequent children or adults on their memberships.

1. To activate the multi-reg system for a registration form, go into the Registration Form section and click on **Edit** next to the form you wish to turn multi-reg on.

Dashboard	Members	Comp Management	Teams	Communications	Registrations	Reports	<input type="text" value=""/>	
Registration Forms								
Parent Body Forms								
National Registration Form (#36056)			Member to Club		PRIMARY	<a href="#">View</a>	<a href="#">Edit</a>	



- In the **Settings** menu you can tick whether you want people to be able to register *Multiple Adults* and/or *Multiple Children* using this form.

Allow multiple registration (family registration process):

**IMPORTANT NOTE:** This will allow you to register and pay for multiple people at once. You need to check the boxes below to allow multiple adults or children (or both) to be entered using this process.

Using this process, some details from the initial person's registration will be copied to the subsequent forms, and a single payment will be made covering all the registrations.

☒ Allow multiple adults to register?

☒ Allow multiple children to register?

Registration Options: Allow existing members only

**Save**

- To save these changes to the form click **Save**

To most effectively use this system, activate the multi-reg system for a form and then attach a multiple pricing product to it meaning that subsequent adults and/or children that are registered as part of the single transaction are offered a discount.

Below is what a user will see when they complete a form with multi-reg activated.

At the first screen of the registration form (shown below) they will be given the option to select how many members they wish to register (provided these options have been ticked in the **Settings** screen).

How many people are you registering?

Adults 0

Children 2

**CONTINUE**

They can then complete the form as per usual for the first person they are registering.

Once a product has been selected and the **confirm** button has been clicked the process will then take the user back to the beginning of the Registration Form where they will be able to register the second adult/child. It will display what stage of the registration process the user is up to (ie. *Registering Child 2 (of 2)* as shown over the page)

**Registering Child 2 (of 2)**

1 Choose Type

2 Initial Information

3 Full Information

4 Summary

The user will then be able to go through the registration form (fields like address, suburb, post code etc. will be pre-filled so they won't have to be filled out twice). Once they hit the **Confirm** button it will take the user through to the **Summary** screen which outlines details for their registration as well as payment details.

Thank you, we have registered you in **Junior Club**.

We have allocated you a username and password and your registration is now complete subject to any relevant registration fees.

**Joe Bloggs**

**Username:** 19091158

**Password:** 44elvb8s

**John Smith**

**Username:** 19091148



**Password:** 92u455mj

Please take a note of these details. They have been emailed to you.

**Pay your entry online now**

Invoice Number	Item	Name	Price
133031476	multi price	Joe Bloggs	\$40.00
133031310	multi price	John Smith	\$50.00
133031484	PROCESSING FEE	Joe Bloggs	\$3.51
<b>Total</b>			<b>\$93.51</b>

Please only click the PAY NOW button ONCE



We prefer Mastercard

**Pay Now**

Clicking the **Pay Now** button will take the user through to the Credit Card payment gateway where they are able to pay for their registration. Should users not wish to pay online they can simply close the browser. This will still register the members, they will just have an unpaid transaction on their record.

It is also important to note that this will only work correctly if the user does the above in a single session. There is no option to save and then quit part way through the session and then return and complete it at a later stage.

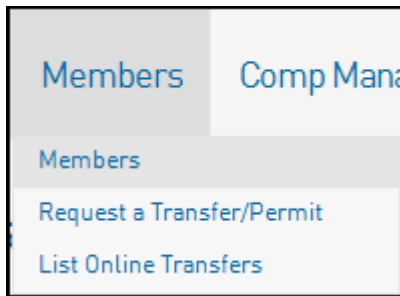
For further information on how to set up Multi-Priced products [click here](#).

## Add a Manual Payment to a Member Record

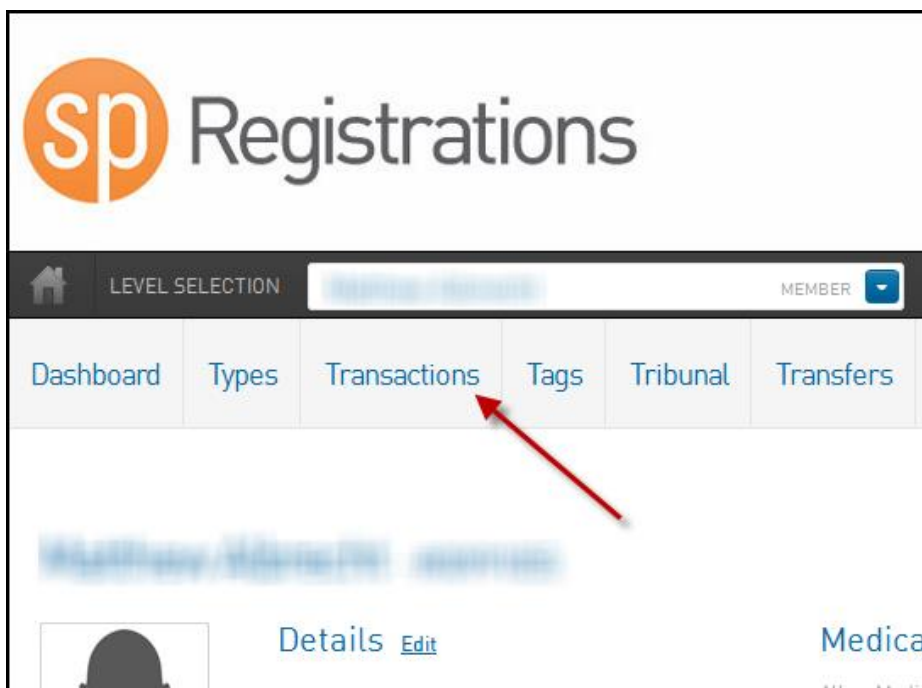
Should a member not wish to pay for their registration fee a manual payment record can be attached to the member's record.

**To add a Manual Payment to a member record:**

1. Hover over **Members** in the top menu and click on **Members**



2. Locate the player whose record you wish to update and click through into their record.
3. Click on the **Transactions** menu across the top



The Transactions page will then list all transactions for the selected player

Transactions										
										ADD TRANSACTION
Filter by: All										
Invoice Numb...	Item Name	Quantity	Assoc Name	Amount	Start	End	Status	Pay	Notes...	
3282169	EFL Junior Registration Fee (inc...	1	Eastern Football League (EFL)	11.00			Unpaid		Delete Payment Record	

4. Tick the **Pay** box for the Registration Fee you wish to mark as being paid then field out the details under the Manual Payment section, including the **Payment Type** (ie. Cash, Cheque etc.) and the **Amount**

The screenshot shows the 'Transactions' page with a table of transactions. The first transaction is 'EFL Junior Registration Fee (inc...)' with an amount of 11.00 and status 'Unpaid'. A red arrow points to the 'Pay' checkbox, which is checked. Below the table, there is a section for 'Manual Payment' with a dropdown menu for 'Payment Type'. The dropdown menu is open, showing options: Bank Cheque, Bank Transfer, Cash, Eftpos - Bankcard, Eftpos - Mastercard, Eftpos - Savings, Eftpos - Visa, International Cheque, Money Order, Other / Barter, Personal Cheque, [none], and [none].

Invoice Numb...	Item Name	Quantity	Assoc Name	Amount	Start	End	Status	Pay	Notes...
3282169	EFL Junior Registration Fee (inc...)	1	Eastern Football League (EFL)	11.00			Unpaid	<input checked="" type="checkbox"/>	

Filter by: All

Pay via Online C...  
OR  
Manual Payment

Amount [ddd.cc]:  
Date Paid:  
Payment Type:

Bank Cheque  
Bank Transfer  
Cash  
Eftpos - Bankcard  
Eftpos - Mastercard  
Eftpos - Savings  
Eftpos - Visa  
International Cheque  
Money Order  
Other / Barter  
Personal Cheque  
[none]  
[none]

5. Once fields have been filled out click the **Submit Manual Payment** button at the bottom of the page
6. Review the payment details and click the **Confirm Payment** button to mark the product as **Paid** and set the player as **Financial**

The screenshot shows two buttons: 'Confirm Payment' (green) and 'Cancel Payment' (red).

Confirm Payment

Cancel Payment

## How to View Players Opt-In Settings

You can check individual player Opt-Ins and whether they have agreed to Terms & Conditions by following the below instructions.

1. From the dashboard menu hover over **members** and click **List Members**



2. Click the **Magnifying Glass** to the left of the name of the member that you want to view

Dashboard	Members	Competitions	Clubs	Teams
-----------	---------	--------------	-------	-------

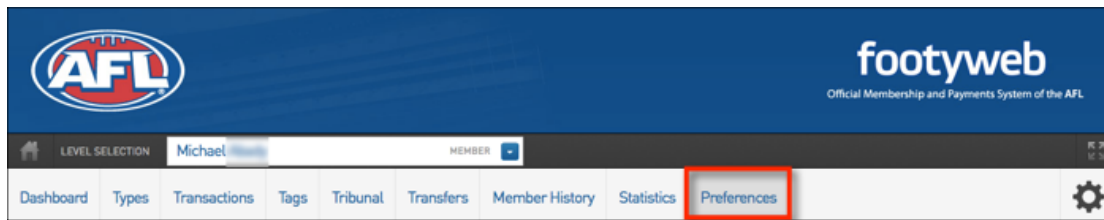
  

### Members in Association

Showing - Family Name

	Gender	FootyWeb Numbe...	Family name	Legal first name
	M	02105824	Abady	Michael
	M	01575032	Abberley	Jye
	M	00606260	Abberley	Tahj
	M	01147206	Abbutt	Toby (16*)
	F	01894650	Abel	Kate
	M	02012394	Abel	Lachlan
	M	01269065	Adkin	Henry
	M	02217532	Adams	Lucas
	M	01444218	Adams	Patrick

3. From the members menu click **Preferences**



- You will then see all the **Opt-Ins & Terms and Conditions** that the member has agreed to

The screenshot shows the 'Member Preferences' page. At the top, there is a navigation bar with links for Dashboard, Types, Transactions, Tags, Tribunal, Member History, Statistics, and Preferences. Below the navigation bar, there is a banner for 'See your next game and use our maps to get there on time' with a 'SportingPulse' logo and a 'Find out more' button. The main content area is titled 'Member Preferences' and contains two sections: 'Opt-Ins' and 'Terms and Conditions'.

**Opt-Ins**

Entity	Entity Type	Description	Action	By	FormID	Date
Australia	National Body	Subscribe to news letters.[Edited]	removed	Bill Batesford	33113	2013-10-14 14:00:44
Geelong Association	Association	I want to subscribe to all the Mary Poppins' publications from Geelong Association.	removed	Bill Batesford	33113	2013-10-14 14:00:44
Victoria	State	This is the optin message for Victoria (the State level for ). I want to opt in to everything they've got.	accepted	Bill Batesford	33113	2013-10-14 14:00:44

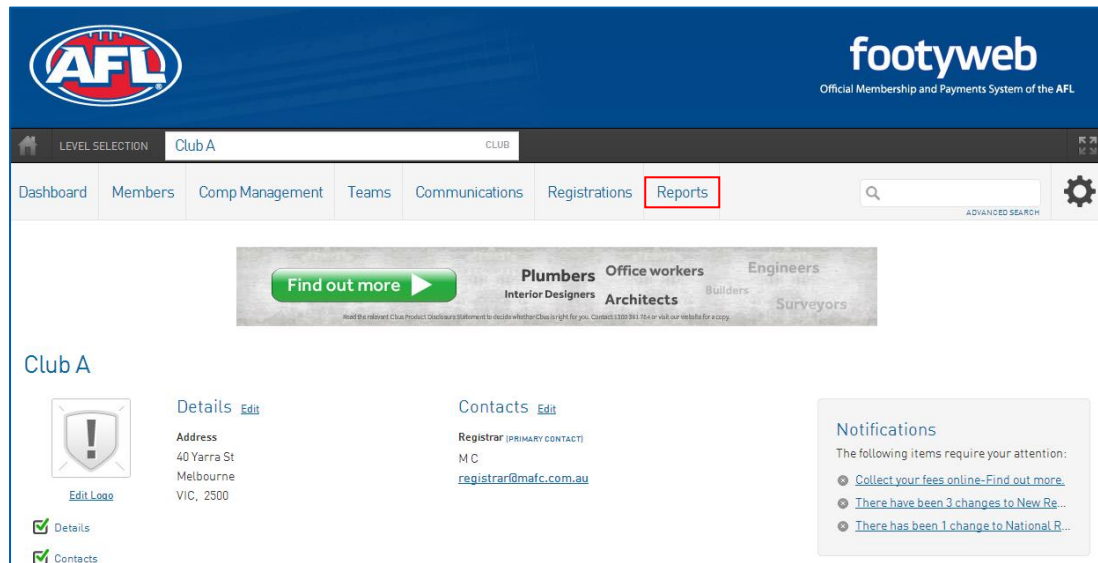
**Terms and Conditions**

Level	FormID	Date
Sorry there is no data to return		

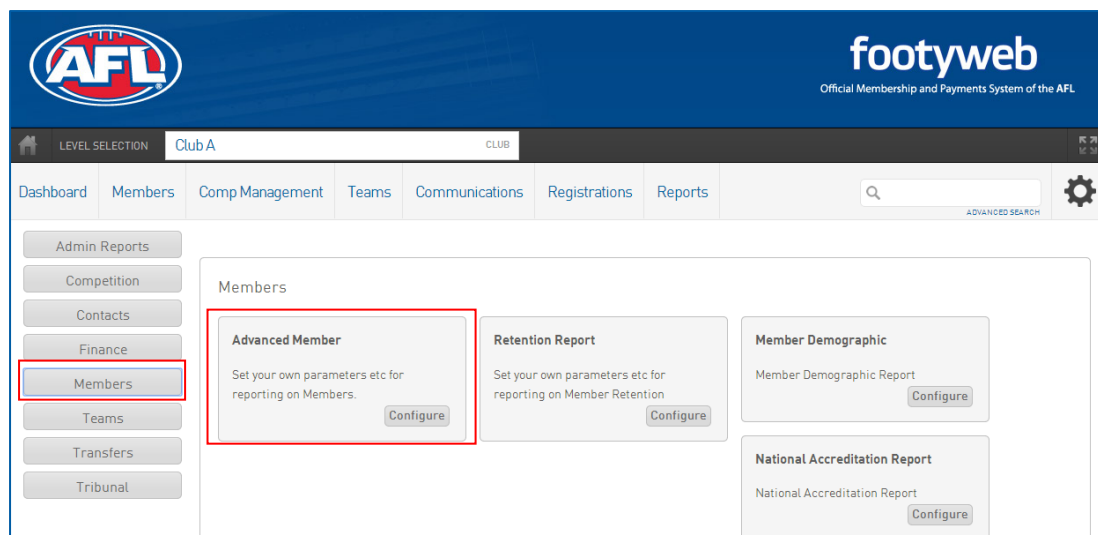
## How to run a Usernames Report

You may want to run a **Usernames Report** so you can have a printout ready on your Registration Day or alternatively so you can distribute to your Members from last year accordingly. To find out what the Usernames are for your Members in Footyweb from last year follow the below instructions-

1. From the dashboard menu in your database click on **Reports**



2. On the next screen click on **Members** and then **Advanced Member**



- Start building your Report by dragging and dropping fields you want to report on from the left hand side tabs across to the Selected Fields area. Remember to always include the Season (then choose equals on the dropdown and the Season) you want to report on together with other fields you may want such as First Name, Last Name & Username as a minimum etc. You may want to "Sort by" Family Name as well for continuity. For those proficient in "Mail Merge" you may want to include "Email" so then you email the Usernames to all your Members etc. Finally click on **Run Report** when you're ready to view your Usernames Report with the fields you've chosen.

- Once you click **Run Report** the system will open up a new window which will provide you with a Report on all the fields you've chosen. You can also highlight all the fields, **Copy** and then **Paste** into an Excel document if you like.

Returned 13 records

Season	First Name	Family Name	Username
2014	Andrew	Carlton	19642822
2014	Craig	Churchill	110188136
2014	Alicia	Costanzo	110439810
2014	Jesse	de Leon	110254993
2014	Daffy	Duck	110507281
2014	Bob	Gold	19642856
2014	Wendy	Kruger	111534072
2014	Bat	Man	110521142
2014	Charlie	Martin	111534069
2014	Christopher	Sparsi	110318931
2014	Chris	Sparsi	110318934
2014	Mark	Sparsi	110318951
2014	Test	Test Stew	110502212

13 rows

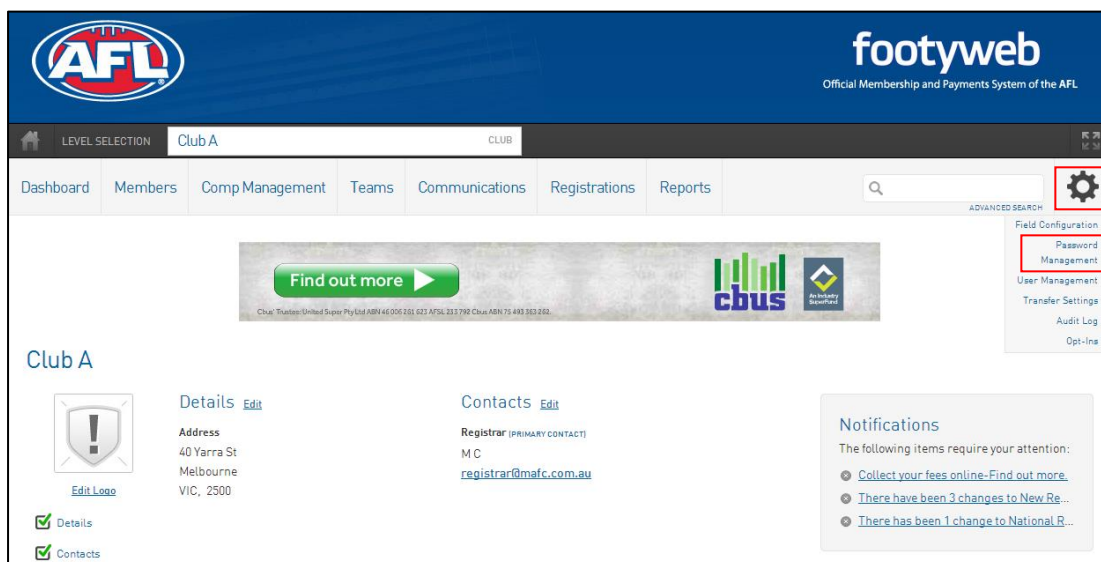
Report Run Thu Jul 24 10:57:49 2014



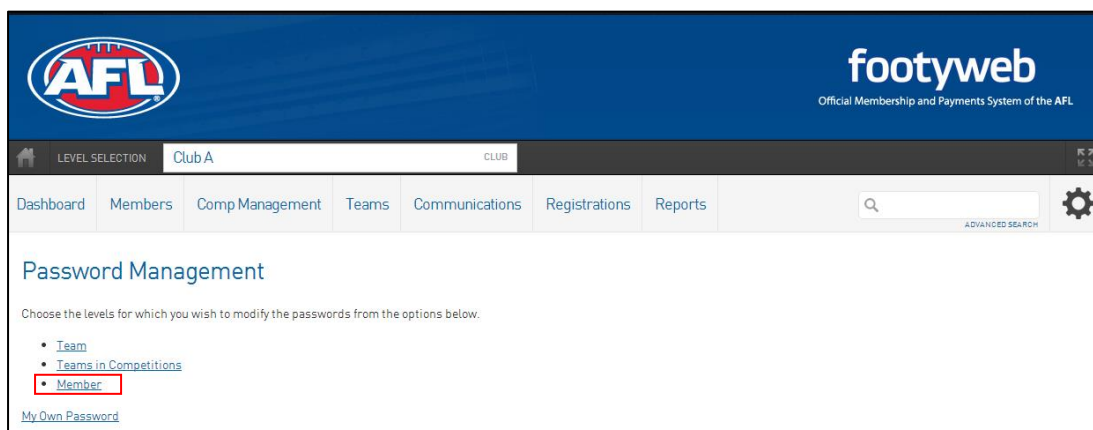
## How to reset Passwords for your Members

For Members who don't have an Email address in Footyweb and won't be able to "recall" their Username & Password or will receive a Member Renewal Email, you will most likely need to "reset" their Password and provide this to them along with their Username so they can register for the new Season on your Club Registration Form. In order to reset Passwords for your Members, follow the below steps-

1. From the dashboard menu in your database click on **Cog/Settings** icon as below and from the dropdown list then click on **Password Management**



2. On the next screen click on **Member**



- The next screen will present a list of **all** Members in your Footyweb database who have been a part of your Club. In order to reset Passwords for any number of your Members, simply add a temporary Password you will provide to the Members of whom you wish to reset in the blank **“New Password”** box and once you’ve done that for all the Members for whom you wish to reset their Password then click on the **Update Passwords** button.

**Password Management**

In order to update an existing password please enter the new password against the appropriate username. Only the passwords where a new password is entered will be updated. If you wish to only provide read only access to a user then check the **“Read Only”** check box and this will provide the user limited access to the database. By pressing **“Automatically Generate Passwords”** passwords will be generated and saved for all Members who currently have blank passwords. After you have finished modifying the passwords you must press the **“Update Passwords”** button to save your changes.

**Member Passwords:**

Name (FootyWeb Number)	Username/Code	Password	New Password	Read Only
Churchill, Craig (02401957)	110188136	*****	<input type="text"/>	<input type="checkbox"/>
Collingwood, Jeff (02321133)	19642830	*****	<input type="text"/>	<input type="checkbox"/>
Costanzo, Alicia (02427054)	110439810	*****	<input type="text"/>	<input type="checkbox"/>
Costanzo, Tony (02321147)	19642865	****	<input type="text"/>	<input type="checkbox"/>
Costanzo, Tony (02401956)	110188133	*****	<input type="text"/>	<input type="checkbox"/>
Costanzo, Tony (02439291)	110500686	*****	<input type="text"/>	<input type="checkbox"/>
Costanzo, Tony (02581577)	111563101	*****	<input type="text"/>	<input type="checkbox"/>
de Leon, Jesse (02410300)	110254993	****	<input type="text"/>	<input type="checkbox"/>
Donald, Colin (02321127)	19642819	*****	<input type="text"/>	<input type="checkbox"/>

- Once the above is complete is you can provide your Member(s) their Username and Password (that you just reset for them) so they can access login to their Footyweb record on your Club Registration Form and register for the new Season.

## How to send automated Member Renewal Email or SMS

An email can be sent out to all existing members in the database inviting them to re-register to the current season. This will send an email to all members who haven't yet registered to the current registration season.

To send out Member Renewal emails to your members, follow the steps below:

1. Select the past Season

### Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

#### Invite members from which season?

Choose the members for which you would like to send out renewals by selecting a season (normally

Choose a past season to send renewals to: 2012 ▼ Include parents ☐

[Continue >](#)

2. Select the Competition(s)

### Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

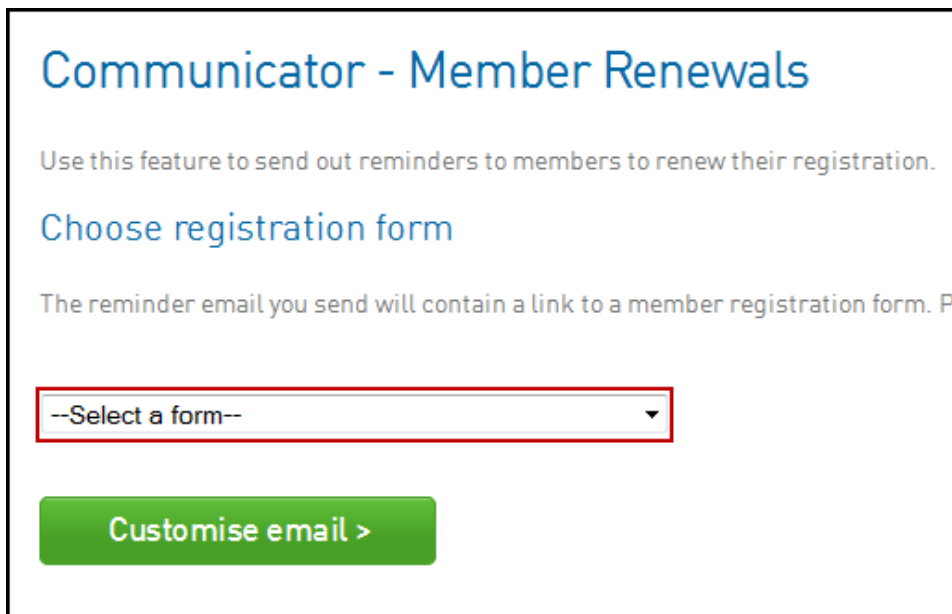
#### Invite members from which previous competitions?

By selecting competitions here you are choosing to communicate with members from t  
If no competition is selected then you've chosen to communicate with everyone in that t

[\(Select All/ Unselect All\)](#)

- ☐ A Pools Competition
- ☐ A Tour
- ☐ A1 Mainland Futsal
- ☐ Auckland Pools Competition Test
- ☐ Ceva Comp of shame
- ☐ chevas flow
- ☐ chevas onward
- ☐ Damo/Pacquiao 24/7
- ☐ Damos Quality Meats
- ☐ Deb's Competition
- ☐ Debbie's Competition
- ☐ Double Round Same Round
- ☐ dsfdaf
- ☐ dsfsdf

3. Select the Member Registration form



## Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

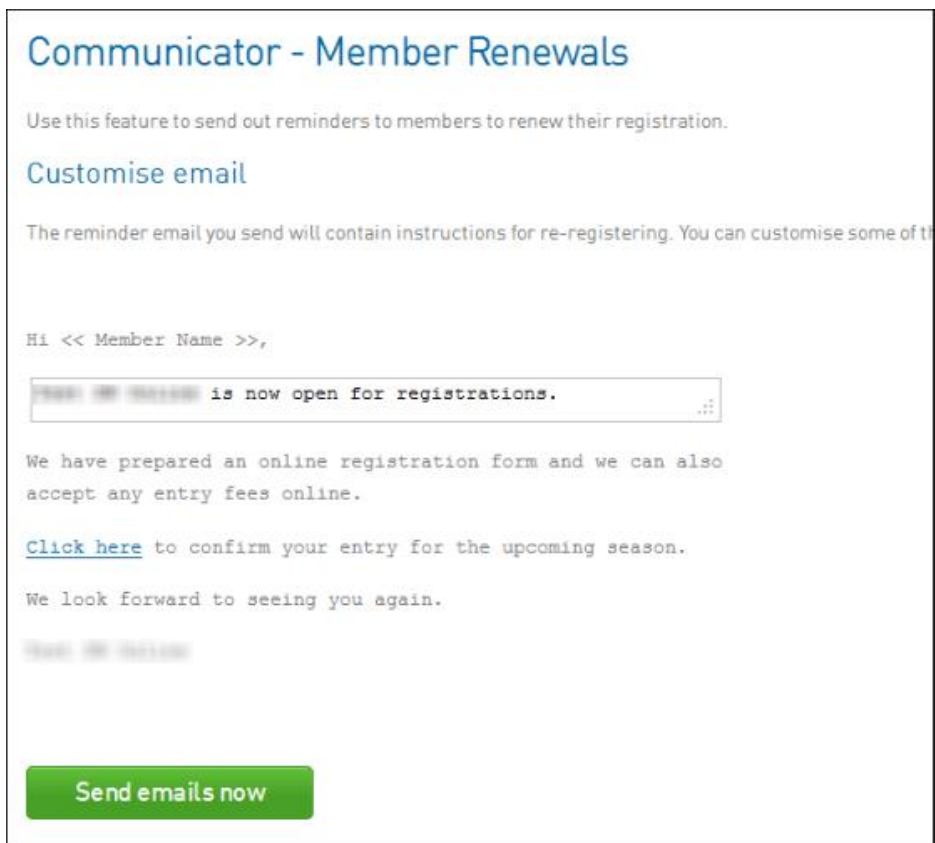
### Choose registration form

The reminder email you send will contain a link to a member registration form. P

--Select a form--

Customise email >

4. Select **Send Emails Now** to proceed.



## Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

### Customise email

The reminder email you send will contain instructions for re-registering. You can customise some of th

Hi << Member Name >>,

Hi << Member Name >> is now open for registrations.

We have prepared an online registration form and we can also accept any entry fees online.

[Click here](#) to confirm your entry for the upcoming season.

We look forward to seeing you again.

Send emails now

The box underneath the 'Hi <<Member Name>>' text will allow you to add in any further information to the email that goes out to your members.

**\*PLEASE NOTE:** The click here button is only to be used for **Single Registrations**, it will only allow one member to re-register at a time. If the Registration Form is set to accept Multiple Registrations (ie. Family Discounts)

members who wish to re-register more than one child at a time will need to access the Registration Form via a link, rather than from the Member Renewal email.

5. Click **Send Emails Now** to send out the email to your members

You also have the option to send out Member Renewal SMS messages. To do this, ensure that the 'Send SMS Only' or 'Send both Email and SMS' box has been ticked when customising your form.

The member will receive a message with the registration hyperlink that will need to be clicked. This will open the registration form on their phone with their details already filled in. They will have the ability to continue through the form and register.

The screenshot shows a configuration window for sending SMS messages. At the top, it states: "To send SMS messages you require sufficient credits. You have 264 SMS credits available. Using account testing\_fsp". Below this is a section titled "SMS". It includes a "Sender:" field with the value "99999999" and a "Message:" section. The message content is "Sent from DEMO" followed by "Register for a new season at" and a large empty text box. Below the text box is a placeholder "<< Signup URL >>". A character count indicates "You have 96 characters remaining." Below this is an "SMS" label next to an empty input field, followed by a "Password:" label. At the bottom, there are three radio button options: "Send Email Only", "Send SMS Only" (which is selected), and "Send both Email and SMS". A large red arrow points to the "Send SMS Only" option. At the very bottom is a green button labeled "Send renewals now".

## What the Member will see when registering

When your members log in to this Registration Form to register themselves, they will see the screen on the next page as an example of a registration form.

Compulsory fields will be marked with an orange star, products (if displayed on a registration form) will display at the bottom of the form.



footyweb

Official Membership and Payments System of the AFL

## Alexandra Hills JAFC

✓ Choose Type

✓ Basic Info

**3. Extra Info**

4. Summary

### Personal Details

Legal first name: John

Family name: Smith

Date of Birth: 17/10/1963

Gender: Male

Address Line 1:

Suburb:

State:

Postal Code:

Phone (Mobile):

Email:

### Other details















Are you from Aboriginal  
and/or Torres Strait  
Islander origin?:

Were you or any of your  
parents born  
overseas?:

Middle name:

Ethnicity:

School:

School Name:	<input type="text"/>
School Suburb :	<input type="text"/>
How often do you watch matches on TV?:	<input type="text"/>  
Parent/Guardian Agreement:	<input type="checkbox"/> 
One parent born overseas?:	<input type="text"/>  
Aboriginal/Torres Strait?:	<input type="text"/>  
If yes, Country of Birth?:	<input type="text"/>
Parent/Guardian 1 Email:	<input type="text"/> 
Parent/Guardian 1 Phone:	<input type="text"/> 
Parent/Guardian 1 Surname:	<input type="text"/> 
Parent/Guardian 1 Firstname:	<input type="text"/> 
Emergency Contact Number:	<input type="text"/> 
Emergency Contact Name:	<input type="text"/> 
Phone (Home):	<input type="text"/> 

### Items


Check the box against the items you would like to select

Select	Name	Cost
Yes	natprod	\$25.00

☐ National level optin

☐ I understand that by registering I have agreed to the terms and conditions of participation.

☐ I would like to receive communications and special offers that may include tickets to matches, membership notifications and other promotions from time to time in according with the Australian Football Policy available at <http://www.aflcommunity.com.au/privacy>

☐ I understand that by registering I have agreed to the [Terms and Conditions of participation](#) 

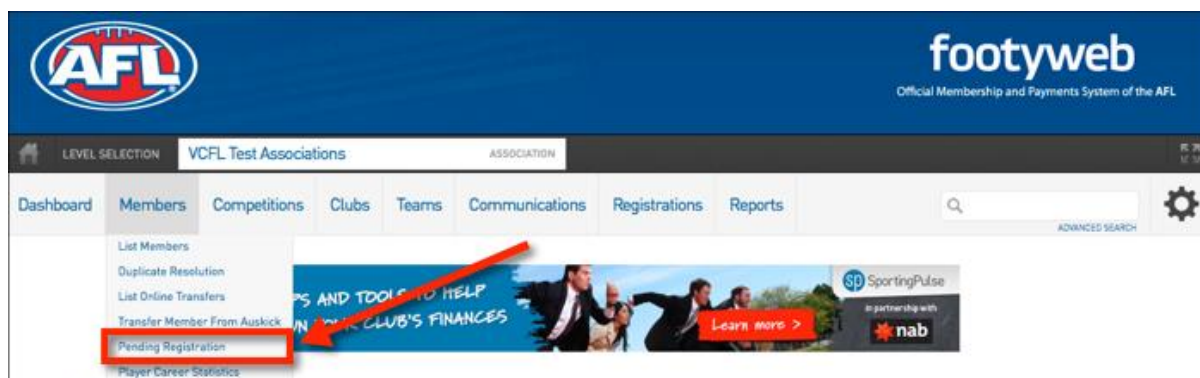
**Continue**

## Pending Registration: How to Approve or Deny

New players that have not previously been registered with another Club in the Footyweb system will be able to register online via the “I am registering to the Club for the first time” link but they will be put in with a **Pending Registration** status. Auskick players joining a Junior Club will be able to register online via the same means and they will go into a **Pending Registration** status.

It is then the responsibility of the club to **Approve** or **Deny** the registration. To update the member statuses follow the directions below.

1. From the dashboard hover over **Members** and click **Pending Registration**

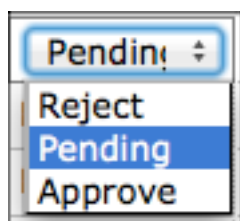


2. You will then be taken to the pending members screen where you will see a list of all pending members.

A screenshot of the 'Pending Members in Association' screen. At the top, there's a banner for 'NEW APP! NEW FEATURES'. Below it, a table lists pending members. The table has columns: Family name, Legal first name, Gender, Date of Birth, Address Line, Suburb, Postal Code, Email, Phone (Home), Phone (Mobile), FootyWeb ID, Approve Re., Paid Default, and Total Unpaid. The 'Approve Re.' column is highlighted with a red box, showing 'Pending' for all listed members. The table data is as follows:

Family name...	Legal first ...	Gender...	Date of Birth...	Address Li...	Suburb	Postal Cod...	Email	Phone (Ho...	Phone (Mo...	FootyWeb ...	Approve Re.	Paid Default...	Total Unpai...
Test	Christopher	M	02/07/1999	Address	Suburb	3002	c.spars@b...		000000000	02417100	Pending		1
Test	Daffy	M	11/06/2001	1/39 Chels...	Ardeer	3022	t.costanzo...		61409691969	02417044	Pending		1
Tony	Test	M	30/11/1997	1/39 Chels...	Ardeer	3022	t.costanzo...		61409691969	02417043	Pending		1
Vanderloo	Josh	M	13/11/1999	1/39 Chels...	Ardeer	3022	t.costanzo...		61409691969	02417065	Pending		2
zzzChurchil...	Craig												undefined

3. From the **Approve Registration** column click the the word **Pending**, this will open a drop down box which allows you to choose either **Reject** or **Approve**. If you approve the member they will be added into your club in the current registration season.



**NOTE:** Levels above the club will also have access to change the pending status of a member if required.

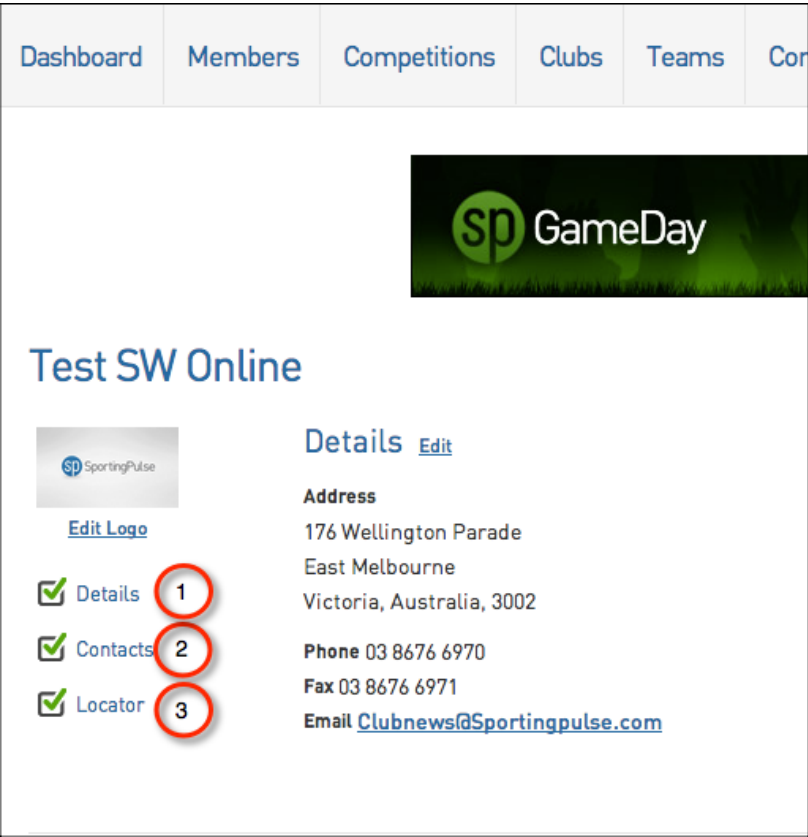


Contacts & Locator

With the rise of the Internet as the most popular method for finding information, ensuring your club or association is highly visible on the Internet is crucial to promoting your club/association, attracting new members and providing a professional service to your existing members. FOX SPORTS PULSE Membership makes this possible through the Contacts and Locator modules.

As sports administrators we urge you to do what you can to keep your club/ association information up to date. Below are a few tips on how to do so.

When you log into your association or club database the first screen you see is the 'dashboard'. From here you can access and update your association/club's basic details and information (item 1 in the graphic below), Board & Committee member contacts (2) and physical address so that you can be found in your sport's club/ association 'finder' (3).



Details

The 'details' menu allows you to update the basic information on your club/ association including address, phone numbers and email addresses.

Contacts

This module allows clubs and associations to manage the contact details and responsibilities of their administrators. Entering data and contact details into this area will assist administrators by sending them important communications in relation to the area they are responsible for.

To do this click on the **tick box** within the **Functional Responsibilities** area that correlates with the board members responsibility.

Board or Committee Roles		Functional Responsibilities								
		Primary Contact	Competition Admin	Social Activities	Website & Publicity	Transfer & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
<input checked="" type="checkbox"/> Coordinator	Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> President	Deion Menzies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Development Manager	Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Vice President	Tim O'Sullivan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Treasurer	Jo Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Secretary	Carmel Gould	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Registrar	Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Committee Member	Cherie Brockwell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

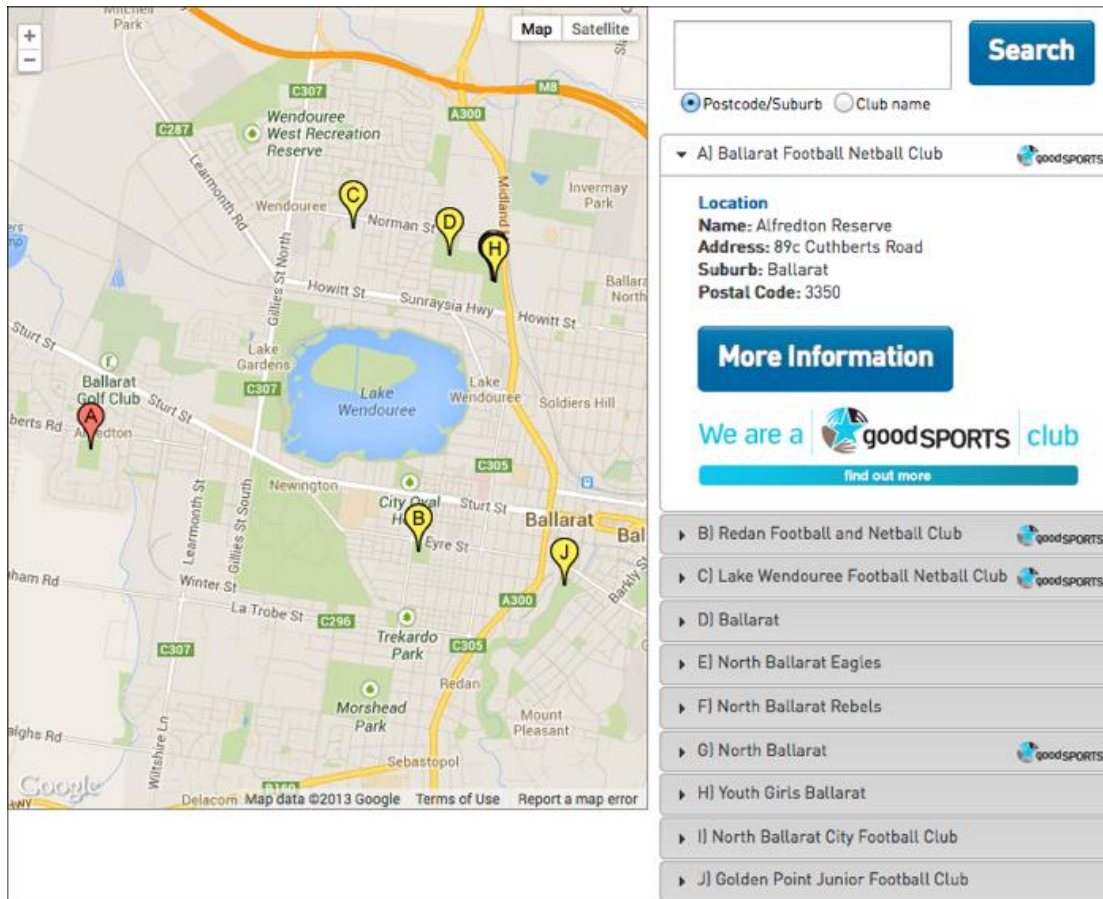
## Locator

The 'locator' is a valuable tool for ensuring that your club/association can be found by potential members/players through the FOX SPORTS PULSE 'locator' which will be displayed on [www.playafl.com.au](http://www.playafl.com.au). Entering your playing venue location details into the locator section in Membership will ensure that when someone uses the locator to search for a club, yours will appear in the results along with the club's contact information. Below is another example of a sport's 'Locator' on the FOX SPORTS PULSE website and the results that are returned when a postcode or suburb is entered.


**Where can I play**



Year of Birth



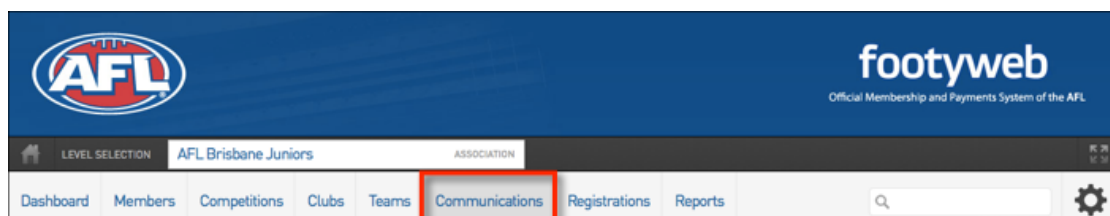
## How do I Send Communications to My Members

The process for sending a message consists of the following steps:

1. Specify recipients
2. Select a mode of communication
3. Compose message

### Specify Recipients

1. From the association, club or team level of Membership, click on **Communications** in the menu.



2. The Communicator options will open. Click on **Send a Message**.

**Communicator - Options**

Select from the options below:-

<b>Send a Message</b>	Create and send a message to your members via email or sms
<b>Team Renewals</b>	Send preset team entry invitations to existing team
<b>Member Renewals</b>	Send preset member entry invitations to existing members
<b>Manage Custom Groups</b>	Set up and manage communication groups
<b>Profile</b>	Set up and manage the sender profile settings for this account
<b>Sent Messages</b>	Display a log of previously sent messages

3. Three 'recipient options' are available. A description of each is provided below:
1. Membership Group - select members based on their **member type** (players, coaches, umpires, officials), select administrators from the **club contacts** and/ or select **team contacts**.
  2. Custom Group - select a **custom group** of recipients that you have previously set up
  3. Saved Report - select a **saved member report** that you have previously set up

**Communicator - Specify Recipients**

Select who you want to send the message to:

**Recipient Options**

<b>Membership Group</b>	These groups are created based on Member types and organisational contacts
<b>Custom Group</b>	These groups are created manually.
<b>Saved Report</b>	These groups are created based on the results of Saved Reports.

4. Click on **Membership Group** if you wish to use this option. The Membership Group options will open. Click on the **radio button** to select an option:
- Club Contacts - click on the **Contact Type** drop-down list select the type of club contacts you want to send the message to.
  - Team Contacts - click on the **For Teams registered in competitions in Season** drop-down list and select a season. This will send the message to teams participating in that season
  - Players - click on the **Registered in Season** drop-down list and select a season. This will send the message to players registered in that season. Click on the **Include parents** check box to also include players' parents as recipients.
  - Coaches - click on the **Registered in Season** drop-down list and select a season. This will send the message to coaches registered in that season.

- Umpires - click on the **Registered in Season** drop-down list and select a season. This will send the message to umpires registered in that season.
- Officials - this will send the message to all officials in your database

**Recipient Options**

**Membership Group** These groups are created based on Member types and organisational contacts

**Custom Group** These groups are created manually.

**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 **2013**

☐ Players  
Registered in Season **2013** Include parents ☐

☐ Coaches  
Registered in Season **2013**

☐ Umpires  
Registered in Season **2013**

☐ Officials

**Continue**

Click on **Custom Group** if you wish to use this option. Click on the **Groups** drop-down list and select the group that you want to send the message to.

**Recipient Options**

**Membership Group** These groups are created based on Member types and organisational contacts

**Custom Group** These groups are created manually.

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

---

**Custom Group**

You have no custom groups defined.

[Create a new Custom Group](#)

Click on **Saved Report** if you wish to use this option. Click on the **Reports** drop-down list and select the saved member report that contains the recipients that you want to send the message to.

### Recipient Options

Membership Group

These groups are created based on Member types and organisational contacts

Custom Group

These groups are created manually.

Saved Report

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

---

#### Saved Report

Choose which saved report output you want to send to. When complete press the "Continue" button.

Reports:

Clubs : Club Contacts

Include parents ☐

Continue

**Tip:** If you obtain permission from members to send them communications, you can use the 'mailing list' field to manage those that do/ do not want to receive communications. If you use the Mailing List field, be sure to include it in your custom report (eg. Mailing List = 'Yes').

Once you have selected your recipient option and specified the settings for that option, click on **Continue**.

### Select a Communication Method

- The 'Confirm Recipients' screen will appear, which contains:
  - A message at the top of screen confirming the recipient option that you have chosen
  - The communication methods available - choose whether to send the message via **SMS**, **Email** or **Combo**. The 'Combo' option will send an SMS to all recipients with a mobile number and an email to recipients that have an email address but no mobile number.
  - A 'Contact Summary' of the recipients, which shows the total number of recipients and a breakdown by mode of communication available - the number of recipients that can be contacted by email, mobile phone, email and mobile phone, or email only (no mobile phone). These figures help identify the number of emails/ SMS messages that will be sent out

### Communicator - Confirm Recipients

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

The number of email addresses in the selected list exceeds the allowable limit (2000).

You are only able to send an SMS message.

Choose the type of message(s) you would like to send.

SMS

To send an SMS you require sufficient credits.  
You have 0 SMS credits available. You are not logged in to send an SMS

Email

Send a longer less urgent message

Combo

This option will SMS contacts with a mobile number and automatically email those contacts with an email address but no mobile number listed.

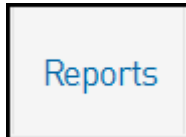
- Click on the communication method that you wish to use - **SMS**, **Email** or **Combo**.

## The Reporting System

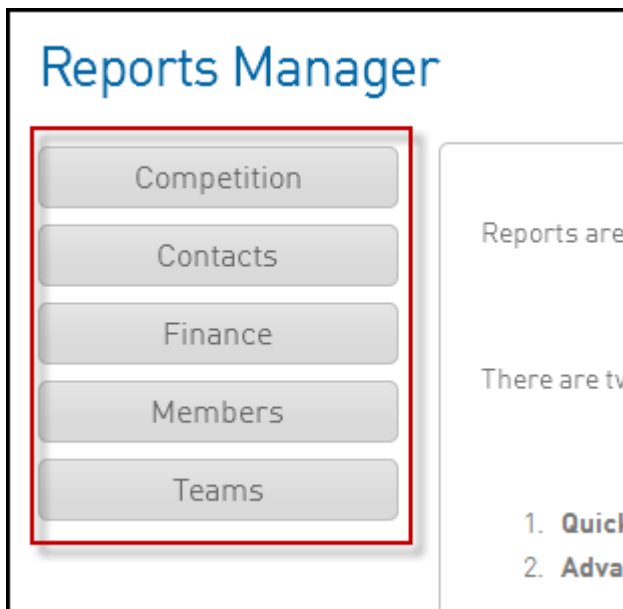
The Reporting system is a powerful tool that will allow you to customise all sorts of reports based on the information that you require.

**To access the Reports system:**

1. Click on the **Reports** menu across the top



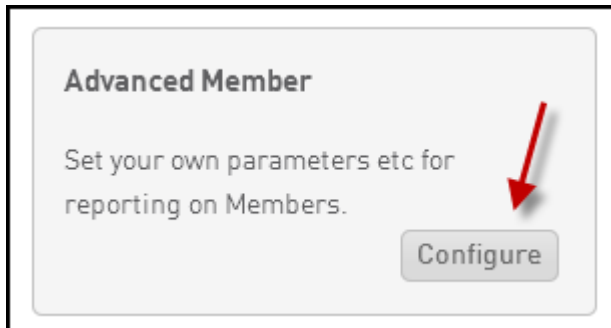
You'll then see the screen below where you can select a category for the report you wish to run (members is generally the most common run report).





**To run a basic Advanced Member report:**

1. Click on **Members** (from the above screen shot)
2. Click on the **Configure** button for the **Advanced Member Report**



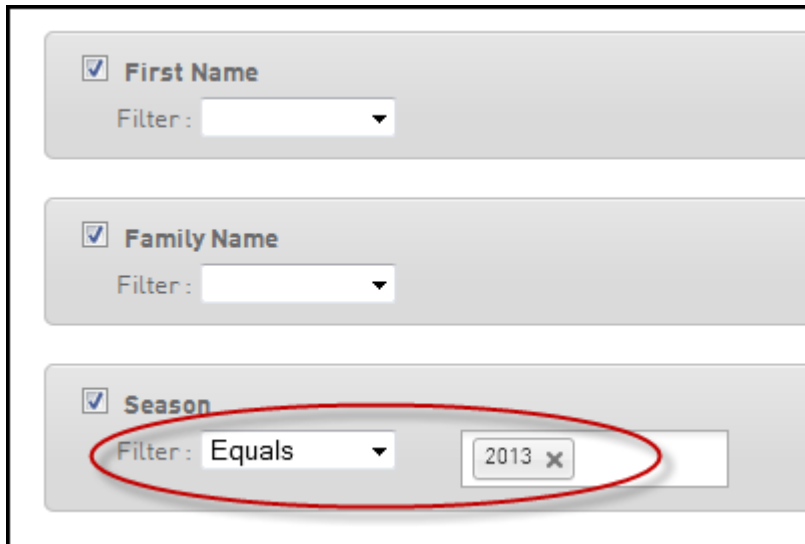
3. Click and drag across the fields that you would like to report on

A screenshot of a report configuration interface. On the left is a sidebar with expandable sections: "Personal Details", "Parent/Guardian", "Contact Details", "Interests", and "Identifications". The "Contact Details" section is expanded, showing a list of fields: "Address 1", "Address 2", "Suburb", "City of Residence", "State", "Country", "Postal Code", "Home Phone", "Work Phone", and "Mobile Phone". On the right, under "Selected Fields", "First Name" and "Family Name" are checked with checkboxes, each having a "Filter:" dropdown. Below this is a green "Run Report" button. At the bottom right, an "Options" section contains settings for "Show" (radio buttons for "Unique Records Only", "Summary Data", and "All Records"), "Sort by" (dropdown for "National Number" and "Ascending"), "Secondary sort by" (dropdown for "None" and "Ascending"), and "Group By" (dropdown for "No Grouping"). A red arrow points from the "Country" field in the sidebar to the "Run Report" button.



4. Click on **Run Report** to generate the report

You will be able to apply a filter to your reports so you can report on specific information. For example, the screen shot below will only report on members that are assigned to the 2013 season.



The screenshot shows a web interface for applying filters to a report. It consists of three vertically stacked filter sections, each with a checked checkbox and a label:

- First Name**: Includes a "Filter:" label and an empty dropdown menu.
- Family Name**: Includes a "Filter:" label and an empty dropdown menu.
- Season**: Includes a "Filter:" label, a dropdown menu set to "Equals", and a text input field containing "2013" with a clear (X) button. This entire section is circled in red.

## Common Financial Reports

### Funds Received Report

This is the best report to run to reconcile all online payments that have been deposited to your nominated bank account.

#### Common Fields to use in this report:

Product: Displays the product(s) that have been setup and purchased by members.

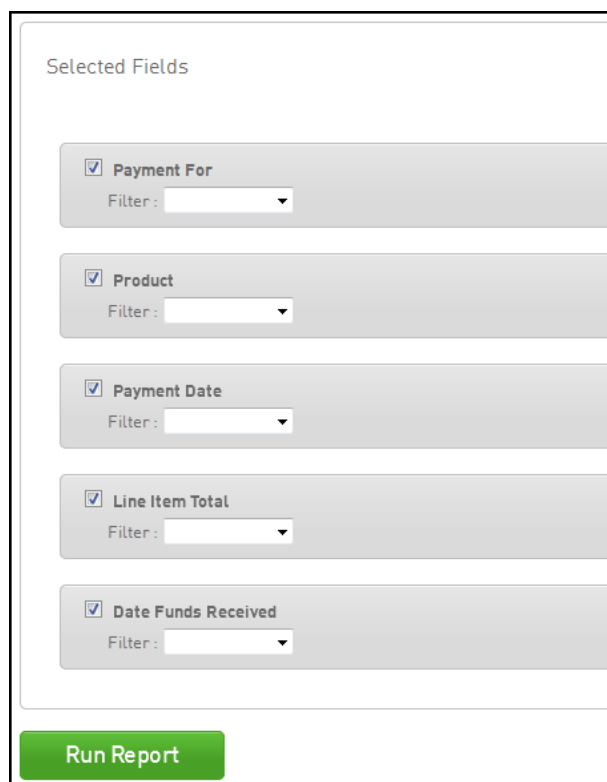
Payment For: Displays which Member or Team the payment is for.

Payment Date: Displays the date that the payment was made by the Member or Team.

Date Funds Received: Displays the date that the monies from a member were physically received by the Affiliate or Club.

Transaction Amount: Displays the dollar amount of the transaction.

Money Received (after fees): Displays the exact amount the Affiliate or Club will receive from the transaction, with the transactional fees subtracted.



The screenshot shows a web interface for configuring a report. At the top, it says "Selected Fields". Below this, there are five rows, each with a checked checkbox and a label: "Payment For", "Product", "Payment Date", "Line Item Total", and "Date Funds Received". Each row also has a "Filter:" label followed by a dropdown arrow. At the bottom of the configuration area is a green button labeled "Run Report".

#### Best Filters to use in this report:

Product: Select 'Equals' from the Filter drop box and select the specific Product that you wish to display and report on.

Date Funds Received or Payment Date: Select either 'Equals', 'Less Than', 'More Than' or 'Between' and select the specific date or date range that you wish to report on.

## Transactions Report

This is the best report to run to see all member payment transactions that have taken place through the system. The key element of this report is the 'Transaction Status' field which will state whether a member has paid or not paid ("unpaid") for a product.

### Common Fields to use in this report:

Product: Displays the product(s) that have been purchased by members.

Payment For: Displays which Member or Team the payment is for.

Amount Due: Displays the dollar amount for the individual transactions a member or team has purchased  
(**Note**: This field should be used in favour of the Payment Amount field).

Transaction Date: Displays the date a Member or Team has gone through and completed the registration form, prior to the payment being made. (**Note**: The Transaction Date field will only populate information if a product is selected by the member)

Payment Date: Displays the date that the payment was made by the Member or Team.

Transaction Status: Displays whether a selected product has been paid for or not ('Paid' or 'Unpaid').

Payment Type: Displays the how the Payment was made (ie. Online NAB, Online PayPal, Manual Payment etc).

Selected Fields

☒ **Product**  
Filter:

☒ **Payment For**  
Filter:

☒ **Line Item Total**  
Filter:

☒ **Payment Type**  
Filter:

☒ **Transaction Date**  
Filter:

☒ **Payment Date**  
Filter:

☒ **Transaction Status**  
Filter:

### Best Filters to use in this report:

**Product:** Select 'Equals' from the Filter drop box and select the specific Product that you wish to display and report on.

**Transaction Date:** Select either 'Equals', 'Less Than', 'More Than' or 'Between' and select the specific Transaction Date or Date range that you wish to report on.

**Payment Date:** Select either 'Equals', 'Less Than', 'More Than' or 'Between' and select the specific Payment Date or Date range that you wish to report on.

**Transaction Status:** Select 'Equals' from the Filter drop box and select 'Paid', 'Unpaid' or 'Cancelled' from the drop down list to report on those specific transactions.

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

## Useful Report Settings and Examples

### Example Report: Members with unpaid products/registration fees

1. Click on **Reports**
2. Click on **Finance** then click **Configure** for the **Transactions** report
3. Click and drag across the fields as shown below
4. Make sure the **Transaction Status** filter is set to **Equals** and you select **Unpaid** from the drop down list

**Details**

- Transaction ID
- Item Cost
- Quantity
- Line Item Total
- Manual Receipt Reference
- Payment Type
- Bank Reference Number
- Payment Log ID
- Payment Notes
- Order Total
- Transaction Notes
- Member Club
- Association
- Competition Name
- Competition Season

**Selected Fields**

- ☒ Payment For  
Filter:
- ☒ Product  
Filter:
- ☒ Transaction Status  
Filter: Equals
- ☒ Transaction Date  
Filter:
- ☒ Payment Date  
Filter:

**Run Report**

- Click **Run Report** to view the report

### Example Report: Reporting on what products a Member has purchased and paid for

- Click on **Reports**
- Click on **Members** then click **Configure** for the **Advanced Member** report
- Click and drag across the fields as shown below
- Make sure the **Transaction Status** filter is set to **Equals** and you select **Paid** from the drop down list

**Personal Details**

- Parent/Guardian
- Contact Details
- Interests
- Identifications
- Financial
- Medical
- Other Fields
- Member Type - Player
- Member Type - Coach
- Member Type - Match Official
- Member Type - Official
- Member Type - Misc
- Seasons
- Affiliations

**Transaction**

- Transaction Notes

**Selected Fields**

- ☒ First Name  
Filter:
- ☒ Family Name  
Filter:
- ☒ Transaction Status  
Filter: Equals
- ☒ Line Item Total  
Filter:
- ☒ Payment Date  
Filter:
- ☒ Transaction Date  
Filter:

**Run Report**

- Click **Run Report** to view the report

## Online Registrations and Payments Quick Checklist

### A quick 5 step guide on what needs to be done to take Online Registrations and Payments:

1. Apply to become a FOX SPORTS PULSE Sub-merchant
2. Create your Products (i.e. playing fees etc.)
3. Link your Products to the appropriate Registration Forms
4. Link your Registration Forms to your website and/or send Member Renewals Email
5. Start taking registrations online

### Quick Summary of How the Online Registration process will work:

#### Member to Club

1. Member fills in registration form
2. Member selects and pays for products (If Club is accepting online payments)
3. Confirmation email is sent by FOX SPORTS PULSE confirming registration and payment

### Contact

For further information or assistance with the Online Registration and Payments program, please contact the following;

#### **FOX SPORTS PULSE Support Enquiries**

Support Website: [www.support.foxsportspulse.com](http://www.support.foxsportspulse.com)

Support Phone: 1300 139 970 (AUS)

#### **FOX SPORTS PULSE**

Contact: Michael Pocklington

Phone: 0407 352 899

Email: [m.pocklington@foxsportspulse.com](mailto:m.pocklington@foxsportspulse.com)

#### **FOX SPORTS PULSE Payments**

Contact: Craig Hood

Phone: 0411 129 313

Email: [c.hood@foxsportspulse.com](mailto:c.hood@foxsportspulse.com)

#### **AFL**

Contact: Tony Costanzo

Phone: 0409 691 969

Email: [tony.costanzo@afl.com.au](mailto:tony.costanzo@afl.com.au)

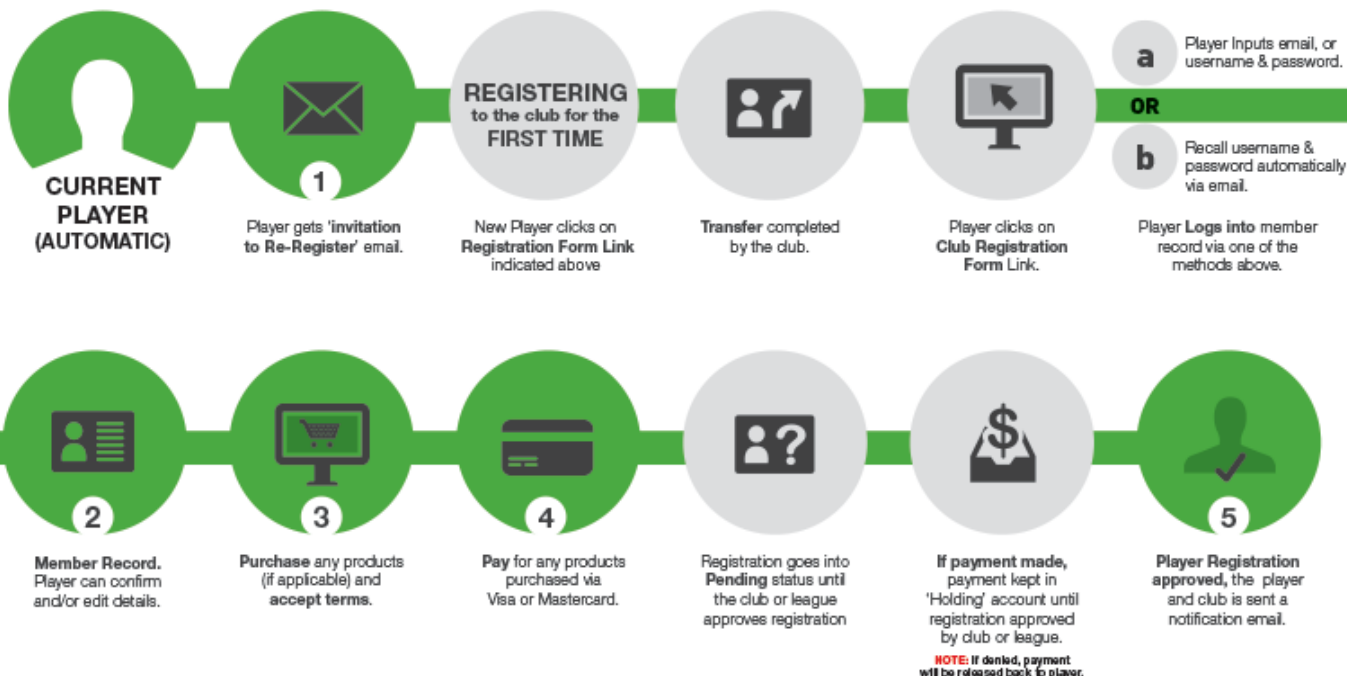
## Co-Ordinator Checklist

- ☐ Have you added all your Terms & Conditions to the National form (Optional)? If not, refer to page 11 'How to Add Your Own Terms & Conditions' if you'd like to do this.
- ☐ Have you set up your sub-merchant account? If not, refer to page 13 'How to apply to become a FOX SPORTS PULSE Sub-merchant'
- ☐ Have you added your new products and attached them to your registration form? If not, refer to page 17 'How to Create a New Product' and page 19 'How to attach a Product to your Registration Form'
- ☐ Have you made Online Payment as Compulsory (optional but highly recommended)? If not, refer to page 16 'How to Set Compulsory Payment'
- ☐ Have you put your registration form on your website? If not, refer to page 6 'Publishing the Registration Form to Your Website'
- ☐ Have you updated your clubs Contacts, Location & Details section? If not, refer to page 39 called 'Contacts & Locator'
- ☐ Have you sent out your member renewal emails, If not, refer to page 34 'How to send automated Member Renewal Email'

## User Stories

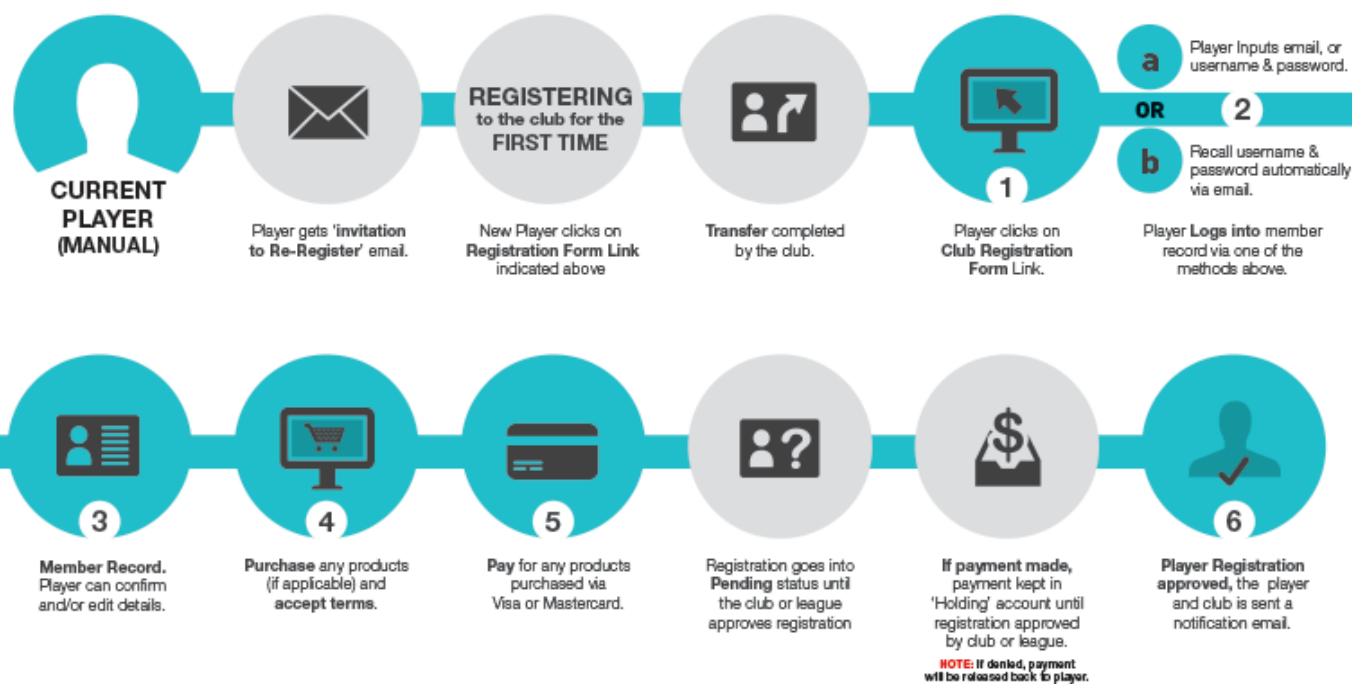
### Current Player (Automatic)

This is the process for players registering themselves via the registration link that they have received in an email.



### Current Player (Manual)

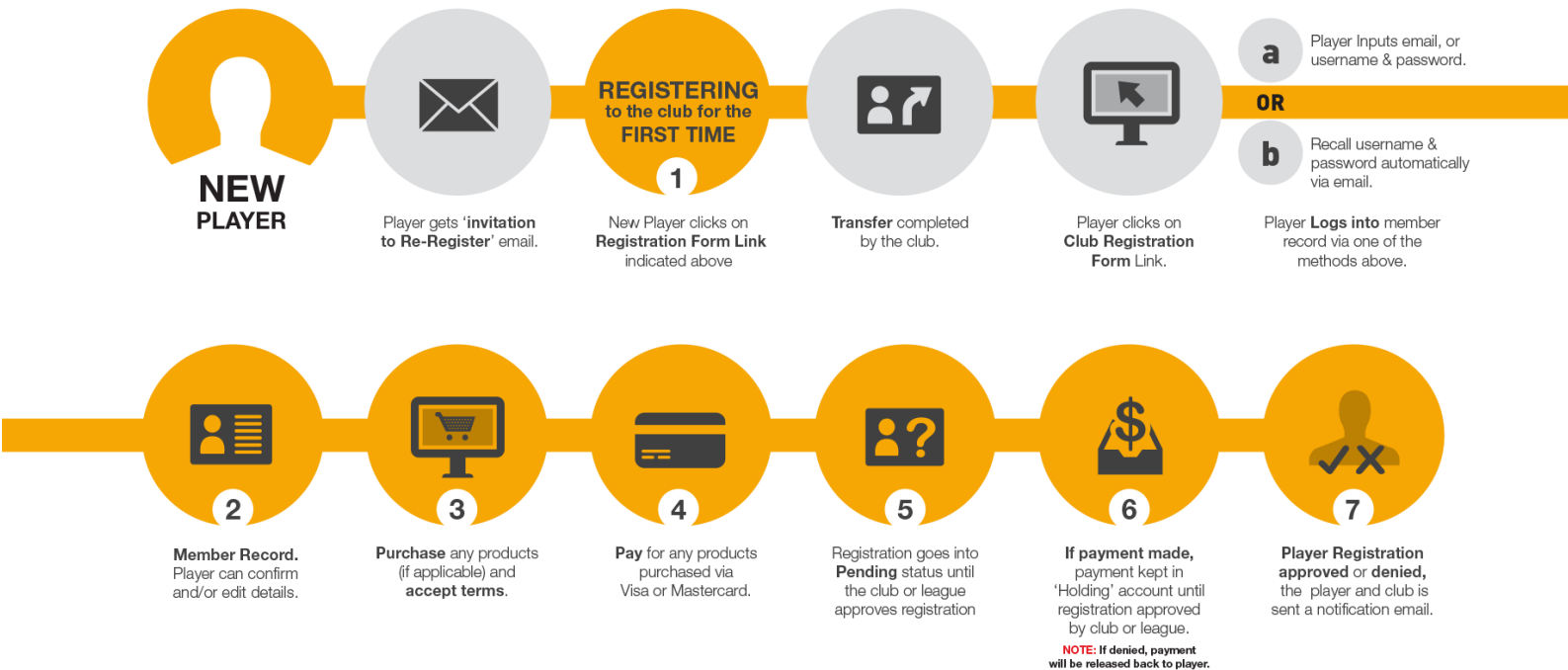
This is the process existing players will take if accessing the registration form through a link supplied on the website.





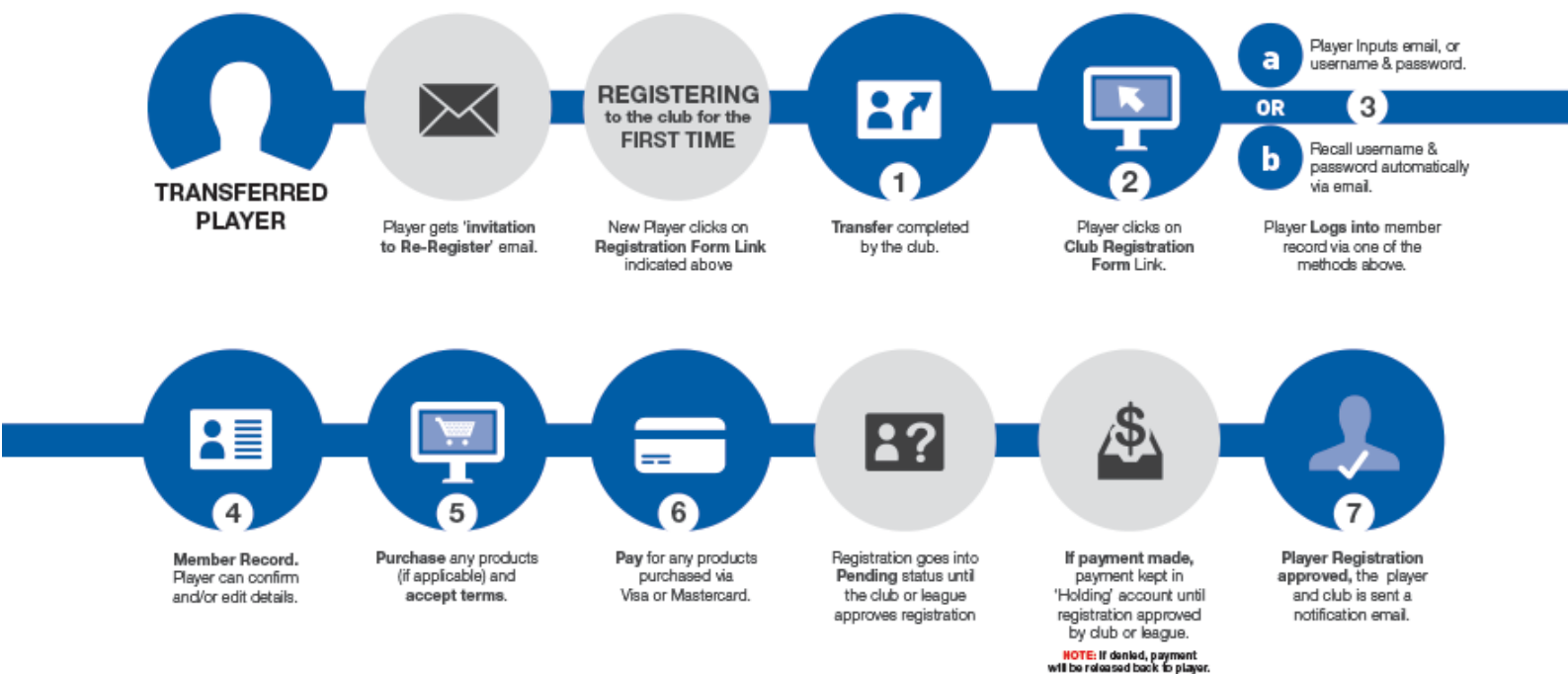
## New Player

This is the process that a new potential member would take to register into your club.



## Transferred Player

This is the process that must take place for a transferred player to be registered into a new club.



## Club Registration Workflow

This is the process that clubs need to follow when setting up online registrations.

