mynetball HELP

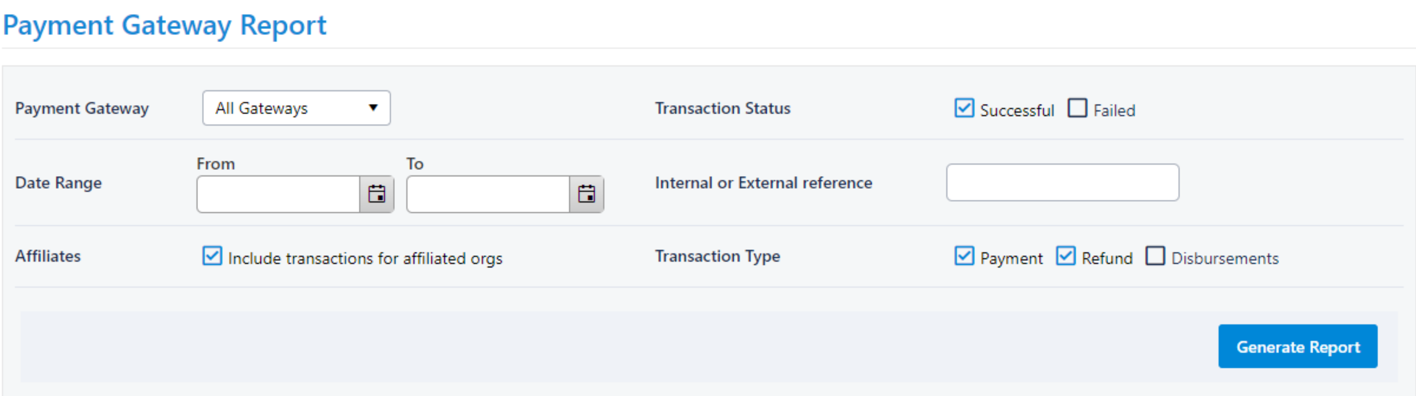
Instruction sheet

Reports

Payment Gateway Report

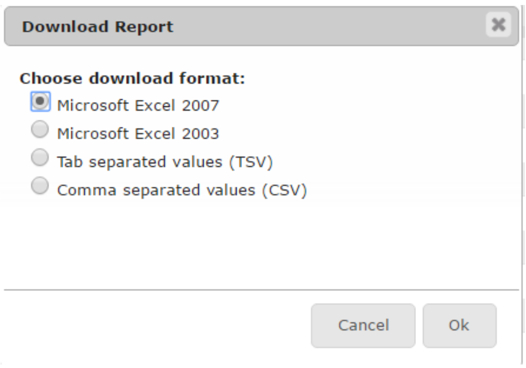
To access reporting on money to be deposited into your bank account for reconciliation.

1. Go to Reports/Payment Gateway Report.
2. Under payment gateway select the payment gateway.
3. Deselect Include transactions for affiliated orgs.
4. Click on **Generate Report**



5. Once data is displayed scroll to bottom of screen and click on download data.

6. Select download type excel click ok.



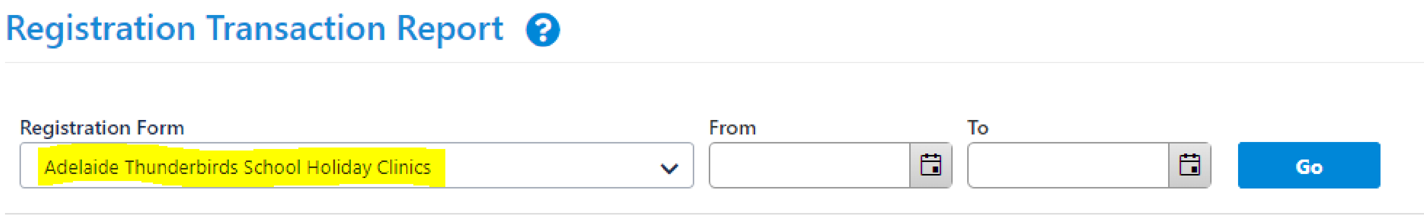
Use this excel spreadsheet to reconcile transactions against the Payment Settlement report provided by finance and the bank account statement.

The MPS Disbursement Report will display all transaction taken through the gateway. The individual transaction will need to be reconciled to the Settlement Report which will list the payments disbursed to the bank as a transaction group which will add up to the amount deposited in the bank account for each payment release.

Participant Registration Report

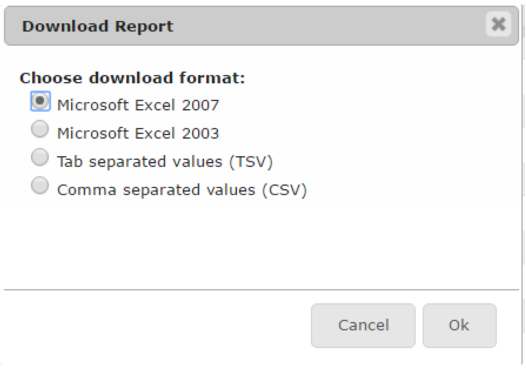
To access a report on all the registration data collected on participants.

1. Go to Reports/Registration/Transaction Report
2. Select Form **do not use All Forms**
3. Click **Go**



4. Once data is displayed scroll to bottom of screen and click on download data.

5. Select download type excel click ok.



This report can then be filtered in Excel to display information which can be utilised for trialling purposes.

mynetball HELP

Instruction sheet

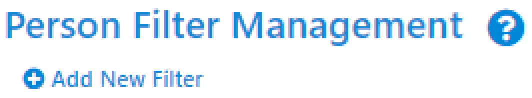
Custom Lists

Create a custom person filter

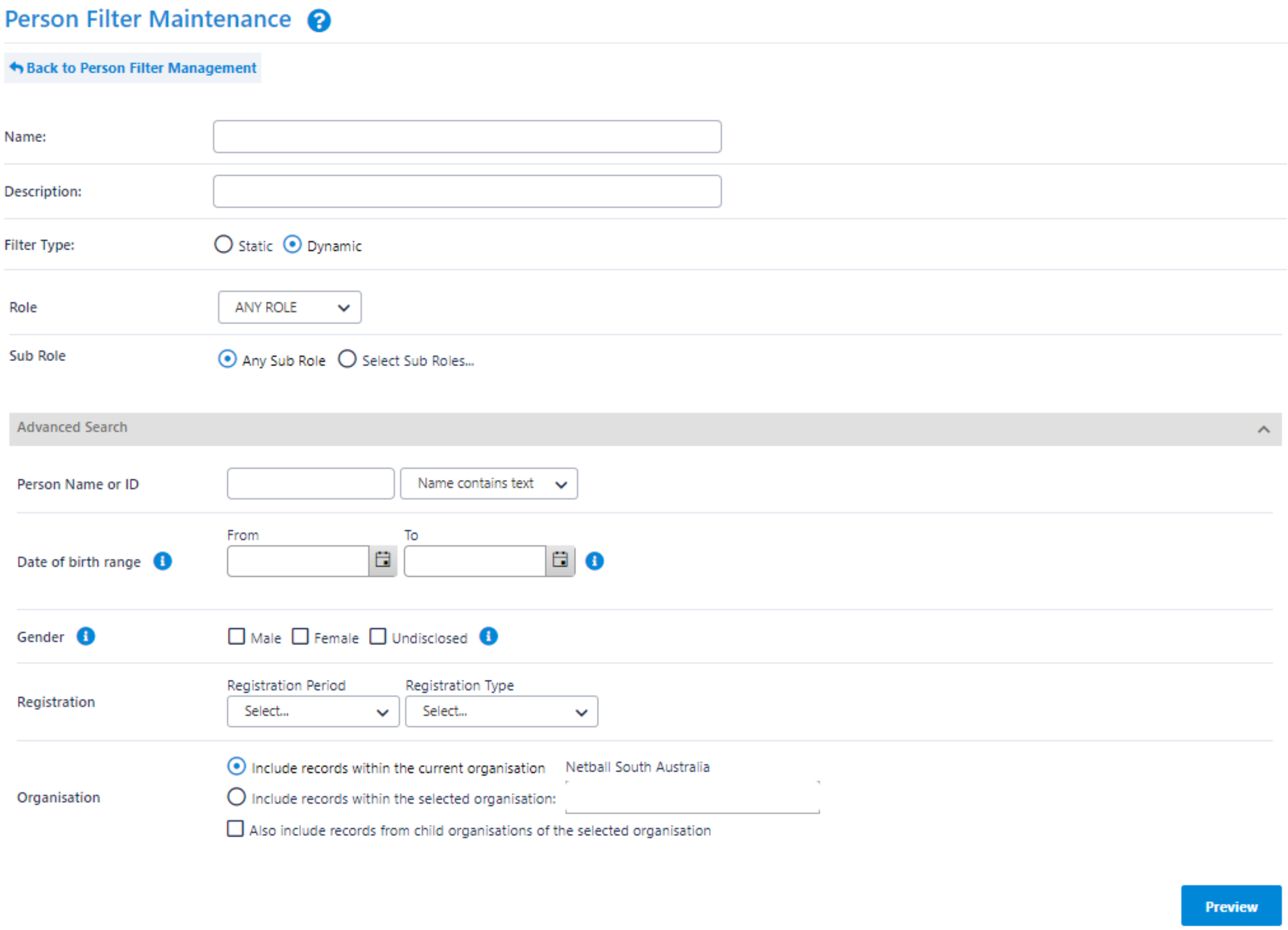
Custom reports are designed to enable the user to extract data from MyNetball as required. A custom filter is used to segment the data for the custom report.

To create a custom filter complete the following steps;-

1. Go to People/Custom Person List/Custom Filter Management



2. Click on **Add New Filter**



3. Give the filter a name and description
4. Select the Player Role and Sub Role if needed

   Note: it is important to have completed your role management before creating a filter.
5. Select in Organisation Include records within current organisation.
6. Click **Preview**
7. Save filter.

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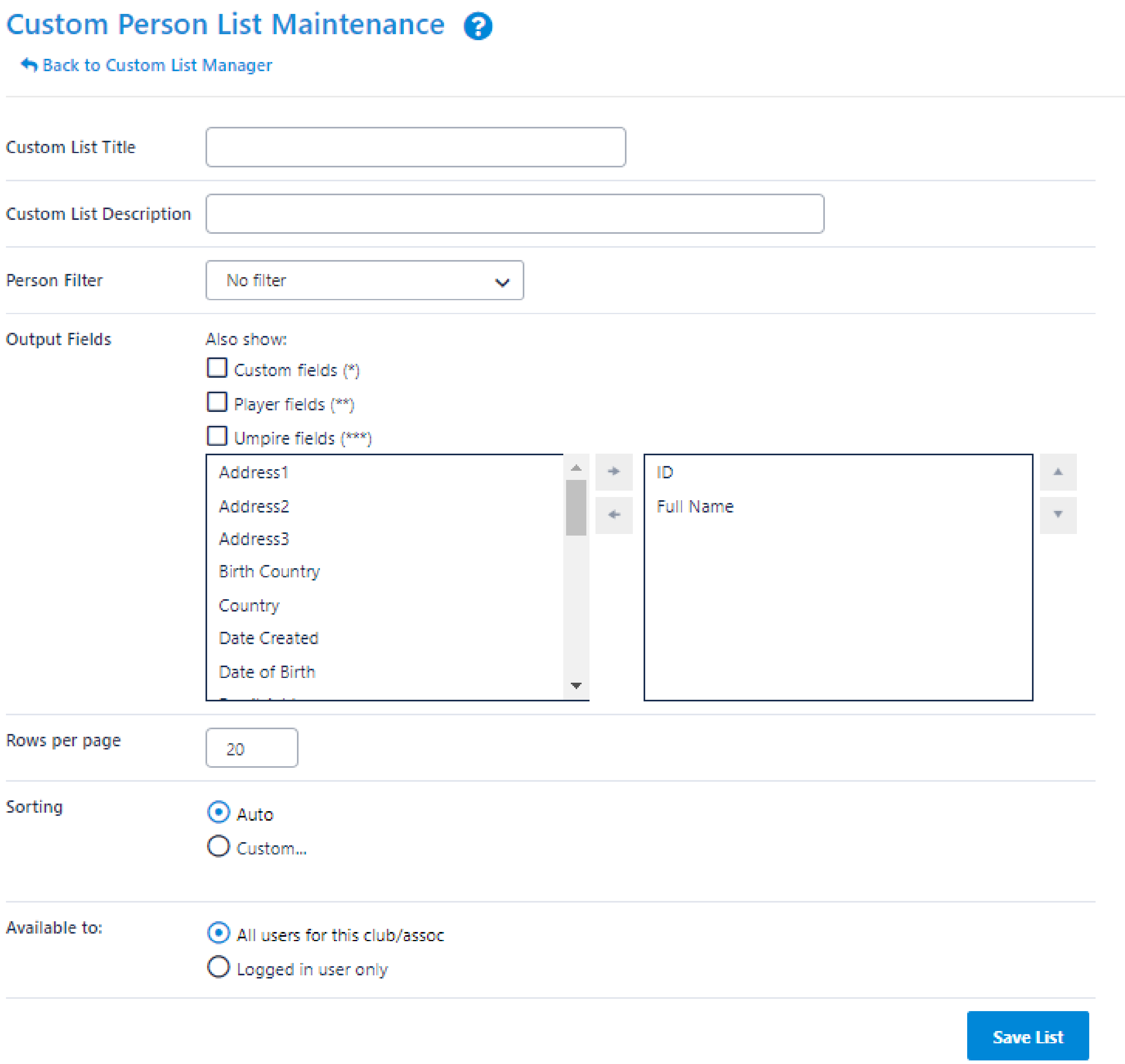
Create a custom person list

A custom list allows the user to customise information that is displayed on screen and be downloaded for easy information retrieval.

1. Go to People/Custom Person List/ Custom List Management
2. Click on **Add New Custom List**
3. Give the list a name and description
4. Select Person Filter (as previously created)



5. Click on Also show Custom Fields/Player Fields (this displays all the custom questions asked at registration).

6. Select item you would like in your list from Output Fields then click Add – repeat until all fields are in the chosen fields box.
7. Click **Save List** then click on button.

Custom Person List Maintenance

Back to Custom List Manager

Custom Person List Management

Add New Custom List

Show lists from all owners

TITLE	DESCRIPTION	FILTER	LAST UPDATED	OWNER			
Umpires		Umpire List	23/11/2016 5:18PM	ALL			
President		Presidents	20/09/2016 2:30PM	ALL			

8. To view and download list click on the **eye icon** to open the report
9. Scroll to the bottom of the screen and click on the word **download** to download the report in excel.

Download