

## **Quick Reference Guide: Registration Detail Report**

The registration detail report will display all registered members details including those who have been de-registered.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can access the registration detail report under **Management** or **Participation**.

A	Test Association (Ju	ıde) 🗸					mynetball administration	🙁 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	O Management O Participation

Clubs will not have the option to choose between management or participation, they will just be in participation.

A ORGANISATION PEOPLE REGISTRATION TEAMS PROGRAMS WEBSITE REPORTS	efault eid:38919 🚿	9	tball administration	n						Jude 1 🗸	J
		$\langle$		REPC	WEBSITE	PROGRAMS	TEAMS	REGISTRATION	PEOPLE	ORGANISATION	*

To access this section, you will need to select **Reports**, **Registration (heading)**, **Registration Detail Report**.

This will bring you to the **Registration Detail** page.

2	Netball Queensland 🗸		mynetball a	administration	<b>0</b>
*	ORGANISATION PEOPLE REGISTRATION CON	IPETI	TIONS PROGRAMS WEBSIT		Management O Participation
Re	ports 😮				
					PATH:
	Competitions		Registration	People	Management or participation
	Allocation Health Report		Daily Transaction Report	Duplicates Report	Poporto
	Draw Information Report		Financial Status Report	Message Audit	Reports
	Fixture Report		Gateway Account Dashboard	Player missing mandatory fields	Registration (heading)
	Fixture Slots		Gateway Account Manager	Player Movement Report	Registration detail report
	Forfeited Matches		Participant Payment Summary	Players changing monitored fields	Registration detail report
	Grades Report		Payment Adjustment Report	SMS Message History	
	Inelgible Players in Grades with Age Restriction		Payment Gateway Report		
	Ladders		ayment Refund Report Teams		
	Match Results Entered Late		Payment Settlement Report	Matches Played	
	Matches Missing Team Lists		Receive Offline Payments	Periods Played	
	Matches Played		Registration Accounts	Registered Players not in a Team	
	Matches with Missing Start Times	ζ	Registration Detail Report	Squad List Report	



Registration De	etail			
Registration Period	2019 •	Registration Date Range	From To	ä
Player Name / ID		Registration Status	All	
Registration Group	All Groups	Registration Mode	All Modes 🔹	
Affiliates	Netball Queensland			
	☑ Include registrations for affiliated orgs			
Settlement Type	Manual 🗹 Automatic			
				Display Registrations

Edit the filters to create your report. Select Display Registration.

Scroll to the bottom and **Download Detail Report.** The report will be downloaded into an excel spreadsheet.

