

## 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**.

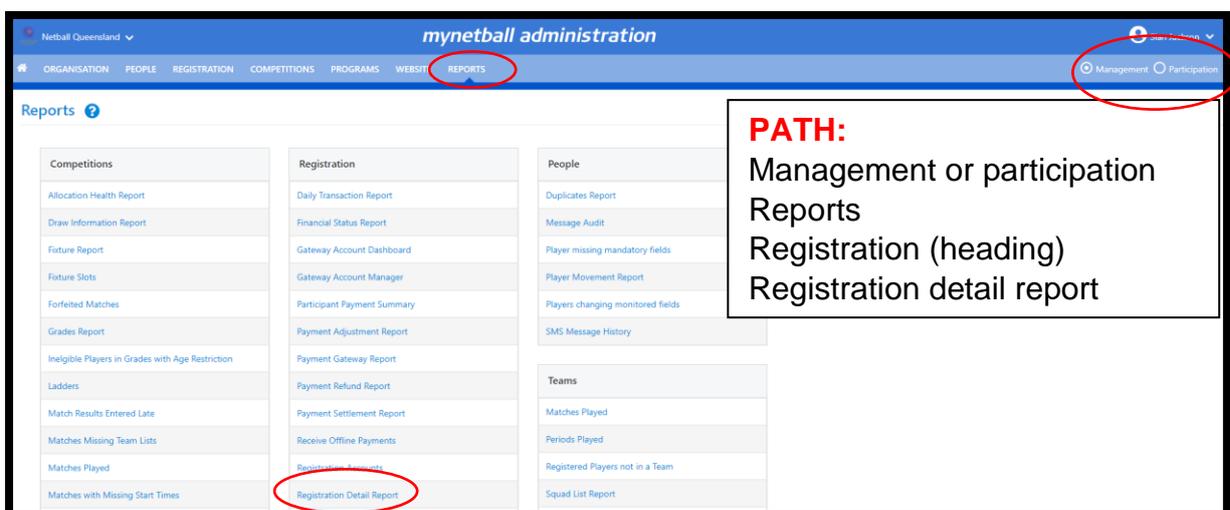


Clubs will not have the option to choose between management or participation, they will just be in participation.



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

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



### Registration Detail

Registration Period	2019	Registration Date Range	From	To
Player Name / ID		Registration Status	All	
Registration Group	--All Groups--	Registration Mode	All Modes	
Affiliates	Netball Queensland	<input checked="" type="checkbox"/> Include registrations for affiliated orgs		
Settlement Type	<input checked="" type="checkbox"/> Manual <input checked="" type="checkbox"/> 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.

1 2 3 4 5 6 7 8 9 10 ...

[Download Detail Report](#) [Download Summary Report](#)