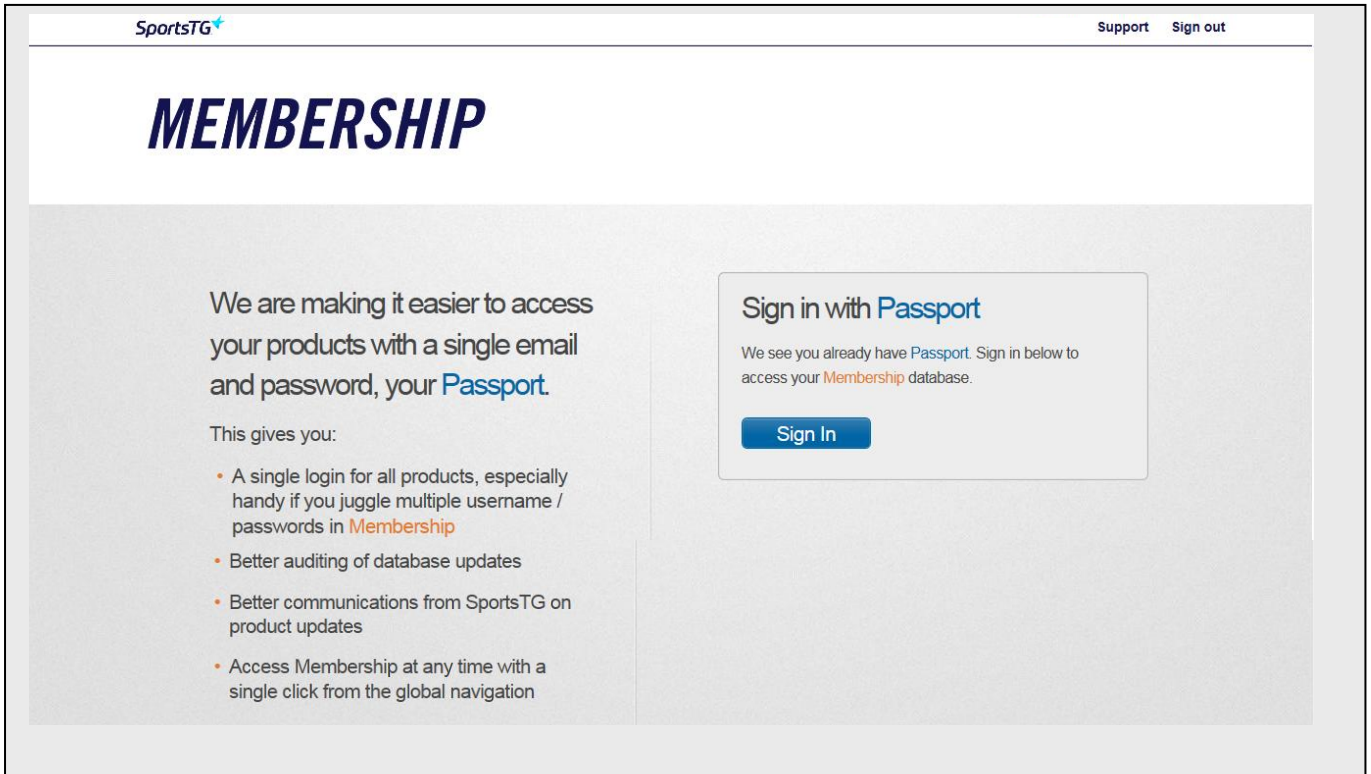


FootyWeb

How to run an Accreditation Report for your members (November, 2017)

1. Log on to FootyWeb as usual by entering your **Username** and **Password** having accessed <https://membership.sportstg.com/>



MEMBERSHIP

We are making it easier to access your products with a single email and password, your **Passport**.

This gives you:

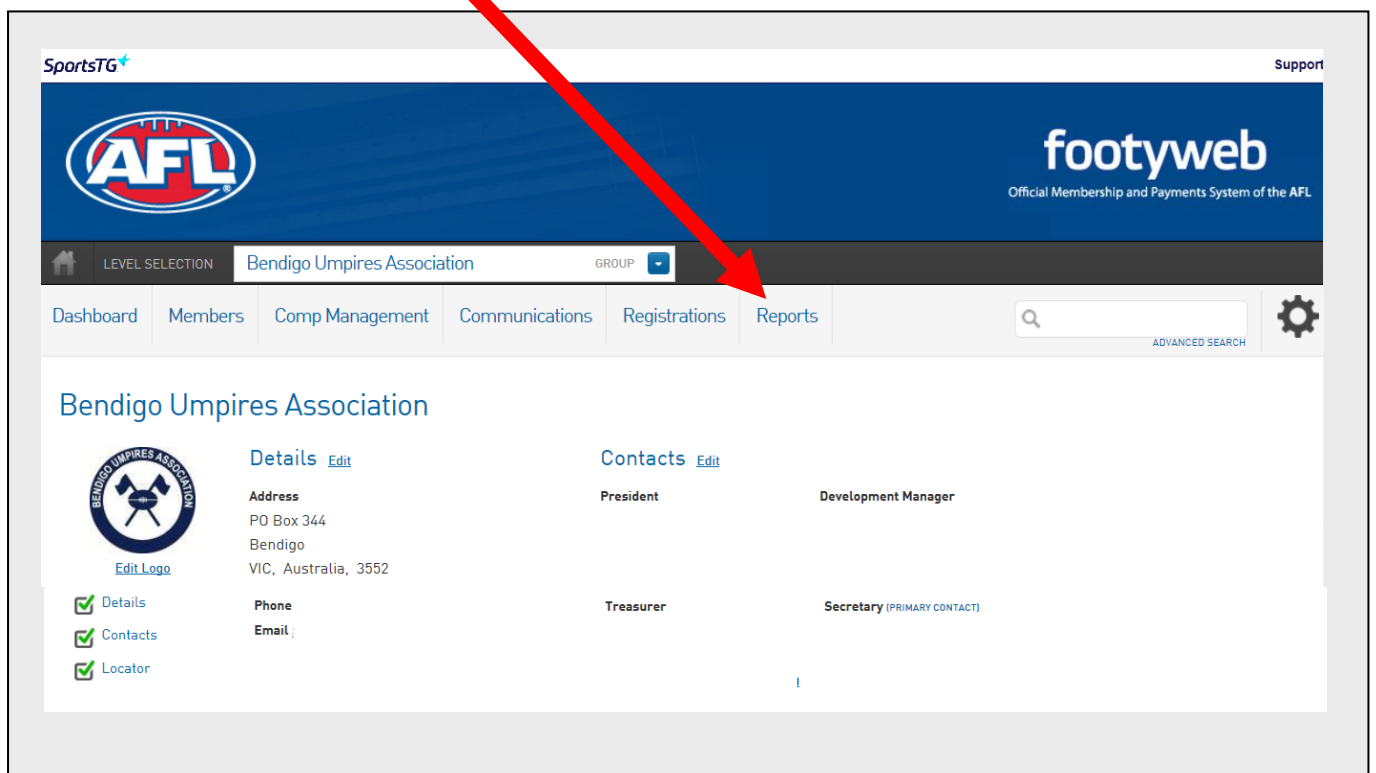
- A single login for all products, especially handy if you juggle multiple username / passwords in **Membership**
- Better auditing of database updates
- Better communications from SportsTG on product updates
- Access Membership at any time with a single click from the global navigation

Sign in with **Passport**

We see you already have **Passport**. Sign in below to access your **Membership** database.

Sign In

2. Select **Reports** from the menu



Reports

Bendigo Umpires Association

Details [Edit](#)

Address
PO Box 344
Bendigo
VIC, Australia, 3552

Contacts [Edit](#)

President **Development Manager**

Treasurer **Secretary (PRIMARY CONTACT)**

[Edit Logo](#)

Details
 Contacts
 Locator

3. Select Members

The screenshot shows the 'Reports' section of the footyweb interface. On the left, there is a vertical list of report categories: Admin Reports, Competition, Contacts, Finance, Match Officials, **Members** (highlighted with a red arrow), Panels, Transfers, and Tribunal. Below this list are icons for MEMBERS and CLUBS. The main content area contains a text box explaining that reports are grouped into different areas and lists two types: Quick Reports and Advanced Reports. The top navigation bar includes 'Dashboard', 'Members', 'Comp Management', 'Communications', 'Registrations', and 'Reports'. The breadcrumb trail shows 'LEVEL SELECTION' and 'Bendigo Umpires Association'.

4. Select Advanced Member Search

The screenshot shows the 'Advanced Member Search' report configuration options. The 'Members' category is selected in the left-hand menu. The main content area displays five report cards, each with a 'Configure' button: 'Advanced Member Search' (highlighted with a red arrow), 'Retention Report', 'Member Demographic', 'National Accreditation Report', and 'Pending Registrations'. Each card includes a brief description of the report's purpose. The top navigation bar and breadcrumb trail are identical to the previous screenshot.

5. Drag and drop preferred column headings from **Personal Details** section e.g. Active Record, First Name and Family Name

The screenshot displays the 'SportsTG+' interface for the 'Bendigo Umpires Association'. The top navigation bar includes 'Dashboard', 'Members', 'Comp Management', 'Communications', 'Registrations', and 'Reports'. A search bar and 'ADVANCED SEARCH' link are also present. The main content area features a '< Return to Report Manager' link and instructions: '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.'

The 'Personal Details' section on the left lists the following fields: FootyWeb Number, Member ID, Member No., Active Record, Salutation, First Name, Family Name, Maiden Name, Preferred Name, Date of Birth, Year of Birth, Place (Town) of Birth, and Country. The 'Selected Fields' box on the right is currently empty. Red arrows indicate the process of dragging 'Active Record', 'First Name', and 'Family Name' from the left column into the 'Selected Fields' box. Below the 'Selected Fields' box is a green 'Run Report' button. The 'Options' section includes: 'Show' (radio buttons for Unique Records Only, Summary Data, All Records), 'Sort by' (dropdown menu set to FootyWeb Number, Ascending), 'Secondary sort by' (dropdown menu set to None, Ascending), and 'Group By' (dropdown menu set to No Grouping).

6. Expand Member type – Umpire section

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

Selected Fields

Run Report

Options

Options

Show Unique Records Only Summary Data All Records

Sort by

Secondary sort by

Group By

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.

Run Report

Saved Reports

Member Type - Umpire

- Umpire Registration Number
- Umpire Type
- Umpire Accred. Active?
- Umpire Accred. Re Accreditation
- Umpire Accred. Type
- Umpire Accred. Level
- Umpire Accred. Accreditation Provider
- Umpire Accred. Accreditation Result
- Umpire Accred. Start Date
- Umpire Accred. End Date
- Umpire Accred. Application Date

MEMBERS CLUBS

7. Drag and drop preferred data into the **Selected Fields** window on right hand side – underneath where you placed Active Record, First Name and Family Name

The following fields would need to be selected to run an Accreditation Report.

- Umpire Accred. Type**
- Umpire Accred. Level**
- Umpire Accred. Start Date**
- Umpire Accred. End Date**
- Umpire Accred. Accreditation Result**
- Umpire Accred. Re Accreditation**

Selected Fields

- Active Record**
Filter: Equals Remove
- First Name**
Filter:
- Family Name**
Filter:
- Umpire Accred. Type**
Filter:
- Umpire Accred. Level**
Filter:
- Umpire Accred. Start Date**
Filter:
- Umpire Accred. End Date**
Filter:
- Umpire Accred. Accreditation Result**
Filter:
- Umpire Accred. Re Accreditation**
Filter:
- Season**
Filter:

8. Select **Seasons** from menu and drag and drop **Season** into Selected Fields window
9. Select **Equals** in the drop down box alongside the word **Filter** and then select **2016** (or current season)

Season
Filter: Equals Remove

10. In the **Options** section below the **Selected Fields** window, select sort by – **Family name**

Run Report

Options

Show Unique Records Only Summary Data All Records

Sort by

Secondary sort by

Group By

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.

11. To have the Report presented immediately, that you may then copy all and paste into an Excel document, click **Run Report**

Run Report

Options

Show Unique Records Only Summary Data All Records

Sort by

Secondary sort by

Group By

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.

Run Report

12. To have the Report sent to you as an email, enter your email address and select the **Email** option

13. Finally, click **Run Report** to view your selected data.

14. If you wish to save this format of Report, click on **Save** and name the Report



For any assistance or support, please contact Tim Priest at the West Australian Football Commission on (08) 9381-5599 or tpriest@wafc.com.au