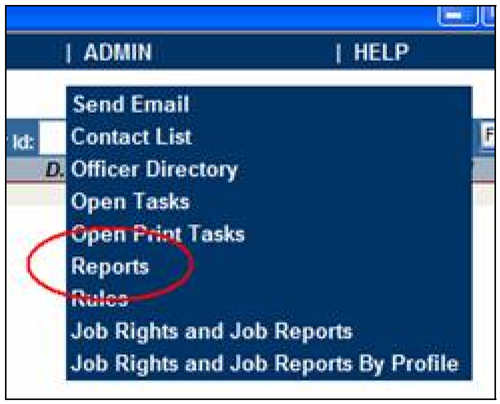
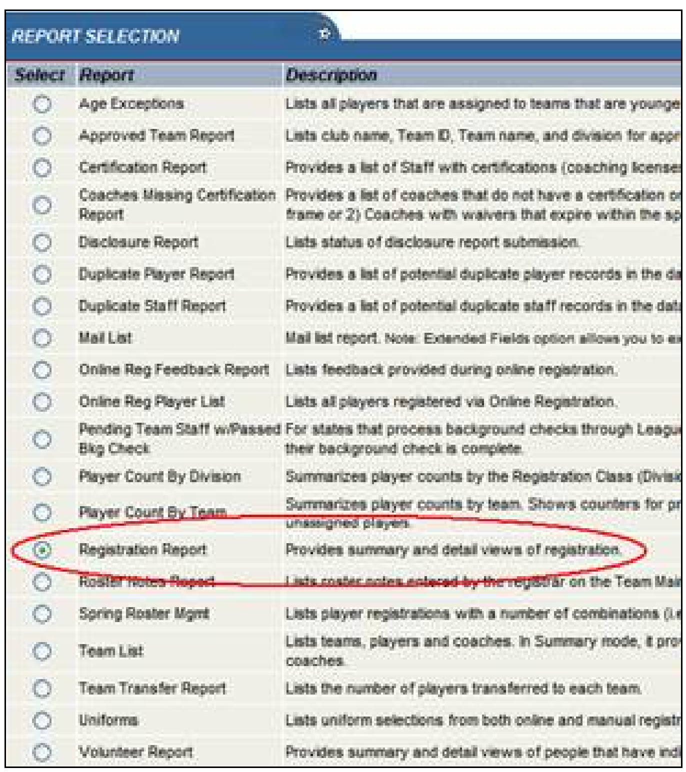
Section 1: Running the Registration Report

For your reference in completing the Registration Report download (for future seasons), I have included some directions.

Under the Admin Menu, select “Reports.”

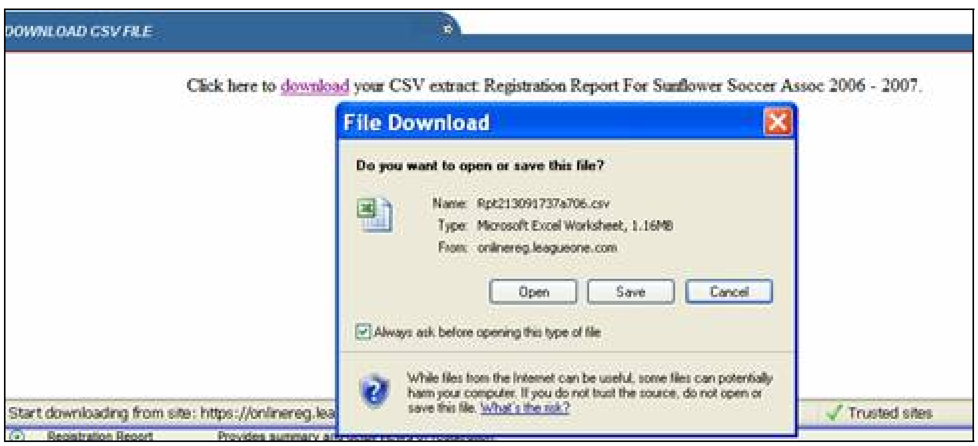


From the Report Selection screen, choose the “Registration Report” and click the Process button in the bottom left-hand corner of the screen.



You will then see the following pop-up window where you can select which age groups, seasons or divisions to run the report for. I have selected "All" in this case. Please make sure to choose **Detail** and **CSV File** when running the report (as below), and click "Process."

The system may take a moment to run the report depending upon how many records you're working with. You will then be prompted to download the report – you'll want to make sure to save the file in an easy to access place on your hard drive (you can rename it later).



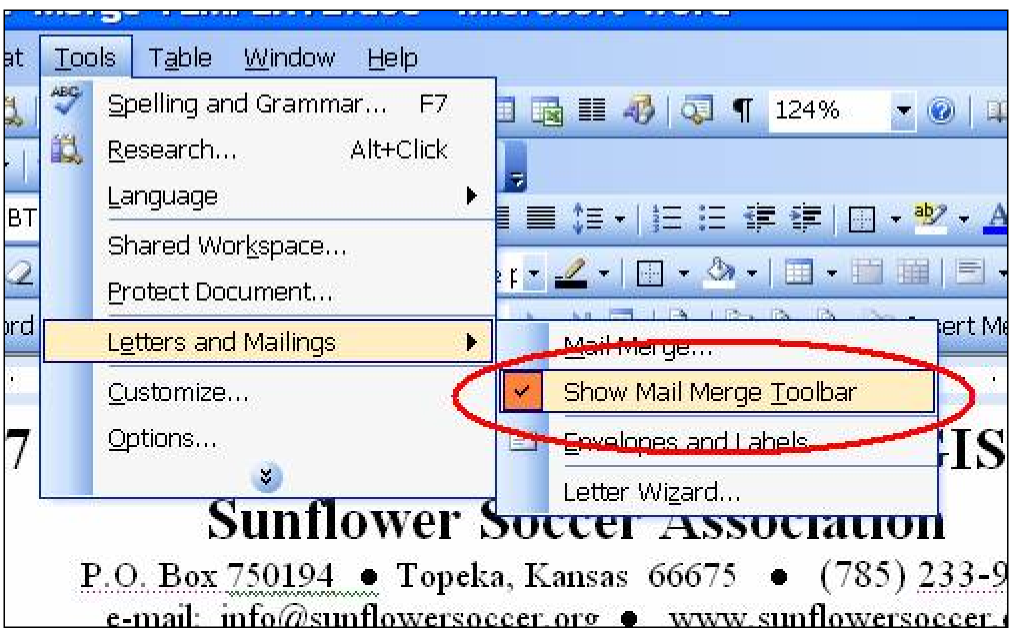
I would recommend renaming the file after you've saved it, so it will be easy to identify when you want to run the mail merge.

Section 2: Mail Merge

First, open the copy of the registration form template. You will immediately see the following box pop-up:

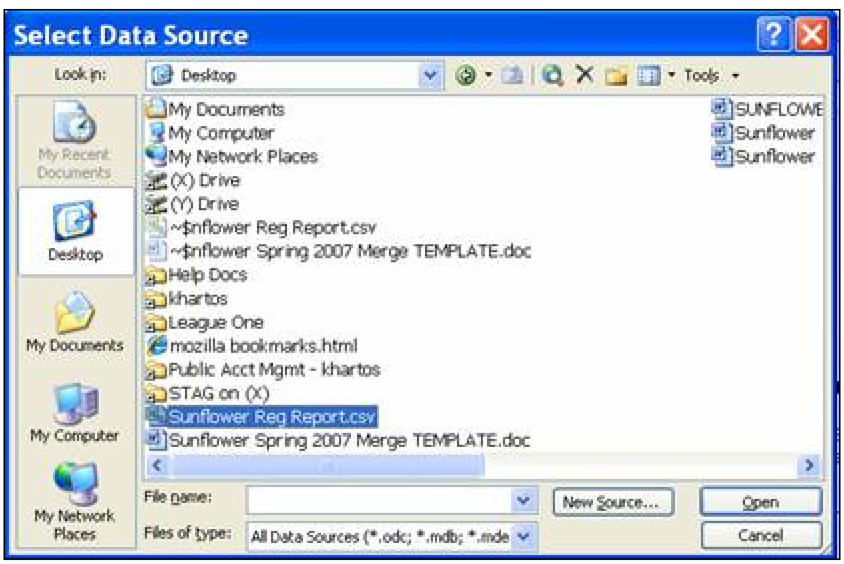
Click either Yes or No – you will have to Open a Data Source either way - and the registration form will open up with the field headers in the corresponding areas of your form.

Go to Tools → Letters and Mailings → and make sure you have the 'Show Mail Merge Toolbar' checked (as below).

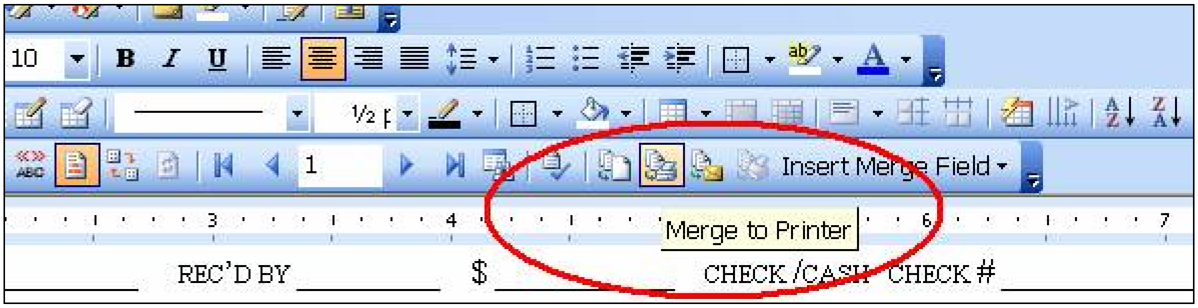


Once you have opened the registration form, you'll need to choose the 'data source' you want to merge with the document.

Then open the CSV file you saved on your hard drive.



After you select the data source, you will be able to run the mail merge by clicking on the "Merge to Printer" button in the toolbar (You could also "Merge to New Word Doc" by clicking the button to the left of "Merge to Printer" and save the merge as a new file if you wanted to).



It may take several minutes to merge all of the records, so please be patient. You can choose to merge to a new document and save them, or simply "Merge to Printer" as in the figure above.