

## 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."



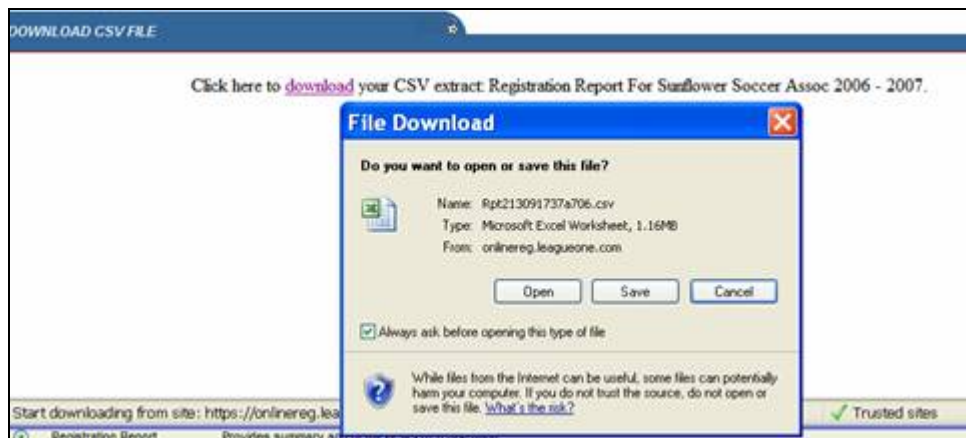
From the Report Selection screen, choose the "Registration Report" and click the Process button in the bottom left-hand corner of the screen.

Select	Report	Description
<input type="radio"/>	Age Exceptions	Lists all players that are assigned to teams that are younger than the age limit.
<input type="radio"/>	Approved Team Report	Lists club name, Team ID, Team name, and division for approved teams.
<input type="radio"/>	Certification Report	Provides a list of Staff with certifications (coaching license, first aid, etc.).
<input type="radio"/>	Coaches Missing Certification Report	Provides a list of coaches that do not have a certification or frame or 2) Coaches with waivers that expire within the season.
<input type="radio"/>	Disclosure Report	Lists status of disclosure report submission.
<input type="radio"/>	Duplicate Player Report	Provides a list of potential duplicate player records in the database.
<input type="radio"/>	Duplicate Staff Report	Provides a list of potential duplicate staff records in the database.
<input type="radio"/>	Mail List	Mail list report. Note: Extended Fields option allows you to export additional fields.
<input type="radio"/>	Online Reg Feedback Report	Lists feedback provided during online registration.
<input type="radio"/>	Online Reg Player List	Lists all players registered via Online Registration.
<input type="radio"/>	Pending Team Staff w/Passed Bkg Check	For states that process background checks through LeagueOne, this report shows staff whose background check is complete.
<input type="radio"/>	Player Count By Division	Summarizes player counts by the Registration Class (Division).
<input type="radio"/>	Player Count By Team	Summarizes player counts by team. Shows counters for players assigned to teams and unassigned players.
<input checked="" type="radio"/>	Registration Report	Provides summary and detail views of registration.
<input type="radio"/>	Roster Notes Report	Lists roster notes entered by the registrar on the Team Mail Merge screen.
<input type="radio"/>	Spring Roster Mgmt	Lists player registrations with a number of combinations (lineups) for each team.
<input type="radio"/>	Team List	Lists teams, players and coaches. In Summary mode, it provides a list of coaches.
<input type="radio"/>	Team Transfer Report	Lists the number of players transferred to each team.
<input type="radio"/>	Uniforms	Lists uniform selections from both online and manual registration.
<input type="radio"/>	Volunteer Report	Provides summary and detail views of people that have indicated they are volunteers.

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.

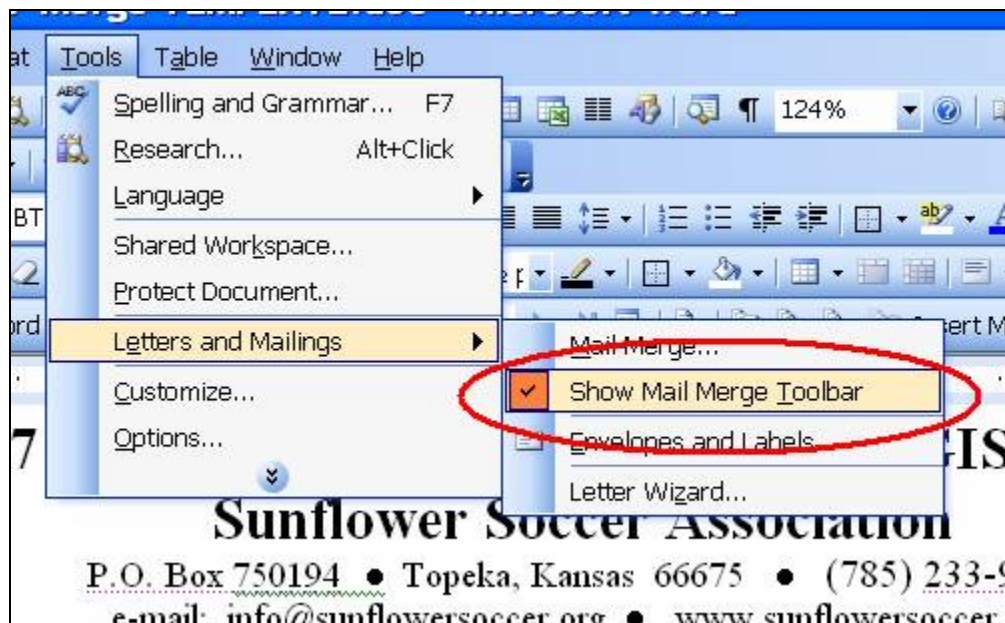
## Section 2: Mail Merge

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

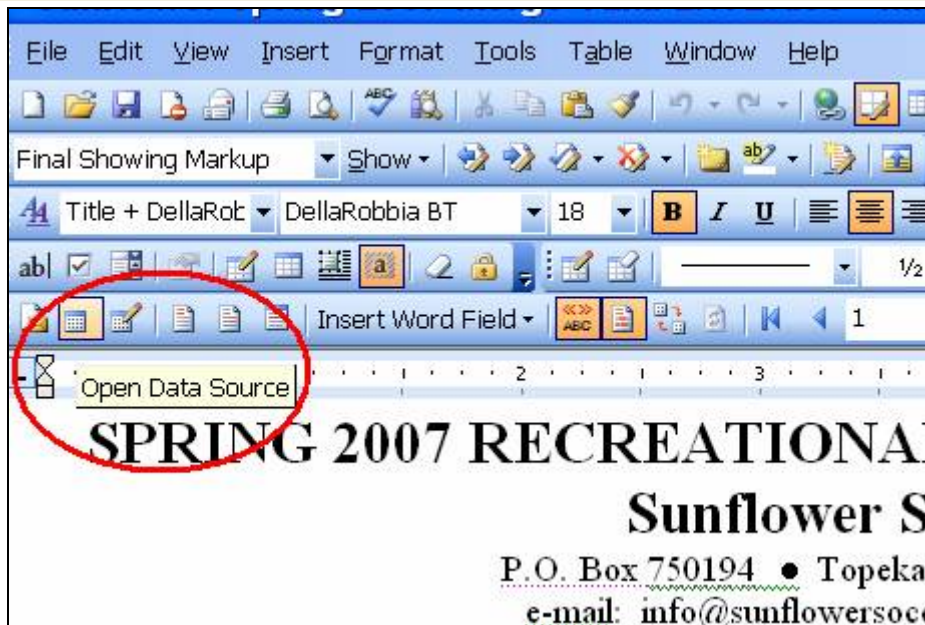


Click either Yes or No – you will have to Open a Data Source either way - and the registration form will open up with the field headers in the corresponding areas of your form.

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



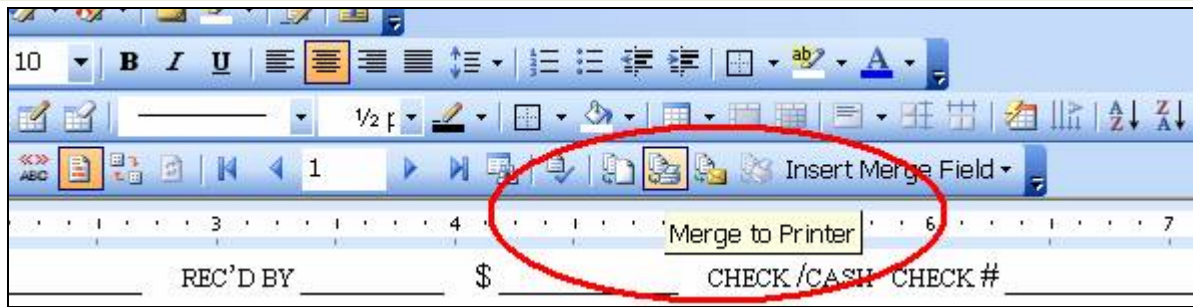
Once you have opened the registration form, you'll need to choose the 'data source' you want to merge with the document.



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.