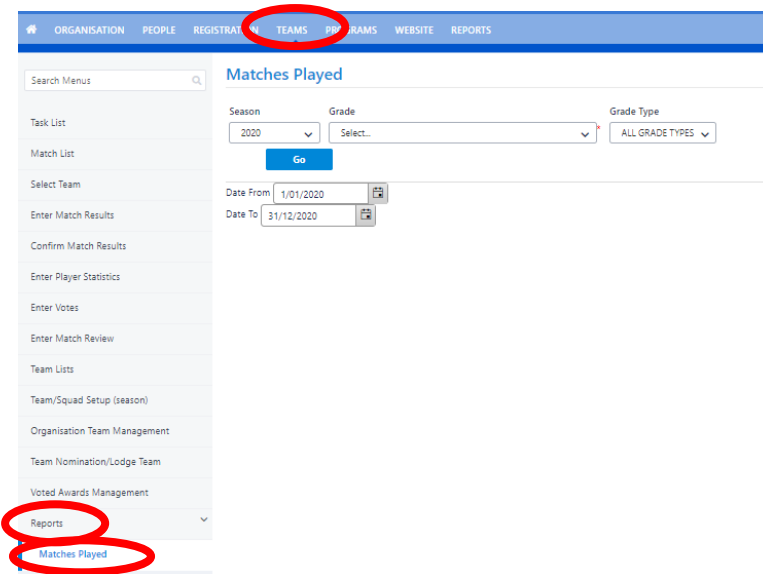


## MyNetball Step-By-Step Guides

### GAMES PLAYED - REPORT

#### TEAMS > REPORTS > MATCHES PLAYED



Select the season you want to run the report.

Select the grade and click Go.

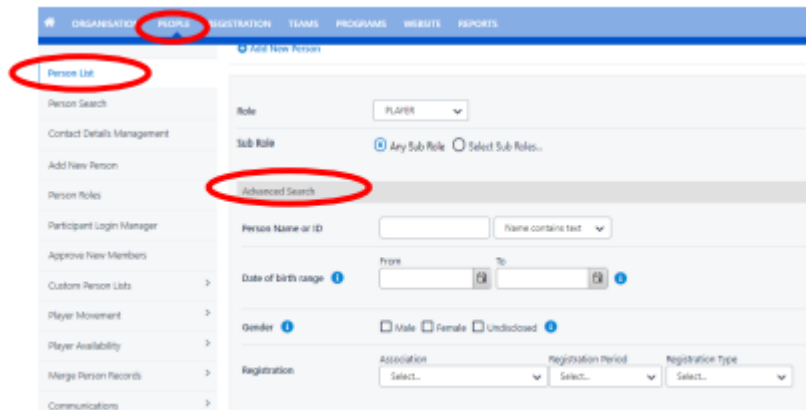
You can select all grades for if players have played across multiple grades.

Scroll to the bottom of the page and click download.

### CURRENT MEMBERS - REPORT

#### OPTION 1

#### PEOPLE > PERSON LIST



A full list of your current and past members appears on your Club's Person List. You can search through the names on the Person List page, or search for individuals by name and role – make sure to search by Any Role.

Here you can also search a list of current registered players. Make sure the Advanced Search section is showing.

Select Any Role leave the personal details fields blank

In the Registration row make the following selections

Association – Select your Association or League

Registration Period – 2020

Registration Type – Any Type

Click Filter. A list of registered players will appear.

Select the download data button at the bottom of the page to download the registered players list in an excel spreadsheet.

## MyNetball Step-By-Step Guides

### OPTION 2

#### REGISTRATION > REGISTRATION DASHBOARD > REGISTRATIONS

The screenshot shows the 'Registration Detail' page. The navigation menu at the top includes 'ORGANISATION', 'REGISTRATION', 'MS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'REGISTRATION' menu item is circled in red. On the left sidebar, 'Registration Dashboard' is circled in red. The main content area has several filters: 'Registration Period' is set to '2020' and is circled in red; 'Registration Date Range' has 'From' and 'To' date pickers; 'Player Name / ID' has a text input; 'Registration Status' is set to 'All'; 'Registration Group' is set to '--All Groups--'; 'Registration Mode' is set to 'All Modes'; 'Affiliates' is set to 'Sanwion Heads'; there are checkboxes for 'Include registrations for affiliated orgs' (checked) and 'Settlement Type' (with 'Manual' and 'Automatic' checked). The 'Display Registrations' button at the bottom right is circled in red.

Make sure that 2020 is selected in the Registration Period then click Display Registrations. To search previous year's data, just select a different year in the Registration Period.

You can download this list at the bottom of the page.

## EMAIL COMMUNICATION

#### PEOPLE > COMMUNICATIONS > EMAIL PEOPLE

The screenshot shows the 'Email People' page. The left sidebar has 'Communications' and 'Email People' circled in red. The main content area is titled 'Email People' and includes a search criteria section with 'Person Filter' set to 'NONE', 'Role' set to 'ANY ROLE', and 'Sub Role' with radio buttons for 'Any Sub Role' (selected) and 'Select Sub Roles...'. Below this is an 'Advanced Search' section, which is circled in red. At the bottom right, there is a 'Filter' button, also circled in red.

Use the search functions to select the individuals or groups you would like to email.

Type the email message and attach documents if required. Select your email recipients from the refined list and click Send Email.

## MATCH RESULTS - REPORT

### TEAMS > MATCH LIST

**Match List**

Season: 2019

Grade: AFL Barwon:BFNL A Grade Dow Cup

Dates/Round:  Select by date range From: 01/01/2019 To: 31/12/2019  
 (or) Select by Round: CURR

Status:  NO STATUS (N)  IN PROGRESS (P)  UNCONFIRMED (E)  DISPUTED (D)  CONFIRMED (C)  OFFICIAL (O)

Options:  Show Ladder points column  Include byes/TBD matches

**Search**

**Selected Match Actions**

Bulk Actions: Please select bulk action... **Go**

ID	GRADE	ROUND	DATES	HOME NAME	AWAY NAME	VENUE	MT	STATUS	ACTIONS
6495623	BFNL A Grade Dow Cup	QF	25 Aug 19 2:30PM	Modewarre 42	def Barwon Heads 23	Portarlington Recreation Reserve	B	O	[i]
5926849	BFNL A Grade Dow Cup	18	17 Aug 19 1:45PM	Geelong Amateur 51	def Barwon Heads 43	Queens Park	A	O	[i]
5926843	BFNL A Grade Dow Cup	17	10 Aug 19 1:45PM	Barwon Heads: 42	def by Ocean Grove 45	Barwon Heads Foreshore Reserve	A	O	[i]

Select the season, grade and date range of the data you want to download.

Click Search.

Scroll to bottom of page and Click Download.

This will put the data in an Excel Spreadsheet.