

SportzSoft Online Registration

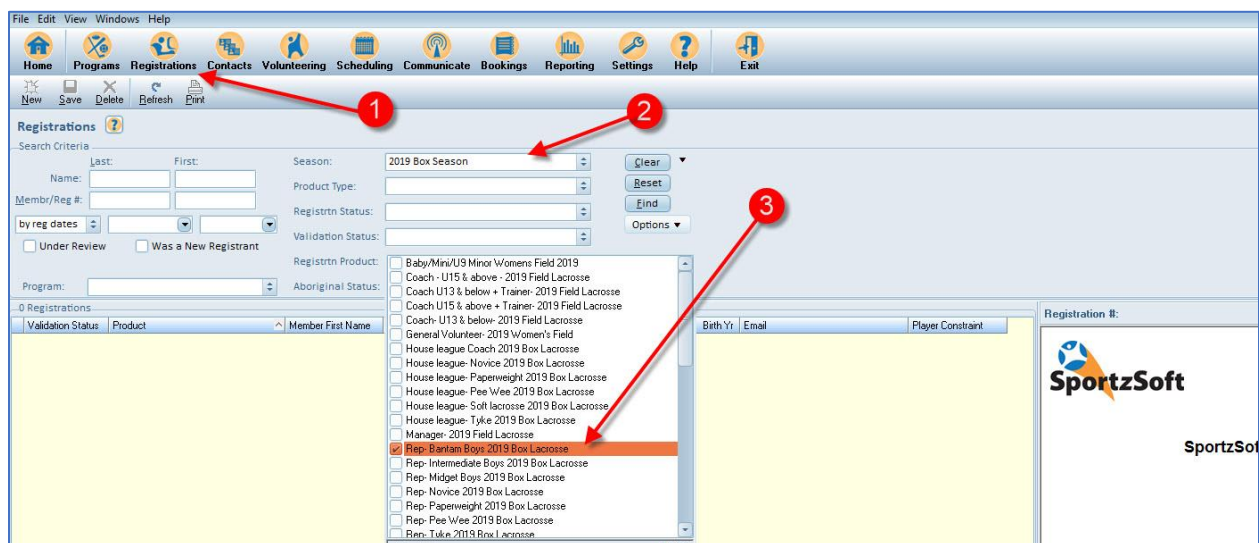
Registration Reports

Overview

There are a few different ways to view registration reports.

Registration Management Screen

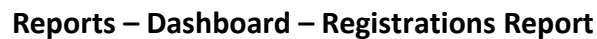
Go to REGISTRATIONS / REGISTRATIONS MANAGEMENT. Select your season and the product you want the registration numbers for.



Click find and the total number appears at the top of the grid as shown below.



Go to REGISTRATIONS / PRODUCT MANAGEMENT. Select the product you want the registration numbers for. Then click on the PARTICIPANTS tab to the right of the screen and you will see the total number of registrations for that product as well as the list of registrants.



File Edit View Windows Help

Home Programs Registrations Contacts Volunteering Scheduling Communicate Bookings Reporting Settings Help Exit

New Save Delete Refresh Print

SportsSoft Portal

Active Seasons In Progress

System Release

Reports

- League Management
- Volunteering
- Officials Reporting
- Dashboards
 - Registrations
 - Incidents
 - Accounting

Registrations Summary Dashboard

Counts by Status

Status	Count	%
In Progress	1	0.1%
Pending	55	7.0%
Processing		0.0%
Partially Paid		0.0%
Paid in Full	707	90.5%
Cancelled	18	2.3%
Total	781	0.0%

Counts by Validation

Validation Status	Count
Pending	
Club Approved	
Club Declined	
LGB Approved	
LGB Declined	
PGB Approved	
PGB Declined	
LGB Review	
PGB Review	
Cancelled	

Counts & Fees by Product

Product	Count	Fee Total
House league- Coach 2019 Box Lacrosse	30	\$0.00
House league- Novice 2019 Box Lacrosse	31	\$6,655.00
House league- Paperweight 2019 Box Lacrosse	65	\$11,175.00
House league- Pee Wee 2019 Box Lacrosse	19	\$4,095.00

Payments by Type

Type	Count
Credit Card	309
Online Refund	3
Total	316

That's it!