

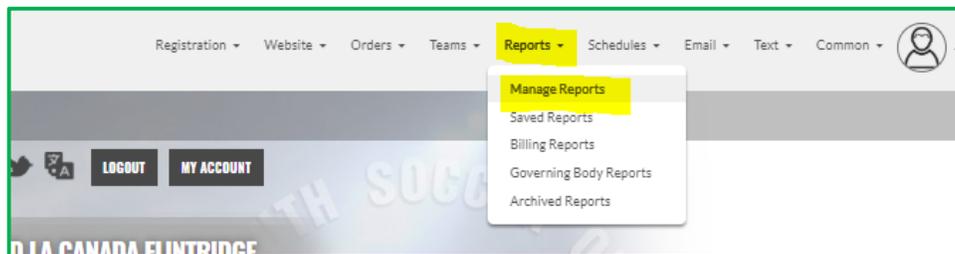
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Running the Enrollment Report

To review your Region's registrations in an alternate format, you can run the **Enrollment Report**. It may help identify additional players not captured in the data sent to you earlier this week due to date range (Nov 1, 2019 – Mar 31, 2020).

Manage Reports

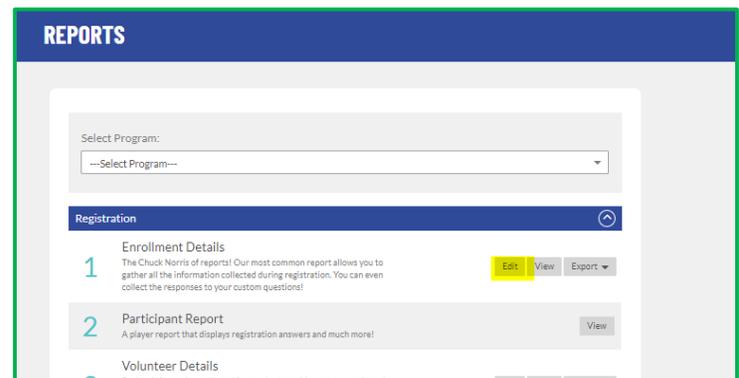
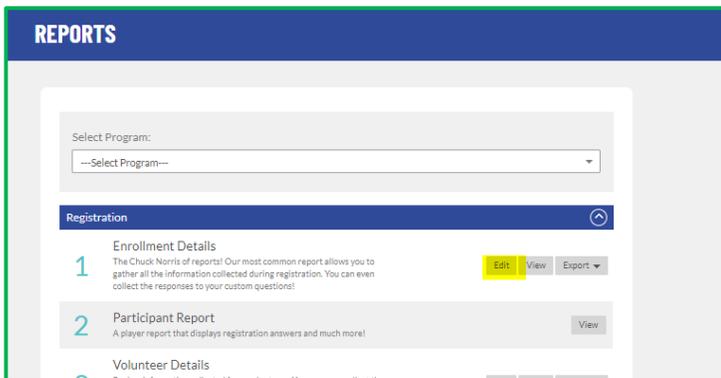
To run the report, hover over the Reports menu item, selecting **Manage Reports**



From there, you have 2 options: Select a particular program, or select them all, by not selecting a program.

Enrollment Details

Either way, then select **Enrollment Details** by clicking on **Edit**



From the **Enrollment Details** page, you can add fields that may be of help by going to the bottom of the Report Details section, clicking on '[Click here to add new column](#)'.

A list of tables will appear:

- For AYSOID, select the AYSO table and select Player AYSO ID
- For Membership Year (not shown in example), select the Programs table and select Membership Year

Add (or delete) as many fields as you would like. To delete a field, right click on the blue arrow on the left of the field name and select “delete column from”

Enrollment Details

Report Manager

Clear
Report Name
Enrollment Details

Save As Return

Report Details

Report Fields

Column	City	Sorting
Users City	City	Not sorted
Users State	State	Not sorted
Users Postal Code	Postal Code	Not sorted
Users Email	Users Email	Not sorted
Users Parent Phone	Telephone	Not sorted
Users Cellphone	Cellphone	Not sorted
Users Other Phone	Other Phone	Not sorted
Teams Team Name	Team Name	Not sorted
Orders Order Date	Order Date	Not sorted
Orders Order No	Order No	Not sorted
OrderDetails Order Detail Description	Order Detail Description	Not sorted
OrderDetails OrderItem Amount	OrderItem Amount	Not sorted
OrderDetails OrderItem Amount Paid	OrderItem Amount Paid	Not sorted
OrderDetails OrderItem Balance	OrderItem Balance	Not sorted
Orders Order Payment Status	Orders Order Payment Status	Not sorted

[Click here to add new column](#)

AdditionalPlayerInfo
Divisions
OrderDetails
Orders
OrderNotes
OrderDetailsPayment
OrderPaymentHistory
Players
Portals
Programs
Teams
Users

of the following apply
Date is after Today
nt Status is not equal to Cancelled
nt Status is not equal to Failed

AYSO
Player AYSO ID
Has Player eSigned?
AYSO Portal Type
AYSO Region #

FormName>>Program>>Division Question
No records to display.

Add>
<Remove

Report Results

Run Report Export Return

Be sure to un-click the first Field Condition 'Divisions Division End Date is After Today' or adjust the condition as you see best fit your information needs.

HOME PLAY SOCCER AYSOU VOLUNTEER APPLICATIONS

Enrollment Details

Report Manager

Clear
Report Name
Enrollment Details
Save As Return

Report Details

Report Fields

Expression	Title	Sorting
Programs Program Name	Program Name	Ascending
Divisions Division Name	Division Name	Ascending
Users Account First Name	Account First Name	Not sorted
Users Account Last Name	Account Last Name	Not sorted
Players Player First Name	Player First Name	Ascending
Players Player Last Name	Player Last Name	Ascending
Users Street Address	Street Address	Not sorted
Users Unit	Unit	Not sorted
Users City	City	Not sorted
Users State	State	Not sorted
Users Postal Code	Postal Code	Not sorted
Users Email	Users Email	Not sorted
Users Parent Phone	Telephone	Not sorted
Users Cellphone	Cellphone	Not sorted
Users Other Phone	Other Phone	Not sorted
Teams Team Name	Team Name	Not sorted

Field Order

Column	Sorting
Program Name	Ascending
Division Name	Ascending
Player Last Name	Ascending
Player First Name	Ascending

Field Conditions

Select records where all of the following apply

- Divisions Division End Date is after Today
- Orders Order Payment Status is not equal to Cancelled
- Orders Order Payment Status is not equal to Failed

[Click here to add new condition](#)

Export

From here, make sure your report field selections and field conditions are what you want them to be, go to the **Export** button and select your desired format.

The screenshot shows a report configuration interface with the following sections:

- Clear** and **Report Name** (Enrollment Details)
- Save As** and **Return** buttons
- Report Details**
- Report Fields** table:

Field Name	Field Type	Sort Order
Users State	State	Not sorted
Users Postal Code	Postal Code	Not sorted
Users Email	Users Email	Not sorted
Users Parent Phone	Telephone	Not sorted
Users Cellphone	Cellphone	Not sorted
Users Other Phone	Other Phone	Not sorted
Teams Team Name	Team Name	Not sorted
Orders Order Date	Order Date	Not sorted
Orders Order No	Order No	Not sorted
OrderDetails Order Detail Description	Order Detail Description	Not sorted
OrderDetails OrderItem Amount	OrderItem Amount	Not sorted
OrderDetails OrderItem Amount Paid	OrderItem Amount Paid	Not sorted
OrderDetails OrderItem Balance	OrderItem Balance	Not sorted
Orders Order Payment Status	Orders Order Payment Status	Not sorted
AYSO Player AYSO ID	AYSO Player AYSO ID	Not sorted

(click here to add new column)

- Field Order** table:

Column	Sorting
Program Name	Ascending
Division Name	Ascending
Player Last Name	Ascending
Player First Name	Ascending

- Field Conditions** table:

Condition
Select records where all of the following apply
Divisions Division End Date is after Today
Orders Order Payment Status is not equal to Cancelled
Orders Order Payment Status is not equal to Failed

(click here to add new condition)

- Custom Questions**
- Select Form Name: --Select Form--
- Two empty question boxes with **Add>** and **<Remove** buttons

- Report Results**
- Run Report** button
- Export** dropdown menu with options: **Excel**, **CSV** (circled in red), **Google Drive**
- Return** button
- Report Results area: No records to display.

The report will be generated.

The columns may be different than what you see here, as you may have selected more, or less, fields.

The ones you want to look at are **Order Date** (think of it as date registered date) and **Order Item Amount Paid**. This will likely (its reporting on enrollments and not transactions) correspond to the registration amount (without National Player Fee (NPF)).

	Q	R	S	T	U	V
	Order Date	Order No	Order Detail Descriptio	OrderItem Amou	OrderItem Amount Pai	OrderItem Balanc
	4/4/2020 0:00	121536432	Division Price	202.75	202.75	0
	4/27/2020 0:00	121541362	Division Price	0	0	0
	4/27/2020 0:00	121541362	Division Price	0	0	0
	4/28/2020 0:00	121541493	Division Price	0	0	0
	4/28/2020 0:00	121541493	Division Price	0	0	0
	4/28/2020 0:00	121541493	Division Price	0	0	0
	4/28/2020 0:00	121541493	Division Price	0	0	0
	4/28/2020 0:00	121541493	Division Price	0	0	0
	4/28/2020 0:00	121541493	Division Price	0	0	0
	3/5/2020 0:00	121524381	Division Price	20	20	0
	4/27/2020 0:00	121541362	Division Price	0	0	0