

# Registration Reporting

There are three main types of reports that you can produce to track online registrations:

- Transaction Report
- Payment Gateway Report
- Registration Product Report

## Transaction Report

- Assists with tracking who has registered.
- Shows payment method (i.e. online or offline) and the status of the payment
- Helps to reconcile offline payments

To find the Transaction Report please follow the steps below:

Menu Heading	Reporting Category
Reports	Registration > Transaction Report

The below screen will appear:

Registration Transaction Report ?

Registration Form: All Forms (dropdown) From: 19/06/2018 To: 19/12/2018 Go

Drag a column to this area to group by it. Search

ID	NAME	INVOICE ID	INVOICE DATE	AMOUNT	TAX	PAYMENT STATUS	PAYMENT METHOD	ONLINE PAYMENT REFERENCE	ACTIONS
				\$91.92	\$8.36	Paid	Online - Credit Card	5973edd3	Actions

- Adjust the Registration Form and Date Range as required
- Click Go.
- To extract the data generated, click Download Data at the bottom of the page

### Payment Gateway Report

- Shows total payment made by members
- Helps to reconcile bank account

To find the Payment Gateway Report, follow the steps below:

Menu Heading	Reporting Category
Reports	Registration > Payment Gateway Report

The below screen will appear:

### Payment Gateway Report

The screenshot shows a filter form for the Payment Gateway Report. The 'Payment Gateway' dropdown is set to 'MYNETBALL PAYME'. The 'Date Range' fields are empty. The 'Transaction Status' has 'Successful' checked. The 'Transaction Type' has 'Payment' and 'Refund' checked. A 'Generate Report' button is at the bottom right.

- Adjust the Payment Gateway to show MyNetball Payment Service and Date Range as required.
- Click Generate Report.
- To extract the data generated, click Download Data at the bottom of the page

### Registration Product Report

- Shows the actual product bought by members.
- Helps to fulfil any product or merchandise orders.
- Shows Active Kids Voucher number when used, which can be reconciled with Service NSW reports.

To find the Registration Report, follow the steps below:

Menu Heading	Reporting Category
Reports	Registration > Registration Product Report

The below screen will appear:

Registration Type/Product Report [?](#)

Registration Form  From  To

Drag a column to this area to group by it. Search

ID	NAME	INVOICE #	PURCHASE DATE	ITEM DESCRIPTION	AMOUNT	VALID FROM	VALID TO	PAYMENT STATUS	SHIPPER	ACTION
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- Adjust the Registration Form and Date Range as required.
- Click Go.
- To extract the data generated click Download Data at the bottom of the page