

To generate an accurate report on your player registration and payment you need to use the following reports:

- Make sure you are in the current season.
- Go to Reports and click on "Financial Reports"
- Choose the report type "Player Count by accepted and status summary"
- Date range should be from the beginning of the season to the current date.
- Click Generate Report
- Once the report appears check the **NO** line. If there are players listed in the "Assigned or Activated or Pending" columns you must go back to your reports and click on the "Player Count Detail" report to determine the status of these players. These players will need to be marked "Accepted" OR "Cancelled" OR "Rejected". You should not have any players listed as pending. Pending means that the players registered with your club but were never placed on a team. The "Accepted" players that are in the **NO** line were placed on a team but the "Accepted" box next to their name was never clicked.
- To reject or accept pending players. Go to player lookup. Under "Application Status" choose "Pending All Applications" Then click search. A list of your pending players will be listed. You can check each one to see why they were left pending. You can click on the accepted column, if you choose to accept the player, or you can click the "rejected" box if you choose to reject this player. Then click at the bottom of the page on "save application changes".
- To Cancel an Application: To do this you will go to player lookup "All Application Status" and the players that are listed without a team ID are the players in question. Click on that player, go to their player application and there should be a "cancel" button (since this player has not been placed on a team) and it will show they have not paid. By clicking the "cancel" button will remove this player from the "pending" status.
- Activated Players who were never accepted listed on the **NO** line: Go to player lookup – Application Status should be "Activated Applications" – Accepted box choose "NO". These players must be accepted by the State Office since the roster has already been approved however you will need check the players application to determine if they have paid and if you want them accepted. Send the names to Martha@alabamayouthsoccer.org for her to accept and reactivate the team.
- Player Drops: Will show up as "Pending" because that player is not on a team BUT this player WILL count in your billing.
- To check on releases and transfers: Again, go to player lookup. Under "Application status" choose first "Pending Release Applications". This will show players who have been released but not transferred. Then choose "Approved Transfer Applications". This will show all players that have been transferred.