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).
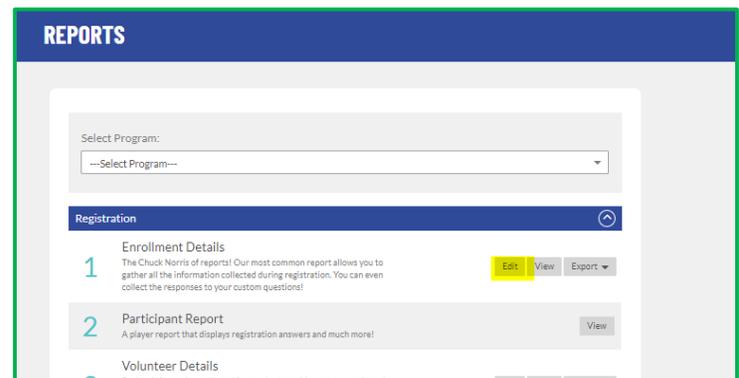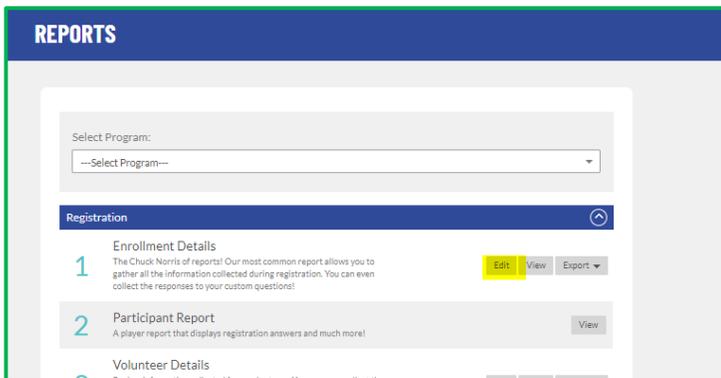
Manage Reports

To run the report, hover over the Reports menu item, selecting **Manage Reports**
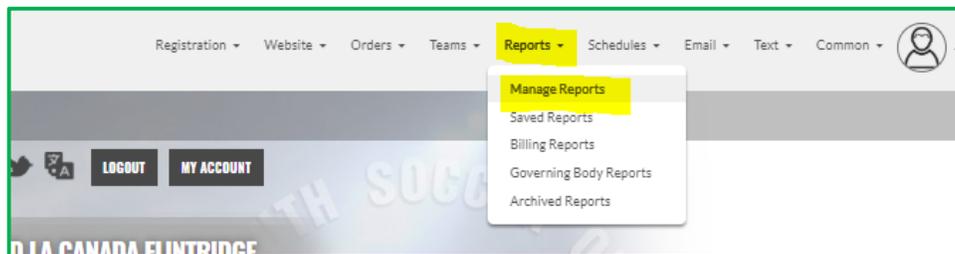
From there, you have 2 options: Select a particular program, or select them all, by not selecting a program.

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"

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.

Export

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

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 Description	OrderItem Amount	OrderItem Amount Paid	OrderItem Balance
	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