

Roster and Account Tutorial

This online resource provides all registration/roster information electronically.

Questions: call Lisa DiSante 480-472-1110 or

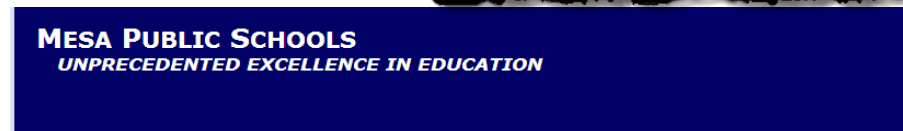
Tot Wallace 480-472-7253 (office) or 480-209-4908 (cell)



Step 1: From the www.mesasports.org website: scroll to the bottom of the page - Select **Camps**

Step 2: Scroll to the bottom of the page to view **Coaches Information**

Step 3: Select Coaches Login,
Enter your **Username &**
Password



A login form with a red circle and the number '3' next to it. It contains two input fields labeled 'User Name' and 'Password', and a 'Sign in' button.

REPORTS

[Purchases By Item](#)
[Customers By Item](#)

Report Options:

There are two report options for your use. Each report works in the same way, but displays different information.

Item: Start: Exclude Data Elements Number of Columns:
End: Exclude \$0.00 Receipts

Select the item(s) you wish to view from the dropdown list. Examples would be Session I, Session II, hitting, fielding etc.

Adjust the start date to the start of your registration

Select Exclude here to obtain an alphabetical list of participants. If you do not click here, all registration info. will be included.

Click OK to run report.

Data Elements = Registration information (Emergency contacts, health concerns, phone numbers etc.)

Purchases by Item will include payments made (revenue).

TIPS!

Customers by Item will include demographic information.

Print the report of your choice without excluding the data elements to obtain all registration information attached to your camp, including emergency contact, health concerns etc. Exclude the data elements to obtain an alphabetical list of participants (attendance roster). Each report provides a total at the end of each item.

You can export any report into Excel and sort as desired. This option is at the top of each report after it generates.

Report Examples:

MYB MPS-boys - MYB MPS boys 3rd-6th

Data elements were not excluded on this report

Receipt #	Date	Last Name	First Name	Grade	Email	Memo	Qty	Total
757258	7/27/2012						1	80.00
		<u>Student First Name</u>		<u>Student Last Name</u>		<u>MPS Student ID #</u>		
		<u>Current School</u>		<u>Grade Level</u>		<u>Student's age</u>		
		<u>Student Home Phone</u>		<u>Parent Work Phone</u>		<u>Parent Cell Phone</u>		
		<u>Valid Email Address</u>		<u>Emergency Contact Name</u>		<u>Emergency Contact Phone</u>		
		<u>Does student have health conditions/concerns?</u>		<u>If yes, please describe.</u>		<u>Team/Coach/Friend request</u>		
		<u>Parent Willing to Coach</u>		<u>If yes, Head Coach or Assistant Coach</u>		<u>Permission to Participate</u>		
		<u>Do you have an MYB jersey?</u>		<u>If no, continue shopping to purchase a jersey.</u>		<u>Contributor/Payee Name</u>		
		<u>Contributor/Payee Street Address</u>		<u>Contributor/Payee City</u>		<u>Contributor/Payee Zip Code</u>		

Data elements (registration info.) will vary, based on your camp.



SAME REPORT—DATA ELEMENTS EXCLUDED. This option provides an alphabetical list of participants.

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MYB MPS K-2nd - MYB MPS student K-2nd DATA ELEMENTS WERE EXCLUDED ON THIS REPORT

Receipt #	Date	Last Name	First Name	Grade	Email	Memo	Qty	Total
634302	1/5/2012	1	80.00
639775	1/9/2012	1	80.00
640839	1/10/2012	1	80.00
640770	1/10/2012	1	80.00
632971	1/3/2012	1	80.00
635437	1/5/2012	1	80.00
643414	1/13/2012	1	80.00
641743	1/11/2012	1	70.00
632820	1/1/2012	1	80.00
662715	2/9/2012	1	80.00
641934	1/11/2012	1	80.00
632955	1/3/2012	1	80.00
639759	1/9/2012	1	80.00
640404	1/10/2012	1	80.00
641695	1/11/2012	1	80.00
640875	1/10/2012	1	80.00
637028	1/6/2012	1	80.00