How to Download Your Assets

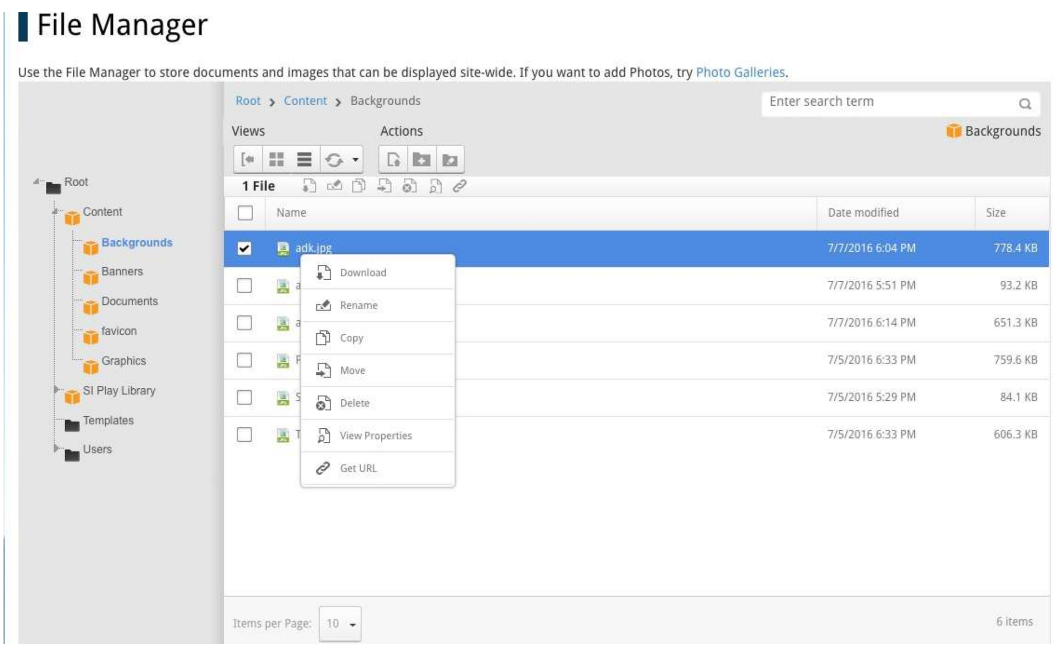
NOTE: Before closing your SportsSignUp Play account, you may wish to save some of the images, files, and data that you've collected to make your transition easier.

WEBSITE

Downloading Your Website's Assets

To download your background, banners, images, etc:

1. Log in to *Webcreator*.
2. Go to **Site Admin > File Manager**.
3. Click the **Content** folder.
4. Select a folder (ie Background, Banners, Documents, etc) to view it's contents.
5. Click the right-click the **file name**.
6. Click **Download**.
7. Choose a folder to save the image to, and click **Save**.



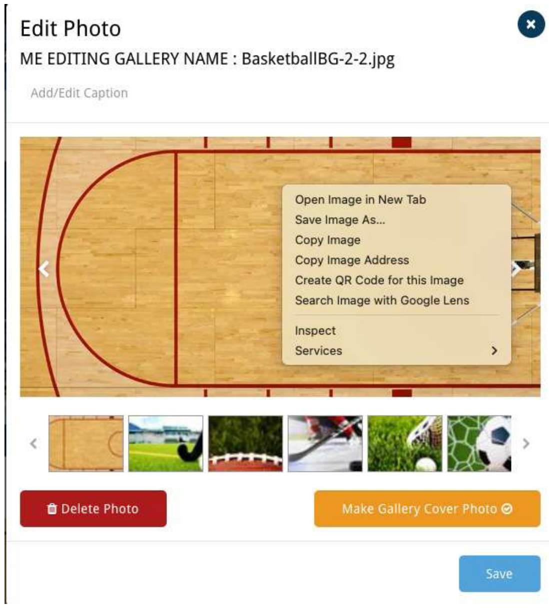
Downloading Photo Gallery Images

1. Log in to *Webcreator*.
2. Go to **Site Admin > Photo Galleries**.
3. Click on an album.
4. Right click on the image you'd like to save, and click **Save As**.
5. Choose a folder to save the image to, and click **Save**.

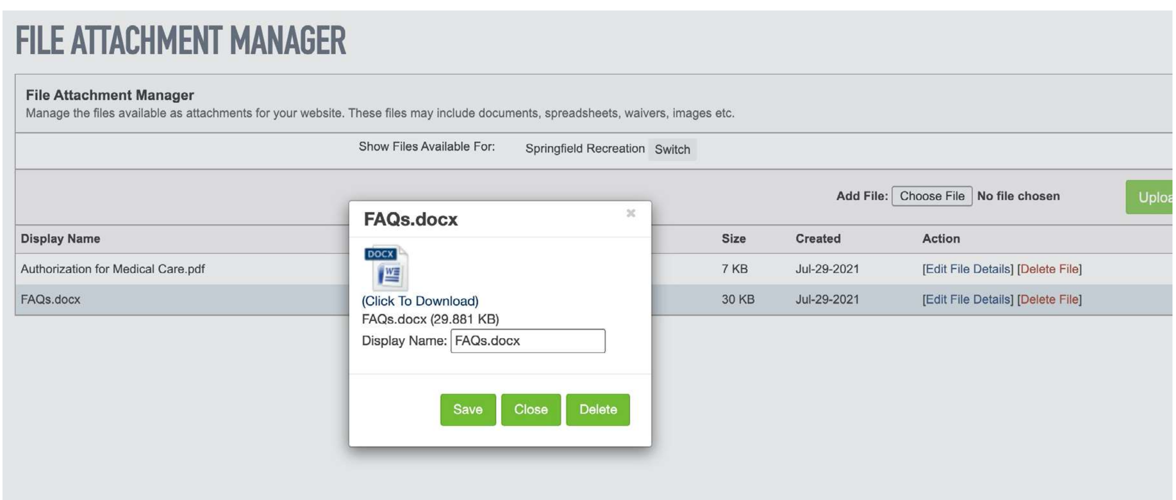
Downloading Files from File Attachment Manager

1. Go to **Website > File Attachment Manager**.
2. Find the document you wish to download, and click on the "File Name".

How to Download Your Assets



3. Click the **(Click to Download)** link.
4. Select a folder, and click **Save**.



ACCOUNTS & PEOPLE

Export All Accounts

To export a list of accounts:

1. Go to **Accounts > Manage > Manage Accounts**.
2. Click **Export** to download all of your accounts to a spreadsheet.

How to Download Your Assets

Export All Accounts & People

To export a list of all accounts and people:

1. Go to **Accounts > Manage > Manage Accounts**.
2. Click **Accounts & People** to download the spreadsheet.

FINANCES

NOTE: When exporting large amounts of data, you may experience some latency as the data loads.

Export Statements

To view your statements:

1. Go to **Finances > Reports > Statements**.
2. Click on the **Statement Number** to view a Printable Statement.
3. You can download this statement as a PDF by clicking **File > Print** in your browser, then **"Save as PDF" > Save**.
   - If Using easyMerchant®+, Your Statement Will Show:
     - The amount collected from credit card processing.
     - Registration fees.
     - Credit card fees.
     - Refunds.
     - The amount deposited or withdrawn from your account.

   - If Using a Third-Party Merchant Account, Your Statement Will Show:
     - Registration Fees.
     - The amount withdrawn from your account.

Export the Order Summary Report

This report gives you the total amount of orders within a given time frame, whether they are still outstanding or paid.

1. Go to **Finance > Reports > Order Summary**.
2. From there, enter the ***date range*** you'd like to view.
3. Click **Go**.
4. At the bottom of the screen, click the **Export** button to download a spreadsheet.

Export the Payment Summary Report

This report gives you the total amount of payments collected within a given time frame.

1. Go to **Finance > Reports > Payment Summary**.
2. From there, enter the ***date range*** you'd like to view.
3. Click **Go**.
4. At the top of the screen, click the **Export** button to download a spreadsheet.

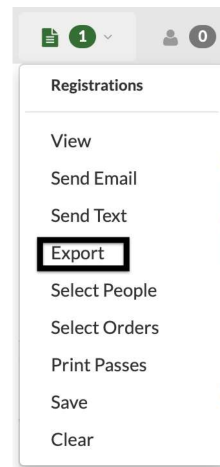
Downloading Registration Reports in PDF form

1. Go to **Registrations > Manage > Registration Detail**.
2. Select the *Session*. To choose a session which is no longer active, click **Show Inactive Sessions**.

REGISTRATIONS

Downloading a Spreadsheet of the Registration Detail Report

1. Go to **Registrations > Manage > Registration Detail**.
2. Select the *Session*. To choose a session which is no longer active, click **Show Inactive Sessions**.
3. (Optional) Specify the information that you want from Division/Team/Types/Status.
   - If importing into the SportsEngine Directory, from *Types* choose only **Volunteers**.
4. Click **View Report**.
5. Either pull up a previously created report from the drop-down bar (labelled Unsaved View) OR create a new report by clicking **Edit Report**.
   - If importing into the SportsEngine Directory, create a new report and use [this template] as an example of the columns to select.
6. Select **Registrants**.
   - Select all by checking the box in the upper left corner of the report.
   - Select individual registrants by checking the box to the left of their respective line.
7. From the top horizontal menu, click the **Registrations Selection icon > Export** to download a spreadsheet. (See image.)



3. (Optional) Specify the information that you want from Division/Team/Types/Status.
4. Click **View Report**.
5. Either pull up a previously created report from the drop-down bar (labelled Unsaved View) OR create a new report by clicking **Edit Report**.
6. Select Registrants.
   - Select all by checking the box in the upper left corner of the report.
   - Select individual registrants by checking the box to the left of their respective line.
7. Above the drop-down bar, and to the right of *Change Session/Division*, click **Print.** Here, you can choose to download a number of different reports in PDF form.
   - *Registration Detail* - A PDF containing the registrant data, with multiple registrants per page.
   - *Detail Report*- A PDF containing the registrant data, one registrant per page.
   - *Authorization of Medical Care* - A PDF containing player information giving consent to medical care.

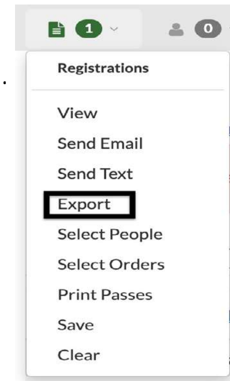
Downloading Background Check Information

Background check information is pulled from a Registration Detail Report.
To access:

1. Click **Registration > Manage > Registration Detail**.
2. Select the **Background Check Session**. If the session is no longer active, click **Show Inactive Sessions** before selecting.
3. Under *Role*, select **Background Checks** > **View Report**.
4. From the *Unsaved Report* drop-down, choose the **Background Check Status** report. If one does not exist, click **Edit Report**, and add the *Background Check Status* column (and any others) to the report before

naming and saving.

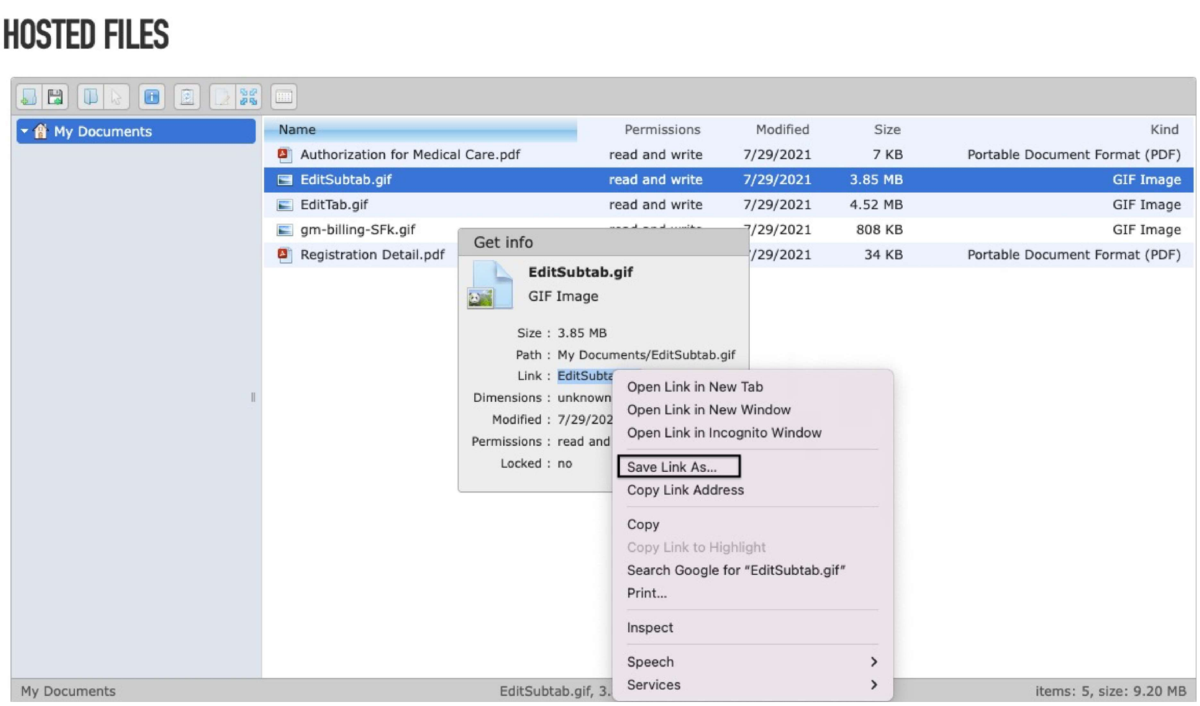
5. Select Registrants.
    - Select all by checking the box in the upper left corner of the report.
    - Select individual registrants by checking the box to the left of their respective line.
6. To export:
    - A Spreadsheet- From the horizontal menu bar, click **Registrations Selection icon > Export**. (See image.)
    - A PDF- Above the drop-down bar, and to the right of *Change Session/Division*, click **Print**. Then click either:
        - **Registration Detail** - For a PDF with multiple registrants per page.
        - **Detail Report**- For a PDF with one registrant per page.



DOCUMENTS/FILES

Downloading Hosted Files

1. Go to **My League > Hosted Files**.
2. Right-click on the file you would like to save and click **View Info**.
3. Right-click on the link, and click **Save Link As**.
4. Select a folder, re-name the file, and click **Save**.



ROSTER UPLOAD ONLY EXPORT

To download a past year's roster file:

1. Login to the BabeRuthLeague.org powered by the SportsSignup Play system.
2. Click **Home > Get Started**.
3. Click **+ Create Team Rosters**.
4. Select **Upload Your Rosters in a CSV File**.
5. Under ***Step 1: Create Your Roster File***, select the previous season's file.
6. Click **Download**.
7. Save the file with an easily identifiable anme and in a location where it can be found at a later date.

IMPORTING

Using the data collected from SportsSignup Play's Registration Detail Report, there are two import options available in SportsEngine for an easier transition.

Importing Coach/Volunteer/Staff Data into SportsEngine HQ's Directory

NOTE: Please ensure a valid email that belongs to the coach/volunteer/staff member is used. Once the import is completed, members receive an email invite that must be accepted to become an active member of the directory.

To speed up the import process, use this template or ensure the import file contains the following:

- First Name
- Last Name
- Email
- Date of Birth
- Gender

1. From "SportsEngine HQ," click **Members > Directory**.
2. In the top right corner, click the **three horizontal dots > Import**.
3. On the *Upload a File* screen, click **Add File** and open the CSV template, or click, drag and drop the file into the *Add File* box.
4. Click **Next**.
5. Ensure the columns match the data. When ready to proceed, click **Next**.
6. Review the *Import Summary*. Optionally, add imported members to a Group using the dropdown.
7. When ready to proceed, click **Import**.

Import Rosters Using Season Management

NOTE When importing, ensure all emails are valid. It's critical that the coach and player emails belong to them, and do not belong to an admin A season must be created prior to importing rosters. Imported members are sent an email invitation to join your organization.

To speed up the import process, use this template or ensure the import file contains the following:

- Team Name
- Team Role (Player, Staff)

- First Name
- Last Name
- Email
- Date of Birth (YYYY-MM-DD format preferred)
- Gender

1. From “SportsEngine HQ”, click **Competition > Season Management**.
2. Below the “Season”, click **Teams**.
3. Click **Add Teams > Import Teams**.
4. Click **Add File** > Open the import file, or drag and drop the import file.
5. Once the file has been added, click **Next**.
6. Match the columns, and click **Next**.
7. Resolve any errors, and click **Next**.
8. Review the information that is going to be imported, and click **Next**.