



# HOW-TO VIEW CLUB MEMBERSHIP REPORTS



## CLUB REGISTRATION

To submit a CLUB SANCTION REQUEST, select your Territorial/Provincial Freestyle Ski below, then click the "Club Registration" option.

# Step 1

Go to the FC Club Membership Site  
<http://www.freestylecanada.ski/en/membership/club/>

FREESTYLE YUKON

FREESTYLE BC

FREESTYLE ALBERTA

FREESTYLE SASKATCHEWAN

FREESTYLE MANITOBA

FREESTYLE ONTARIO

SKI ACRO QUÉBEC

FREESTYLE NOVA SCOTIA

FREESTYLE NEW BRUNSWICK

ACTIVITY SANCTIONING

OUT-OF-COUNTRY SANCTIONS

ACCIDENT REPORTING

Select your province or territory

## Step 2

GOALLINE NETWORK

USER ADMIN LOGIN



**FREESTYLE  
MANITOBA** 

# LIVE FREE

Login

### MEMBERSHIP

#### Membership Registration

Athletes (1)

Associates (1)

Select a Site 

Sign In

Search By Title, City, Category

To register or renew your license  
select a Membership type.

# Step 3

Select membership search type



## FAVORITES often used tools

### View - Edit Coaches

Search for and edit coaches

Click here to search for Coaches

### Find Athletes

Search for and edit players

Click here to search for Athletes

### Registrant Search

Search for and edit registrants

Click here to search for Associate members

Executive Report

View/Export details on memberships and income within your organization

# Step 4

Input info, then scroll down

Enter name if looking for a specific person

Leave BLANK if you want to see all members registered with your club

## Team S

- Show only Athletes assigned to a team
- Show only Athletes not assigned to a team

## Missing Data

- Athletes without email addresses
- Athletes without Parent email addresses

## Archive

- Show only deleted Athletes

## Additional Details

- Show additional person details ⓘ

Click here

## Personal Information

### First Name

### Last Name

### Email

### Phone

### Citizenship

### Other Canada Number

### League

### Team

### Born After

### Created After

### Postal Code

### Club

- All Clubs
- This Organization
- I do not belong to a club
- Manitoba Freestyle Ski Association
- Winnipeg Freeriders

## Registration Information

### Registration Form

Athlete Registration

### From Date

2016-06-15

### To Date

2016-12-02

### Payment Due Date

### Payment Status

ALL  
Not Paid  
Partial Payment  
Paid in Full  
Refunded

### Payment

ALL  
C  
A  
O  
C

Group people into

### Registration Types

Can Free 1 and 2 | Acro Can 1 et 2 - Can Free 1 and 2 | Acro Can 1 et 2

0.00



Can Free 3 | Acro Can 3 - Can Free 3 | Acro Can 3

0.00



Can Free 4 FIS | Acro Can 4 FIS - Can Free 4 FIS | Acro Can 4 FIS

0.00



Can Free 5 - Can Free 5

0.00



Select All / None



### General Ledger

### Not Registered Since

### Products Ordered

Search For Refunded Products Only

- Class 2A Accident Insurance (In-Country) | Assurance contre les accidents à...
- Class 2B Accident Insurance (In-Country) | Assurance contre les accidents à...
- Class 4 Temporary U.S.
- Class 5 Temporary U.S.

Search Athletes

"From Date" must be June 15, 2016

Select "Athlete Registration" or "Coach Registration"

Select all

Click search

# Step 5

Input registration information,  
then click search

# Step 6

Review membership report.  
Click “Export Details” to download an excel spreadsheet

Email Players Email Parents Email All **Export Details** Export Summary Customize this List

		Master ID	Athlete ID	Club	First Name	Last Name	Email Address	Date of Birth	Registered For	Registered Date	Status	Paid	Owing	Gender	City / Hometown	Address	Province	Postal Code
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	2257528	2718861	Winnipeg Freeriders	James	Anderson	info@freestyleski.com	1989-02-09	Can Free 1 and 2   Acro Can 1 et 2 - Can Free 1 and 2   Acro Can 1 et 2	2016-07-01				Male	Vancouver	808 Pacific Street	BC	V6Z 1C2

**FC #** (points to Athlete ID)

**License type** (points to Registered For)

**Remember: Your club members' personal information is PRIVATE**

# REVIEW

1. Visit FC's Club Membership Site and select your province/territory
2. Log into the GoalLine User Admin Page
3. Select a membership search type
4. Select "*Show additional person details*" in the **Personal Information** section
  - Leave first name and last name section BLANK if you want to view all members registered with your club.
5. Complete the **Registration Information** section
  - Always select a "*Registration Form*" (e.g., Athlete Registration or Coach Registration)
  - "*From Date*" should always be June 15, 2016
  - Select all "*Registration Types*"
  - Click search
6. Review club membership report and click "*Export Details*" if necessary