

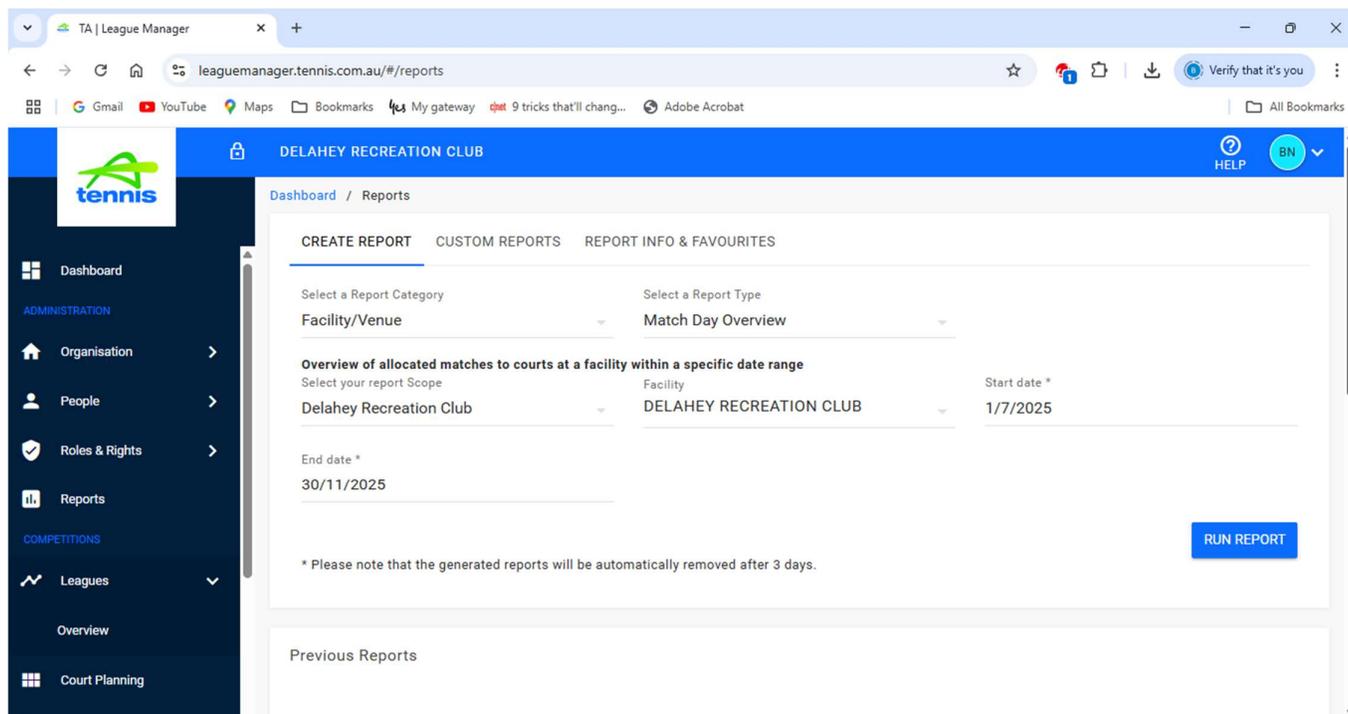
Report of all Home Matches with start times for a Season

This document shows how club managers can generate a report of all home matches scheduled at your club for a season including the start times for each match. The report will include all competition matches running on League Manager such as pennant and NSJTA competition.

To simplify the report output, just delete the columns of information not required from the report or, if you are familiar with creating customised League Manager reports, you have the option of customising this report to only produce the columns you are wanting.

To run the report:

1. Login to League Manager making sure you select your Club Administrator role if you have multiple roles in League Manager.
2. Select “Reports” from the League Manager menu to open the Reports module
3. Select “Facility/Venue” under Report Category
4. Select “Match Day Overview” under Report Type
5. Select your club under Report Scope
6. Select your facility under Facility (**note: if you are using alternate venues, you can run separate reports for those locations. This will generate a report of all matches at the alternate venue and so you will have to filter out your teams from the final report**)
7. Enter start date and end date for the report (use any date prior to the season commencing and any date after the season finishing – see example below)



8. Click “Run Report”

Once the report has been generated, you will have the option of downloading the report in either excel or csv format.