

## How To Generate The *Unreported Games Report*

1. If you want to see ALL games, leave the Organization drop-down in the default position of "All Organizations" -or- If you are only looking for unreported games within a specific club, then select the club abbreviation from the Organization dropdown list.
2. Enter the game date desired to view (MM/DD/YYYY format)
3. Check the "Not Scored" box **[IMPORTANT]**
4. Make sure to add/remove columns, as needed, that will be generated in the Excel report.
5. You'll most likely want to sort by League Name (Ascending), then Division Name(Ascending)
6. Export

The screenshot shows the 'Games Report' configuration page. The 'Organization' dropdown is set to 'RP'. The 'Date Range' is set from 9/11/2010 to 9/11/2010. The 'Include' section has 'Not Scored' checked. The 'Columns' section shows 'Organization' selected in the available fields list, and 'League Name', 'Division Name', and 'Date' in the 'Show these fields in this order' list. The sorting options are set to 'Ascending' for all three selected columns.

**Please Note:**  
League = Age Group & Gender  
ex: U14 Girls

Results:

	A	B	C	D	E	F	G	H	I	J
1	League Name	Division Name	Date	Disposition		Home Team Name	Result1 Home		Away Team Name	Result1 Away
2	U 8 Girls	Division H	9/11/2010	Scoring in progress	GH	Tigers			RP Rainbows	
3	U10 Girls	Division A	9/11/2010	Scoring in progress	WS	Wild Cats			RP Rhinos	