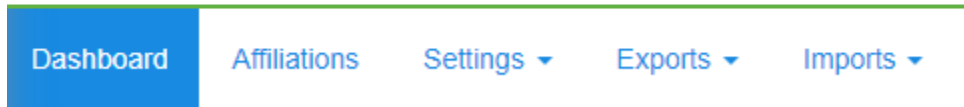


How to export an excel spreadsheet of your registered players

(I am using Cooper City Optimist just for picture purposes)

Go to your dashboard

☰ Dashboard



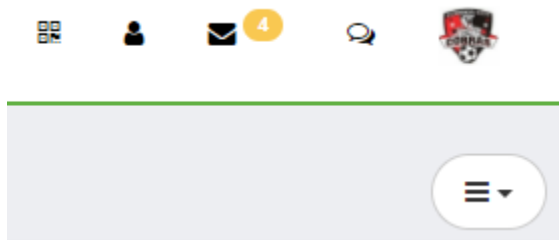
Scroll Down until you see **Registration Billing**

Acct #	Organization	Category
1156184 - ASCCO Cooper City Optimist	Florida Youth Soccer Association	Registration
1128969 - ASCCO Cooper City Optimist	Florida Youth Soccer Association	Background Check

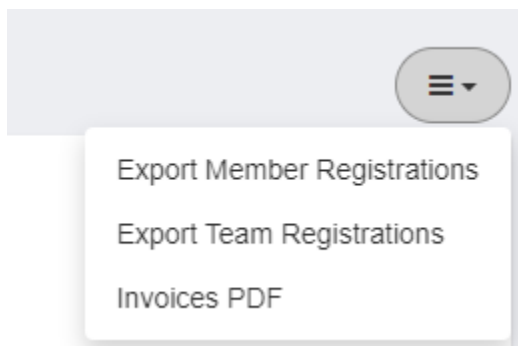
Click on one the account number (in **BLUE**) that says Registration (Make sure the Organization name says Florida Youth Soccer)

Acct #	Organization	Category
1156184 - ASCCO Cooper City Optimist	Florida Youth Soccer Association	Registration

Look all the way up to the right hand side below your logo



Click on the three **LINES**



I use Export member registration- this will download an excel spreadsheet with the details of your invoices.

Currently- this does not work for Background checks. You will be able to do this for background checks very soon.

Please email finance@fysa.com if you have any questions.

