

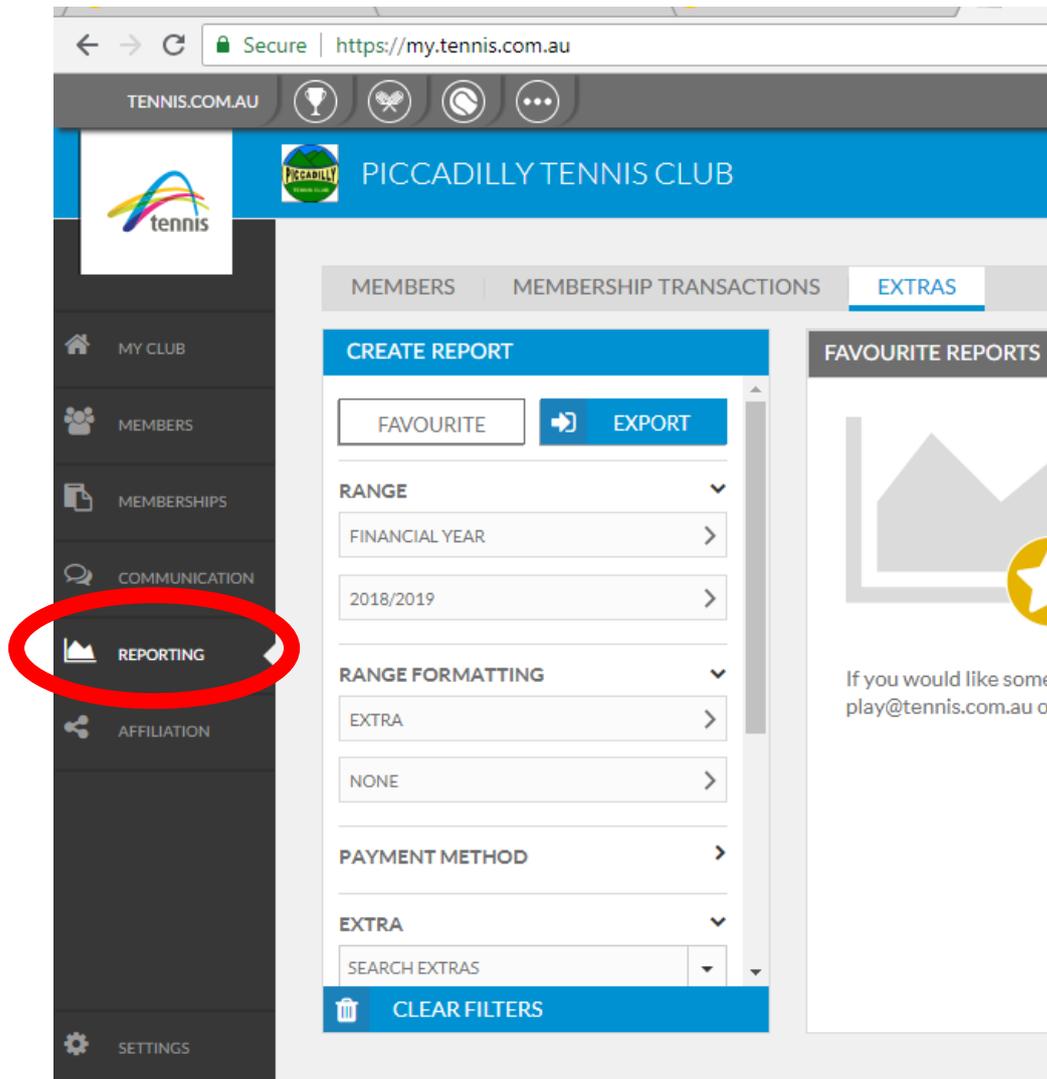
How to extract uniform orders from My.Tennis.com.au

1. Login into My.Tennis.com.au as an administrator
2. Click on "Reporting" on the left of the screen
3. Click on the "Extras" tab near the top of the screen
4. For "Range" select "Financial Year" and "2018/2019". For "Range Formatting" select "Extra".
5. Click on "Export" and the information will be exported into a spreadsheet
6. Look at the spreadsheet columns to find the information you need. Delete any private information that is not needed to fill the order.

Refer to the following pages for more detailed instructions with pictures.

How to extract uniform orders from My.Tennis.com.au

1. Login into My.Tennis.com.au as an administrator
2. Click on “Reporting” on the left of the screen



How to extract uniform orders from My.Tennis.com.au

3. Click on the "Extras" tab near the top of the screen

The screenshot shows a web browser window with the URL <https://my.tennis.com.au>. The page header includes the 'TENNIS.COM.AU' logo and the 'PICCADILLY TENNIS CLUB' branding. A navigation bar at the top contains icons for a trophy, tennis rackets, a refresh symbol, and a menu. Below this, a blue banner features the 'tennis' logo and the club name. The main content area has a dark sidebar on the left with menu items: MY CLUB, MEMBERS, MEMBERSHIPS, COMMUNICATION, REPORTING, AFFILIATION, and SETTINGS. The 'REPORTING' menu item is highlighted. In the main content area, there are three tabs: MEMBERS, MEMBERSHIP TRANSACTION, and EXTRAS. The 'EXTRAS' tab is circled in red. Below the tabs is a 'CREATE REPORT' section with a 'FAVOURITE' button and an 'EXPORT' button. The 'EXPORT' button is highlighted in blue. Below this are several filter sections: 'RANGE' with a dropdown for 'FINANCIAL YEAR' set to '2018/2019'; 'RANGE FORMATTING' with a dropdown for 'EXTRA' set to 'NONE'; 'PAYMENT METHOD' with a dropdown; and 'EXTRA' with a dropdown for 'SEARCH EXTRAS'. At the bottom of the filter section is a 'CLEAR FILTERS' button. To the right of the filter section is a 'FAVOURITE REPORTS' section with a placeholder image and the text 'If you would like some play@tennis.com.au or'.

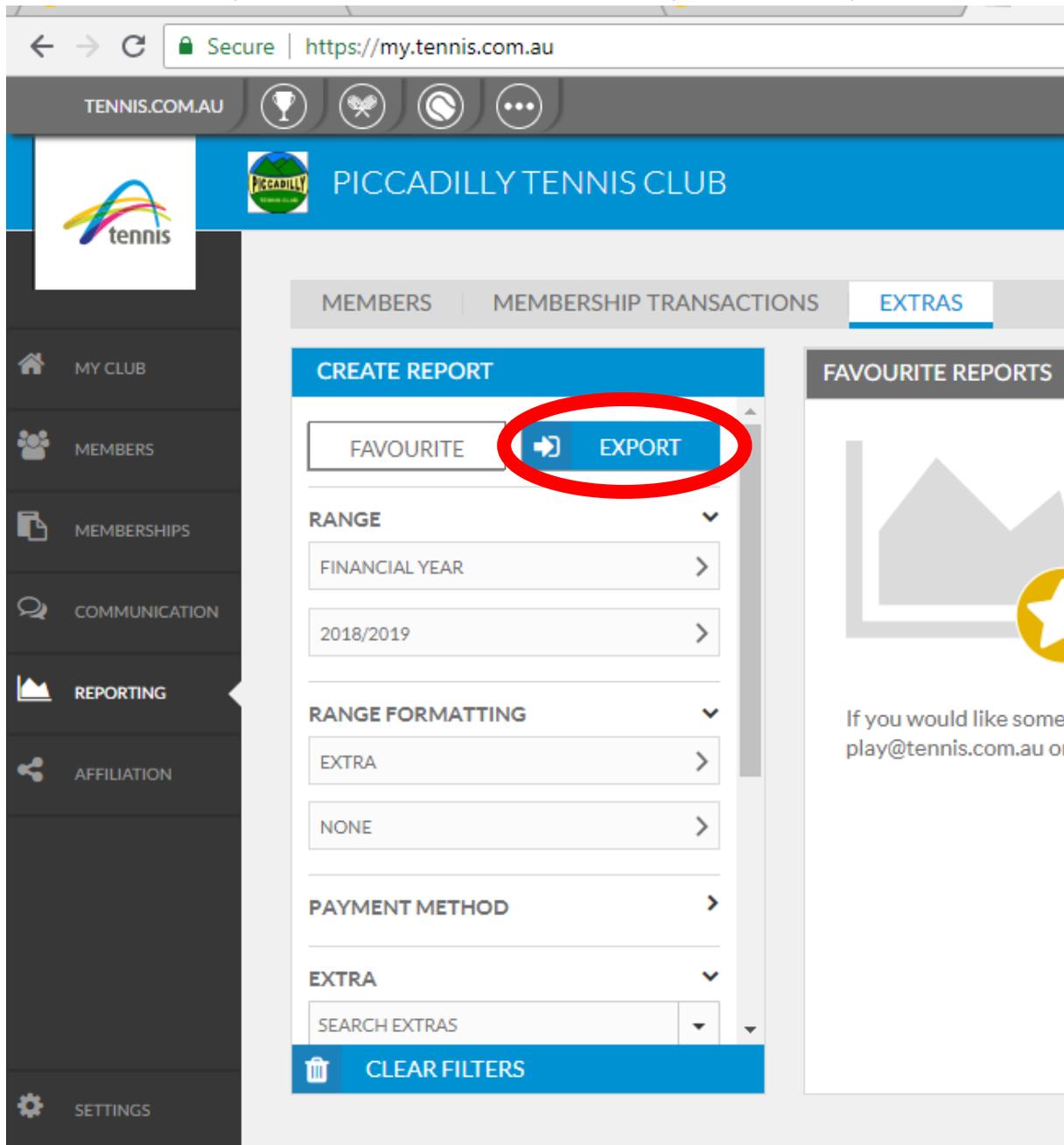
How to extract uniform orders from My.Tennis.com.au

4. For "Range" select "Financial Year" and "2018/2019". For "Range Formatting" select "Extra".

The screenshot shows the My.Tennis.com.au website interface for Piccadilly Tennis Club. The browser address bar displays "Secure | https://my.tennis.com.au". The page header includes the "TENNIS.COM.AU" logo and the club name "PICCADILLY TENNIS CLUB". The navigation menu on the left lists "MY CLUB", "MEMBERS", "MEMBERSHIPS", "COMMUNICATION", "REPORTING", "AFFILIATION", and "SETTINGS". The main content area is titled "CREATE REPORT" and features a red circle highlighting the "RANGE" and "RANGE FORMATTING" sections. The "RANGE" section has "FINANCIAL YEAR" selected and "2018/2019" chosen. The "RANGE FORMATTING" section has "EXTRA" selected. Other sections include "FAVOURITE" and "EXPORT" buttons, "PAYMENT METHOD", and "EXTRA" search options. A "CLEAR FILTERS" button is at the bottom. On the right, there is a "FAVOURITE REPORTS" section with a placeholder image and the text "If you would like some play@tennis.com.au or".

How to extract uniform orders from My.Tennis.com.au

5. Click on "Export" and the information will be exported into a spreadsheet



The screenshot shows a web browser window with the URL <https://my.tennis.com.au>. The page header includes the 'TENNIS.COM.AU' logo and the 'PICCADILLY TENNIS CLUB' name. The main navigation menu on the left includes 'MY CLUB', 'MEMBERS', 'MEMBERSHIPS', 'COMMUNICATION', 'REPORTING', 'AFFILIATION', and 'SETTINGS'. The 'REPORTING' menu item is currently selected. The main content area is titled 'CREATE REPORT' and features a 'FAVOURITE' button and an 'EXPORT' button, which is circled in red. Below these buttons are several filter sections: 'RANGE' (set to 'FINANCIAL YEAR' with a value of '2018/2019'), 'RANGE FORMATTING' (set to 'EXTRA' with a value of 'NONE'), 'PAYMENT METHOD', and 'EXTRA' (set to 'SEARCH EXTRAS'). A 'CLEAR FILTERS' button is located at the bottom of the filter section. On the right side of the page, there is a 'FAVOURITE REPORTS' section with a placeholder image and the text: 'If you would like some play@tennis.com.au or'.

How to extract uniform orders from My.Tennis.com.au

6. Look at the spreadsheet columns to find the information you need. Delete any private information that is not needed to fill the order.

Column Ref	Column Name	Column Contains
M	Extra name	Name of item purchased
N	Unit price	How much was paid for the item purchased
O	Quantity	The number of that item purchased
Q	Specific options purchased	The size of the item purchased