

# How to Download Your Assets

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**NOTE:** Before closing your League Athletics account, you may wish to download [Member Data](#), [Exports](#), [Merchant Account Transactions](#), [Financials](#), [Pictures](#), and [Files](#) that have been collected over the years.

To access the reports:

1. Navigate to your “League Athletics” Account.
2. Click **Admins > Reports > Dashboard**.
3. All downloadable reports are available from the *Reports Dashboard*.

## Member Data

### Download Registration Data

Download, export, and save member data collected during online registrations.

1. Click **Download Registration Data** and select the registration programs you’d like to download.
  - To select a group of programs, select the first program to download, hold the **Shift** key, and select the last program. To individually select multiple programs, hold the **Command** (Mac) or **Ctrl** (PC) key when clicking program names.
2. Click **Download**, and from the *Choose Report* drop-down, select the report you’d like to use, or select new report options.
3. Enter a title in the “*Save Report As*” text box and click **Save & Download**.
4. If you do not wish to save the report, scroll to the bottom of the screen and click **Download Report**, and save the file to your computer.

### Download Team Registrations

Download, export, and save team data collected during online registrations.

1. Click **Download Team Registrations** and select the registration programs you’d like to download.
  - To select a group of programs, select the first program to download, hold the **Shift** key, and select the last program. To individually select multiple programs, hold the **Command** (Mac) or **Ctrl** (PC) key when clicking program names.
2. Click **Download**, and from the *Choose Report* drop-down, select the report you’d like to use, or select new report options.
3. Enter a title in the “*Save Report As*” text box and click **Save & Download**.
4. If you do not wish to save the report, scroll to the bottom of the screen and click **Download Report**, and save the file to your computer.

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## Volunteer Reports

Export and save data for volunteers and their assignments.

1. Click **Volunteer Reports**.
2. From the *Report Type*, select **Download Report**.
3. Fill out the form as desired and make *Facility* selections.
4. Click **Submit** and save the file to your computer.

## Export Members

Use filters to export and save specific member data.

1. Click **Export Members**.
2. From the *Report Type*, select **Download Data**.
3. Fill out the form as desired and click **Find Members**.
4. On the next screen, from the *Choose Report* drop-down, select the report you'd like to use, or select new report options.
5. Enter a title in the "Save Report As" text box.
6. Click **Save & Download**, and save the file to your computer.

## Exports

### Export Team Settings

Download and save team names and their settings.

1. In the *Exports* section, click **Export Team Settings**.
2. Click **Export Team Settings**.
3. Save the file to your computer.

### Download Stats

Download and save player statistics by season, league, or team.

1. In the *Exports* section, click **Download Stats**.
2. Select the season from the Season drop-down.
3. Choose a league or team, or select All.
4. Click **Download** and save the file to your computer.

### Export Schedule

Download schedule data by season for teams and facilities.

1. In the *Exports* section, click **Export Schedule**.
2. Fill out the form, leaving dates blank for all.
3. Click **Download** and save the file to your computer.

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## Officials Assignments

Download schedule data for official's assignments using date ranges.

1. In the *Exports* section, click **Officials Assignments**.
2. Enter the start and end dates.
3. Click **Submit** and save the file to your computer.

## Export Facilities

Download and save the names and settings for your facilities

1. In the *Exports* section, click **Export Facilities**.
2. Save the file to your computer.

## Download Surveys

Download and save survey responses and data.

1. In the *Exports* section, click **Download Surveys**.
2. Select the correct survey.
3. Click **Download** and save the file to your computer.

## Online Forms

Download and save online form responses and data.

1. In the *Exports* section, click **Online Forms**.
2. Select the correct form.
3. Click **Download** and save the file to your computer.

## Merchant Accounts

1. To the right of the merchant account listed in the chart, click **Transactions**.
2. Enter the date range or leave blank for all transactions.
3. In the *Report Type* drop-down, select either **Download Credit Card Transactions** or **Download Invoice Detail Data**.
4. Click **Submit**.

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## Financials

### Online Store Reports

Track purchases by date or by item from the online store.

1. In the *Financials* section, click **Online Store Report(s)**.
2. Select the correct store and click **Edit**.
3. In the upper right corner, click **Purchases by date** or **Purchases by item**.
4. Leave From/To dates blank for all history.
5. Click **Submit** and save the file to your computer.

### Balance Report

Download and save member balances for registrations.

1. In the *Financials* section, click **Balance Report**.
2. In the upper right corner, click **Download**.
3. Save the file to your computer.

### Download All Club Charges

Download and save all types of charges including Registrations, Form submissions, Miscellaneous Charges, and Store Purchases by date.

1. In the *Financials* section, click **Download All Club Charges**.
2. Enter a date range or leave the *Start* and *End* fields blank for all transactions.
3. Click **Submit** and save the file to your computer.

## Tools

### Download Pictures

Save pictures from the Picture Manager.

1. Click **Admins > Tools > Picture Manager**.
2. Right click on a picture to save it to your device.

### Download Files

Save files from File Storage.

1. Click **Admins > Tools > File Storage**.
2. Scroll down to the *File Directory* and click the **link icon** next to the correct file to open it.
3. Save the file to your device.