



## How do I generate a Media Report?

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There are eight different types of Media Reports that can be sent to various Media Outlets to advise them on a range of different information relating to the Association. These are:

**Club Championships** - This report displays the current standings for the Club Championship Competition

**Full Time Scores** - Displays the Full Time Scores for the games in the Competitions selected and during the time frame selected

**Ladder** - Displays the Ladder for the Competitions selected

**Match Results** - Displays the Match Results for the games in the Competitions selected and during the time frame selected in the format required by newspapers

**Match Results (full name)** - Displays the Match Results for the games in the Competitions selected and during the time frame selected and includes the full names of Goal Scorers and Best on Ground players

**Selected Sides** - Displays the selected sides for each team and the positions that players are nominated in

**Top Award Winners** - Displays who is winning or has won the awards for each competition

**Top Goal Kickers** - Displays the current list of Top Goal Kickers

These reports can either be scheduled to run at set times each week or can be run at the time of your choosing.

1. Hover over Competitions and click Media Reports.

Dashboard Members **Competitions** Clubs Teams Communications Registrations Reports

VCFL Test Assoc

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If you experience any issues [Edit](#)

- List Competitions
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- Clash Resolution
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- Ladder Adjustments
- Fixture Grid
- Media Reports**
- Venues
- Venue Time Allocation
- Bulk Match Change
- Bulk Competition Change
- Bulk Statistics Rebuild
- Bulk Ladder Rebuild
- Bulk Fixture Generation

**Contacts** [Edit](#)

**President** (PRIMARY CONTACT) **Registrar**  
 Keith Whitford Test Test

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If you wish to provide any feedback please contact us by Submitting a Re

2. To schedule a report to be run, click on the Schedule link for the name of the report that you wish to setup.

### Media Reports

Name	Report Schedule	Report Type	Run
Club Championships	<a href="#">Schedule</a>	Club Championships	<a href="#">Run</a>
Full Time Scores	<a href="#">Schedule</a>	Full Time Scores	<a href="#">Run</a>
Ladder	<a href="#">Schedule</a>	Ladder	<a href="#">Run</a>
Match Results	<a href="#">Schedule</a>	Match Results	<a href="#">Run</a>
Match Results (full-name)	<a href="#">Schedule</a>	Match Results (full-name)	<a href="#">Run</a>
Selected Sides	<a href="#">Schedule</a>	Selected Sides	<a href="#">Run</a>
Selected Sides (SL V1)	<a href="#">Schedule</a>	Selected Sides (SL V1)	<a href="#">Run</a>
Selected Sides (SL V2)	<a href="#">Schedule</a>	Selected Sides (SL V2)	<a href="#">Run</a>
Selected Sides (SL V3)	<a href="#">Schedule</a>	Selected Sides (SL V3)	<a href="#">Run</a>
Selected Sides (State Leagues)	<a href="#">Schedule</a>	Selected Sides (State Leagues)	<a href="#">Run</a>
Top Award Winners	<a href="#">Schedule</a>	Top Award Winners	<a href="#">Run</a>
Top Goal Kickers	<a href="#">Schedule</a>	Top Goal Kickers	<a href="#">Run</a>

3. Click on the **Add** button to add a Schedule Item in the top right hand corner.

**Club Championships - Scheduled Items**

[Click here](#) to return to list of Media Reports

 **ADD**

4. Then enter the name that you would like to call this instance of a Scheduled Report which incorporates what the report is and who it is being sent to as this will allow you to easily identify

the scheduled instance when required.

It is then important to enter what date and time you would like to send the first report at and then the interval between the days that it is being sent (i.e if you would like the report sent every Saturday then the Interval will be 7). As each report can be sent to different Media Outlets and display different competitions it is important to choose which ones will be applicable to this Scheduled Report. This allows you to send your top league's information to newspapers or radio but not include any junior competitions or vice versa. Once filled out, click **Update Schedule Item**.

### Media Report - Club Championships

[Click here](#) to return to scheduled items for this report

Add/Edit Schedule Item.

**Note:** All boxes marked with a  are compulsory and must be filled in.

#### Details

**Name:**  

#### Scheduling

**Scheduled date to email report:**    

**Scheduled time to email report:**  :  24 hour time 

**Reschedule Interval (Days):**

#### Media Outlets

**Select Media Outlets (one or more):**

**NOTE:** media reports are based on the association timezone set, so will be sent at that time based on that timezone (e.g if the association has a UK timezone assigned and the report needs to be sent to an AUS contact then the association will need to adjust the scheduled time so that the AUS contact gets it when they need it).