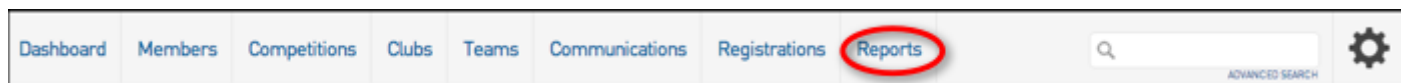


Membership Reporting

1. Click on **Reports** in the menu to open the 'Reports Manager'.



2. By default, the Reports Manager offers 8 different categories of reports:

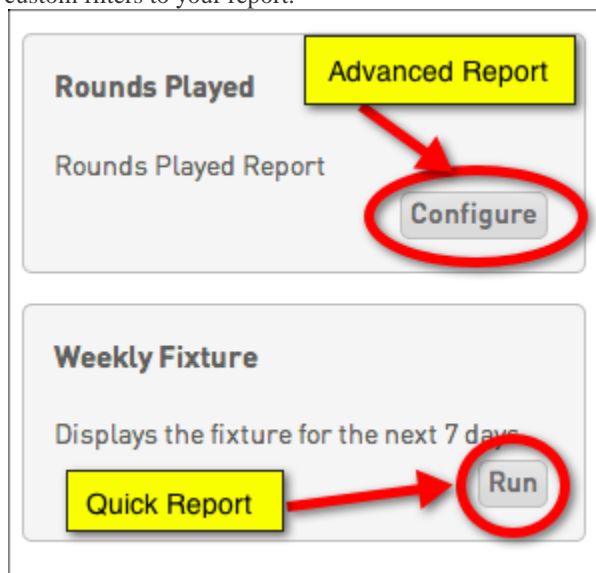
1. Clearances
2. Clubs
3. Competitions
4. Contacts
5. Finance
6. Members
7. Teams
8. Tribunal

The categories of reports available will differ depending on the sport and the level of database access, e.g. 'teams' reports are not available at the team level. **Click on the category of reporting** you wish to use.

3. A range of report titles will appear related to the reporting category you have selected. **Click on the report** that you want to generate.

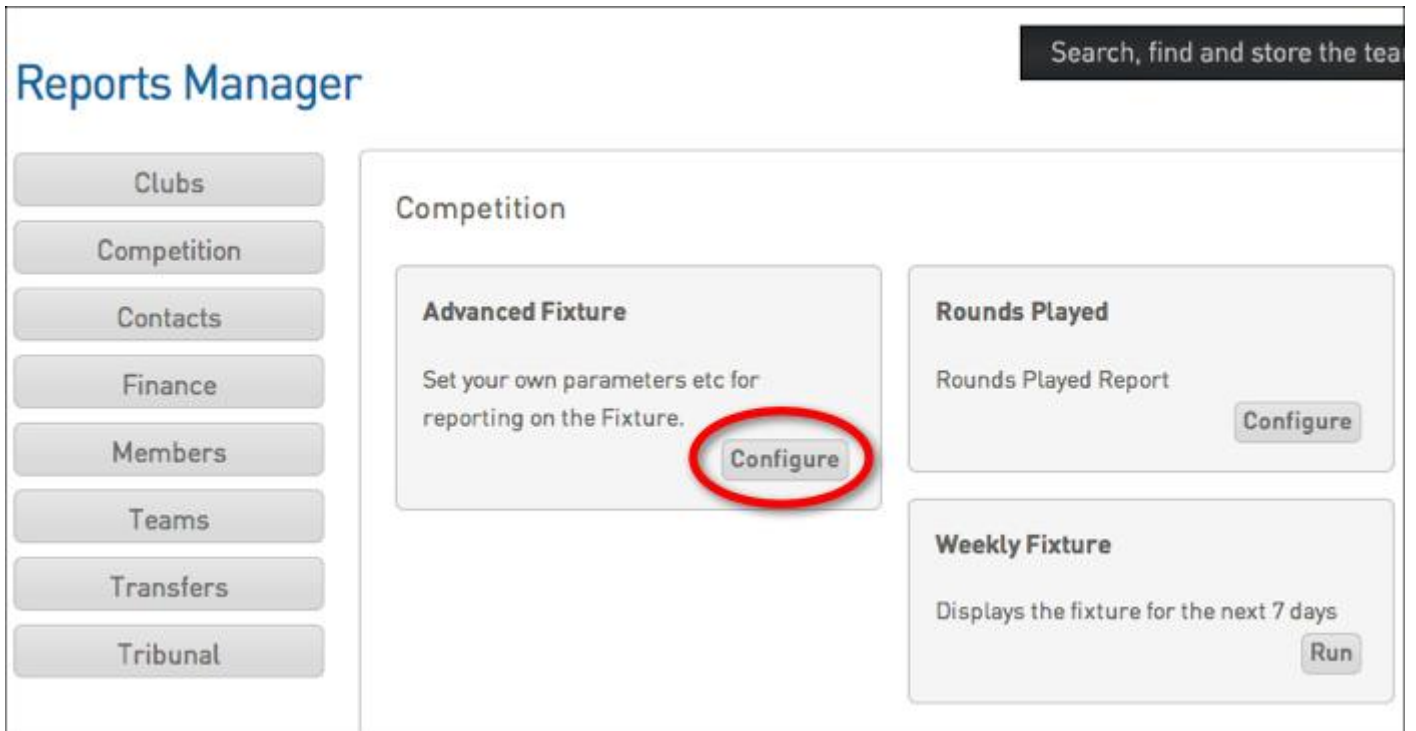
Note: There are two different types of reports:

1. **Quick Reports** - Indicated by reports with a 'Run' button, they are predefined reports that can be quickly generated without needing to select any fields.
2. **Advanced Reports** - Indicated by reports with a 'Configure' button, they allow you to define which fields you want to display and add custom filters to your report.

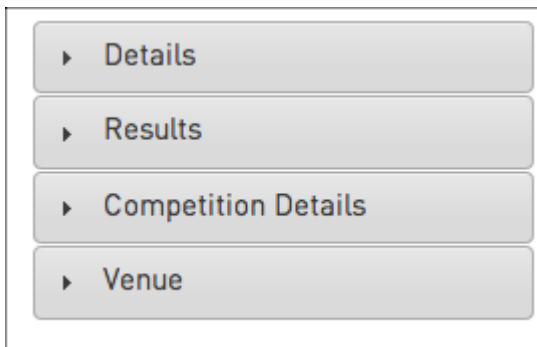


4. If you want to run a 'Quick Report', click on **Run** under the report name. The report will be opened in a new window. The report can be printed (through your Internet browser's print options) or copied and pasted into a program such as MS Excel to modify.

5. If you want to run an 'Advanced Report', click on **Configure** under the report name. The report configuration options will open.



6. Down the left hand side are the categories of database fields available to include in your report. **Click on one of these categories** to expand the list to show all fields available within that category. Use the scroll bar to navigate up and down the list of fields.



7. To select a field to include in your report, click on the field, and while holding down the mouse button, **drag and drop the field** into the 'Selected Fields' area.
8. After dropping the field into the 'Selected Fields' area, the field name display will change as per the below example.

Selected Fields

Season Remove
 Filter: **Equals**
 2016
 2015
 2014

Match ID Remove
 Filter: **Between** and

You can now filter the report to only show specific data/ records for this field.

Selected Fields

Season Remove
 Filter: **Equals**
 2013 Summer
 2013
 2012 Winter

Match ID Remove
 Filter: **Between** and

9. Continue to add all the fields that you want to include in the report by dragging and dropping them into the 'Selected Fields' area. The position of fields can be re-ordered by dragging and dropping them into the desired order.
10. Once you have added all of the required fields, scroll down to the 'Options' area. The options available are:
 1. Show:
 - Unique records only
 - Summary data
 - All records
 2. Sort by: **select a field** from the drop-down list that you want to sort the report by, and select the sort order - ascending or descending - from the next drop down list
 3. Secondary sort by: if you wish to apply a secondary sort, **select a field** from the drop-down list and select the sort order - ascending or descending - from the next drop down list
 4. Group by: to group the data under headings, **select a field** from the drop-down list. For example, you could group your member data by club, team, member type (Player, Coach, Official, etc) or season.
11. Once you have set your sort and grouping options, scroll down to 'Report Output'. Select one of the two options:
 - Display: open the report in a new screen on your Internet browser
 - Email: email the report as a text file, suitable to be imported and modified in another program. If you wish to use this option, you must enter a valid email address into the 'Email Address' field.

12. The final option available is to save the report. This will enable you to generate this same report again in the future at the click of a button, without having to go through the process of selecting and setting up all the fields and options again. [Click here for instructions on saving reports and running saved reports.](#)
13. When you have finished setting all of the parameters for the report, click on **Run Report**. Your report will be generated according to the output method selected.

Related:

- [Saved Reports](#)