

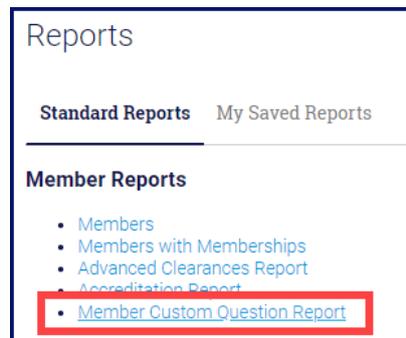


How do I report on custom question from a registration form?

Last Modified on 07/10/2019 3:17 pm AEDT

NOTE: to maintain privacy, there are no member names displayed in this article.

When members register, they answer questions on the registration form. You may want to report on their answers to the questions. The report is called **Member Custom Question Report**.



This report is run in the same way as all other standard reports. If you are unsure how to run a customised report, please see this article:

[How do I run and customise a report?](#)

There are a couple of things you need to do to once you have opened this report and clicked **Customize**.

By default, the customised report shows only 2 questions: Allergies and Medical.

Filter Logic: ((1) OR 2

1. Question contains "Allergies"
2. Question contains "Medical"
3. Question

OK Cancel

In the empty box, type a word from the question whose answers you want to see.

NOTE: just type 1 word that is a key word defining the question.

Filter Logic: ((1) OR 2

1. Question contains "Allergies"
2. Question contains "Medical"
3. Question

OK Cancel

Click OK. This adds the filter to the list.

Filter Logic: ((1) OR 2) AND 3

1. Question contains "Allergies"
2. Question contains "Medical"
3. Question contains "coach" [Edit](#) [Remove](#)

Don't be concerned that there are no results. You still have to do the next step.

Changing the logic

Above the filter list is a box called Filter Logic.

Hover over this line, then click Edit.

Filter Logic: ((1) OR 2) AND 3 [Edit](#) [Remove](#)

1. Question contains "Allergies"

Change the word AND to OR.

Filter Logic ((1) OR 2) OR 3

1. Question contains "Allergies"

Click OK.

id Answer Date Range All Time From To

Filter Logic ((1) OR 2) OR 3 [OK](#) [Cancel](#) [Remove](#)

1. Question contains "Allergies"
2. Question contains "Medical"
3. Question contains "coach"

You should now see a list of members who have answered any of the questions you have selected.

Filters **Add** ▾

Show All additional membership in ▾

Date Field Answer Date ▾ Range All Time ▾ From To

Filter Logic: ((1) OR 2) OR 3

1. Question contains "Allergies"
2. Question contains "Medical"
3. Question contains "coach"

Preview [Tabular Format](#) ▾ [Show](#) ▾ [Remove All Columns](#)

Member: Organisation	Question	Answer	Answer Date
St John Bosco Baseball & Softball Club	Allergies Notes	Medical condition - Asthma	8/08/
St John Bosco Baseball & Softball Club	Medical Conditions?	true	8/08/
St John Bosco Baseball & Softball Club	Allow Medical Treatment?	true	8/08/
St Marys District Baseball Club, ST MARYS	Allow Medical Treatment?	true	8/08/
St John Bosco Baseball & Softball Club	Allow Medical Treatment?	true	29/07/
Eastern Suburbs Junior Baseball	Allergies?	true	3/08/
Eastern Suburbs Junior Baseball	Allergies Notes	Bee stings, sport induce Asthma	3/08/
Ku Ring Gai Stealers WAHROONGA	Allow Medical Treatment?	true	12/08/
Windsor Royals Baseball Club	Do you have Coach accreditation ?	N0	12/08/
Colyton St Clair Baseball Club Inc., ORCHARD HILLS	Allow Medical Treatment?	true	12/08/
Ku Ring Gai Stealers WAHROONGA	Allergies?	true	12/08/
Ku Ring Gai Stealers WAHROONGA	Allergies Notes	Nuts	12/08/
Ku Ring Gai Stealers WAHROONGA	Medical Conditions?	true	12/08/
Ku Ring Gai Stealers WAHROONGA	Allow Medical Treatment?	true	12/08/
Indians Baseball Club	Do you have Coach accreditation ?	N0	27/07/
Indians Baseball Club	Allow Medical Treatment?	true	27/07/
Redcliffe Leagues Padres Baseball Club	Do you have Coach accreditation ?	N0	30/07/
Illawong Marlins Baseball Club	Allow Medical Treatment?	true	7/08/

Related Articles