



## Admins and Contacts Report

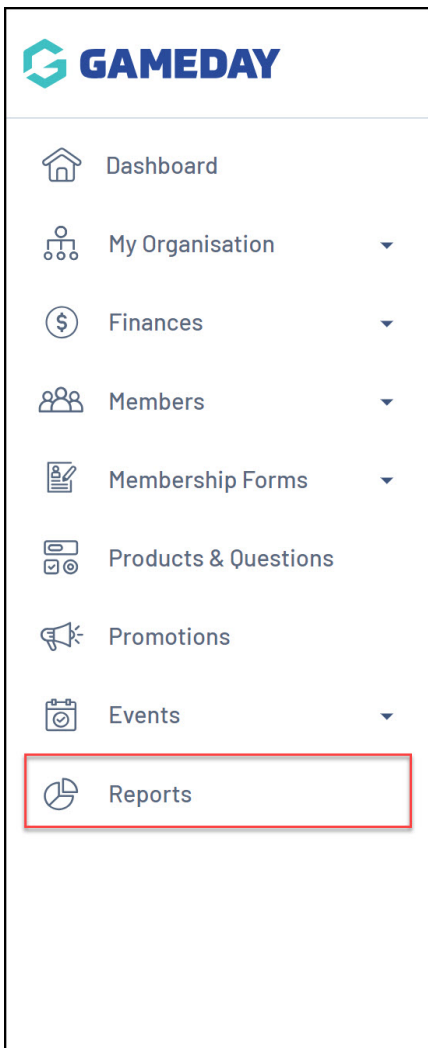
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The **Admins & Contacts Report** provides a listing of current administrators for your organisation. If you are at a higher level within a tiered hierarchy, you will be able to see the administrators and contacts listed for each organisation within your hierarchy, including:

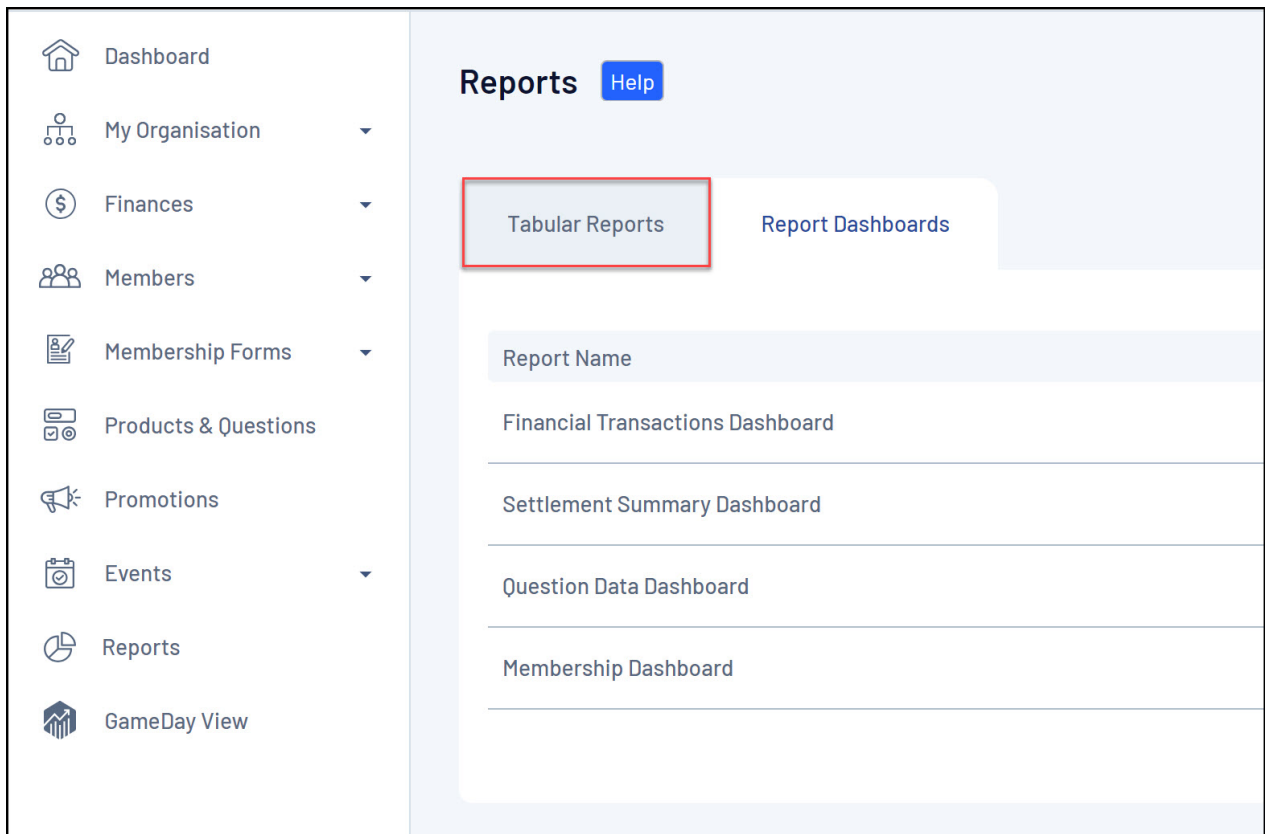
- Name
- Organisation
- Status (Enabled or Disabled)
- Whether they are a primary contact
- Email Address
- Mobile Phone
- Roles held within the organisation

To run an **Admins & Contacts Report**:

1. On the left-hand menu, click **REPORTS**



2. Click the **TABULAR REPORTS** tab



3. Find the **Admins & Contact Report** and click **VIEW REPORT**

Organisation Detail Report	<a href="#">View Report</a>
Advanced Clearance Report - Transferred In	<a href="#">View Report</a>
Event Detail Report	<a href="#">View Report</a>
Advanced Member Report	<a href="#">View Report</a>
Rosterfy Import - Basic Export Report	<a href="#">View Report</a>
Admins and Contacts Report	<a href="#">View Report</a>
Advanced Clearance Report - Transferred Out	<a href="#">View Report</a>
Event Team	<a href="#">View Report</a>
Event Team Transaction	<a href="#">View Report</a>

4. The report will then display as below:

# Admins and Contacts Report

Organisation Type

Select all	Area	Association	Club	Club without Branches	State
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Organisation Status

Select all	Active
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Filters

Organisation Name	Organisation Type	First Name	Last Name	Email	Mobile Phone	Is Primary	Status	Role
Dodgers	Club	Rory				False	True	Administrator,Registrar
GameDay - Demo Association 2	Area	New				False	False	Administrator,Treasur...
GameDay - Demo Database	Area	John				False	True	Treasurer,Administrat...
GameDay - Demo Database	Area	John				True	False	Treasurer,Administrat...
GameDay - Demo Database	Area	Rory				False	True	Administrator,Treasur...
GameDay Training	State	Andrew				False	True	
GameDay Training	State	Andrew				False	False	Administrator
GameDay Training	State	Andrew				False	True	Administrator
GameDay Training	State	Arran				False	True	Administrator,Treasur...
GameDay Training	State	Chris				False	False	Administrator,Treasur...
GameDay Training	State	Contact				False	False	Registrar
GameDay Training	State	Customer				False	True	Treasurer,Administrat...
GameDay Training	State	Daniel				False	True	Administrator,Treasur...
GameDay Training	State	Daniel-Testing				False	True	Treasurer,Administrat...
GameDay Training	State	Danny				False	True	Administrator
GameDay Training	State	Faiza				False	True	Other,Administrator,Tr...
GameDay Training	State	Greg				False	True	Administrator,Treasur...
GameDay Training	State	Greg				False	True	Administrator
GameDay Training	State	Henry				False	True	Administrator
GameDay Training	State	James				False	True	Administrator
GameDay Training	State	Janine				False	True	Administrator
GameDay Training	State	Jimmy				False	True	President,Treasurer
GameDay Training	State	John				True	False	Treasurer,Administrat...
GameDay Training	State	John				False	True	Registrar,Administrator
GameDay Training	State	Lilly				False	True	Administrator
GameDay Training	State	Richard				False	False	Administrator
GameDay Training	State	Richard				False	True	Administrator
GameDay Training	State	Richard				False	True	Administrator,Treasur...

## Related Articles