GAMEDAY

Membership Advanced Report

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Overview

Using GameDay's Report Builder feature, administrators can create a custom membership report that allows them to pick and choose report fields to present the data associated with the registrants of a specific Membership Form.

This report is known as the **Membership Advanced Report**

Step-by-Step

Step 1: Access the Report Builder section:

From the main dashboard, click Reports > Report Builder > **BUILD REPORT**

Step 2: Select the Report Type and Membership Form

In the **Report Type** field, select **MEMBERSHIP ADVANCED**.

In the **Select Membership Form** section, choose the relevant Membership Form that you want to use as the basis for your report. Selecting a Membership Form ensures the report only displays members who have registered through that specific form.

Step 3: Build your report

Use the fields available in the left-hand panel to select the fields you want to display on your report. You can also change the order by dragging and dropping the fields on the central panel (fields at the top of the page will display in the left-most column of the report).

You can also filter specific fields by relevant parameters if you want to narrow down the report's results.

Step 4: Preview and export your report

You can use the **PREVIEW** button at the bottom of the page to display a preview of the first 20 records of the report.

You can then use the **EXPORT FULL REPORT** button and download your file from the **Notifications** widget to export your report to CSV

Step 5: Save your report

Finally, you can click the **SAVE FOR LATER** button at the bottom of the page to save the report in your database, which can then be used again from the Report Builder list

Watch

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