Membership Advanced Report

24/04/2025 10:27 am AEST

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.**

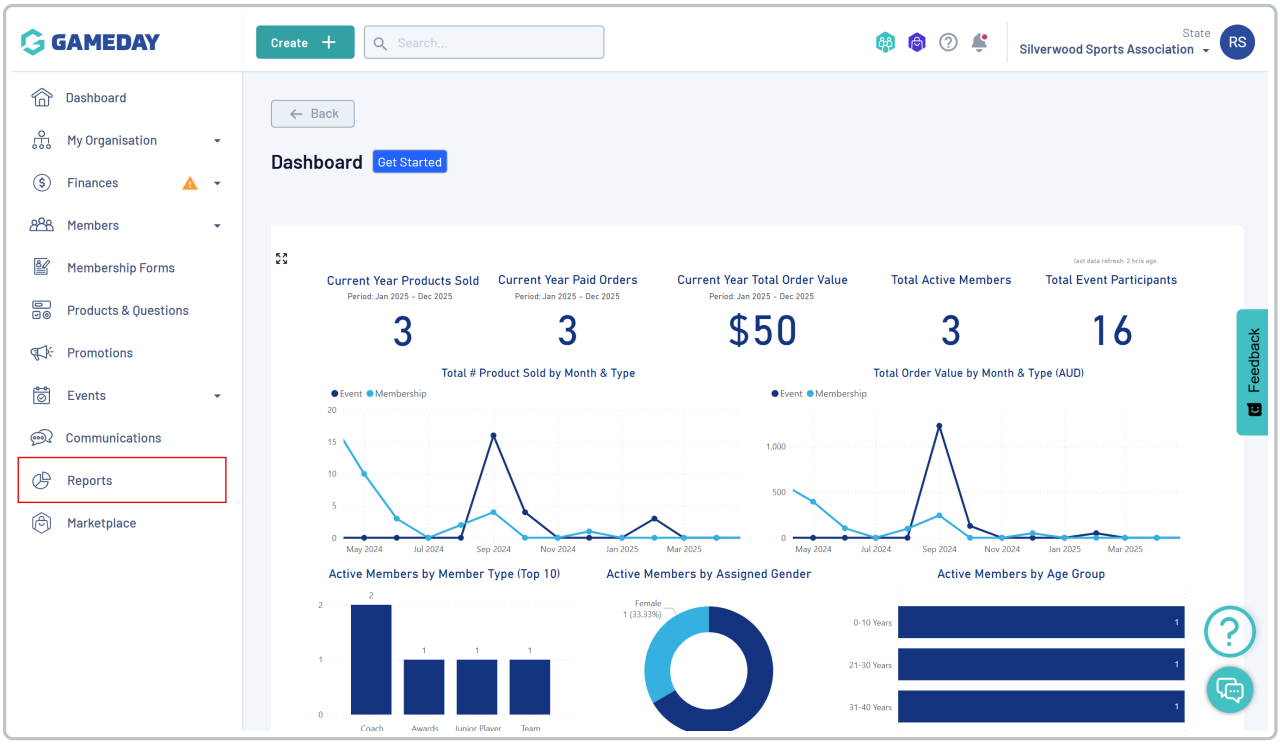
This report is designed to be used to extract any that was answered by members when completing a specific membership form, including:

- Member information
- Products purchased
- Order details
- Custom questions
- Assigned Member IDs
- Documents uploaded
- Notes added to member records by administrators

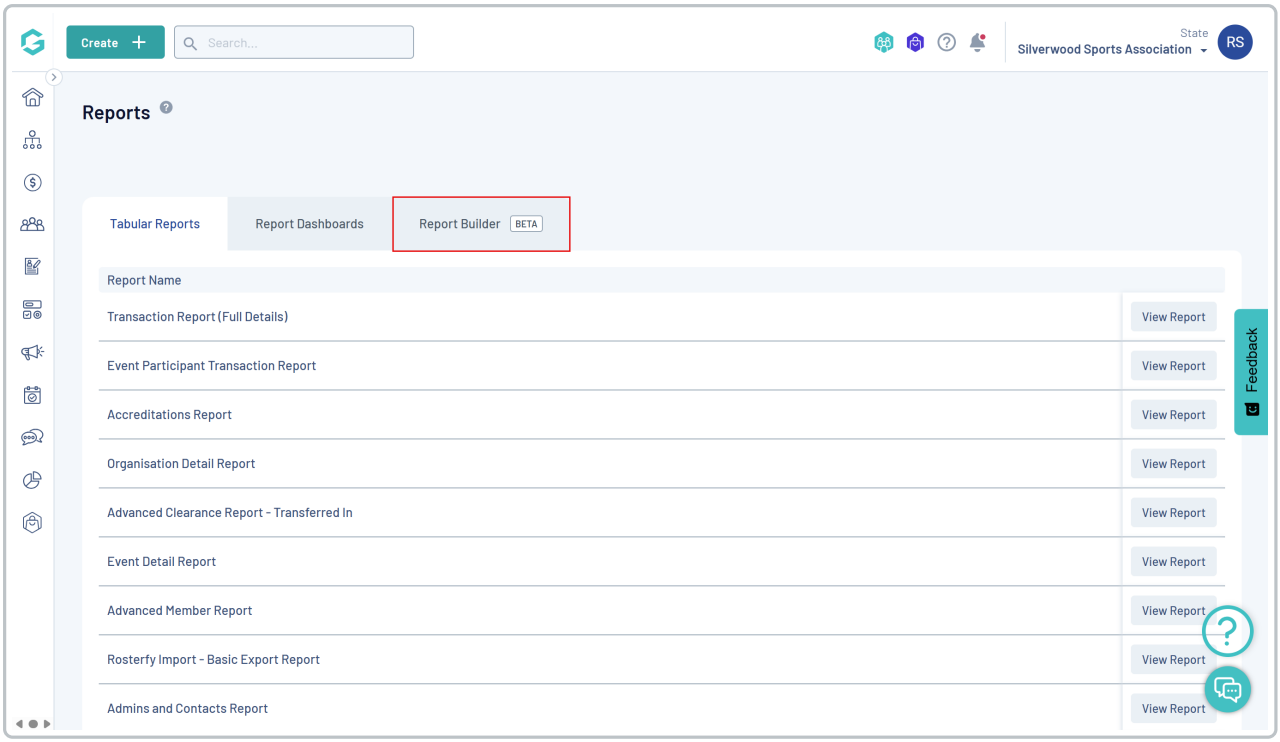
Step-by-Step

Step 1: Open the Report Builder:

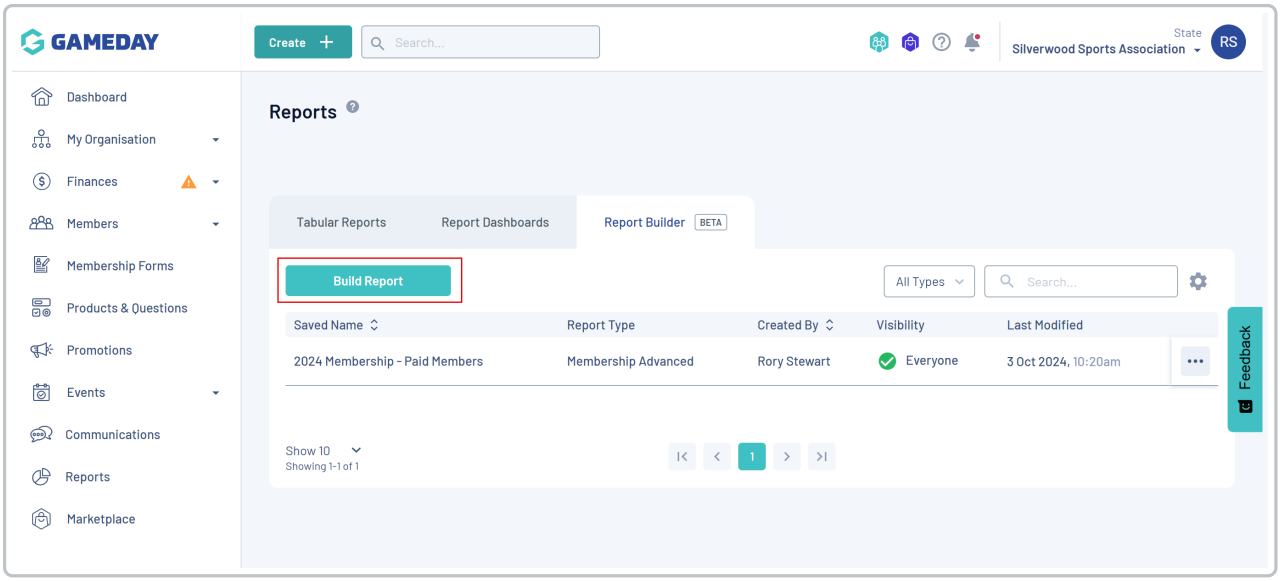
From the left-hand menu, click **REPORTS**



Toggle over to the **REPORT BUILDER** tab



Click **BUILD REPORT**

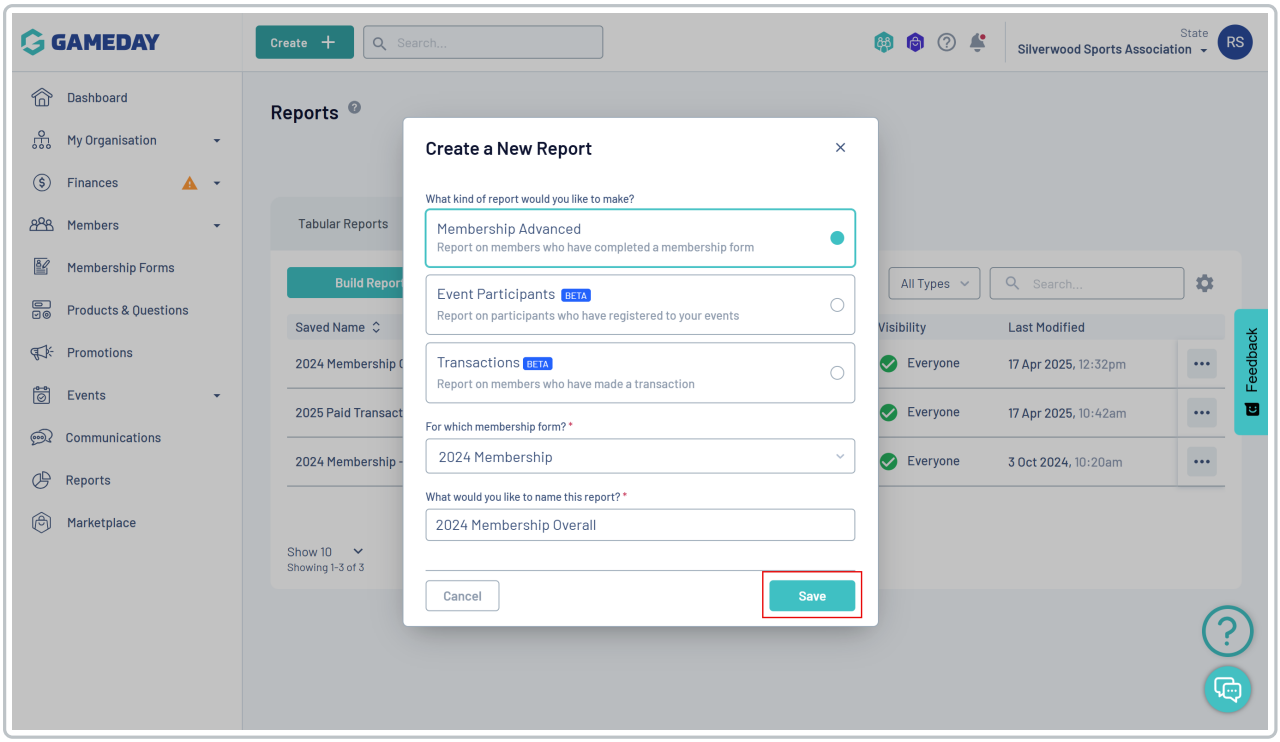


Step 2: Select the Report Type and Membership Form

Select the **Membership Advanced** report option.

In the **Membership Form** field, 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.

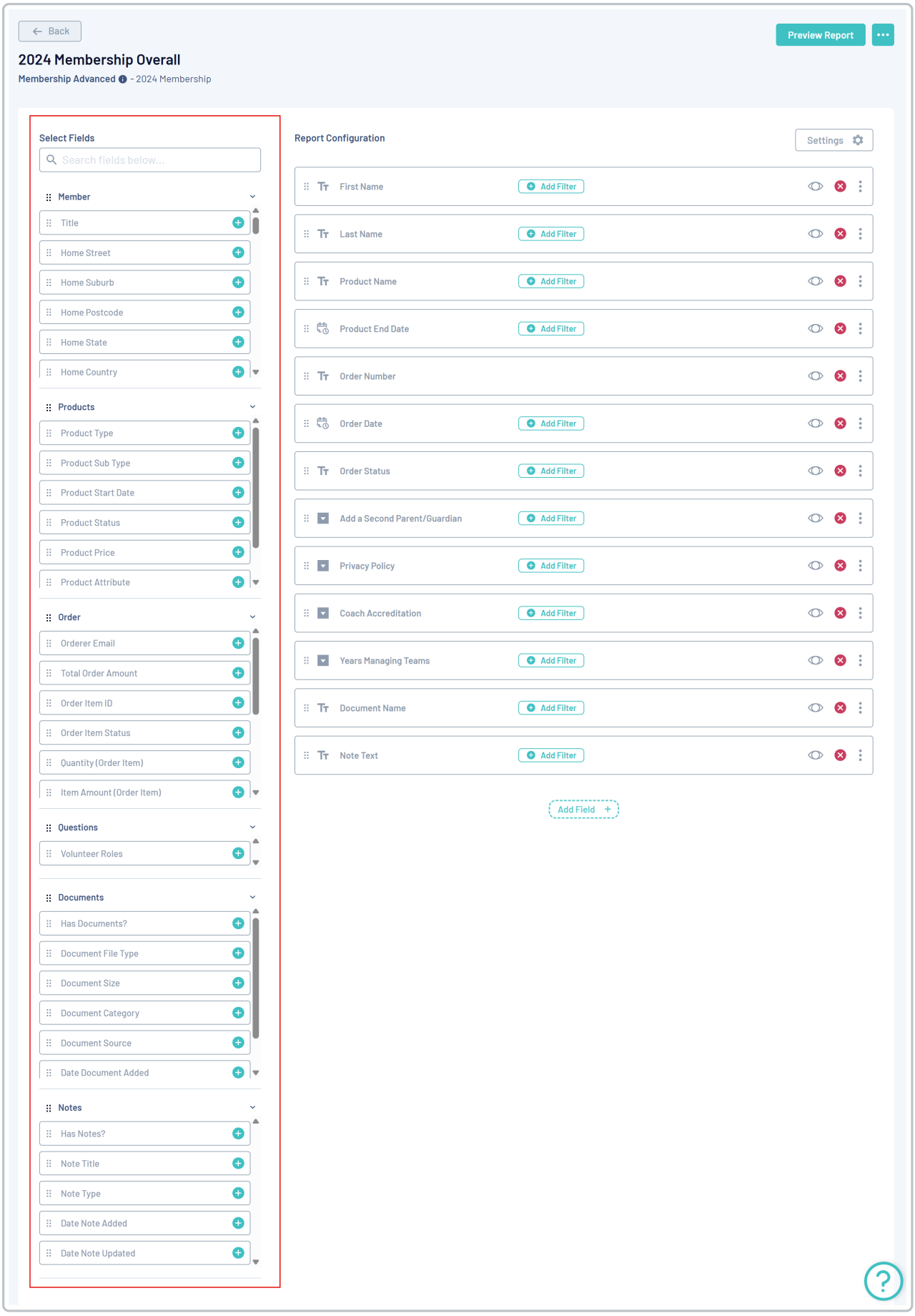
Give the report a name that reflects what you're looking to identify with the report, then click**SAVE.**



Step 3: Build your report

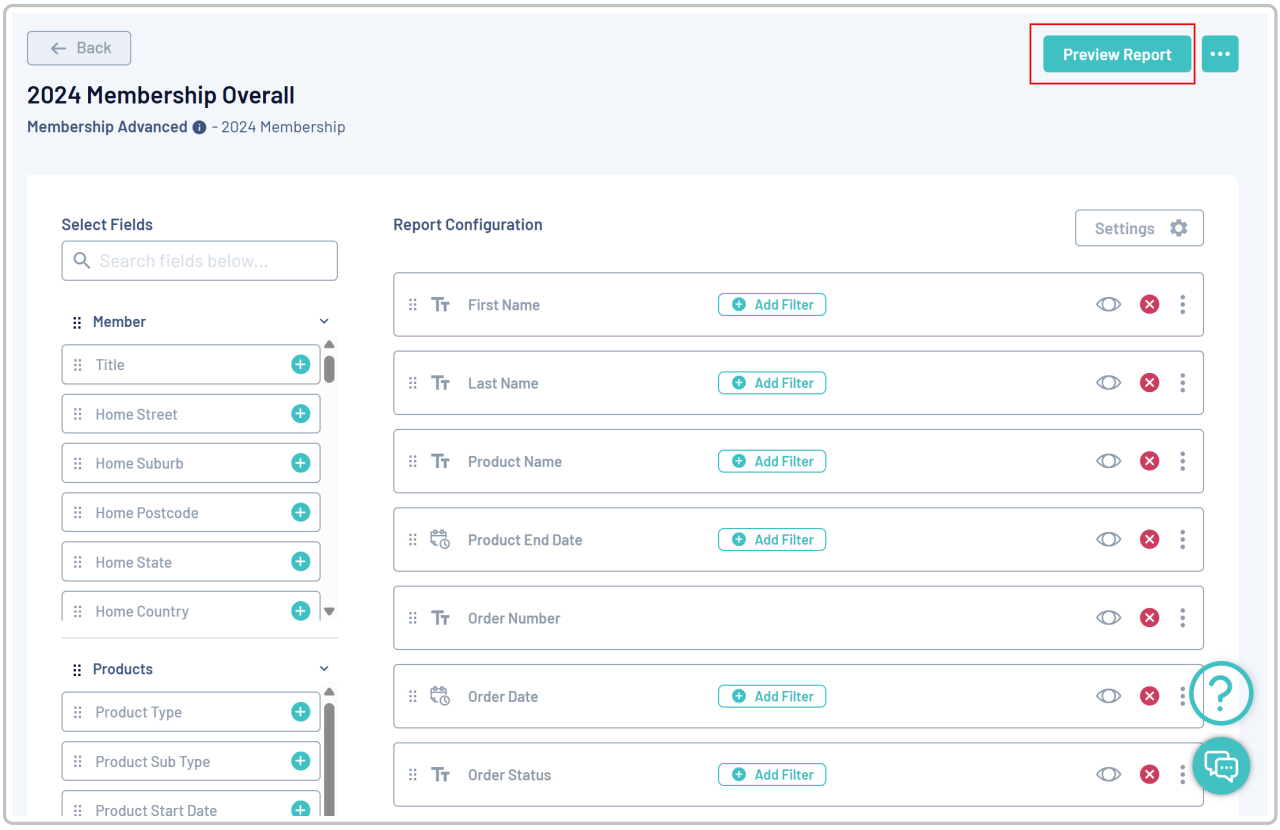
Use the fields available in the left-hand panel to select the fields you want to display on your report. You can also change the order by dragging and dropping the fields on the central panel (fields at the top of the page will display in the left-most column of the report).

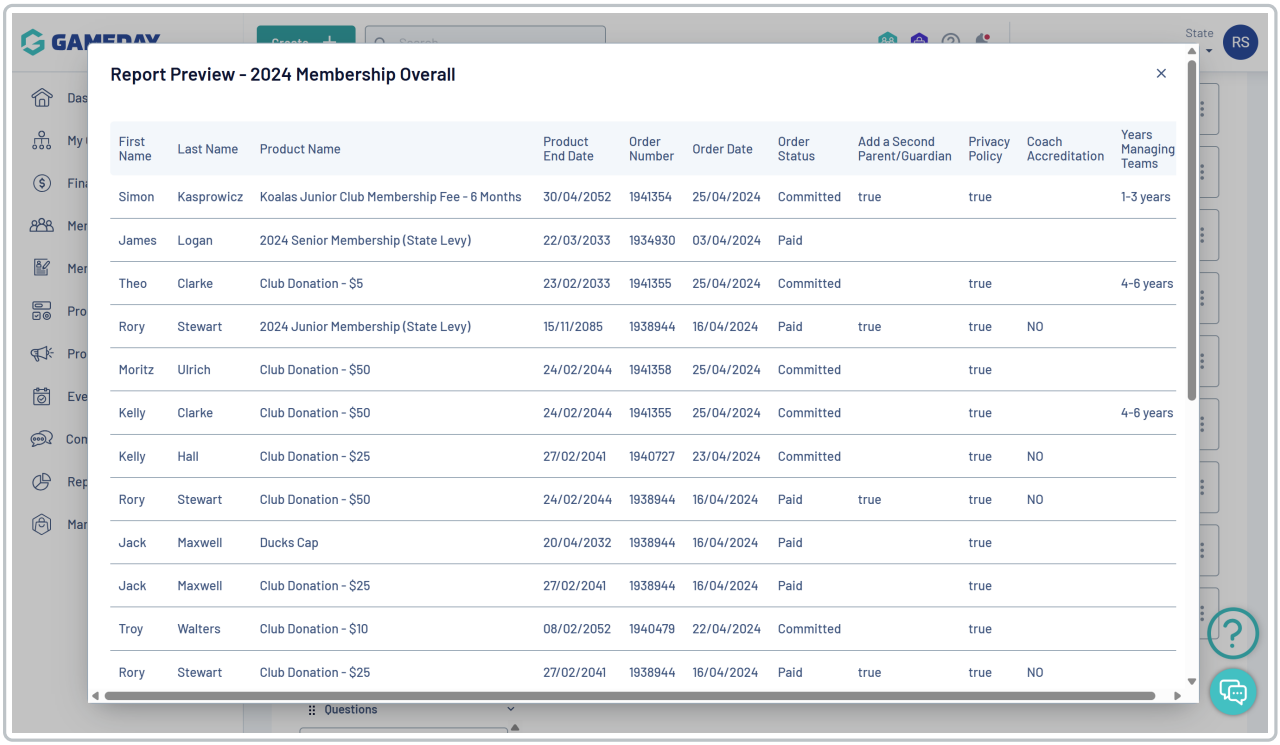
You can also filter specific fields by relevant parameters if you want to narrow down the report's results.


Back
Preview Report
2024 Membership Overall
Membership Advanced - 2024 Membership
Select Fields
Search fields below...
Member
Title
Home Street
Home Suburb
Home Postcode
Home State
Home Country
Products
Product Type
Product Sub Type
Product Start Date
Product Status
Product Price
Product Attribute
Order
Orderer Email
Total Order Amount
Order Item ID
Order Item Status
Quantity (Order Item)
Item Amount (Order Item)
Questions
Volunteer Roles
Documents
Has Documents?
Document File Type
Document Size
Document Category
Document Source
Date Document Added
Notes
Has Notes?
Note Title
Note Type
Date Note Added
Date Note Updated
Report Configuration
Settings
First Name
Add Filter
Last Name
Add Filter
Product Name
Add Filter
Product End Date
Add Filter
Order Number
Order Date
Add Filter
Order Status
Add Filter
Add a Second Parent/Guardian
Add Filter
Privacy Policy
Add Filter
Coach Accreditation
Add Filter
Years Managing Teams
Add Filter
Document Name
Add Filter
Note Text
Add Filter
Add Field

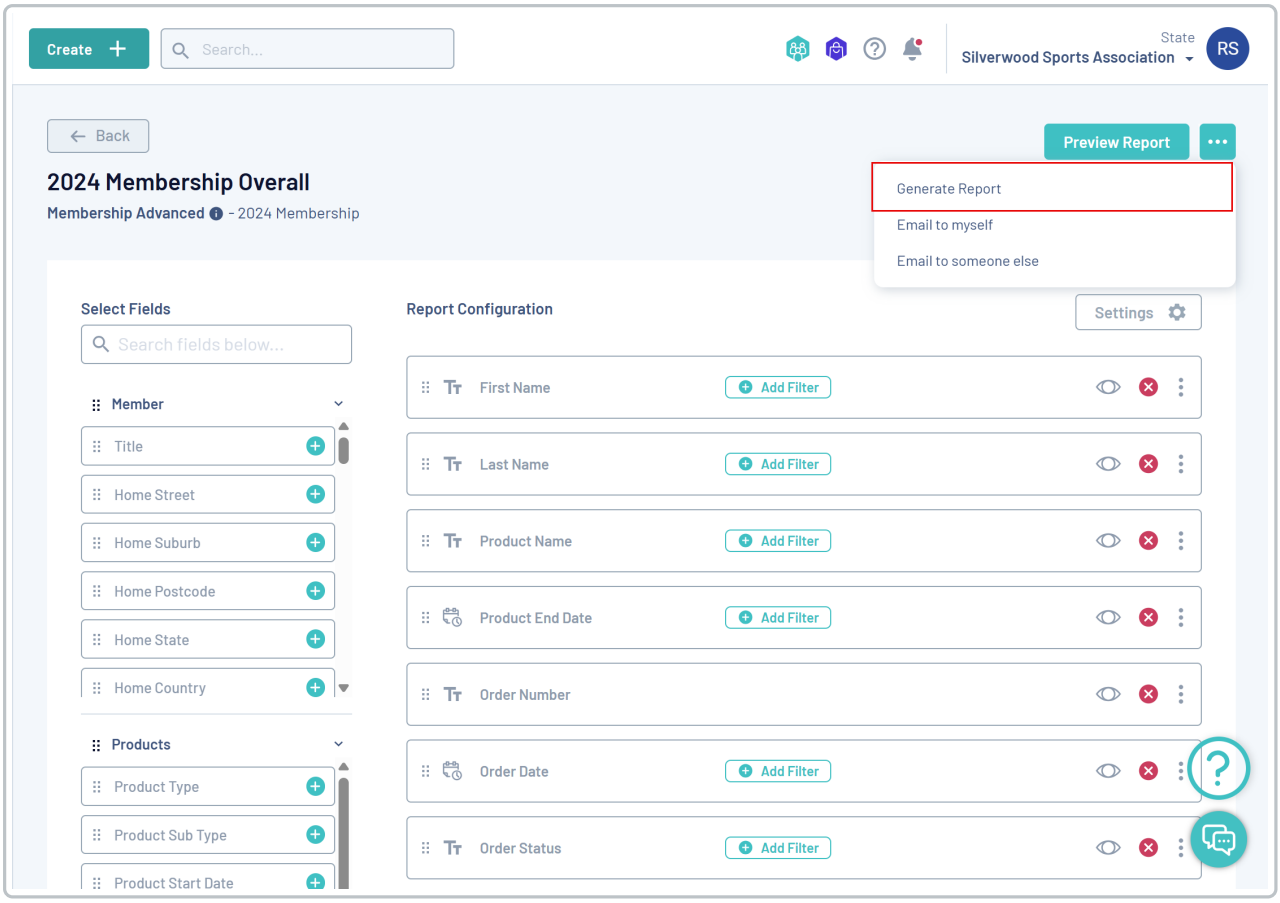
Step 4: Preview and export your report

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



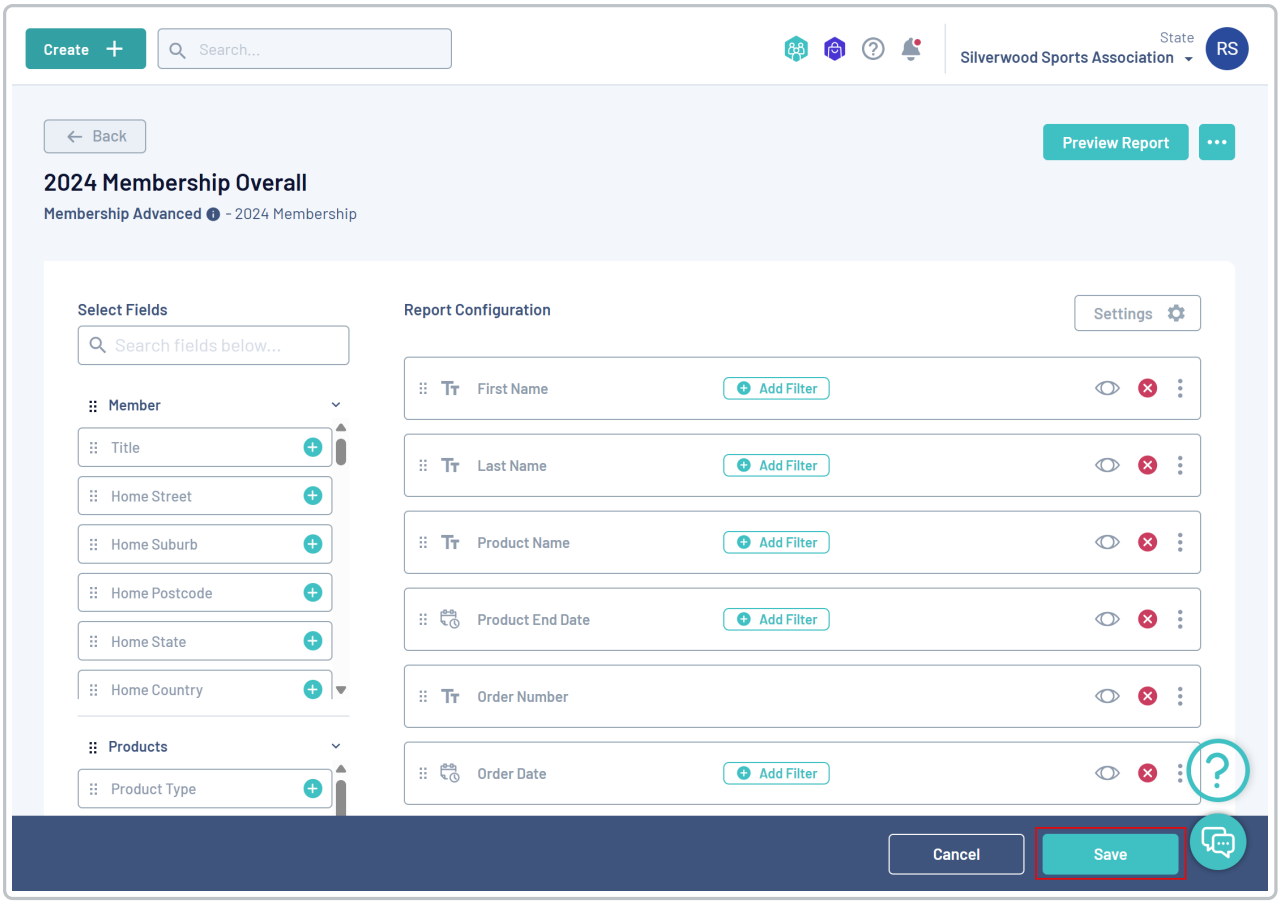


You can also use the **GENERATE REPORT** button in the output menu to download your file from the **Notifications** widget to export your report to CSV



Step 5: Save your report

Finally, click the **SAVE** 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


Create
Search...
State
Silverwood Sports Association
RS
Back
Preview Report
2024 Membership Overall
Membership Advanced - 2024 Membership
Select Fields
Search fields below...
Member
Title
Home Street
Home Suburb
Home Postcode
Home State
Home Country
Products
Product Type
Report Configuration
Settings
First Name
Add Filter
Last Name
Add Filter
Product Name
Add Filter
Product End Date
Add Filter
Order Number
Add Filter
Order Date
Add Filter
Cancel
Save

Watch

Your browser does not support HTML5 video.