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

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	Event Detail Report	View Report
	Advanced Member Report	View Report
	Rosterfy Import - Basic Export Report	View Report
401	Admins and Contacts Report	View Report

Click BUILD REPORT

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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.

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↔ My Organisation •	·	Create a New Report	<			
💲 Finances 🔺 🔹		What kind of report would you like to make?				
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Products & Questions	Saved Name 💲	Report on participants who have registered to your events		Visibility	Last Modified	×
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O Communications	2025 Paid Transact	For which membership form? *	_	Severyone	17 Apr 2025, 10:42am	🗉
	2024 Membership -	2024 Membership ~	· _	Serveryone	3 Oct 2024, 10:20am	
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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

2024 Membership Overall

Membership Advanced () - 2024 Membership

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::	•	Add a Second Parent/Guardian	Add Filter	0	⊗	•
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::	•	Coach Accreditation	Add Filter	0	8	•
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Preview Report

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(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.

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Select Fields	Report Configuration		Settings 🗘
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	Rory	Stewart	Club Donation - \$25	27/02/2041	1938944	16/04/2024	Paid	true	true	NO	
4	_		II Questions 🗸								

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

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Select Fields		Report Configuration		Email to someone else	Settings 🎝
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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

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← Back D24 Membership Overall mbership Advanced	rship		Preview Report •
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Watch

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