

How do I export a custom-built report?

17/04/2025 11:25 am AEST

Overview

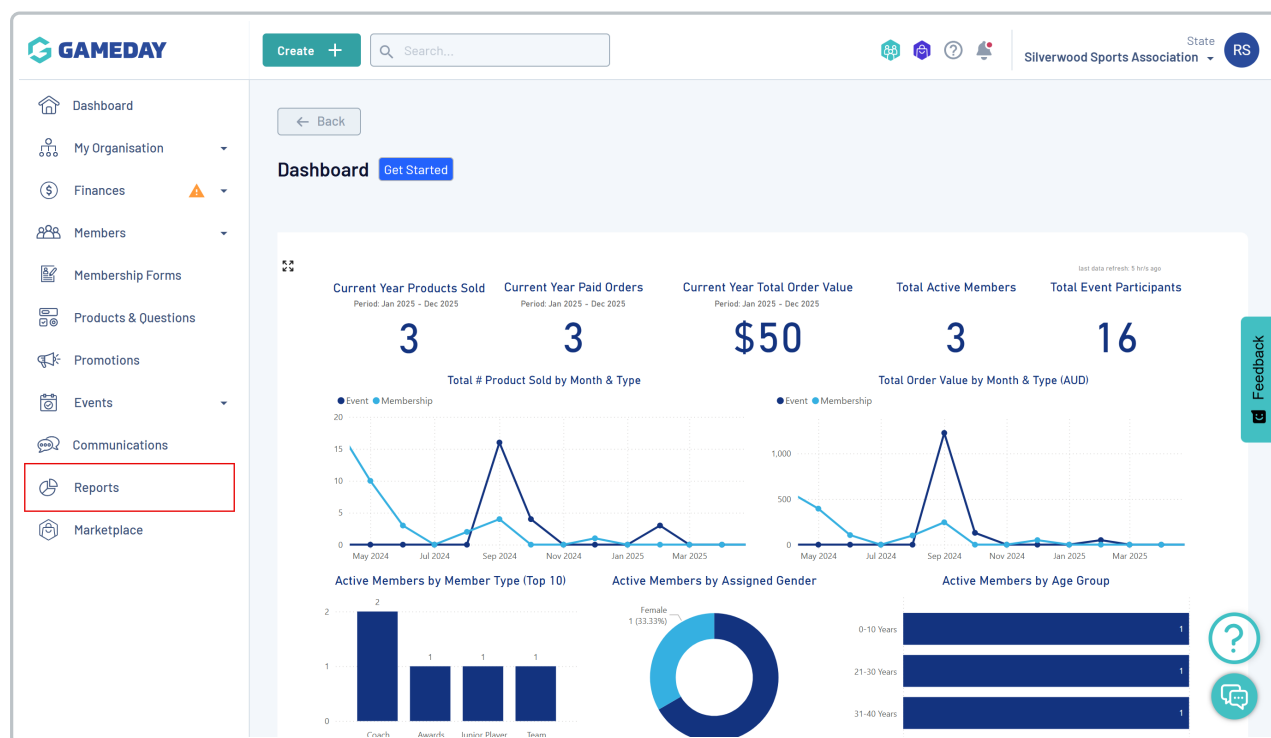
Using GameDay's Report Builder feature, administrators can create custom reports that allow them to pick and choose report fields to present the data associated with various sources within an organisation's database.

As part of the Report Builder, administrators have the option of exporting the report a CSV file that can be opened in Excel.

Step-by-Step

Step 1: Access the Reports section

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



Step 2: Open the Report Builder list

Toggle over to the **REPORT BUILDER** tab

Create +

Search...

Silverwood Sports Association

State

RS

Dashboard
My Organisation
Finances
Members
Membership Forms
Products & Questions
Promotions
Events
Communications
Reports
Marketplace

Reports

Tabular Reports

Report Dashboards

Report Builder BETA

Report Name

Transaction Report (Full Details)

View Report

Event Participant Transaction Report

View Report

Accreditations Report

View Report

Organisation Detail Report

View Report

Advanced Clearance Report - Transferred In

View Report

Event Detail Report

View Report

Advanced Member Report

View Report

Rosterfy Import - Basic Export Report

View Report

Admins and Contacts Report

View Report

Step 3: Generate the excel file report

Find the report you want to export, open the right-hand menu, then click **GENERATE REPORT**

Create +

Search...

Silverwood Sports Association

State

RS

Dashboard
My Organisation
Finances
Members
Membership Forms
Products & Questions
Promotions
Events
Communications
Reports
Marketplace

Reports

Tabular Reports

Report Dashboards

Report Builder BETA

Build Report

All Types

Search...

Saved Name	Report Type	Created By	Visibility	Last Modified	
2025 Paid Transactions	Transactions	Rory Stewart	Everyone	17 Apr 2025, 10:42am	...
2024 Membership - Paid Members	Membership Advanced	Rory Stewart	Everyone		...

Show 10

Showing 1-2 of 2

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>>

Edit

Preview Report

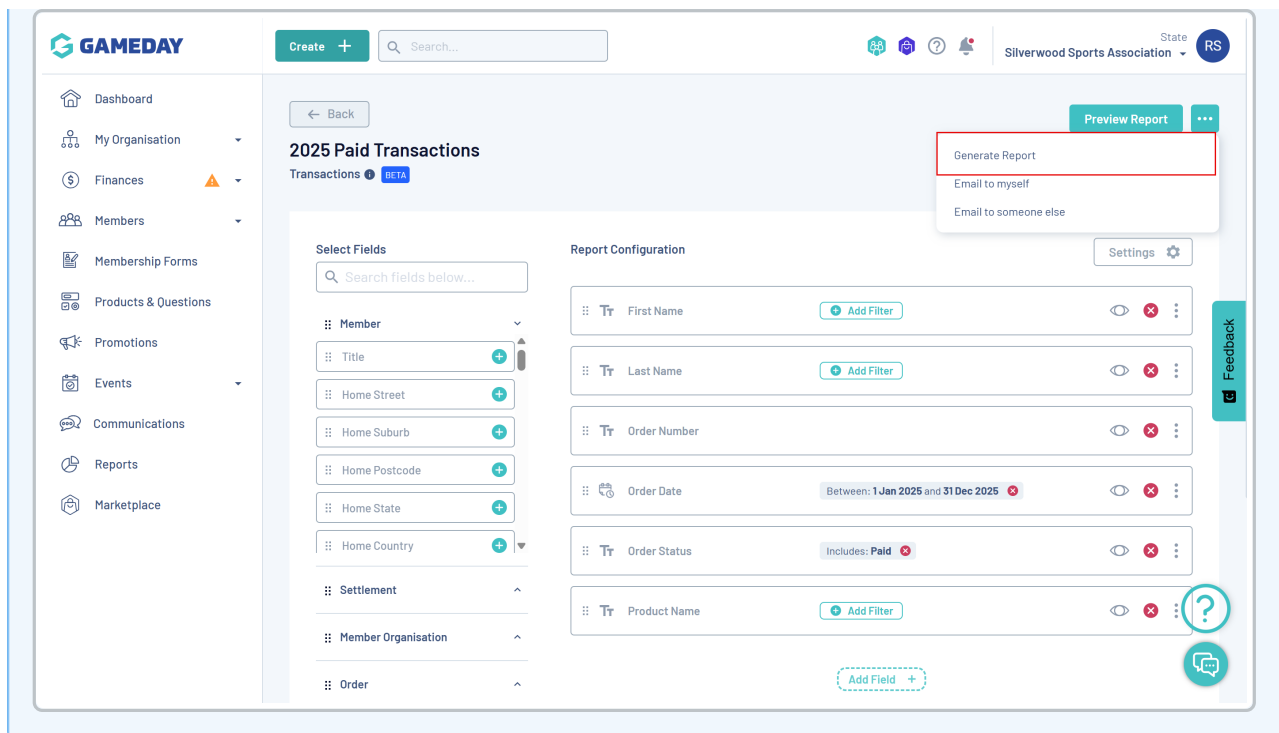
Generate Report

Email to myself

Email to someone else

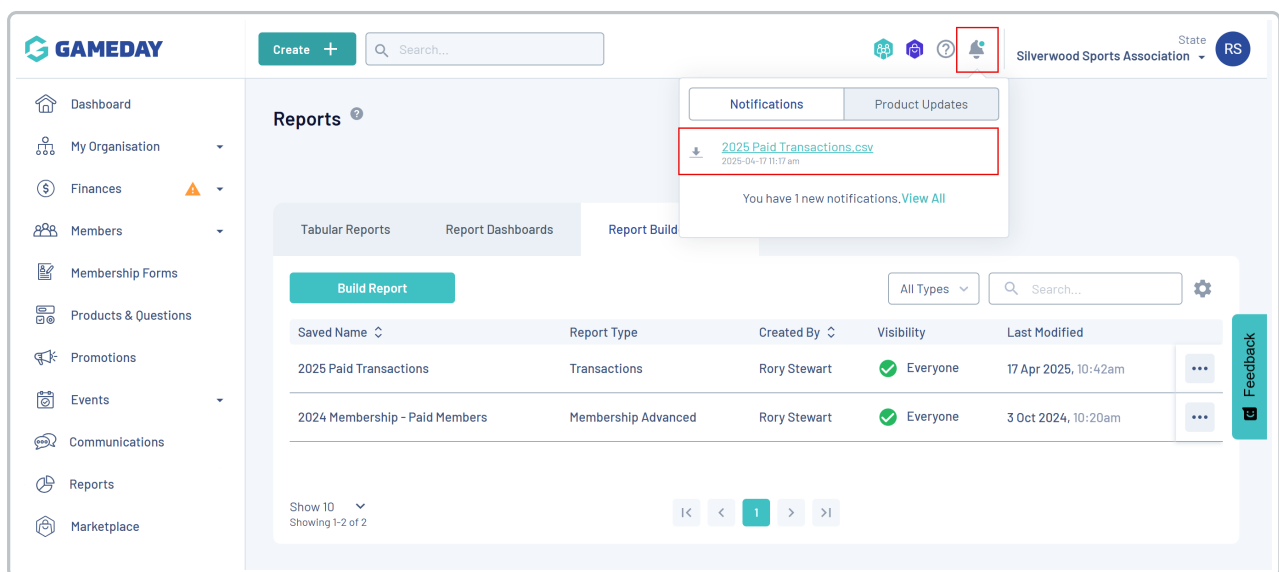


Note: You can also access the **Generate Report** option through the output menu in the top-right corner when building a report, which will also appear in your Notifications bell



Step 4: Download the report export

Once the file is generated, you can download your export from the **NOTIFICATIONS** bell at the top of the page



Watch

Your browser does not support HTML5 video.

