How do I send a custom-built report by email?

10/07/2025 3:01 pm AEST

Overview

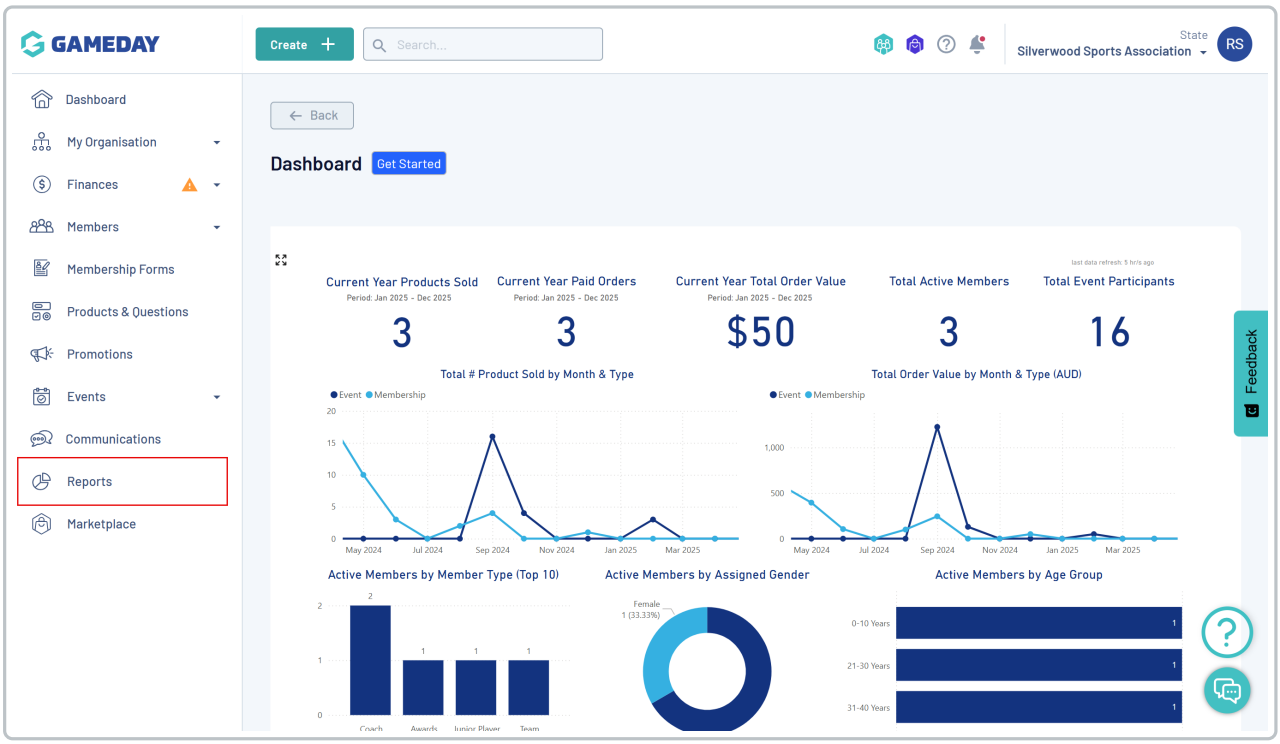
Using GameDay's Report Builder feature, administrators can create a custom report that allows them to pick and choose report fields to present the data associated with various sources of data throughout an organisation's GameDay database.

As part of this feature, administrators can send a CSV file export of any custom-built reports by email to themselves.

Step-by-Step

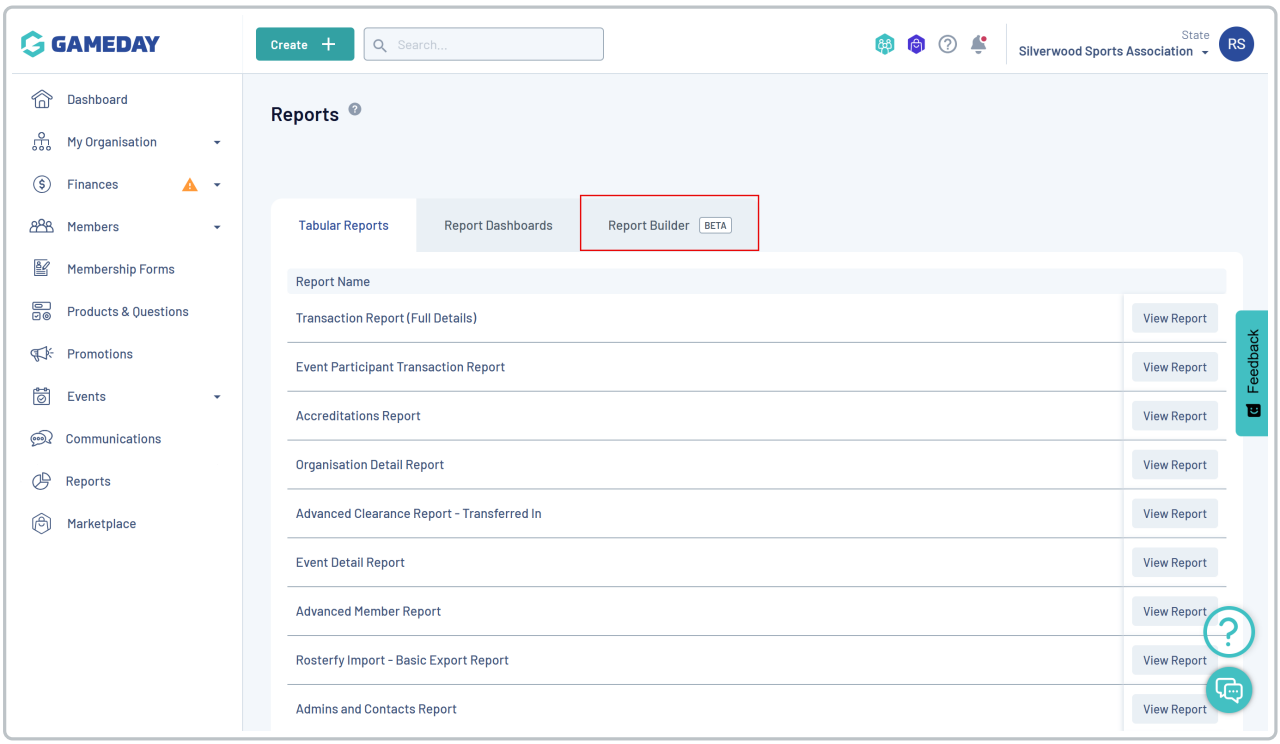
Step 1: Access the Reports section

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



Step 2: Open the Report Builder list

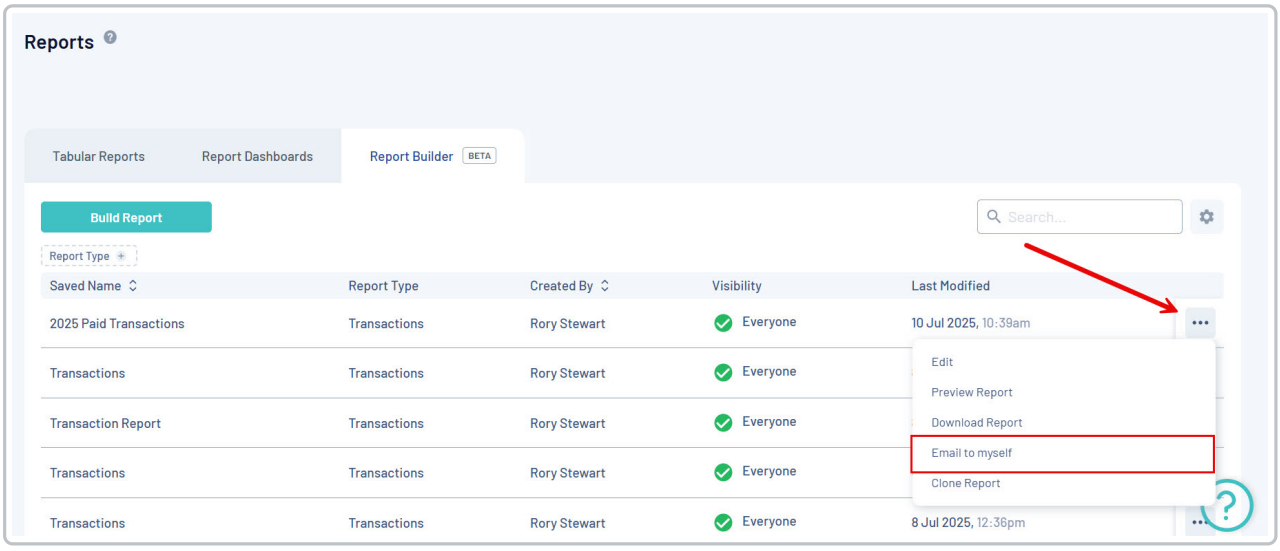
Toggle over to the **REPORT BUILDER** tab



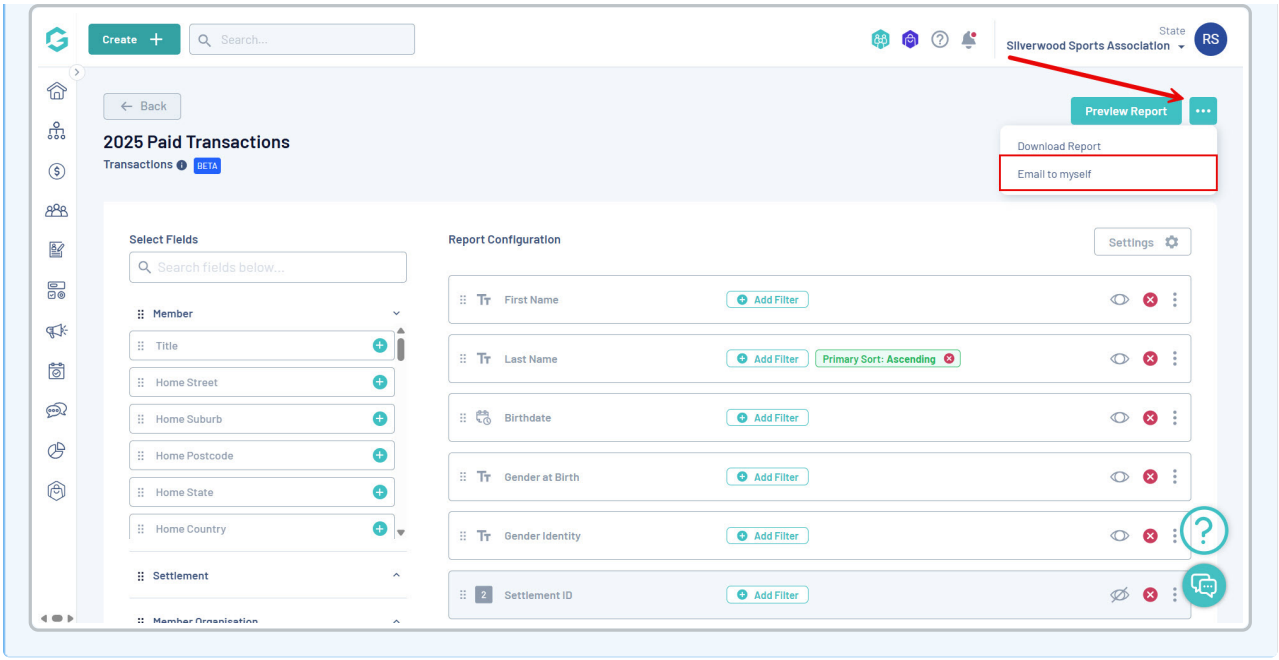
Step 3: Choose where you want to send the report

Find the report you want to send, open the right-hand menu, then choose one of the options below:

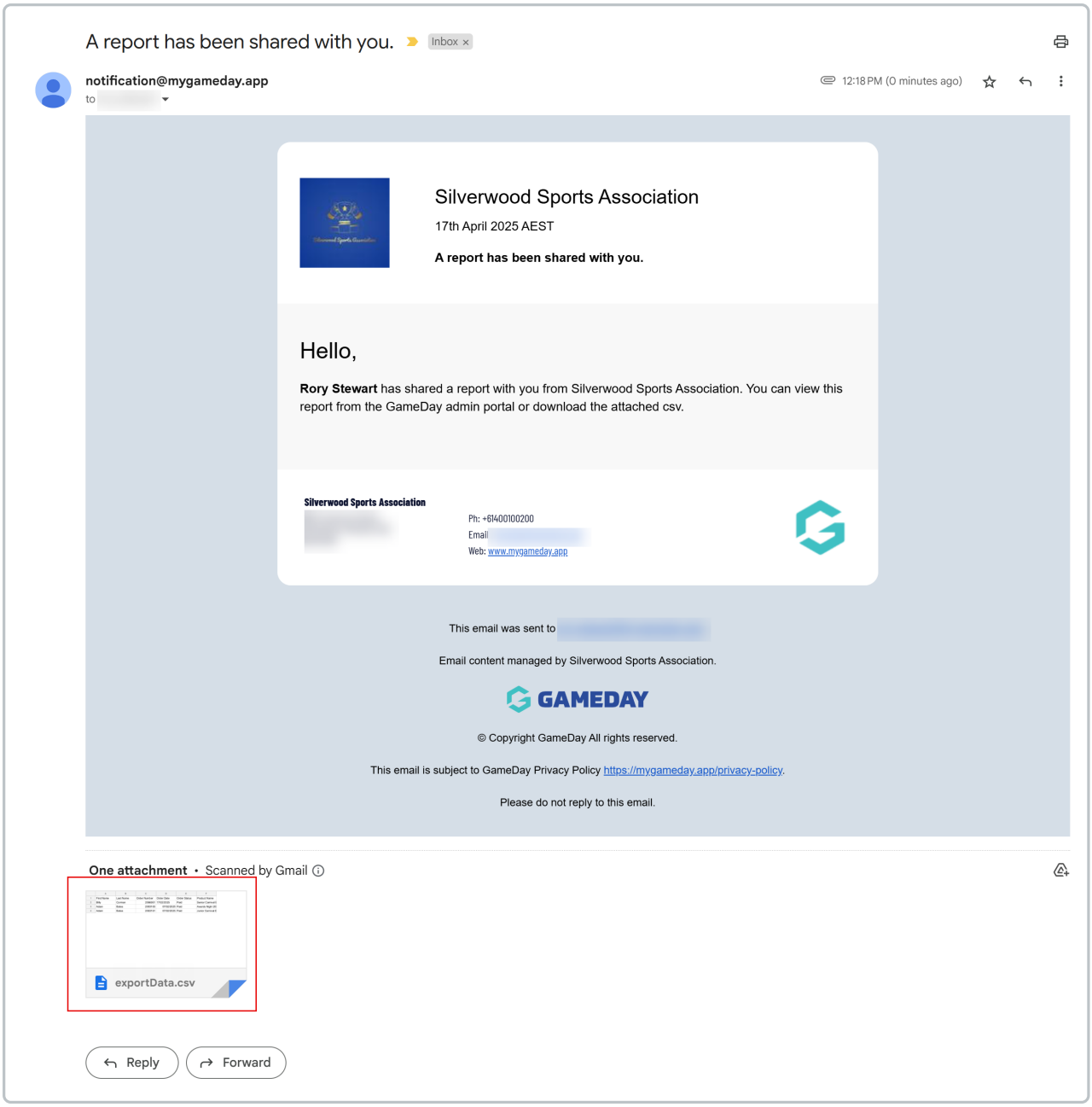
- **Email to myself**: Sends an excel file of the report to the email address associated with your GameDay account



Note: You can also access the email options through the output menu in the top-right corner when building/editing a report



This will send an excel file of the report to the chosen user's email address which can be downloaded directly from their inbox


A report has been shared with you.
Inbox ×
notification@mygameday.app
to
12:18 PM (0 minutes ago)
Silverwood Sports Association
17th April 2025 AEST
A report has been shared with you.
Hello,
Rory Stewart has shared a report with you from Silverwood Sports Association. You can view this report from the GameDay admin portal or download the attached csv.
Silverwood Sports Association
Ph: +61400100200
Email
Web: www.mygameday.app
This email was sent to
Email content managed by Silverwood Sports Association.
GAMEDAY
© Copyright GameDay All rights reserved.
This email is subject to GameDay Privacy Policy https://mygameday.app/privacy-policy.
Please do not reply to this email.
One attachment • Scanned by Gmail
exportData.csv
Reply
Forward

Watch

Your browser does not support HTML5 video.