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

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Step 2: Open the Report Builder list

Toggle over to the **REPORT BUILDER** tab

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	Admins and Contacts Report	View Report

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

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

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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 shar	ed with you. > Inbox ×	C 12:18.PM (0 minutes ago)	~	6	₽ :
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		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 or report from the GameDay admin portal or download the attached csv.	can view this			
		Silverwood Sports Association Ph: +614.00100200 Email Web: <u>www.mygameday.app</u>	G			
		This email was sent to Email content managed by Silverwood Sports Association. Copyright GameDay All rights reserved. This email is subject to GameDay Privacy Policy <u>https://mygameday.app/privacy-policy</u> Please do not reply to this email.	EY.			
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