

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

17/04/2025 12:23 pm AEST

## Overview

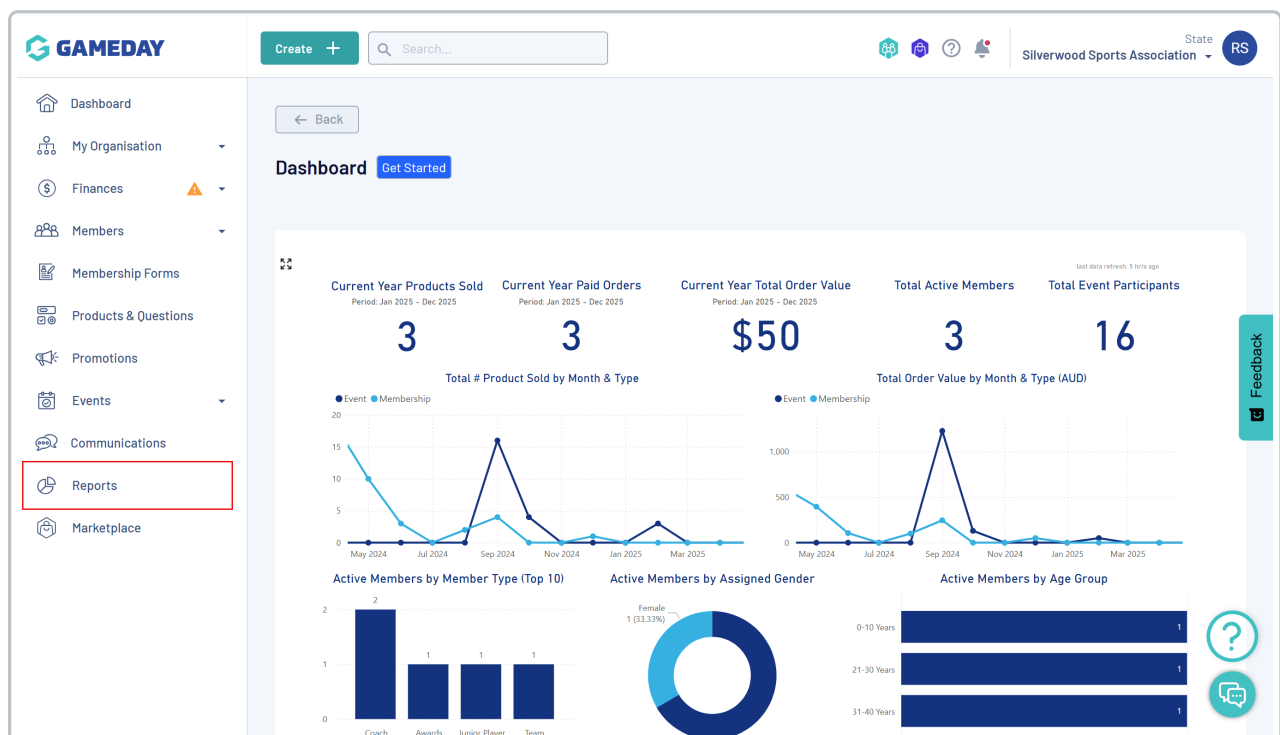
Using GameDay's Report Builder feature, administrators can create a custom report that allows them to pick and choose report fields to present the data associated with various sources of data throughout an organisation's GameDay database.

As part of this feature, administrators can send a CSV file export of any custom-built reports by email to themselves or any other administrators that have access to their organisation's GameDay database.

## Step-by-Step

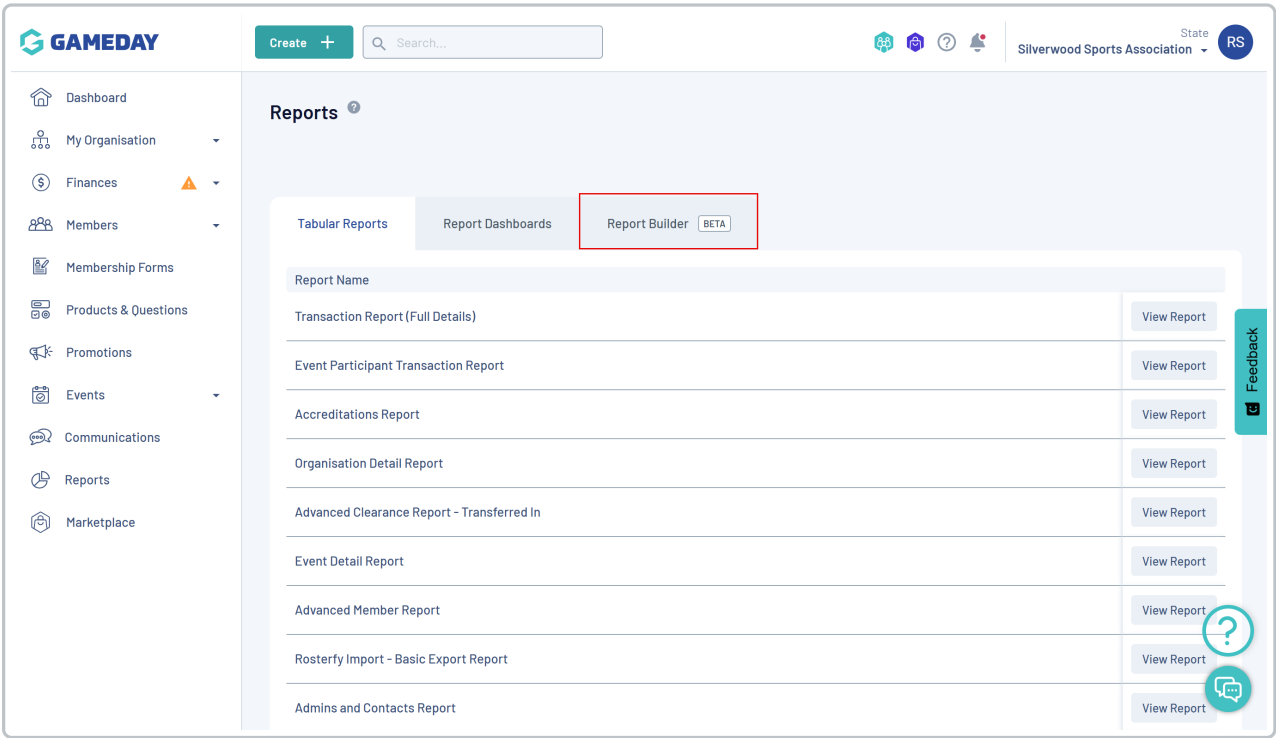
### Step 1: Access the Reports section

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



### Step 2: Open the Report Builder list

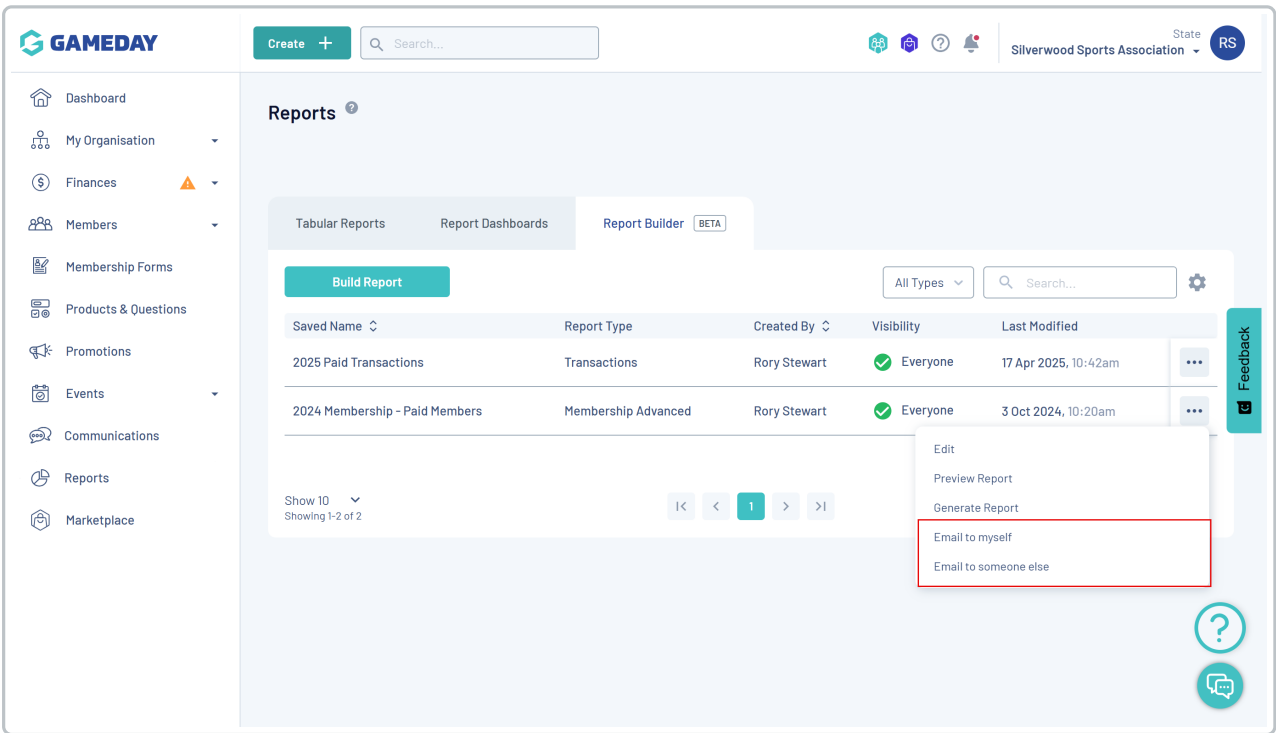
Toggle over to the **REPORT BUILDER** tab



**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
- **Email to someone else:** Allows you to send an excel file of the report to another user within your GameDay database






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

The screenshot displays the GAMEDAY web application interface. On the left is a sidebar with navigation links: Dashboard, My Organisation, Finances, Members, Membership Forms, Products & Questions, Promotions, Events, Communications, Reports, and Marketplace. The top header features a 'Create +' button, a search bar, and user information for 'Silverwood Sports Association' (State: RS). The main content area is titled '2025 Paid Transactions' with a 'Back' button and a 'Preview Report' button. Below the title are two main sections: 'Select Fields' and 'Report Configuration'. The 'Select Fields' section has a search bar and a list of fields including Member (Title, Home Street, Home Suburb, Home Postcode, Home State, Home Country), Settlement, Member Organisation, and Order. The 'Report Configuration' section lists fields with filters: First Name, Last Name, Order Number, Order Date (Between: 1 Jan 2025 and 31 Dec 2025), Order Status (Includes: Paid), and Product Name. A dropdown menu is open in the top right corner, showing options: 'Generate Report', 'Email to myself', and 'Email to someone else'. A 'Feedback' button is visible on the right side of the interface.




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. 



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

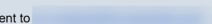


Ph: +61400100200

Email: 

Web: [www.mygameday.app](http://www.mygameday.app)



This email was sent to 


Email content managed by Silverwood Sports Association.

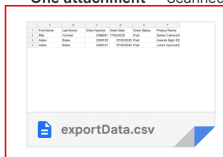


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 Reply

 Forward

# Watch

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