

# Event Participant Report

17/04/2025 1:29 pm AEST

## Overview

Using GameDay's Report Builder feature, administrators can create a custom event report that allows them to pick and choose report fields to present the data associated with the registrants of a specific Event Form. This report is known as the **Event Participant Report**.

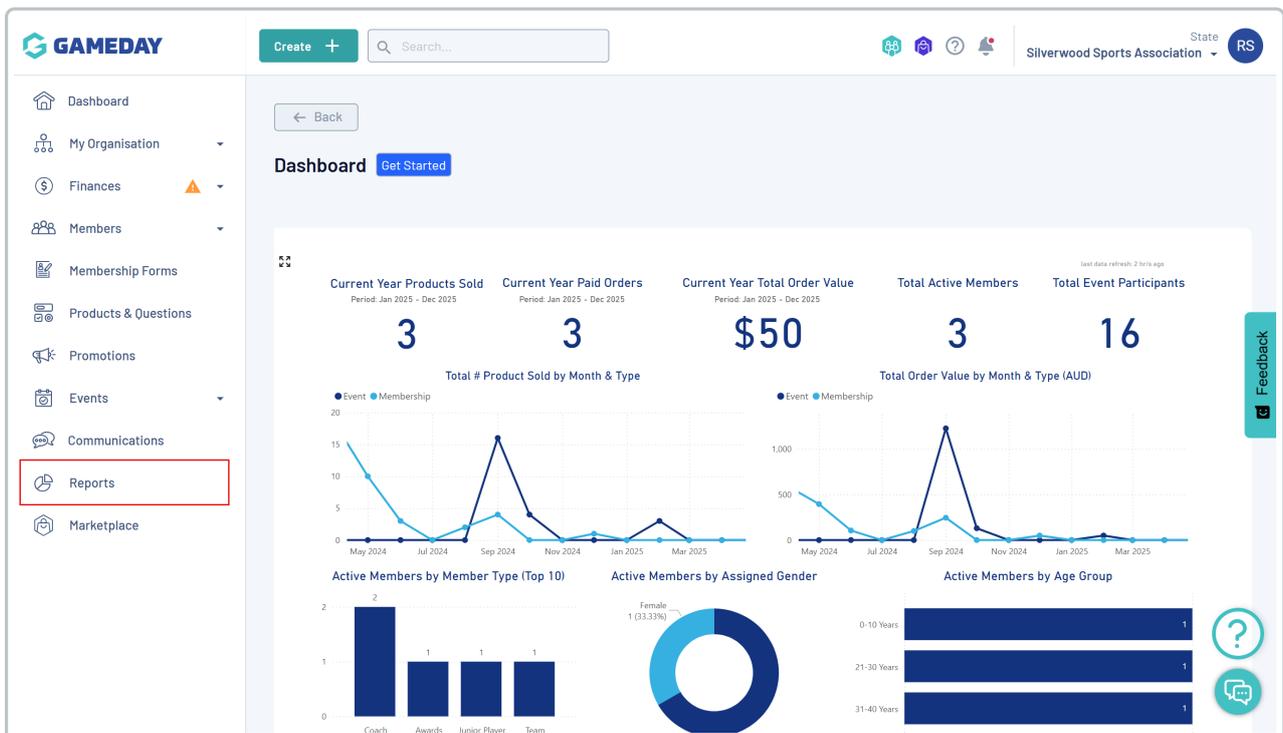
This report is designed to be used to extract any that was answered by members when completing a specific membership form, including:

- Event information
- Member information
- Products purchased
- Order details
- Documents uploaded
- Notes added to member records by administrators

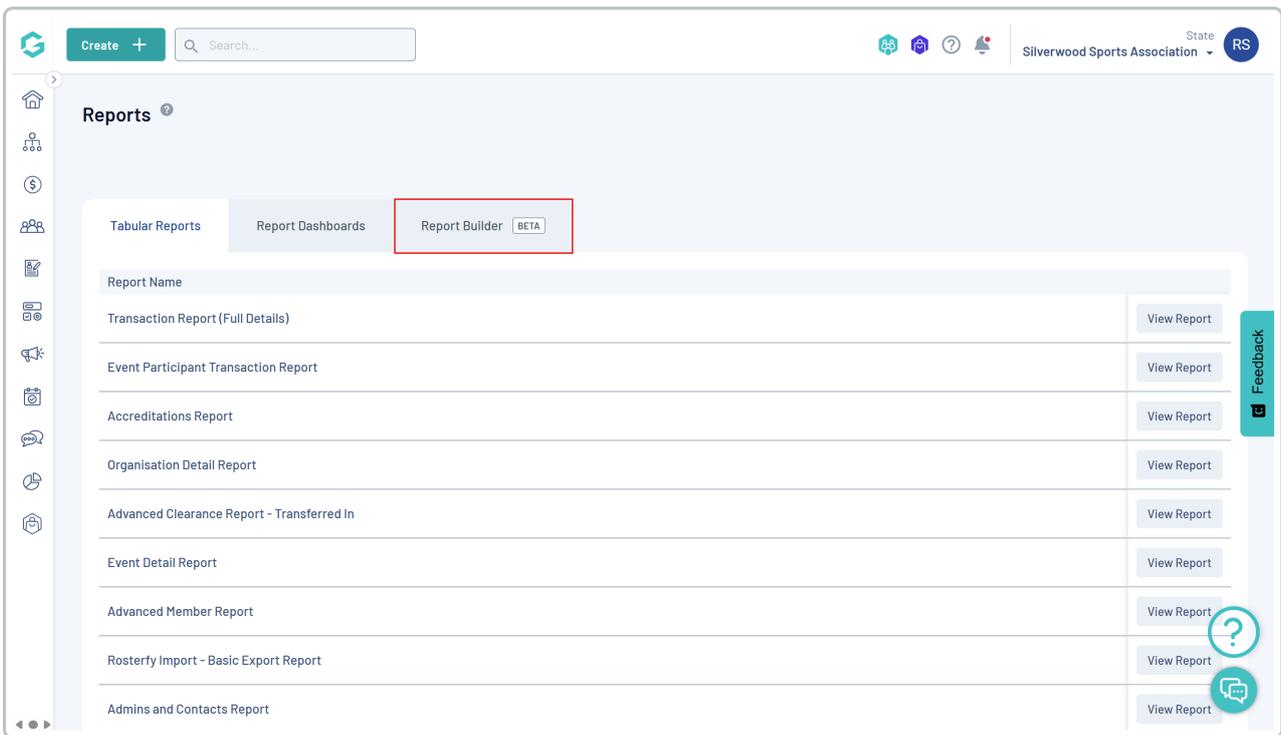
## Step-by-Step

### Step 1: Open the Report Builder:

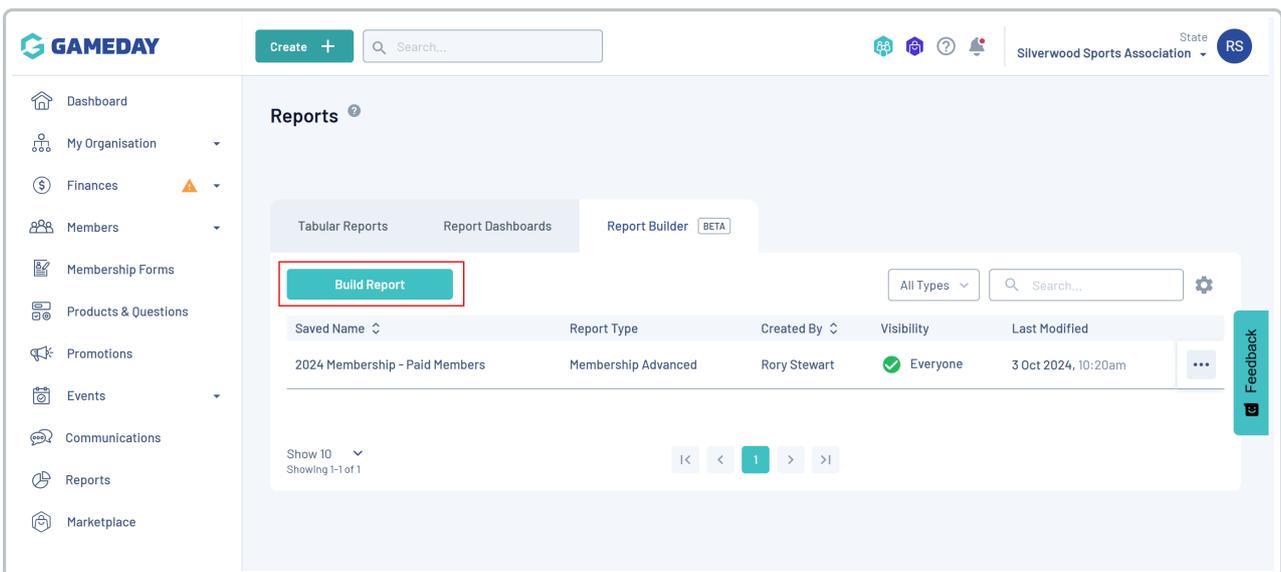
From the left-hand menu, click **REPORTS**



Toggle over to the **REPORT BUILDER** tab



Click **BUILD REPORT**



## Step 2: Select the Report Type and Membership Form

Select the **Event Participants** option.

In the **Event Form** field, choose the relevant event that you want to use as the basis for your report.

Give the report a name that reflects what you're looking to identify with the report, then click **SAVE**.

## Create a New Report ✕

What kind of report would you like to make?

Membership Advanced   
Report on members who have completed a membership form

**Event Participants** BETA   
Report on participants who have registered to your events

Transactions BETA   
Report on members who have made a transaction

For which event form? \*

GameDay Basketball Tournament

What would you like to name this report? \*

Basketball Tournament - Event Participants

### 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.

The screenshot shows the Gameday reporting interface. On the left is a navigation menu with options like Dashboard, My Organisation, Finances, Members, Membership Forms, Products & Questions, Promotions, Events, Communications, Reports, and Marketplace. The main area is titled "Basketball Tournament - Event Participants" and shows a "Select Fields" panel on the left and a "Report Configuration" panel on the right. The "Select Fields" panel is highlighted with a red box and contains a search bar and a list of fields under "Event" and "Member" categories. The "Report Configuration" panel shows a list of selected fields with options to add filters and toggle visibility.

**Select Fields**

Search fields below...

**Event**

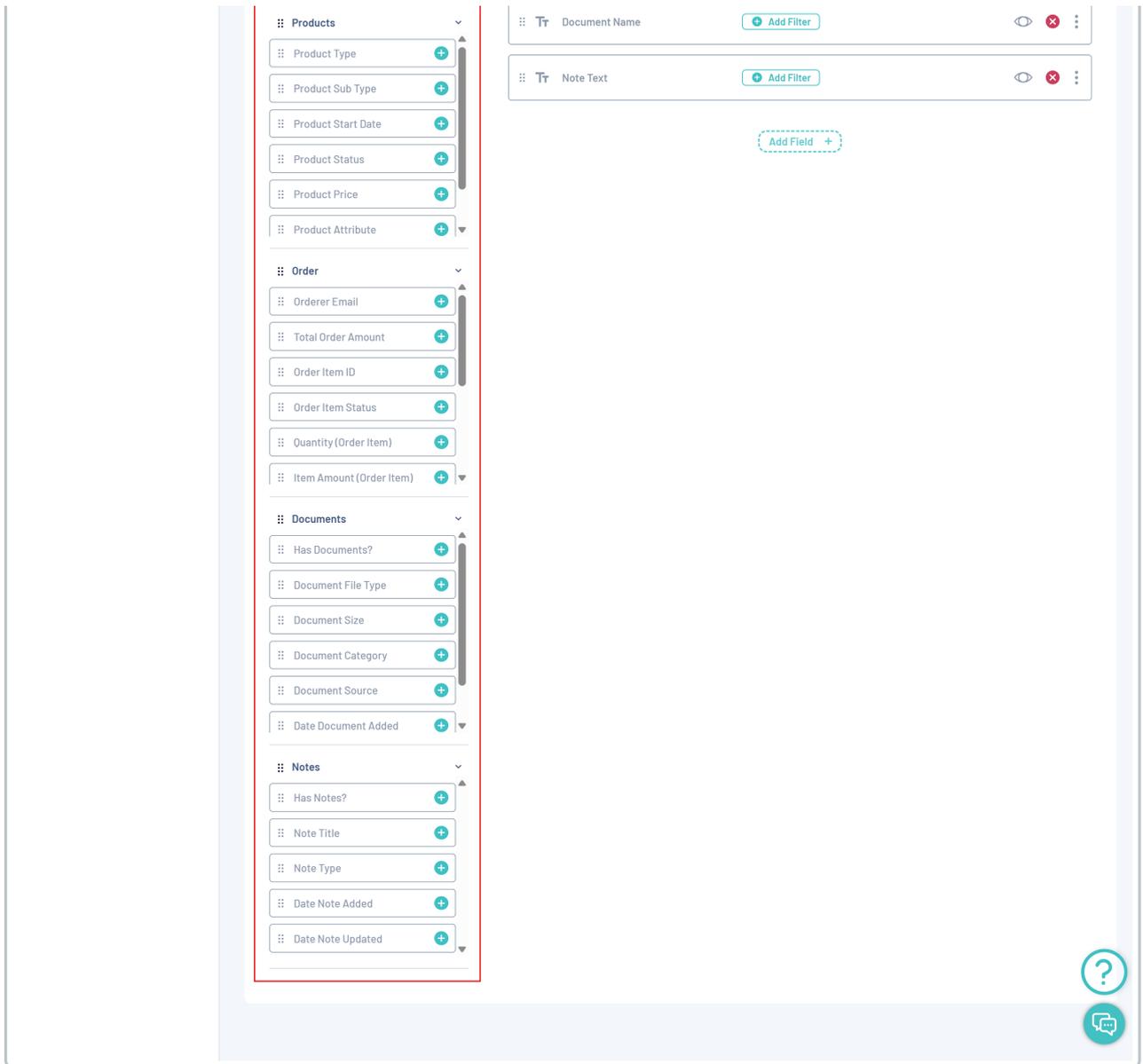
- Event Name
- Event Participant ID
- Event Template (Name)
- Event Category

**Member**

- Title
- Home Street
- Home Suburb
- Home Postcode
- Home State
- Home Country

**Report Configuration**

- Event Type
- First Name
- Last Name
- Product Name
- Product End Date
- Order Number
- Order Date
- Order Status



#### Step 4: Preview and export your report

You can use the **PREVIEW REPORT** button at the bottom of the page to display a preview of the first 20 records of the report.

Create + 
State Silverwood Sports Association RS

← Back Preview Report

### Basketball Tournament - Event Participants

Event Participants BETA - GameDay Basketball Tournament

**Select Fields**

- Event**
  - Event Name +
  - Event Participant ID +
  - Event Template (Name) +
  - Event Category +
- Member**
  - Title +
  - Home Street +
  - Home Suburb +
  - Home Postcode +

**Report Configuration** Settings

Event Type		
First Name	+ Add Filter	
Last Name	+ Add Filter	
Product Name	+ Add Filter	
Product End Date	+ Add Filter	
Order Number		
Order Date	+ Add Filter	

Feedback

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

Create + 
State Silverwood Sports Association RS

← Back Preview Report

### Basketball Tournament - Event Participants

Event Participants BETA - GameDay Basketball Tournament

**Select Fields**

- Event**
  - Event Name +
  - Event Participant ID +
  - Event Template (Name) +
  - Event Category +
- Member**
  - Title +
  - Home Street +
  - Home Suburb +
  - Home Postcode +

**Report Configuration** Settings

Event Type		
First Name	+ Add Filter	
Last Name	+ Add Filter	
Product Name	+ Add Filter	
Product End Date	+ Add Filter	
Order Number		
Order Date	+ Add Filter	

Generate Report

Email to myself

Email to someone else

Feedback

## 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

The screenshot shows the 'Report Configuration' screen in a web application. At the top, there is a navigation bar with a 'Create +' button, a search bar, and user information for 'Silverwood Sports Association'. Below this is a 'Back' button and a 'Preview Report' button. The main title is 'Basketball Tournament - Event Participants' with a sub-label 'Event Participants BETA - GameDay Basketball Tournament'. The interface is divided into two main sections: 'Select Fields' on the left and 'Report Configuration' on the right. The 'Select Fields' section has a search bar and lists fields under 'Event' (Event Name, Event Participant ID, Event Template (Name), Event Category) and 'Member' (Title, Home Street, Home Suburb). The 'Report Configuration' section lists the selected fields: Event Type, First Name, Last Name, Product Name, Product End Date, and Order Number. Each field has a visibility toggle, a filter button, and a delete button. A 'Settings' gear icon is in the top right of this section. At the bottom, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box. A 'Feedback' button is on the right side, and a help icon is at the bottom right.

Watch

Your browser does not support HTML5 video.

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