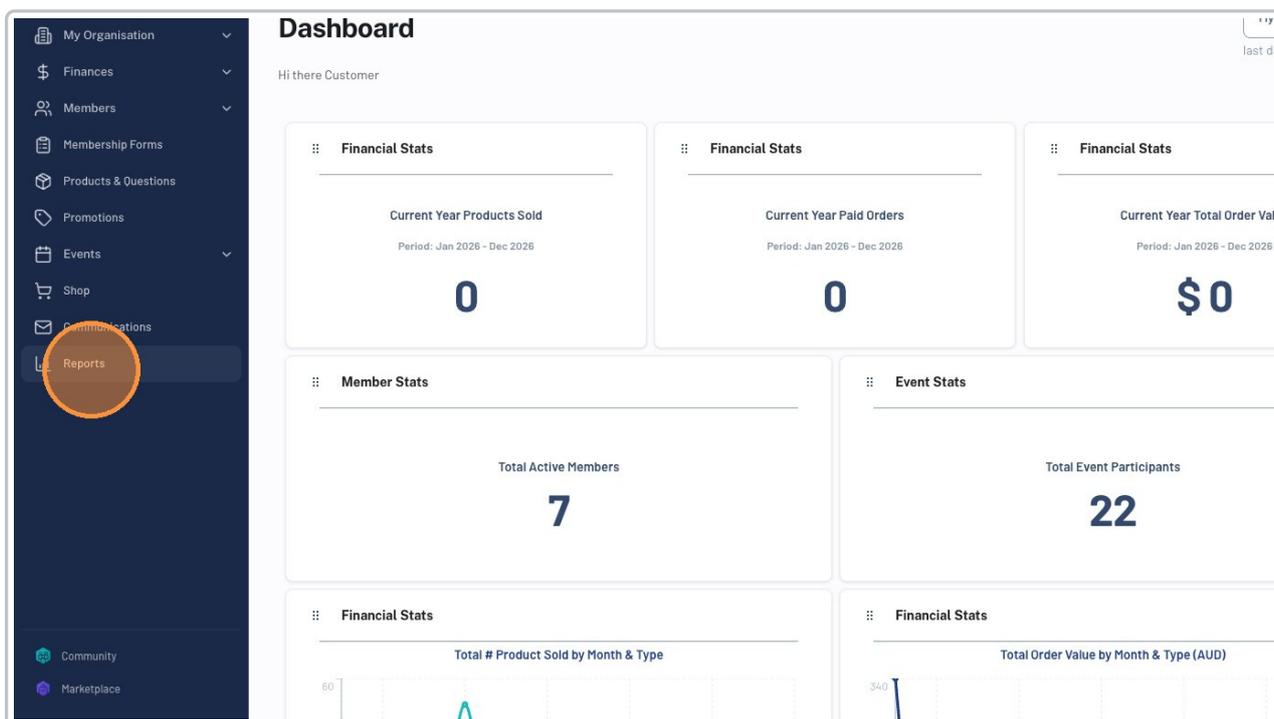


How To Build And Download Member Reports In GameDay

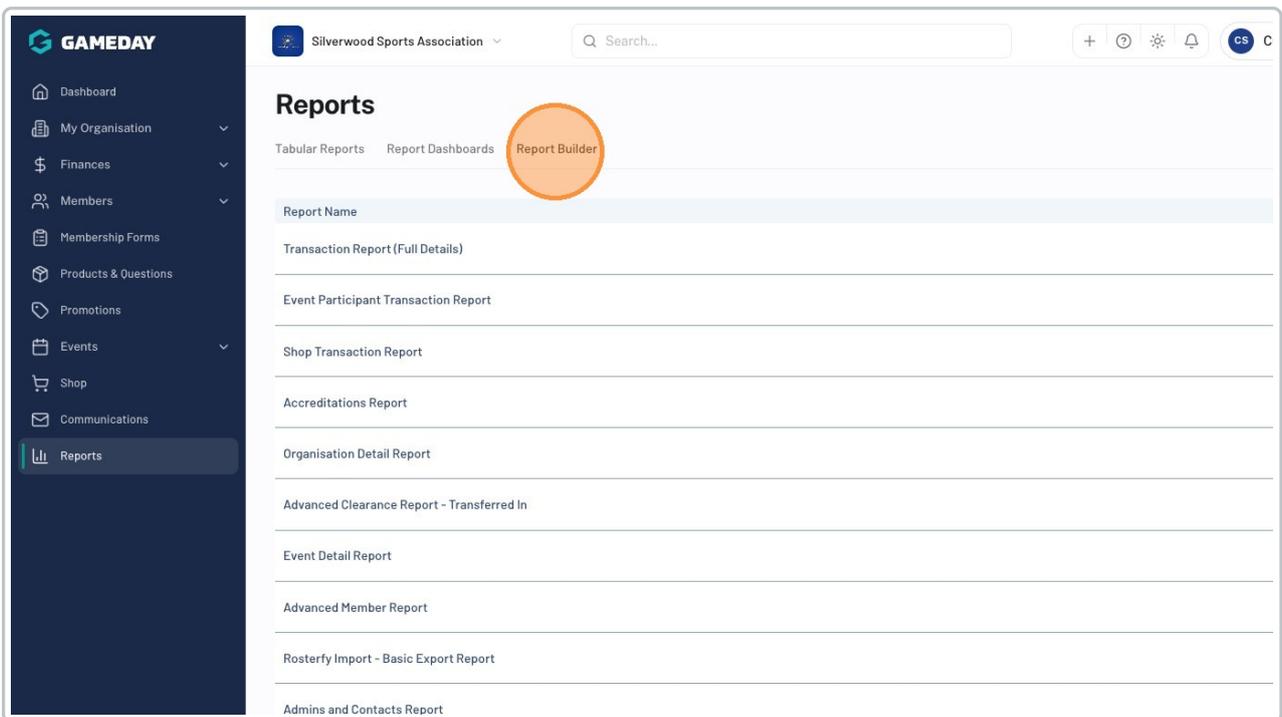
01/04/2026 4:14 pm AEDT

Learn how to utilise the GameDay report builder to generate and export comprehensive member data for your organization. This guide walks you through the configuration process to ensure you can efficiently access and download your member records across all Registration Forms

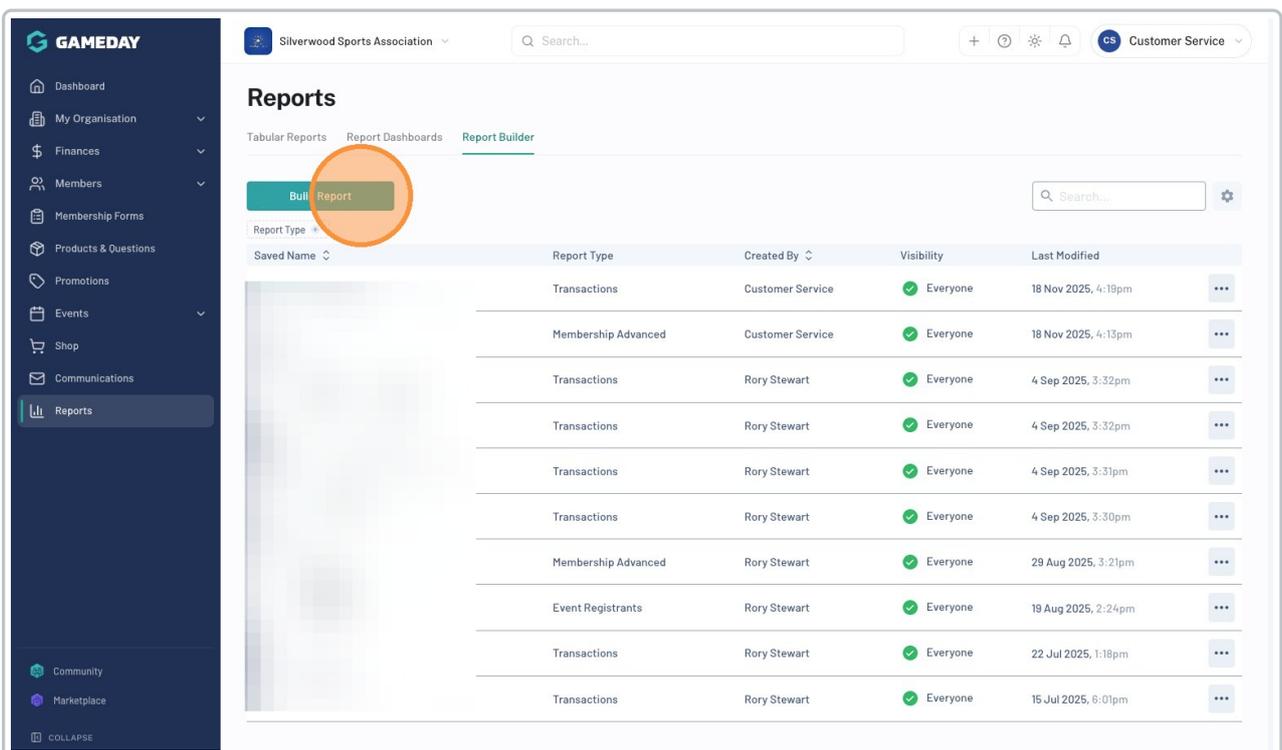
1. From your organisation Dashboard, click "Reports"



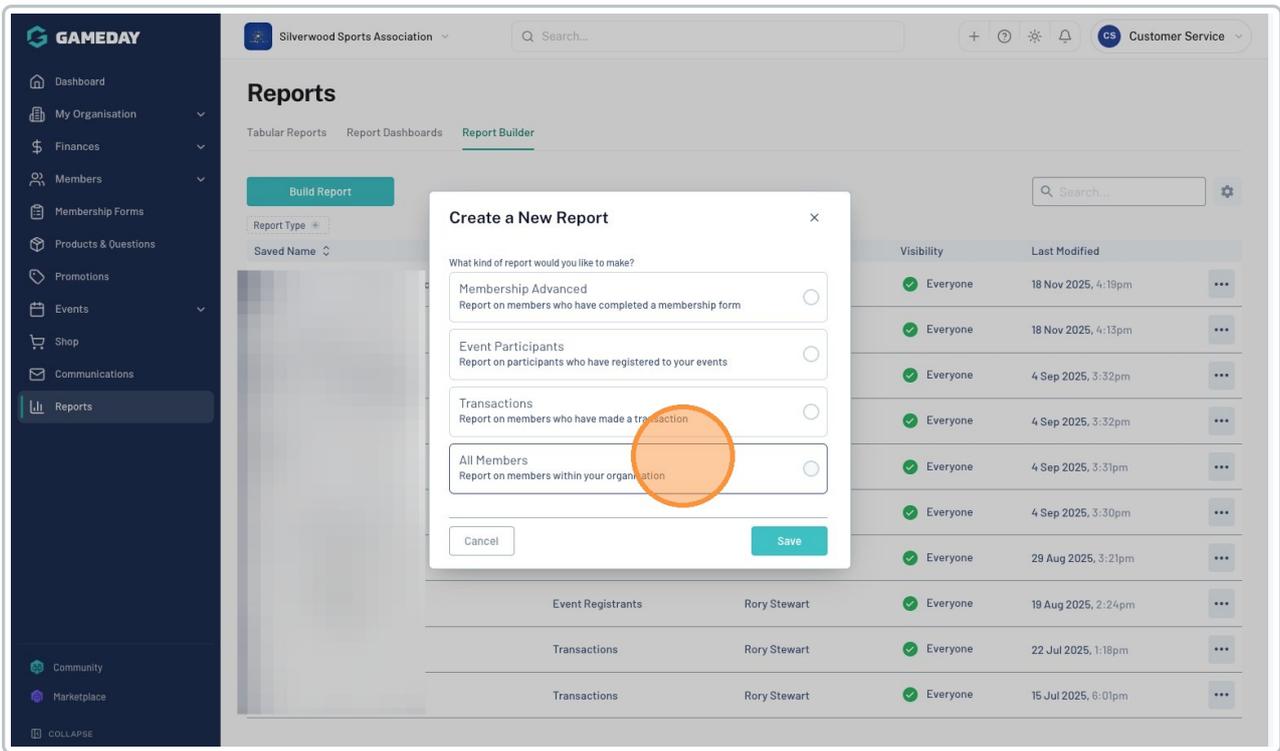
2. Navigate to the "Report Builder"



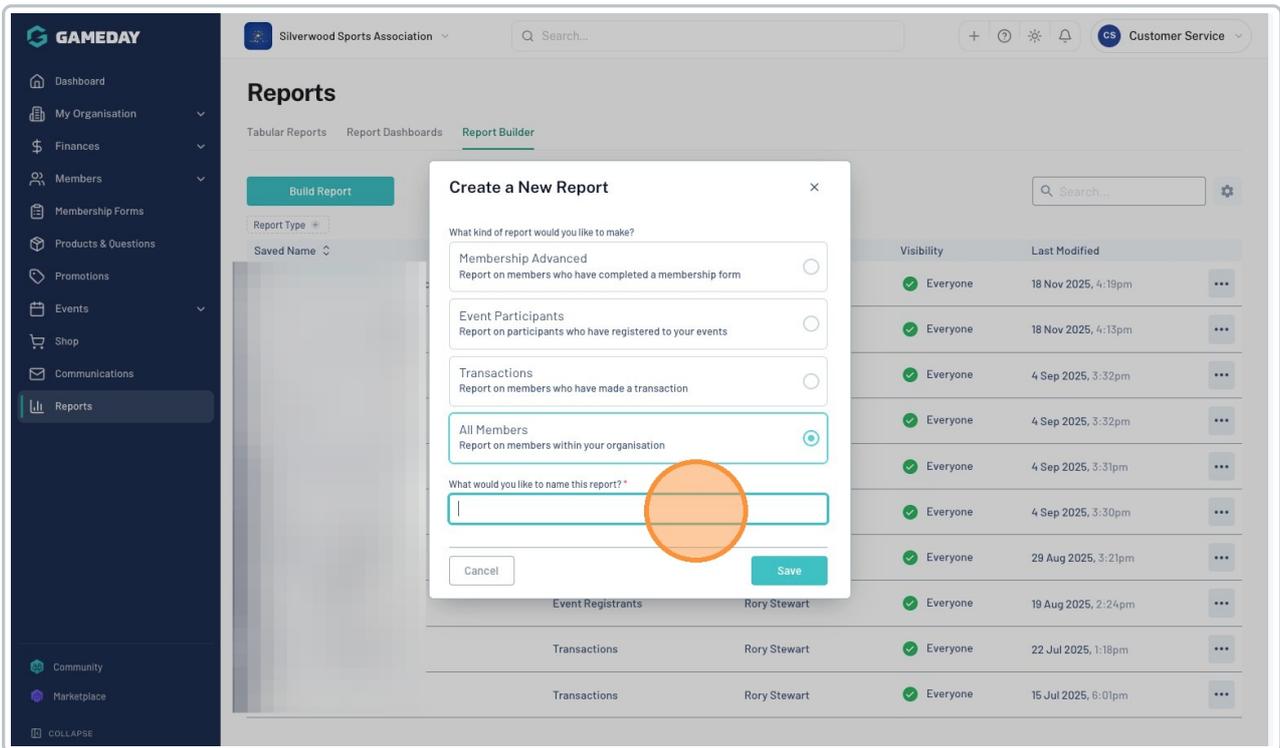
3. Click "Build Report"



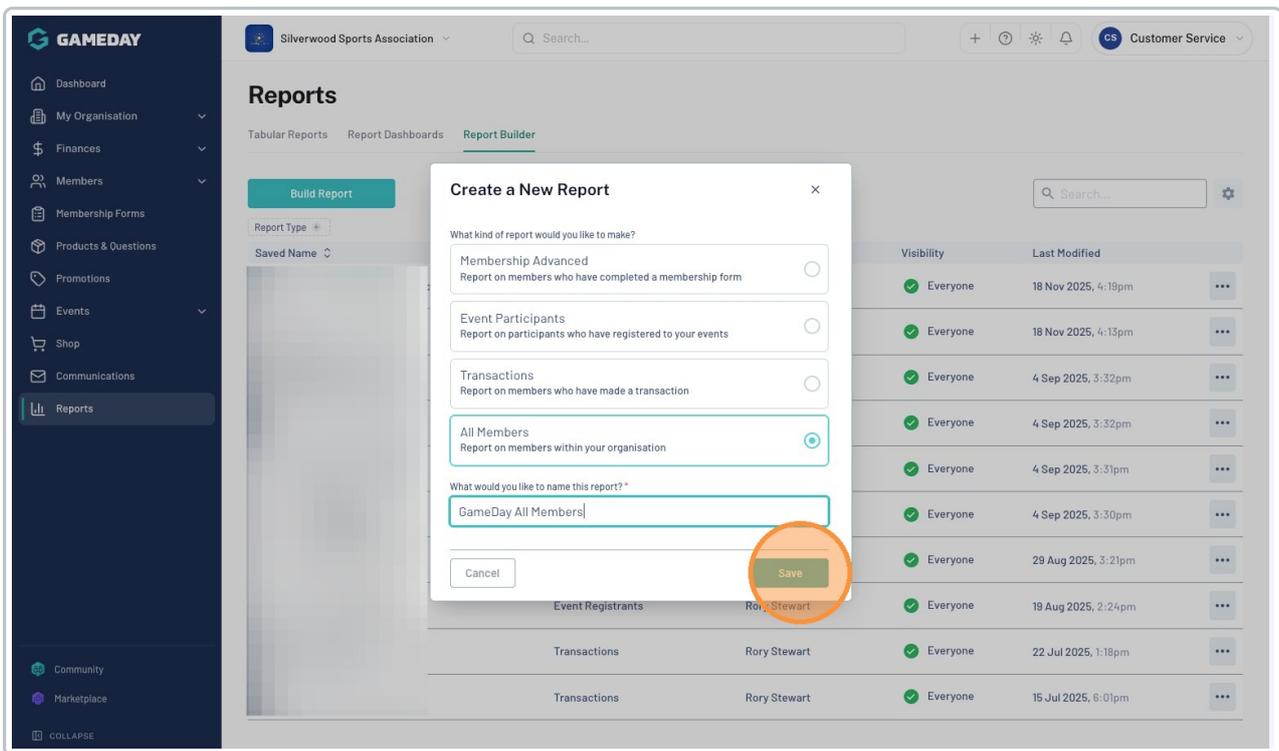
4. Click "All MembersReport on members within your organisation"



5. Enter a name for your new report



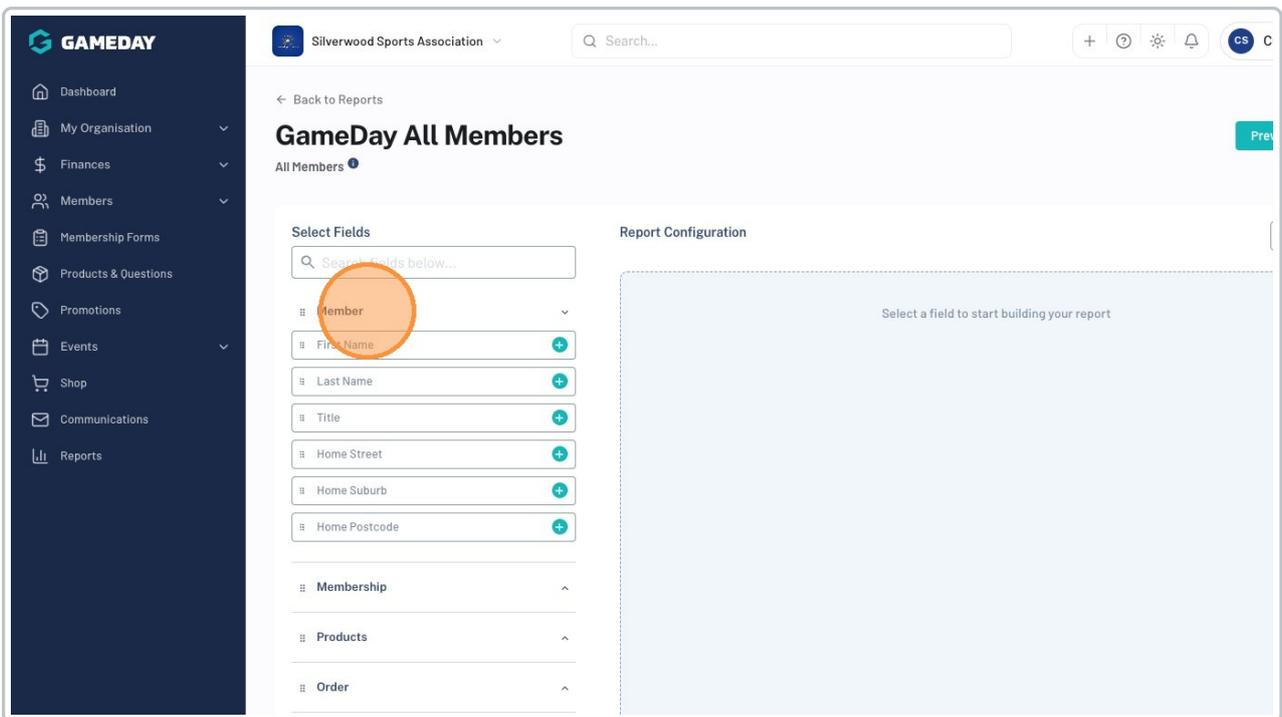
6. Click "Save"



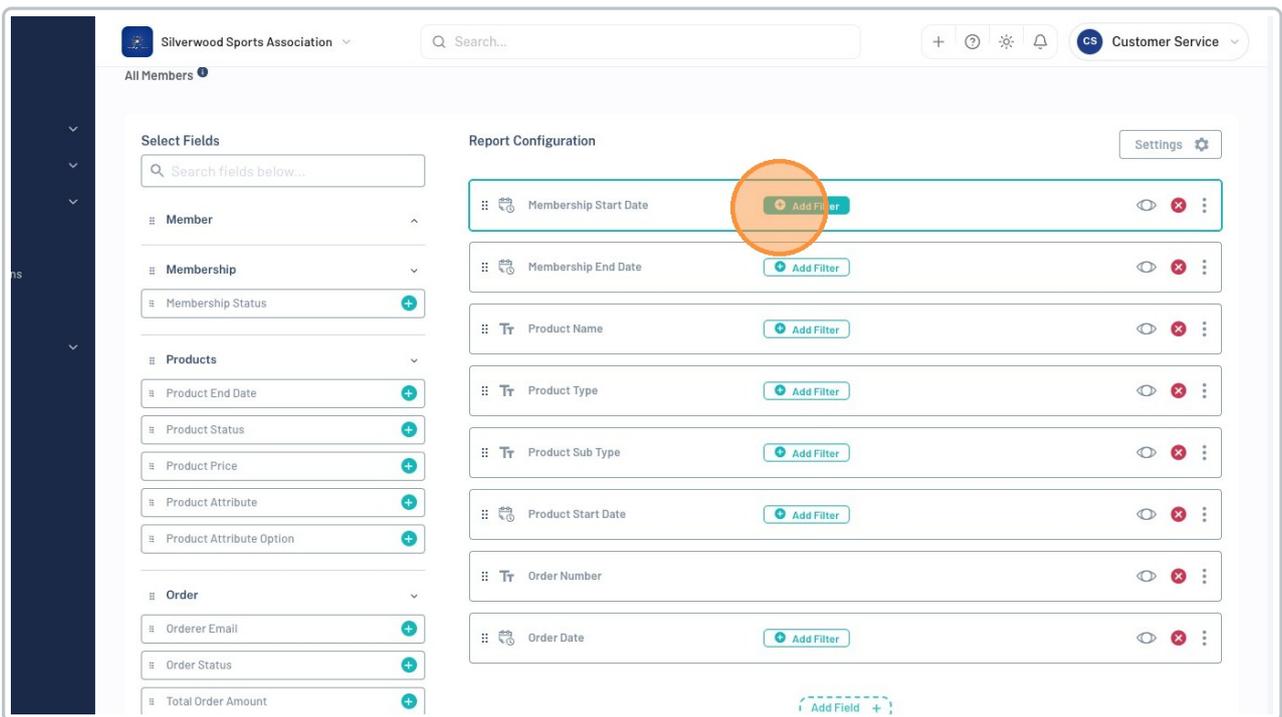
7. From the report builder page, you can add the fields you wish to report on simply by clicking on the + icon next to the field.

Fields are broken down into the following categories:

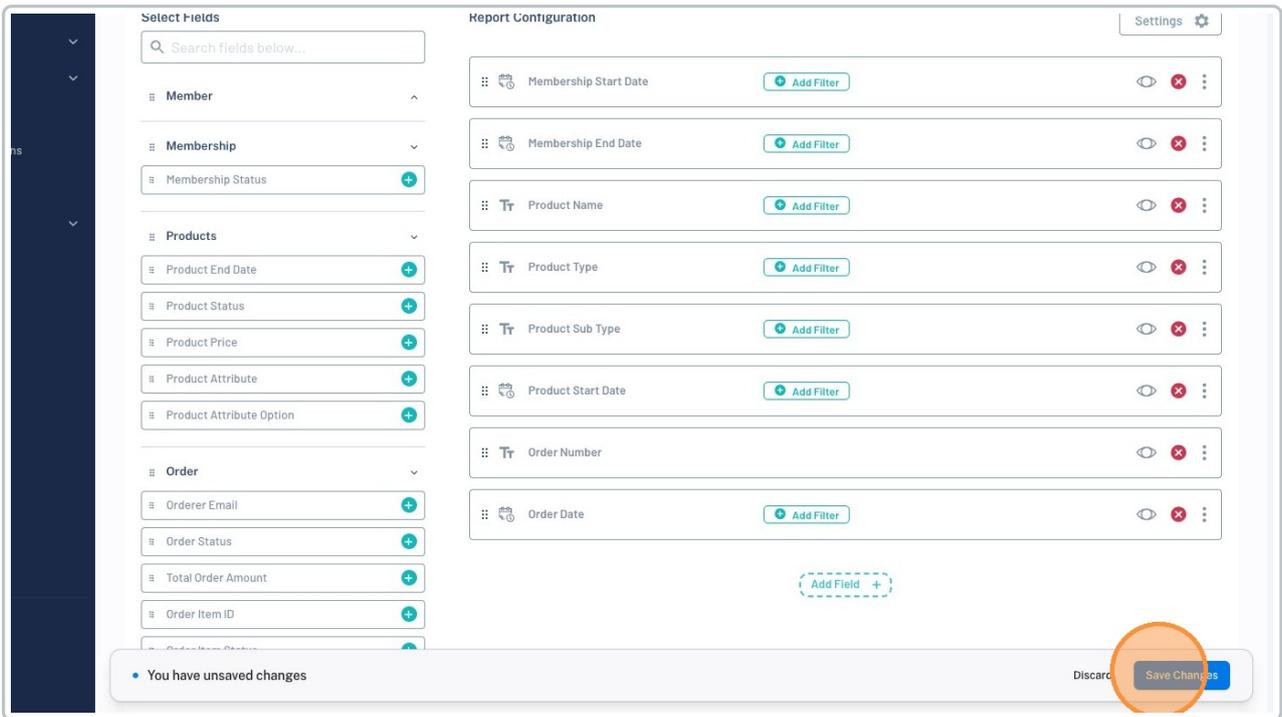
- Member
- Membership
- Products
- Orders
- Transactions
- Member Organisation



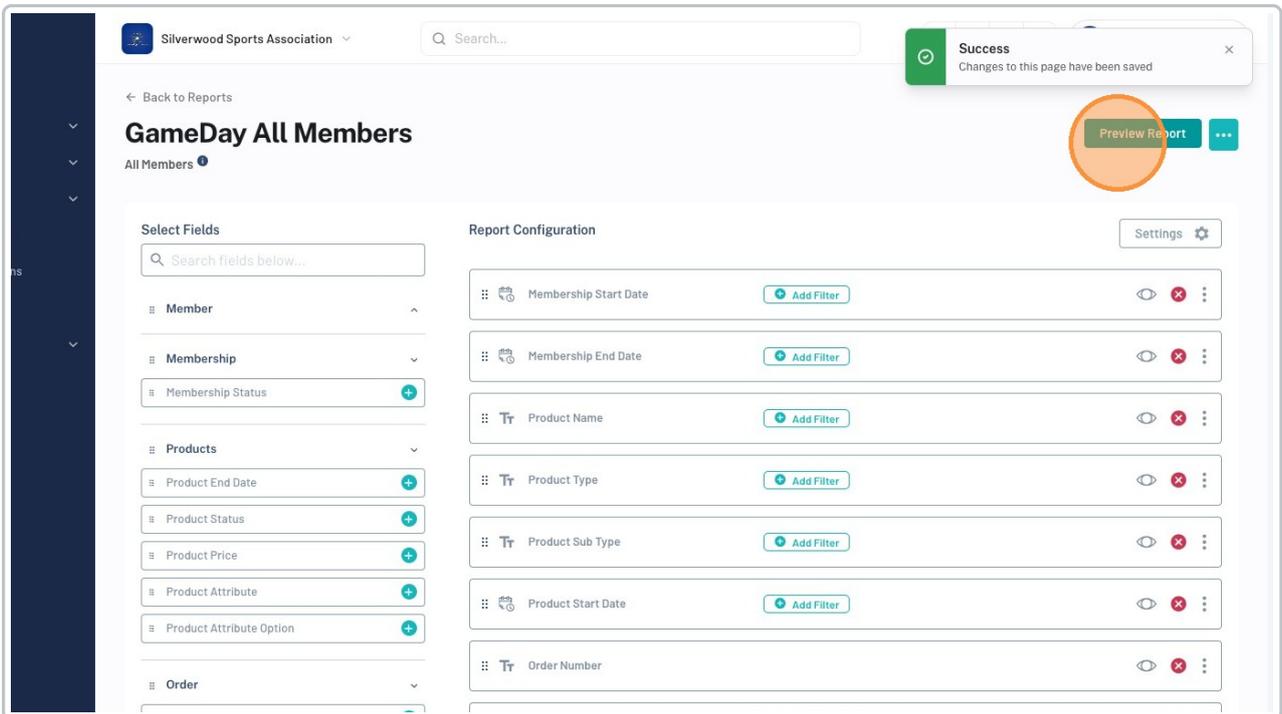
8. Filters can be applied to individual fields within the report to customise your data set



9. Click "Save Changes" once you have finalised the report



10. You can preview the report you have created by clicking the "Preview Report" button on the top right of the report builder



11. If you are happy with the report format, click the "Download Full Report" button to generate an export of the full data set

