

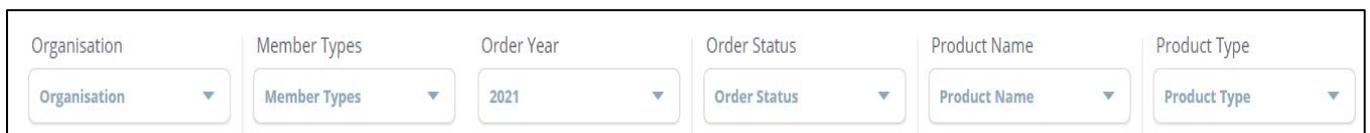
Running reports in SportsTG.

<https://mygameday.app/login>

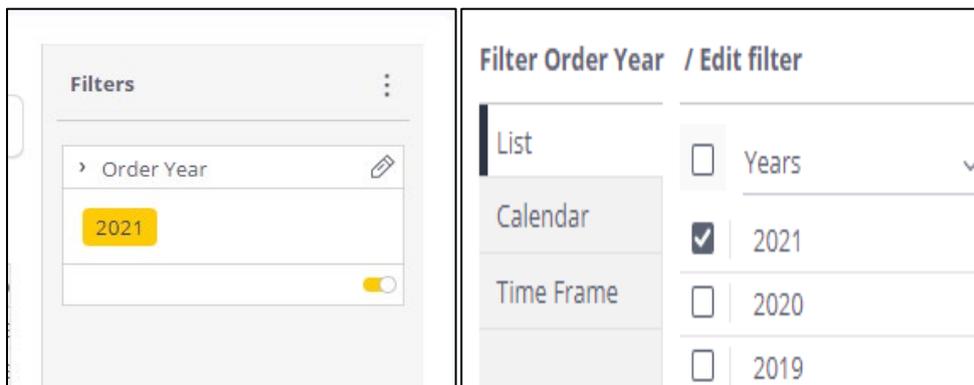
There are two (2) options for reports.

Option 1. Transaction Report – this report shows every product that a person has selected. If a member has chosen player, coach & volunteer they will show three (3) times on the report.

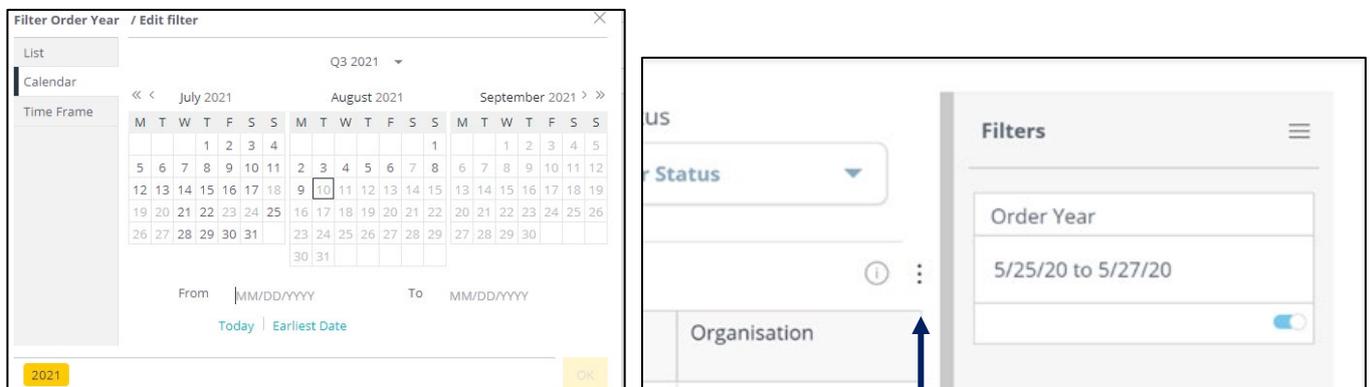
Select **REPORTS** from the top banner
 Select **TABULAR REPORTS**
 Select **TRANSACTION REPORT (BASIC)**
 Select the **Order Year 2021**



To the Right of screen is **FILTERS**. Hover over **ORDER YEAR** and click the pencil.
 Then click **CALENDAR**.



Select **Date range** and press **OK**



This will take you back to the main report page

Move the cursor to the main member information data, 3 dots will appear above the member information to the left of the Filters. These are **OPTIONS**. Click those dots.

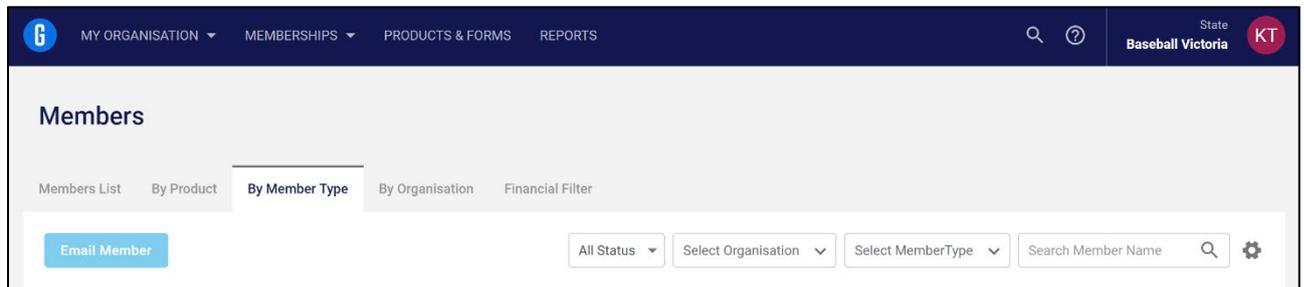
Select **OPTIONS > DOWNLOAD > CSV** to produce an excel spreadsheet.

Option 2. Member by Member Type – this report allows you to select particular member types (BV Player, Club Coach, Club Volunteer etc). However you can only choose one (1) type at a time to report on and this report does not allow you to filter members into age groups.

Select **MEMBERSHIPS** from the top banner

Select **BY MEMBER TYPE**

Click the **Select Member Type** down arrow



SELECT the product you want to report on.

Scroll to the end of the page and click **EXPORT CSV** located (bottom right).

This will produce an excel spreadsheet

