

## Running reports in SportsTG.

https://mygameday.app/login

There are two (2) options for reports.

**Option 1.** <u>Transaction Report</u> – 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** 

Organisation	Member Types	Order Year	Order Status	Product Name	Product Type
Organisation <b>•</b>	Member Types 🔹	2021 💌	Order Status 🔹	Product Name	Product Type

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

Filters	:	Filter Order Year	/ Edit filter
• Order Year	Ø	List	🗌 Years 🗸
2021		Calendar	2021
		Time Frame	2020
			2019



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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.** <u>Member by Member Type</u> – 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

	MEMBERSHIPS -	PRODUCTS & FORMS	REPORT	S					٩	0	Baseball V	State ictoria	КТ
Members													
Members List By Product	By Member Type	By Organisation Fina	ancial Filte	r									
Email Member			A	ll Status 💌	Select Organis	ation 🗸	Select Memb	eerType 🗸	Sear	rch Memł	ber Name	Q	ø
SELECT the produc	t you want	to report on.		Sear	ch							>	<

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

This will produce an excel spreadsheet

Search	×
Select MemberType	Q
NAME	
Club Umpire	SELECT
Club Scorer	SELECT
Club Coach	SELECT
CABS	SELECT
Committee Member	SELECT
Show 5 - Showing Rows 11-15 of 15	K < 1 2 <b>3</b> > >∣
	Cancel Clear Filter