

# PASSPORT Full Club Fixtures

## REPORTS > COMPETITIONS > ADVANCED FIXTURE > CONFIGURE

From **DETAILS**

Select the following:

- Competitions Name
- Round Number
- Match Date
- Match Time
- Team 1
- Team 2

From **VENUE**

Select the following:

- Venue Name

From **COMPETITIONS DETAILS**

Select the following:

- Grade
- Competition Active

The screenshot shows a configuration interface with a list of items to be included in the report. Each item has a checked checkbox, a label, a 'Filter:' dropdown menu, and a 'Remove' button with a minus sign. The items are: Competition Name, Round Number, Match Date, Match Time, Team 1, Team 2, Venue Name, Grade, and Competition Active. At the bottom left of the interface is a 'Run Report' button.

Scroll down to **REPORT OUTPUT**

For an Excel spreadsheet, select EMAIL > CSV > Enter email address

Check your Junk File

Hit **RUN REPORT**

You can also **SAVE** the report and access again.

Select **EDIT** to make any changes or **RUN** to run the report again

The screenshot shows a configuration area for the report output. It features a 'Saved Reports' dropdown menu with 'Full Fixture' selected. To the right of the dropdown are three buttons: 'Configure' (teal), 'Edit' (teal), and 'Run' (dark blue).