

How do I save a report?

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Overview

GameDay Passport allows you to build and configure detailed reports to suit your organisation's needs. To save time and ensure consistency for reports you run frequently, you can save any report you build within your database. This allows you to quickly run, edit, or share the same report in the future without having to select all the fields and filters again.



Be aware that:

- This functionality only applies to **Advanced Reports**, which are indicated by a **Configure** button
- Saved reports are specific to the Advanced Report they were created from (e.g., a saved 'Advanced Member' report will only be available under 'Advanced Member' in the reports list)
- Any user in your database with permission to run reports will be able to see and use saved reports

Step-by-Step

Step 1: Navigate to the report you wish to configure

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

The screenshot displays the GameDay Passport interface for the Silverwood Sports Association. On the left, a navigation menu lists various sections: Dashboard, My Organisation (marked as NEW), Finances, Members, Competitions, Clubs, Teams, Communications, Registrations, Courses, Reports, and Marketplace. A red arrow points to the 'Reports' option in this menu. The main content area is titled 'Silverwood Sports Association' and includes a 'Get Started' button. Below the title, there is a section for 'Details' with a logo placeholder and an 'Add/Edit Logo' button. The details include the address: 165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121, and contact information for Sophie (0390001000, sophie@email.com). To the right, there is a 'Contacts' section with 'President (Primary Contact)' Darryl Monk (0400300200, daz@email.com) and 'Treasurer' Jane Jones (0400000000, jane@email.com). Below the contacts, there are 'Stats' and 'Players by Gender' sections, each with a 'Configure' button and an empty chart area.

Select the relevant report category (e.g. **Members**)

Reports are grouped into different areas depending on the data they report on. Choose the type of report you would like to use from the buttons on the left.

There are two types of reports present in the system.

Quick Reports - Indicated by the 'Run' button, they are predefined and allow you a quick look at your data.
Advanced Reports - Indicated by the 'Configure' button, they allow you to define which fields you want to display and add custom filters to your report.

Quick Reports

Quick Report: Funds Received From Braintree
A quick report to identify Funds Received based on Date Funds Sent or Distribution ID. When running the report the user can choose to use one or both input options to generate the report Run

Quick Report: Transactions Run

Quick Report: Members in current Season Run

Popular Reports

Transactions
Set your own parameters etc for reporting on Transactions Configure

Funds Received
Set your own parameters etc for reporting on Transactions from which you have received funds Configure

Scroll to find the report you wish to build and click **CONFIGURE**

Retention Report Configure

Set your own parameters etc for reporting on Member Retention

Advanced Fitness Test Report Configure

Set your own parameters etc for reporting on Fitness Tests

Advanced Member Configure

Set your own parameters etc for reporting on Members.

Saved Reports Please select... Edit Run

National Accreditation Report Configure

National Accreditation Report

Step 2: Configure the report fields and options

Choose fields from the left column and add them to the **Selected Fields** section by clicking the **+** button

Find A Field

Personal Details

+ National Number

+ Quick Link to record

+ Previous Member ID

+ Member No.

+ Active Record

+ Salutation

+ Middle Name

+ Maiden Name

+ Preferred Name

+ Year of Birth

+ Place (Town) of Birth

+ Country Of Birth

+ Different Identity

Selected Fields

☒ Member ID
 Filter :
Remove

☒ First Name
 Filter :
Remove

☒ Family Name
 Filter :
Remove

☒ Date of Birth
 Filter :
Remove

☒ Gender at Birth
 Filter :
Remove

☒ Gender Identity
 Filter :
Remove

☒ Season
 Filter :
Remove

Run Report

Options

Show

☒ Unique Records Only
 ☐ Summary Data
 ☐ All Records

Sort by

Season

Descending

Use the **OPTIONS** section to set your sorting or grouping preferences.

+ Preferred Name

+ Year of Birth

+ Place (Town) of Birth

+ Country Of Birth

+ Different Identity

+ Deceased

+ Eye Colour

+ Hair Colour

+ Ethnicity

☒ Season
 Filter :
Remove

Run Report

Options

Show

☒ Unique Records Only
 ☐ Summary Data
 ☐ All Records

Sort by

Season

Descending

Secondary sort by

None

Ascending

Group By

No Grouping

Report Output

Ensure the **REPORT OUTPUT** is set as desired. You can either run the report to **display** in your browser in a new tab, or you can configure the report to be sent to your admin **email** as a Tab Delimited (Text) or CSV (Excel) file every time it is run.

Eye Colour

Hair Colour

Ethnicity

Height

Weight

Parent/Guardian

Contact Details

Interests

Group By: No Grouping

Report Output

Choose how you want to view the data from this report.

☒ Display
Open the report to display in a new tab

☐ Email
Email the report to myself in a format suitable for external use. Select format below.

Report Format: Tab Delimited

Email Address: [Field]

Run Report

Saved Reports

Step 3: Save the report configuration

Once you are happy with the configuration, scroll down and click the **SAVE** button in the **Saved Reports** section

GAMEDAY

Search...

Height

Weight

Parent/Guardian

Contact Details

Interests

Identifications

Financial

Medical

☒ Display
Open the report to display in a new tab

☐ Email
Email the report to myself in a format suitable for external use. Select format below.

Report Format: Tab Delimited

Email Address: [Field]

Run Report

Saved Reports

Select an Option

Run

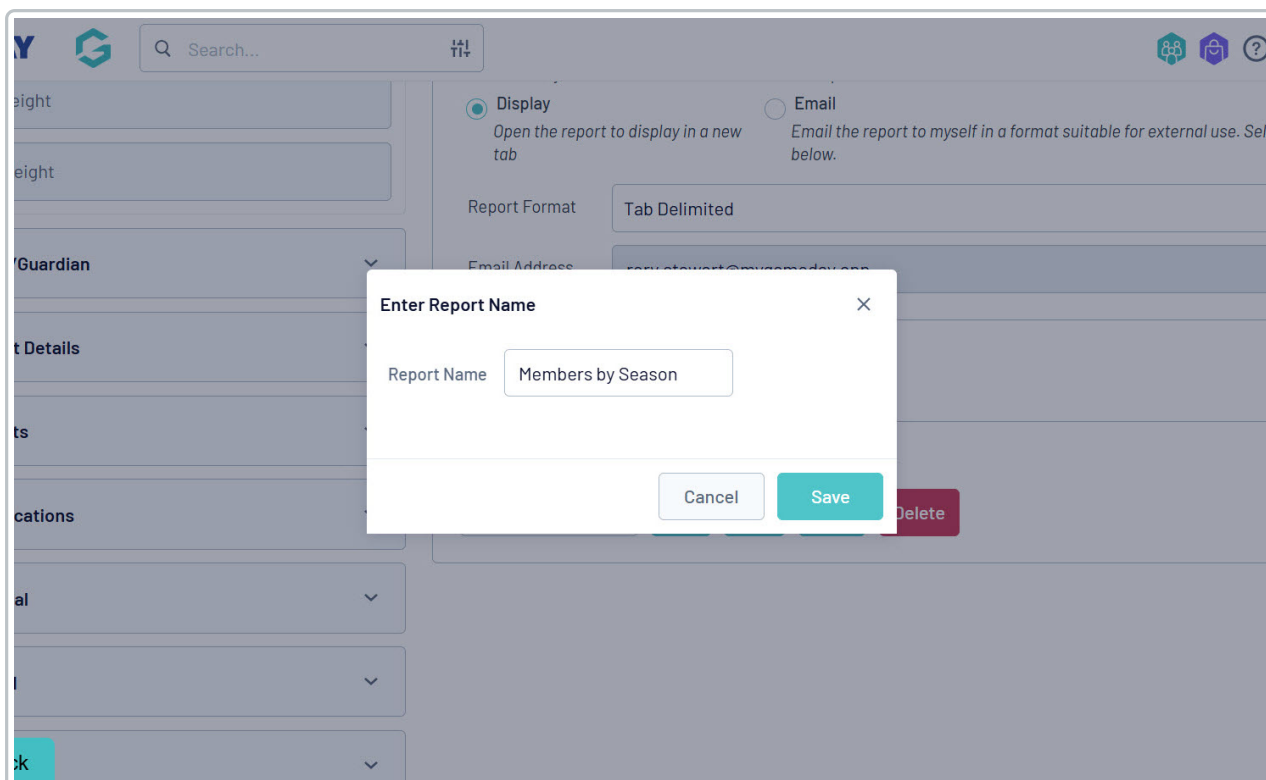
Edit

Save

Delete

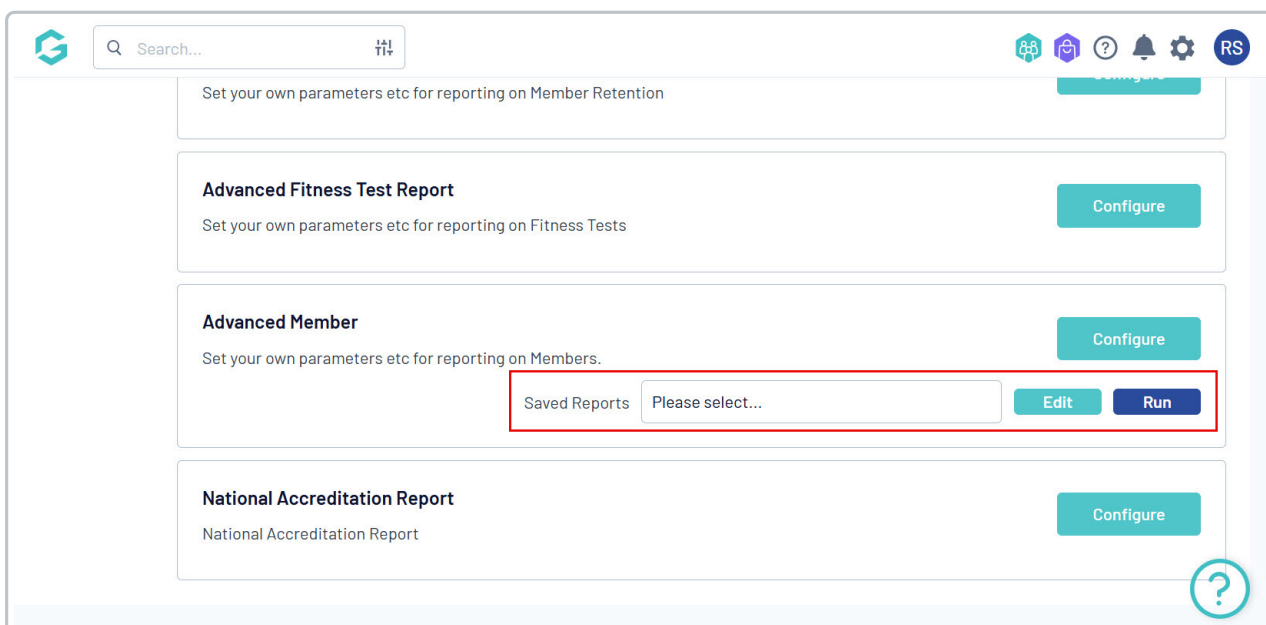
Step 4: Name and confirm your saved report

A pop-up box will appear. Enter a descriptive name for your report in the **Report Name** field and click **SAVE**



Step 5: Re-use your saved report

Your report configuration is now saved. To use it in the future, navigate back to the same report. Select your named report from the **Saved Reports** dropdown menu and click **Run** to generate it instantly, or **Edit** to make changes to the configuration.



Note: If you want to overwrite the configuration of a saved report, you will need to save the updated version again and delete the old saved version

Watch

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