

# How do I export a report?

22/04/2025 12:18 pm AEST

## Overview

Administrators have the ability to send themselves a CSV export of any of their custom-built reports by email, using the Report Output section of the [report builder](#). This gives administrators greater flexibility in manipulating their reports to suit their needs.

## Step-by-Step

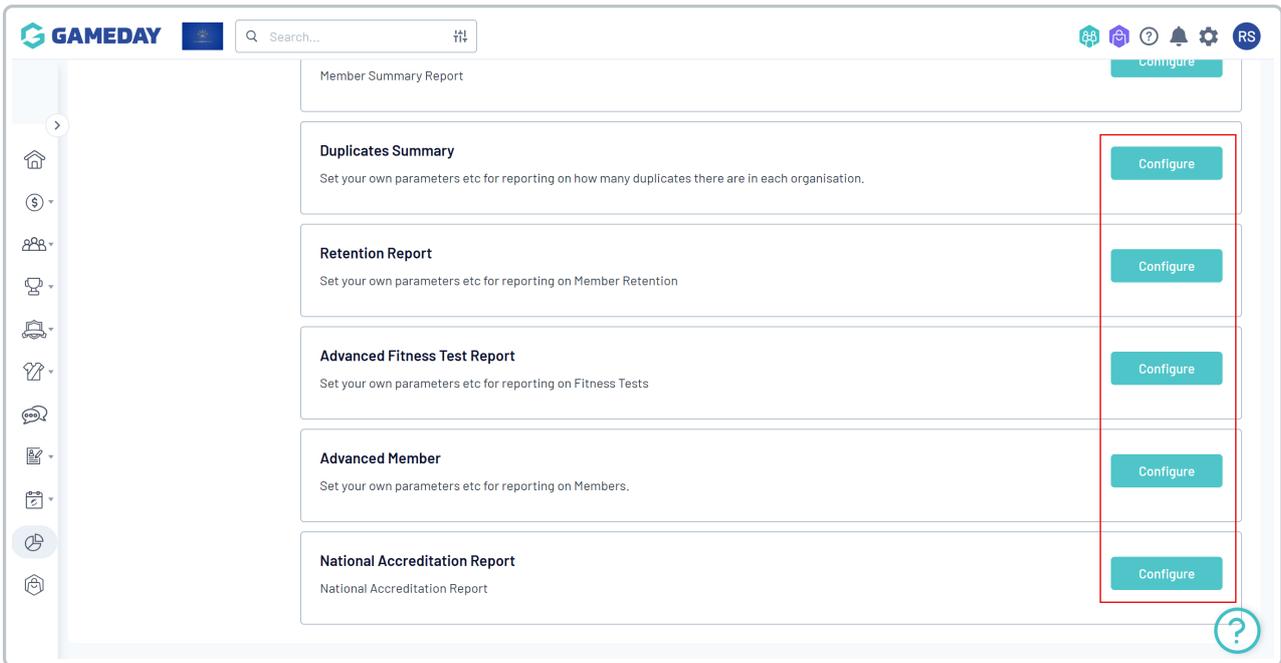
### Step 1: Access the Reports Tab

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

The screenshot shows the Silverwood Sports Association dashboard. The left-hand menu is visible, with the 'Reports' tab highlighted in a red box. The main content area displays the association's details, including its name, address, and contact information. The 'Stats' section is visible, showing four empty charts: 'Members', 'Players by Gender', 'New Members', and 'Members registered via forms'. The 'Reports' tab is highlighted in the left-hand menu.

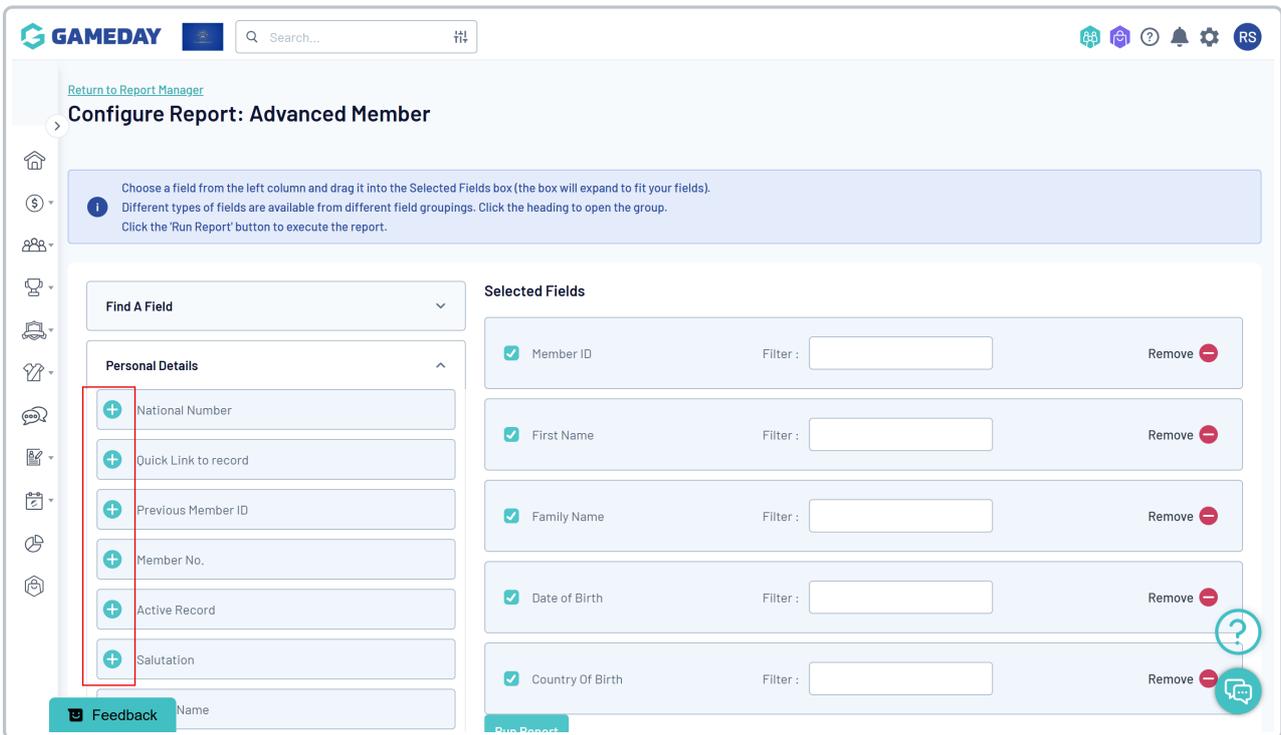
### Step 2: Select the report type

Find the report you want to run, then click **CONFIGURE**



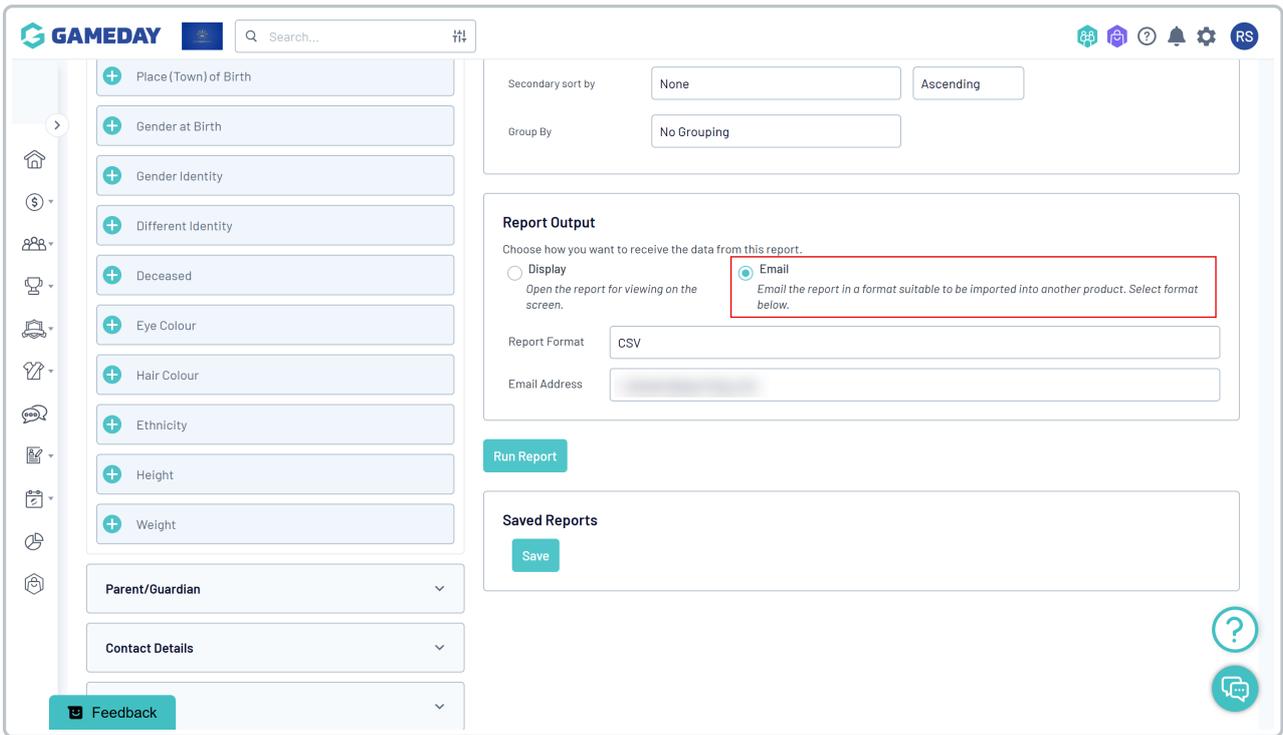
### Step 3: Build your report

Use the fields in the left-hand menu to build the report



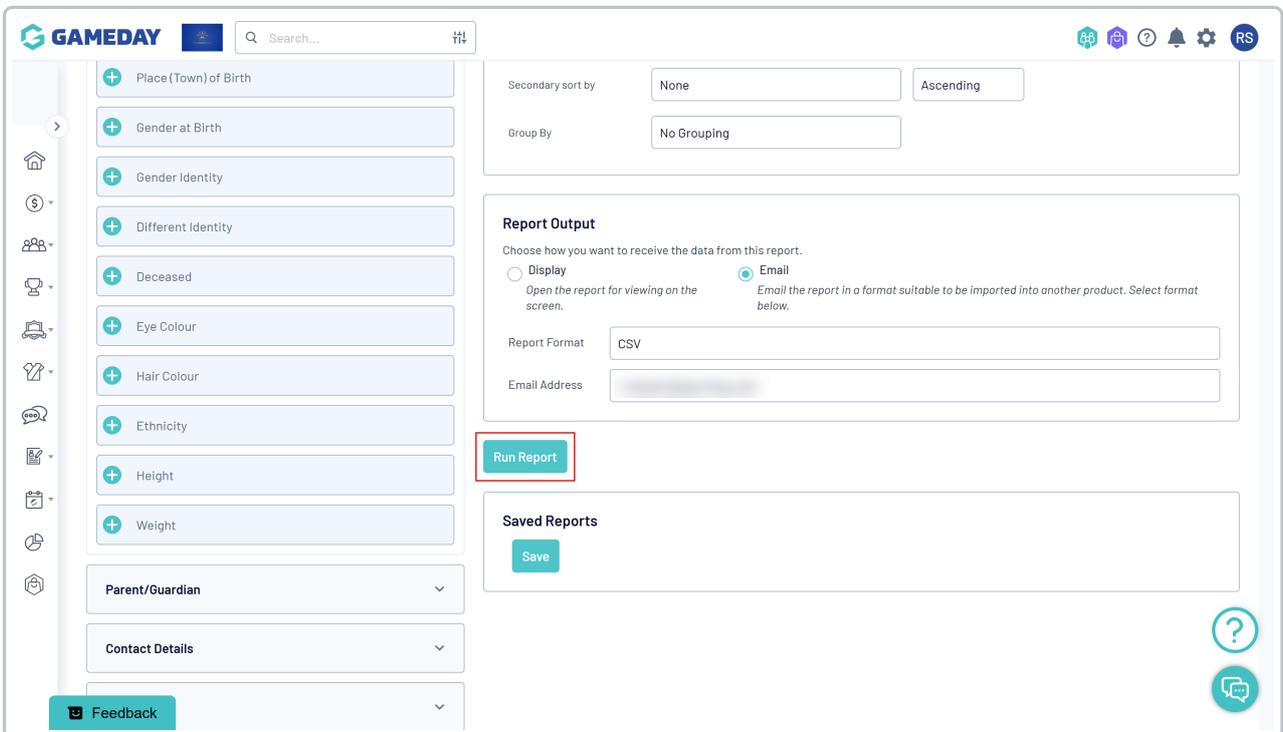
### Step 4: Choose your report output and format

In the **Report Output** area, select the **EMAIL** option and choose your desired output format; **Tab Delimited** or **CSV**. As an administrator, your email address will be pre-populated and cannot be edited



## Step 5: Run the report

Select the **RUN REPORT** button to trigger the email to be sent to your inbox



You'll then see a confirmation message noting where the data has been sent

## Your Data has been sent

Your data export has been processed and emailed to [REDACTED]

The attached file is a tab-delimited or csv text file that can be opened in most spreadsheet applications (including Microsoft Excel).

The data contains **35** rows.

Your report will then arrive in your email inbox with the attached file ready to download

Data Export ▾ Inbox x

 **GameDay** <donotreply@mygameday.app> 11:55 AM (16 minutes ago) ☆ ↶ ⋮

to [REDACTED]

The data you requested for export is included in the attached file

This email was sent to [REDACTED]

  
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One attachment • Scanned by Gmail ⓘ

id	name	email	phone	address	city	state	zip	country
1	John Doe	john.doe@gmail.com	555-123-4567	123 Main St	New York	NY	10001	USA
2	Jane Smith	jane.smith@yahoo.com	555-987-6543	456 Elm St	Los Angeles	CA	90001	USA
3	Bob Johnson	bob.johnson@outlook.com	555-234-5678	789 Oak St	Chicago	IL	60601	USA
4	Alice Brown	alice.brown@icloud.com	555-345-6789	101 Pine St	San Francisco	CA	94101	USA
5	Charlie Davis	charlie.davis@protonmail.com	555-456-7890	202 Cedar St	Phoenix	AZ	85001	USA
6	Diana Prince	diana.prince@fastmail.com	555-567-8901	303 Birch St	Philadelphia	PA	19101	USA
7	Frank Miller	frank.miller@tutanota.com	555-678-9012	404 Spruce St	San Diego	CA	92101	USA
8	Grace Lee	grace.lee@protonmail.com	555-789-0123	505 Willow St	Portland	OR	97201	USA
9	Henry King	henry.king@protonmail.com	555-890-1234	606 Ash St	Seattle	WA	98101	USA
10	Ivy White	ivy.white@protonmail.com	555-901-2345	707 Hickory St	Denver	CO	80201	USA
11	Jack Black	jack.black@protonmail.com	555-012-3456	808 Maple St	San Jose	CA	95101	USA
12	Karen Green	karen.green@protonmail.com	555-123-4567	909 Poplar St	San Antonio	TX	78201	USA
13	Liam Brown	liam.brown@protonmail.com	555-234-5678	1010 Sycamore St	San Jose	CA	95101	USA
14	Mia White	mia.white@protonmail.com	555-345-6789	1111 Chestnut St	San Jose	CA	95101	USA
15	Noah Black	noah.black@protonmail.com	555-456-7890	1212 Walnut St	San Jose	CA	95101	USA
16	Olivia Green	olivia.green@protonmail.com	555-567-8901	1313 Elm St	San Jose	CA	95101	USA
17	Peter Blue	peter.blue@protonmail.com	555-678-9012	1414 Oak St	San Jose	CA	95101	USA
18	Quinn Yellow	quinn.yellow@protonmail.com	555-789-0123	1515 Pine St	San Jose	CA	95101	USA
19	Rachel Purple	rachel.purple@protonmail.com	555-890-1234	1616 Cedar St	San Jose	CA	95101	USA
20	Sam Red	sam.red@protonmail.com	555-901-2345	1717 Birch St	San Jose	CA	95101	USA
21	Tina Orange	tina.orange@protonmail.com	555-012-3456	1818 Spruce St	San Jose	CA	95101	USA
22	Uma Pink	uma.pink@protonmail.com	555-123-4567	1919 Willow St	San Jose	CA	95101	USA
23	Victor Grey	victor.grey@protonmail.com	555-234-5678	2020 Ash St	San Jose	CA	95101	USA
24	Wendy Silver	wendy.silver@protonmail.com	555-345-6789	2121 Hickory St	San Jose	CA	95101	USA
25	Xavier Gold	xavier.gold@protonmail.com	555-456-7890	2222 Maple St	San Jose	CA	95101	USA
26	Yara Bronze	yara.bronze@protonmail.com	555-567-8901	2323 Poplar St	San Jose	CA	95101	USA
27	Zoe Copper	zoe.copper@protonmail.com	555-678-9012	2424 Sycamore St	San Jose	CA	95101	USA
28	Adam Iron	adam.iron@protonmail.com	555-789-0123	2525 Chestnut St	San Jose	CA	95101	USA
29	Eve Steel	eve.steel@protonmail.com	555-890-1234	2626 Walnut St	San Jose	CA	95101	USA
30	Frank Tin	frank.tin@protonmail.com	555-901-2345	2727 Elm St	San Jose	CA	95101	USA
31	Grace Lead	grace.lead@protonmail.com	555-012-3456	2828 Oak St	San Jose	CA	95101	USA
32	Henry Zinc	henry.zinc@protonmail.com	555-123-4567	2929 Pine St	San Jose	CA	95101	USA
33	Ivy Nickel	ivy.nickel@protonmail.com	555-234-5678	3030 Cedar St	San Jose	CA	95101	USA
34	Jack Silver	jack.silver@protonmail.com	555-345-6789	3131 Birch St	San Jose	CA	95101	USA
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reportdata.csv

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