

Contacts Report

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The following report will outline the key Fields required to generate a Contacts Report report. For the purpose of this report, we will focus on Club contacts from Association level.

For advice on compiling reports and different reporting functions, as well as output options please see the Using Reports area - [Found Here](#)

To access this report, select the Reports Tab and select the Contacts area. From there we will Configure a Contacts Report and include the following fields:

- Role
- First Name
- Surname
- Email
- Club Name

In the Report Options area, we will set the following:

Sort By = Club Name

Secondary Sort By = Surname

Related Articles

[template("related")]
