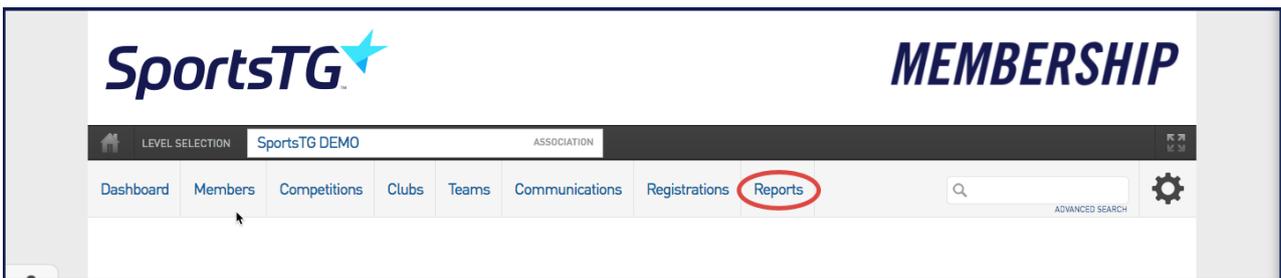


Advanced Team Report

Last Modified on 09/11/2023 2:13 pm AEDT

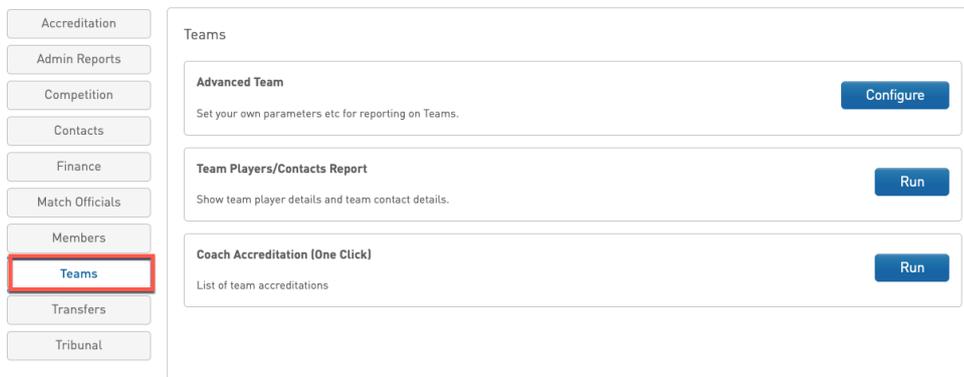
Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

1. Select the **Reports** tab from menu.



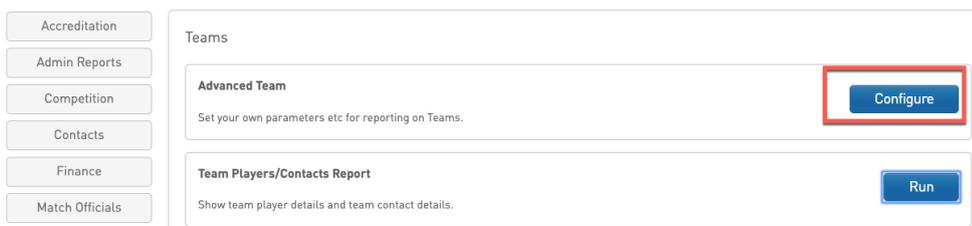
2. Select **Teams** under **Reports**.

Reports



3. Click **Configure** under **Advanced Team**. This will open the page from where you can customize your report.

Reports



4. Drag and drop the fields you need on the report under the **Selected Fields** area or click the "+" icon. Continue adding the fields until you are done with all the fields you need.

[Return to Report Manager](#)

Choose a field from the left column and drag it into the Selected Fields box (the box will expand to fit your fields).

Different types of fields are available from different field groupings. Click the heading to open the group.

Click the 'Run Report' button to execute the report.

The screenshot shows a user interface for configuring a report. On the left, there is a 'Find A Field' panel with a 'Details' group expanded, showing various fields like 'Active', 'Team Nick Name', 'Contact Person', etc. A red box highlights the 'Active' field, and a red arrow points to the 'Team Name' field being dragged into the 'Selected Fields' box on the right. Below the 'Selected Fields' box is a green 'Run Report' button.

5. Click **Run Report**.

Different types of fields are available from different field groupings. Click the heading to open the group.

Click the 'Run Report' button to execute the report.

The screenshot shows the same report configuration interface as above, but now the 'Run Report' button is highlighted with a red box. The 'Selected Fields' box contains several fields with checkboxes and filter options: 'Team Name', 'Contact Person', 'Address Line 1', 'Suburb', 'Mobile', and 'Email'. Each field has a 'Filter' dropdown and a 'Remove' button.

6. The report will be displayed on the screen.

Returned 259 records



Team Name	Club Name	Club Suburb	Club State	Contact Person	Phone
Aberporth	New Club Example FC	Artarmon	New South Wales		
Adelaide United	Football Brisbane Test				
Anglesey	New Club Example FC	Artarmon	New South Wales		
annas	Football QLD Test			Anna	554567894
armando	Football QLD Test			armando	0404114123
Bangor	New Club Example FC	Artarmon	New South Wales		
Blues	Football QLD Test				
Brisbane City	QLD Test Club				
Broadbeach Premier Womens	Football Brisbane Test				
bronties	Football QLD Test			Bronwyn	55
brumbles	Football QLD Test				
Cardiff	New Club Example FC	Artarmon	New South Wales		
Central Coast	Football Cairns Test				
Central Coast Assign Member Test	Football Cairns Test				
Cicadas	Football QLD Test				
CPS	New Club Example FC	Artarmon	New South Wales		
Crickets	Football QLD Test				
Epping	New Club FC	Melbourne	VIC		
Epsom Test Team	Football Brisbane Test				
FA Wales Test Team	New Club Example FC	Artarmon	New South Wales		
FC 1	FFACUP - Test Teams	2	789		
FC 2	FFACUP - Test Teams	2	789		
FC 3	FFACUP - Test Teams	2	789		
FC 4	FFACUP - Test Teams	2	789		
FC 5	FFACUP - Test Teams	2	789		
FC 6	FFACUP - Test Teams	2	789		
FC 7	FFACUP - Test Teams	2	789		
FC 8	FFACUP - Test Teams	2	789		
FFA Test Team 1	New Club Example FC	Artarmon	New South Wales		
FFA Test Team 2	New Club Example FC	Artarmon	New South Wales		
FFACUP - Test Teams	FFACUP - Test Teams	2	789		
FFNT 1	FFACUP - Test Teams	2	789		
FFNT 2	FFACUP - Test Teams	2	789		
FFNT 3	FFACUP - Test Teams	2	789		
FFNT 4	FFACUP - Test Teams	2	789		

If you want to save or email the team report, please see the article [Save or Email Team reports](#)

If you want to generate a predefined Team Players/Contacts Report, please see the article [Generate team players/contacts report](#)