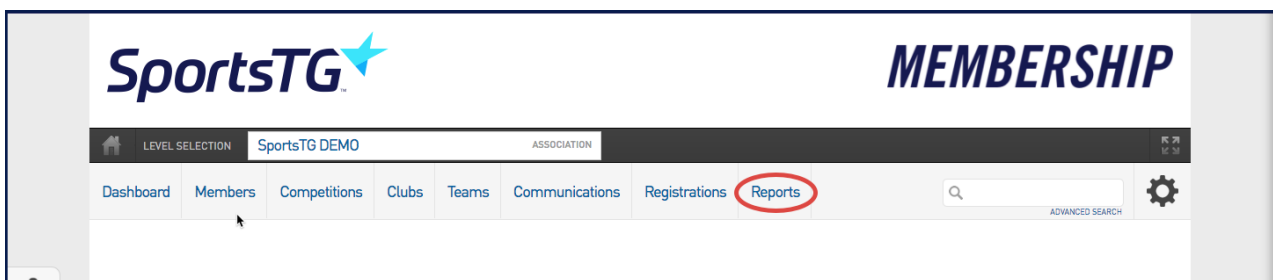


Save or Email Team reports

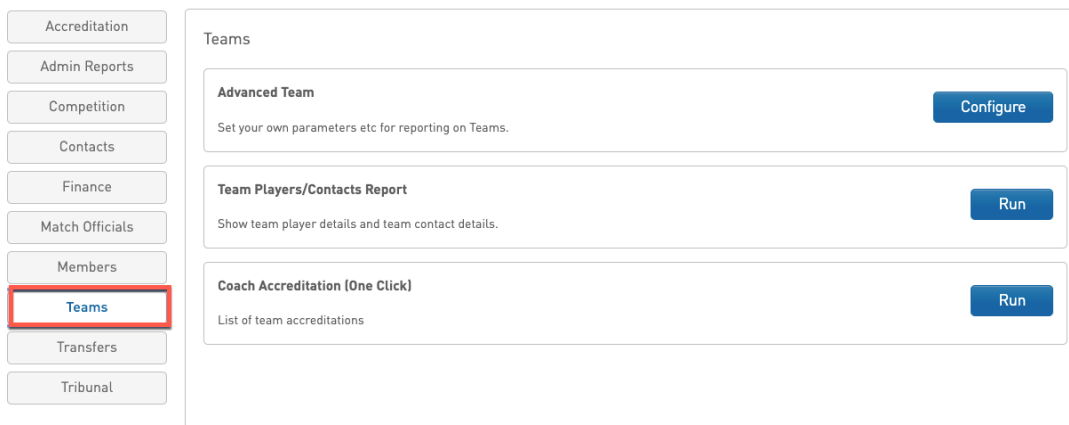
Last Modified on 13/01/2020 11:50 am AEDT

1. Select the Reports tab from menu.



2. Select Teams under Reports.

Reports

A screenshot of the 'Reports' page. On the left is a vertical sidebar with buttons for 'Accreditation', 'Admin Reports', 'Competition', 'Contacts', 'Finance', 'Match Officials', 'Members', 'Teams', 'Transfers', and 'Tribunal'. The 'Teams' button is highlighted with a red border. The main content area is titled 'Teams' and contains three report options: 'Advanced Team' with a 'Configure' button, 'Team Players/Contacts Report' with a 'Run' button, and 'Coach Accreditation (One Click)' with a 'Run' button. Each option includes a brief description of the report's content.

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

Reports

The screenshot shows a sidebar on the left with the following report categories: Accreditation, Admin Reports, Competition, Contacts, Finance, and Match Officials. The main area is titled 'Teams' and contains two report options:

- Advanced Team**: Set your own parameters etc for reporting on Teams. A blue 'Configure' button is highlighted with a red box.
- Team Players/Contacts Report**: Show team player details and team contact details. A blue 'Run' button is visible.

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.

The screenshot shows the 'Report Manager' interface. At the top, there is a link: [Return to Report Manager](#). Below it, instructions state: '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 interface is divided into two main sections:

- Find A Field**: A sidebar with a 'Details' section containing a list of fields: Active, Team Nick Name, Contact Person, Record creation, Date Created Online, Last Updated, Address Line 1, Address Line 2, Suburb, and State. A red arrow points from the 'Team Nick Name' field to the 'Selected Fields' box.
- Selected Fields**: A large empty box where fields are added. A 'Team Name' field is shown as an example, with a '+' icon to its left.

At the bottom, there is a green 'Run Report' button and an 'Options' section.

Email the Report

5. Select the **Email** option under **Report Output**. Select the file format from the dropdown and provide a valid email address. This is the address to which the report will be sent. Click **Run Report**.

Phone Filter: [dropdown] Remove [X]

Run Report

Options

Show Unique Records Only Summary Data All Records

Sort by Team Name Ascending

Secondary sort by None Ascending

Group By No Grouping

Report Output

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

Display
Open the report for viewing on the screen.

Email
Email the report in a format suitable to be imported into another product.

CSV Email Address lvijayan@sportstg.com

Tab Delimited

Run Report

Saved Reports

SAVE

6. You will get a message saying the report has been emailed.

Your Data has been sent

Your data export has been processed and emailed to lvijayan@sportstg.com.

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

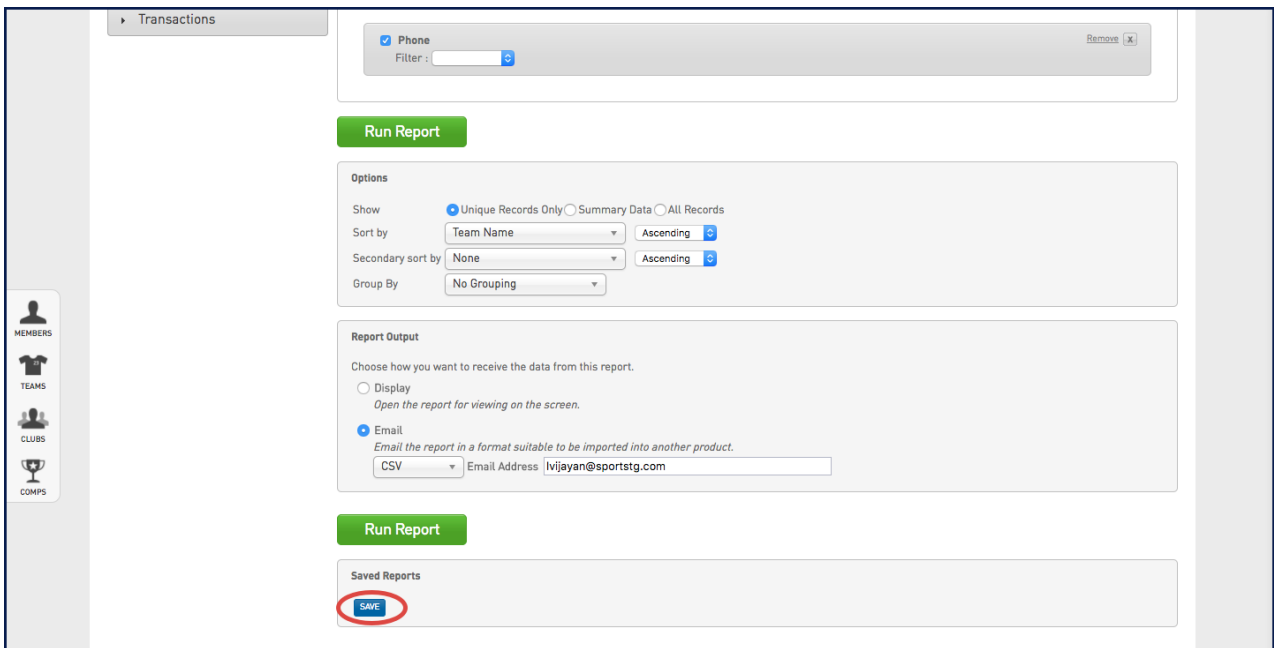
The data contains **259** rows.

I

NOTE: Please check the emails in the email id you provided to download and use the report.

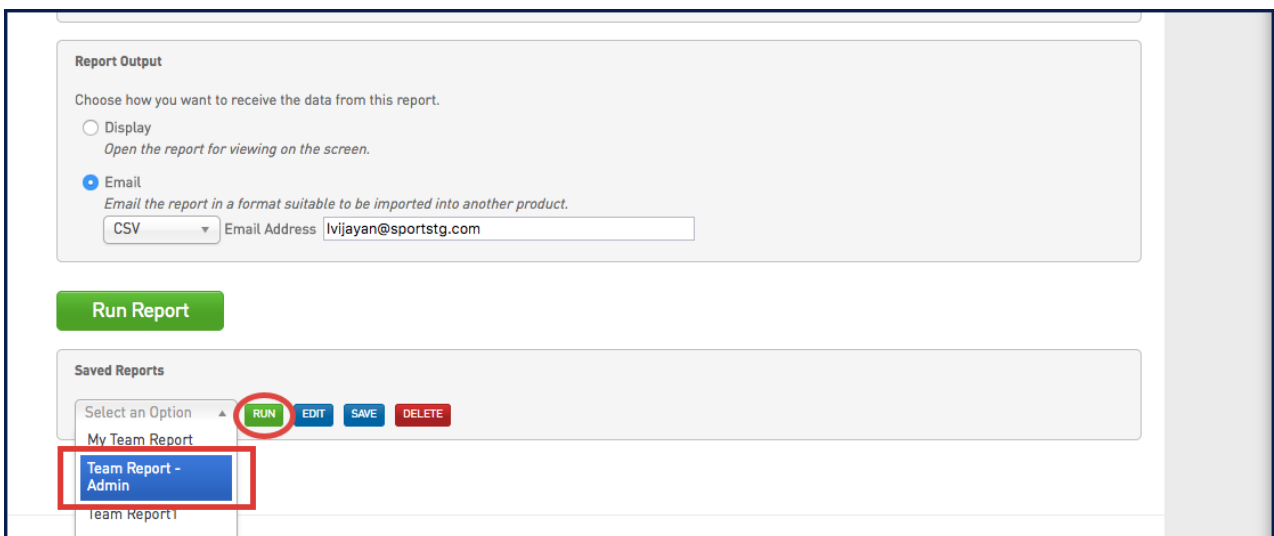
Save the Report

7. Click Save under Saved Reports.

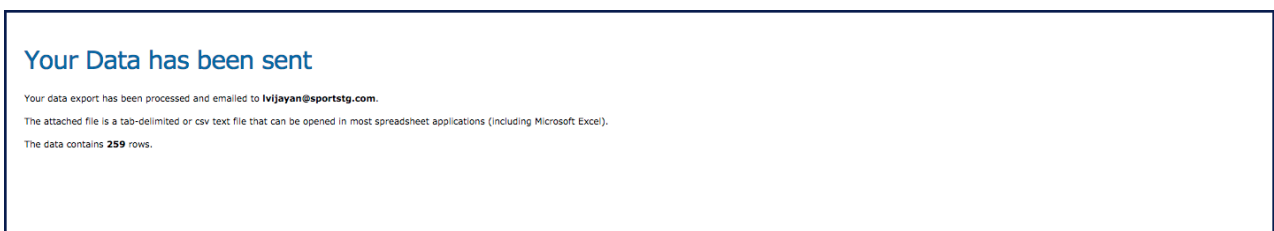


8. Enter a Report Name and Click Save. The report will be saved under this name.

9. Select the report name from the drop-down under **Saved Reports** and click **Run**.



10. This will run the report and emails it to you.



If you want to know how to customize a report, please see the article - [Customize the Teams report](#)

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