



## Troubleshoot | Duplicate Members in Reports

Last Modified on 23/10/2023 10:26 am AEDT

When you are customising and running your reports, you may notice that certain field inputs create a duplication of participants.

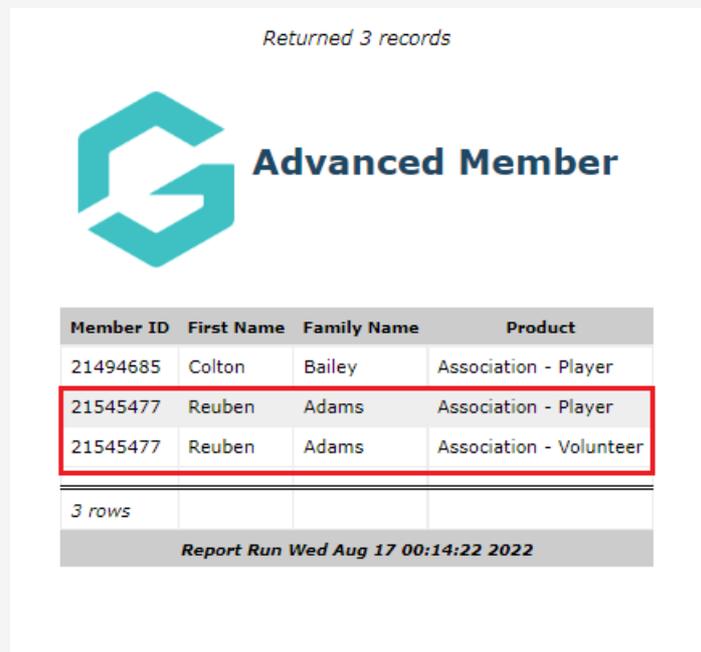
This is by design, and is in place as a way of providing you with all the data you have configured on your report.

For example:

If you are creating an Advanced Member Report and include the *Product* field, the report will include all products associated with a given member.

As a result, if a member has purchased two products as part of their registration, the report output will provide two rows for that member.

Returned 3 records

A screenshot of a report titled 'Advanced Member' with the GAMEDAY logo. It shows a table with columns for Member ID, First Name, Family Name, and Product. The first row is for Colton Bailey (Association - Player). The second and third rows are for Reuben Adams (Association - Player and Association - Volunteer), with the latter two rows highlighted by a red border. Below the table, it indicates '3 rows' and 'Report Run Wed Aug 17 00:14:22 2022'.

Member ID	First Name	Family Name	Product
21494685	Colton	Bailey	Association - Player
21545477	Reuben	Adams	Association - Player
21545477	Reuben	Adams	Association - Volunteer

3 rows

Report Run Wed Aug 17 00:14:22 2022

If you are aiming to generate a more specific report without duplication of members, or want to present the report in a more structured way, below are some tips that you can use in your report build.

### Use *Filters* to define a more specific report output

When you are configuring your report, you can filter each of your fields to only show a specific value.

To apply a filter on your report configuration page:

1. Find the field that is creating the duplication
2. Click the *Filter* option next to that field

The screenshot shows a report configuration interface. On the left, there is a vertical list of categories: Find A Field, Personal Details, Parent/Guardian, Contact Details, Interests, Identifications, Financial, Medical, Other Fields, Member Type - Player, and Member Type - Coach. The main area is titled 'Selected Fields' and contains four rows, each with a checked checkbox, a field name, a 'Filter:' dropdown, and a 'Remove' button. The fields are Member ID, First Name, Family Name, and Product. The 'Product' field's filter dropdown is highlighted with a red box and is open, showing a search bar and a list of items, with 'Association - Player' selected. Below the 'Selected Fields' is a 'Run Report' button. The 'Options' section below that has three radio buttons: 'Unique Records Only' (selected), 'Summary Data', and 'All Records'. It also has 'Sort by' (National Number), 'Secondary sort by' (None), and 'Group By' (No Grouping) dropdowns, each with an 'Ascending' button.

3. Apply a filter. For example, if you want a report that only includes a specific product, or group of products, you can select the relevant products from the drop-down menu with an *Equals* join.

This screenshot is similar to the previous one, but the 'Product' field's filter dropdown is now set to 'Equals'. The dropdown menu is open, showing a search bar and a list of items, with 'Association - Player' selected. The 'Run Report' button is visible below the 'Selected Fields' section. The 'Options' section below that has three radio buttons: 'Unique Records Only' (selected), 'Summary Data', and 'All Records'. It also has 'Sort by' (National Number), 'Secondary sort by' (None), and 'Group By' (No Grouping) dropdowns, each with an 'Ascending' button.

**Use the *Group By* output option to re-structure the way your report displays.**

1. Scroll down to the *Options* section, and click the *Group By* option

Medical

Other Fields

Member Type - Player

Member Type - Coach

Member Type - Manager

Member Type - Official

Member Type - Misc

Seasons

Affiliations

Transaction

+ Transaction ID

+ Product Reporting Season

+ Product Group

Run Report

**Options**

Show  Unique Records Only  Summary Data  All Records

Sort by National Number Ascending

Secondary sort by None Ascending

Group By **No Grouping**

**Report Output**

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

Display  Email

Open the report for viewing on the screen. Email the report in a format suitable to be imported into another product. Select format below.

Report Format Tab Delimited

Email Address

Run Report

**Saved Reports**

Save

2. Select the field that you want to use to group the report display.

Medical

Other Fields

Member Type - Player

Member Type - Coach

Member Type - Manager

Member Type - Official

Member Type - Misc

Seasons

Affiliations

Transaction

+ Transaction ID

+ Product Reporting Season

+ Product Group

Run Report

**Options**

Show  Unique Records Only  Summary Data  All Records

Sort by National Number Ascending

Secondary sort by None Ascending

Group By **Product**

**Report Output**

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

Display  Email

Open the report for viewing on the screen. Email the report in a format suitable to be imported into another product. Select format below.

Report Format Tab Delimited

Email Address

Run Report

**Saved Reports**

Save

3. Run your report. You will notice the structure and presentation of your report change, by separating out each instance of the grouped field and listing members accordingly.

Returned 3 records



## Advanced Member

Product	Member ID	First Name	Family Name
<b>Association - Player</b>			
	21494685	Colton	Bailey
	21545477	Reuben	Adams
2 rows			
<b>Association - Volunteer</b>			
	21545477	Reuben	Adams
1 row			
3 rows			
<b>Report Run Wed Aug 17 00:37:18 2022</b>			