

Report Builder | Overview

22/04/2025 1:33 pm AEST

Overview

GameDay Passport's Report Builder allows administrators to create and customise their own reports based on a specific source of information.

With a comprehensive and feature-rich interface, the Report Builder allows complete customisability of reports to ensure administrators can pull the most relevant data from their Passport database.

Access a Report Builder

To access a Report Builder:

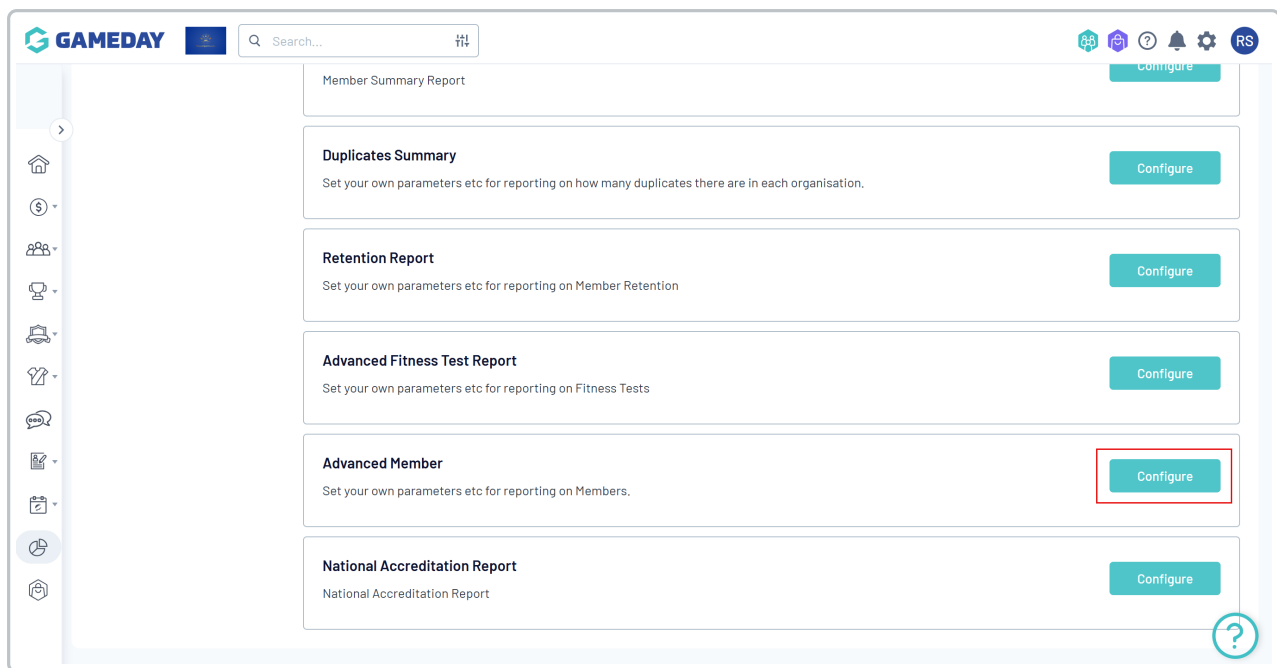
Click **REPORTS** in the left-hand menu.

The screenshot displays the GameDay Passport interface for the Silverwood Sports Association. The left-hand menu is visible, with the 'Reports' option highlighted by a red rectangle. The main content area shows the association's details, including its logo, address (165 Cremorne Street, Cremorne VIC, AUSTRALIA, 3121), phone number (0390001000), and email (sophie@email.com). Below this, there are sections for 'Contacts' (President: Darryl Monk, Administrator: Sophie Jones) and 'Stats' (Members, Players by Gender, New Members, Members registered via forms). The 'Stats' section contains four empty line graphs. The bottom of the interface shows icons for Members, Teams, Clubs, and Comps.

Find any report that has the **CONFIGURE** action button - for this example, we will use the **Advanced Member** report.



Note: For some sports, this is labelled as **Advanced Participant**.



Report Builder Interface

The Report Builder has numerous features that can be combined to generate detailed, relevant reports including:

Configure Report: Advanced Member

- i** 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.

1

Find A Field

2

Personal Details

+ National Number

+ Quick Link to record

+ Member ID

+ Previous Member ID

+ Member No.

+ Active Record

+ Salutation

+ First Name

+ Middle Name

+ Family Name

+ Maiden Name

+ Preferred Name

+ Date of Birth

+ Year of Birth

3

Selected Fields

Run Report

4

Options

Show ☒ Unique Records Only ☐ Summary Data ☐ All Records

Sort by

Secondary sort by

Group By

5

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

Email Address

6

Run Report

7

Saved Reports

Save

- 1. Find A Field:** Search for a specific field to add to the report.
- 2. Field List:** A complete list of fields available to add to this report. Click the + button to add a field to the report.
- 3. Selected Fields:** A list of fields currently on your report.
- 4. Report Options:** Allow you to select whether to show the report as unique records or summarised data, and allows you to customise your report with Sort By and Group By options - [Learn More](#)
- 5. Report Output:** Allows you to display the report in a new browser tab or email the report to yourself in a Tab Delimited or CSV format - [Learn More](#)
- 6. Run Report:** Run the report based on the above output settings.
- 7. Save Report:** Save the report to be re-used at a later date - [Learn More](#)

For more information on processes relevant to **Reports**, please refer to the **Related Articles** section of this article.