

# Report Builder | Overview

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## 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.



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**.

The screenshot displays the GameDay Passport Report Builder interface. At the top left is the GameDay logo. A search bar is located at the top center. On the right side, there are several utility icons including a home icon, a question mark, a bell, a gear, and a user profile icon labeled 'RS'. The main content area lists several reports, each with a 'Configure' button:

- Member Summary Report
- Duplicates Summary: Set your own parameters etc for reporting on how many duplicates there are in each organisation.
- Retention Report: Set your own parameters etc for reporting on Member Retention
- Advanced Fitness Test Report: Set your own parameters etc for reporting on Fitness Tests
- Advanced Member**: Set your own parameters etc for reporting on Members. (This 'Configure' button is highlighted with a red box)
- National Accreditation Report: National Accreditation Report

A question mark icon is visible in the bottom right corner of the interface.

# Report Builder Interface

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

[Return to Report Manager](#)

## Configure Report: Advanced Member

1 Choose a field from the left column and drag it into the Selected Fields box (the box will expand to fit your fields).  
2 Different types of fields are available from different field groupings. Click the heading to open the group.  
3 Click the 'Run Report' button to execute the report.

**Find A Field** 1

**Personal Details** 2

- + 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

**Selected Fields** 3

Run Report

**Options** 4

Show  Unique Records Only  Summary Data  All Records

Sort by

Secondary sort by

Group By

**Report Output** 5

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

Run Report 6

**Saved Reports** 7

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.

