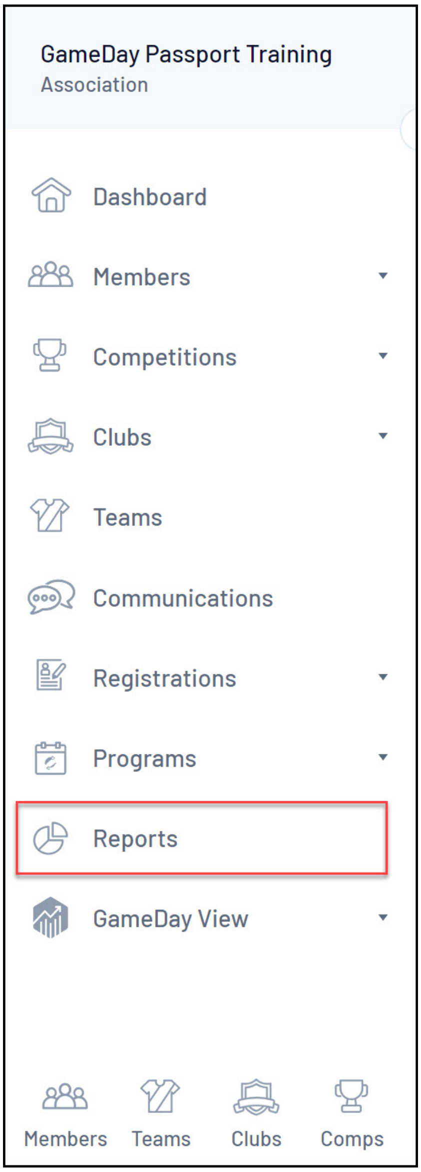
Advanced Contract Report

Last Modified on 17/10/2023 4:46 pm AEDT

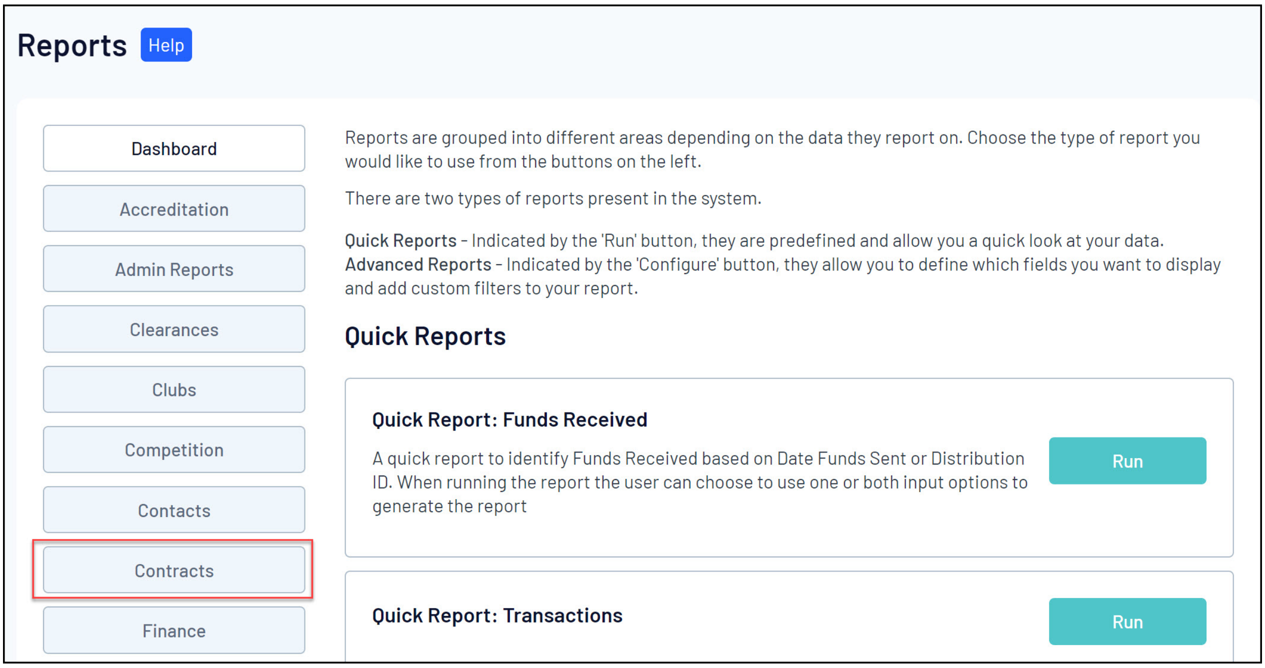
If your sport is using Contract Management features through GameDay Passport, you can run a report on your organisation's contracts using the **Advanced Contracts Report**.

To run an Advanced Contracts Report:

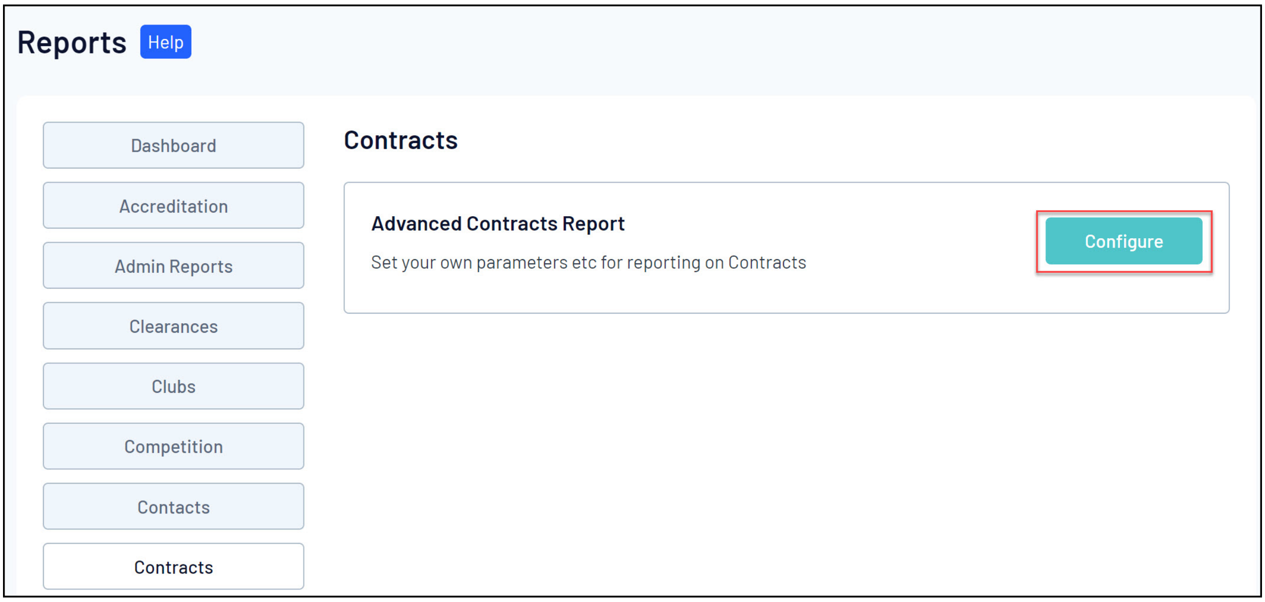
1. From your organisation dashboard, click the **REPORTS** option in the left-hand menu



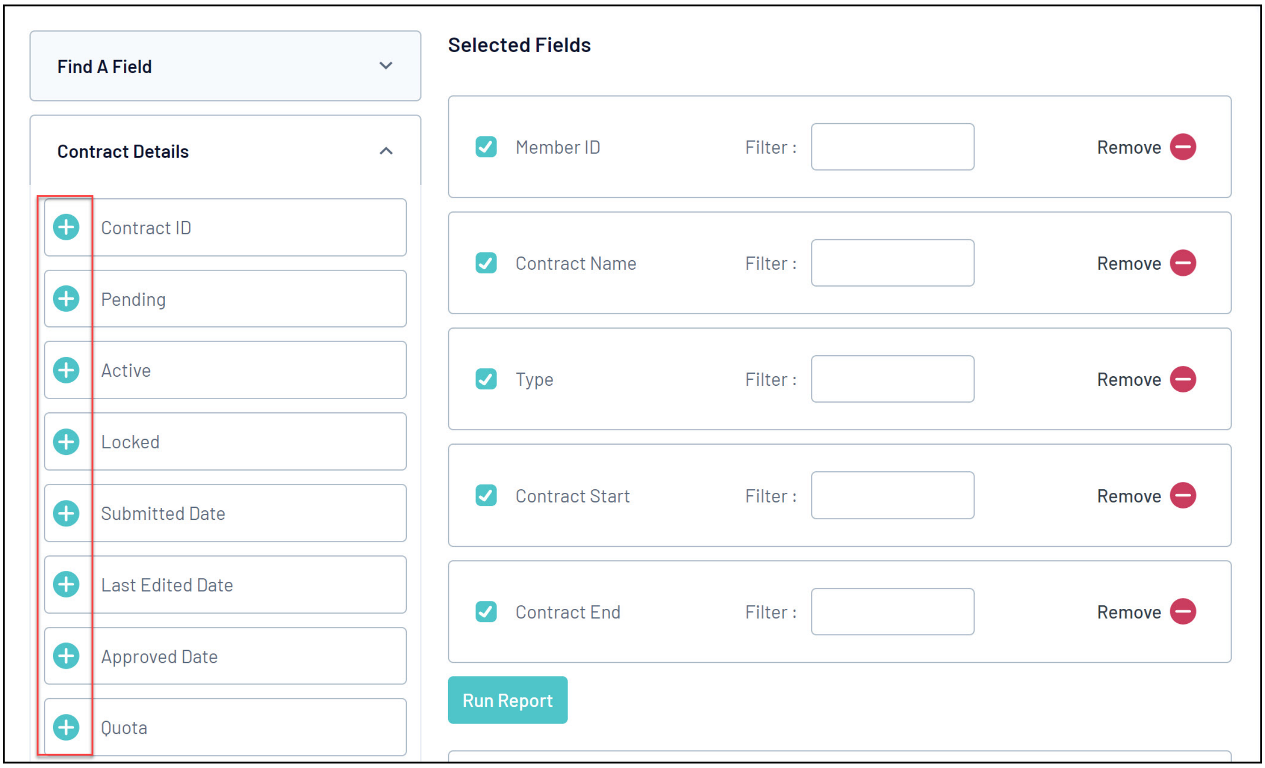
2. Select the **CONTRACTS** category



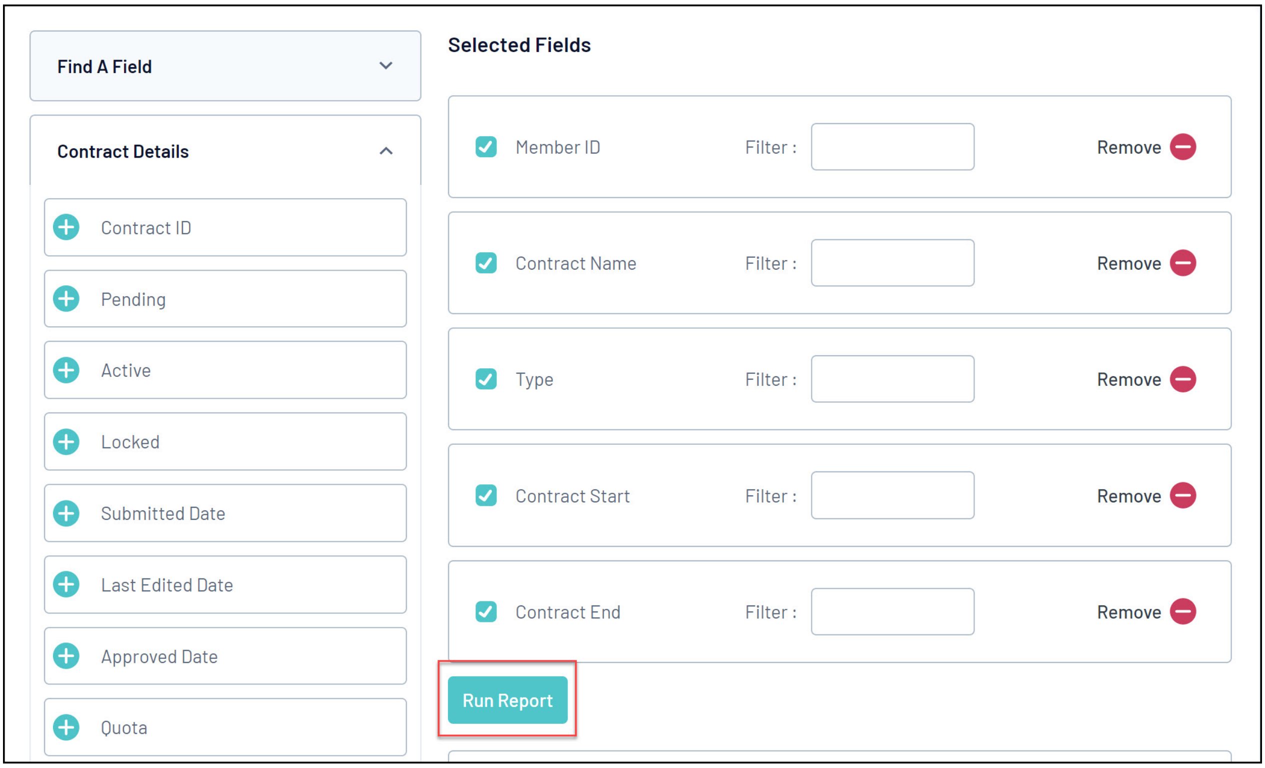
3. Next to the Advanced Contracts Report, click **CONFIGURE**



4. This report allows you to report on contract information including contract dates, status, approval date, club/association affiliations, member details and uploaded documents, which can be added to the report by selecting the ADD button on the relevant field in the left-hand field list.



5. Once you've added your fields to the report, click **RUN REPORT**



For more information on building custom reports, click here.