

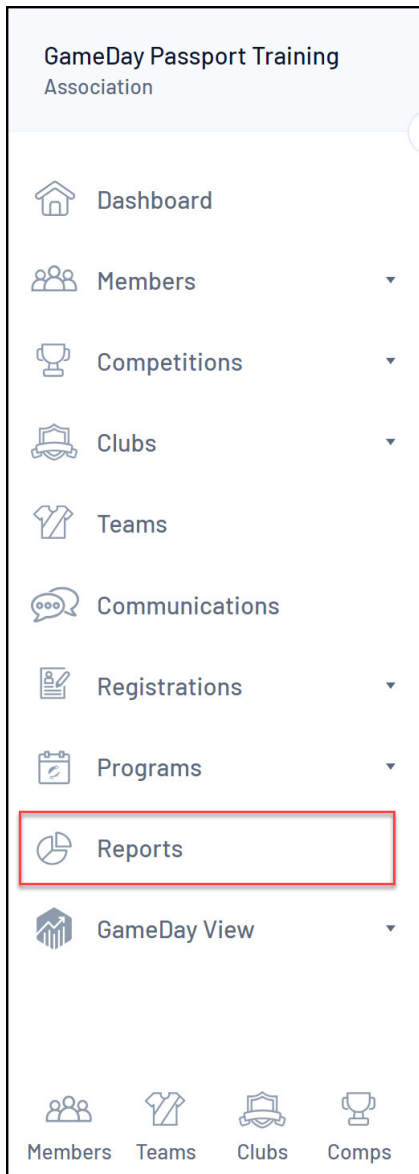
Advanced Club Report

04/08/2025 9:42 am AEST

As a National, State or Association administrator who is part of a hierarchy within Passport which includes Clubs, you can generate a comprehensive report of all clubs and their details using an **Advanced Club Report**

To run an Advanced Club Report:

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



2. Select the **CLUBS** category

Reports

Help

Dashboard

Admin Reports

Clearances

Clubs

Competition

Contacts

Courtside

Finance

Members

Reports are grouped into different areas depending on the data they report on. Choose the type of report you would like to use from the buttons on the left.

There are two types of reports present in the system.

Quick Reports - Indicated by the 'Run' button, they are predefined and allow you a quick look at your data.

Advanced Reports - Indicated by the 'Configure' button, they allow you to define which fields you want to display and add custom filters to your report.

Quick Reports

Quick Report: Funds Received

A quick report to identify Funds Received based on Date Funds Sent or Distribution ID. When running the report the user can choose to use one or both input options to generate the report

Run

Quick Report: Transactions

Run

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

Reports

Help

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Advanced Club

Set your own parameters etc for reporting on Clubs.

Configure

4. This report allows you to report on your club's information including club name, number of logins, address, contact details, venue information, primary registration form and more, which can be added to the report by selecting the **ADD** button on the relevant field in the left-hand field list.

Find A Field

Details

Club Services

+

Venue Name

+

Venue Address

+

Venue Address 2

+

Venue Suburb

+

Venue State

+

Venue Postal Code

+

Venue Country

Selected Fields

☒

Club Name

Filter :

Remove

☒

Number of Logins

Filter :

Remove

☒

Address Line 1

Filter :

Remove

☒

Suburb

Filter :

Remove

☒

State

Filter :

Remove

Run Report

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

Find A Field

Details

Club Services

+

Venue Name

+

Venue Address

+

Venue Address 2

+

Venue Suburb

+

Venue State

+

Venue Postal Code

+

Venue Country

Selected Fields

☒

Club Name

Filter :

Remove

☒

Number of Logins

Filter :

Remove

☒

Address Line 1

Filter :

Remove

☒

Suburb

Filter :

Remove

☒

State

Filter :

Remove

Run Report

For more information on building custom reports, click [here](#).