



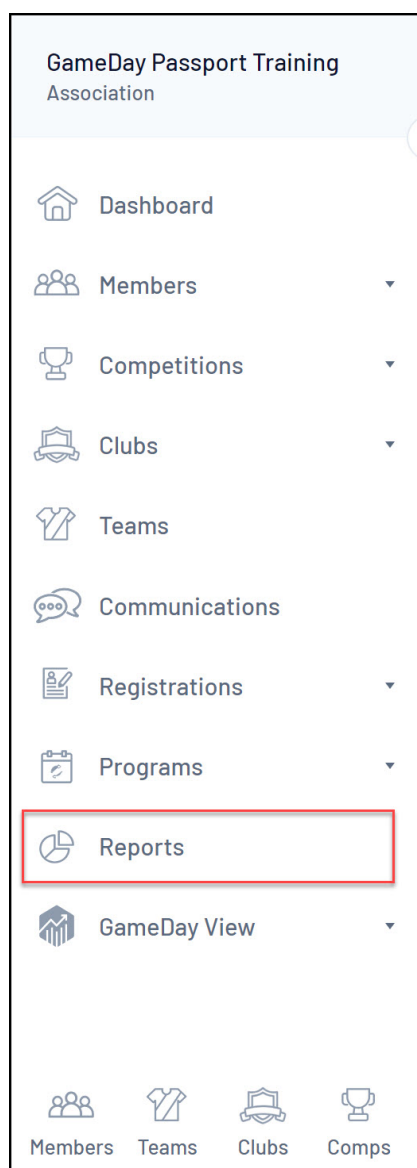
Advanced Club Report

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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](#)

Dashboard
Admin Reports
Clearances
Clubs
Competition

Clubs

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.

The screenshot shows a report configuration interface. On the left, there are three sections: 'Find A Field' (with a dropdown arrow), 'Details' (with a dropdown arrow), and 'Club Services' (with an upward arrow). Under 'Club Services', there are seven items, each with a plus icon and a text label: 'Venue Name', 'Venue Address', 'Venue Address 2', 'Venue Suburb', 'Venue State', 'Venue Postal Code', and 'Venue Country'. A red vertical box highlights these seven items. On the right, under the heading 'Selected Fields', there are five items, each with a checked checkbox, a text label, a 'Filter :' input field, and a 'Remove' button with a minus icon: 'Club Name', 'Number of Logins', 'Address Line 1', 'Suburb', and 'State'. Below the 'Selected Fields' section is a teal 'Run Report' button.

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

This screenshot is identical to the one above, showing the same report configuration interface. However, in this version, the teal 'Run Report' button is highlighted with a red rectangular box, indicating the next step in the process.

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