



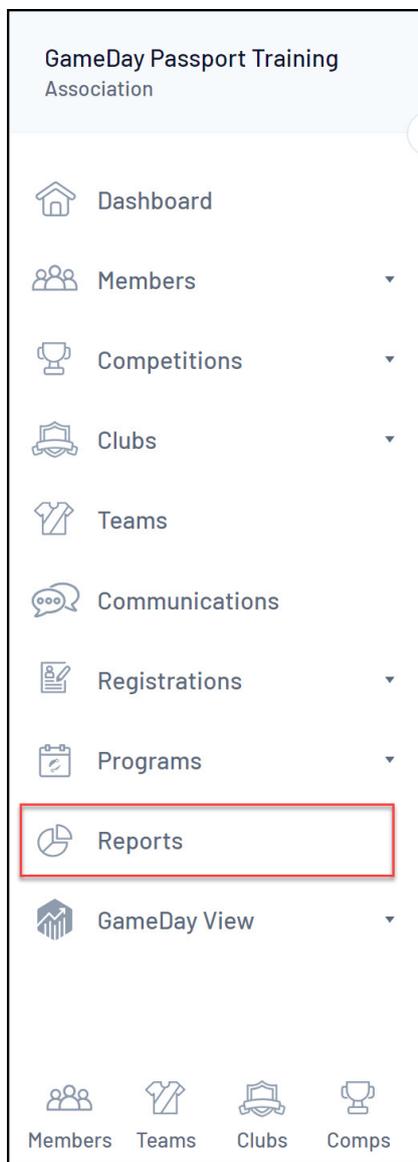
Member Summary Report

Last Modified on 23/10/2023 7:36 pm AEDT

As an organisation using Passport to take registrations for your membership, programs or courses; you can access information related to your summarised member numbers broken down by specific categories using a **Member Summary Report**.

To run a Member Summary Report:

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



2. Select the **MEMBERS** category

Note: If you cannot find the MEMBERS category, your sport may have re-labelled this to PARTICIPANTS or INDIVIDUALS

Reports [Help](#)

Dashboard
Admin Reports
Clearances
Clubs
Competition
Contacts
Courtside
Finance
Members
Team App

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 **Member Summary** Report, click **CONFIGURE**

Competition
Contacts
Courtside
Finance
Members
Team App
Teams
Tribunal
Venue

Retention Report [Configure](#)
Set your own parameters etc for reporting on Member Retention

Duplicates Summary [Configure](#)
Set your own parameters etc for reporting on how many duplicates there are in each organisation.

Member Summary [Configure](#)
Member Summary Report

Member Demographic [Configure](#)
Member Demographic Report

4. This report allows you to report on summarised member information by organisation (i.e. a specific Association, Club or Team), season or competition, which can be added to the report by selecting the **ADD** button on the relevant field in the left-hand field list.

Note: In order to pull summarised member data into the report, you must add the **Number of**

Members field.

Find A Field ▼

Details ^

- Competition Active ? [Filter Only]
- Association Category
- Team Name
- Competition Name
- Competition Default Age Group
- Competition Level
- Competition Season
- Number of Players in Season
- Number of Coaches in Season

Selected Fields

- Season Filter : Remove ⊖
- Number of Members Filter : Remove ⊖
- Number of Active Members Filter : Remove ⊖

Run Report

Options

Show Unique Records Only All Records

Sort by

Secondary sort by

Group By



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

Find A Field ▼

Details ▲

- + Competition Active ? [Filter Only]
- + Association Category
- + Team Name
- + Competition Name
- + Competition Default Age Group
- + Competition Level
- + Competition Season
- + Number of Players in Season
- + Number of Coaches in Season

Selected Fields

- Season Filter : Remove -
- Number of Members Filter : Remove -
- Number of Active Members Filter : Remove -

Run Report

Options

Show Unique Records Only All Records

Sort by

Secondary sort by

Group By

?

This will generate the summarised member data based on your selected fields (ie by Season or by Organisation type).

Returned 7 records



Member Summary

Season	Number of Members	Number of Active Members
2021	103	103
2022 Assoc	56	56
2022	3	3
2022/2023 Summer	25	25
2023	103	103
2023 Winter	103	103
2023 Season	179	179
7 rows	572	572

Report Run Sun Oct 22 23:44:57 2023

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