



# GAMEDAY

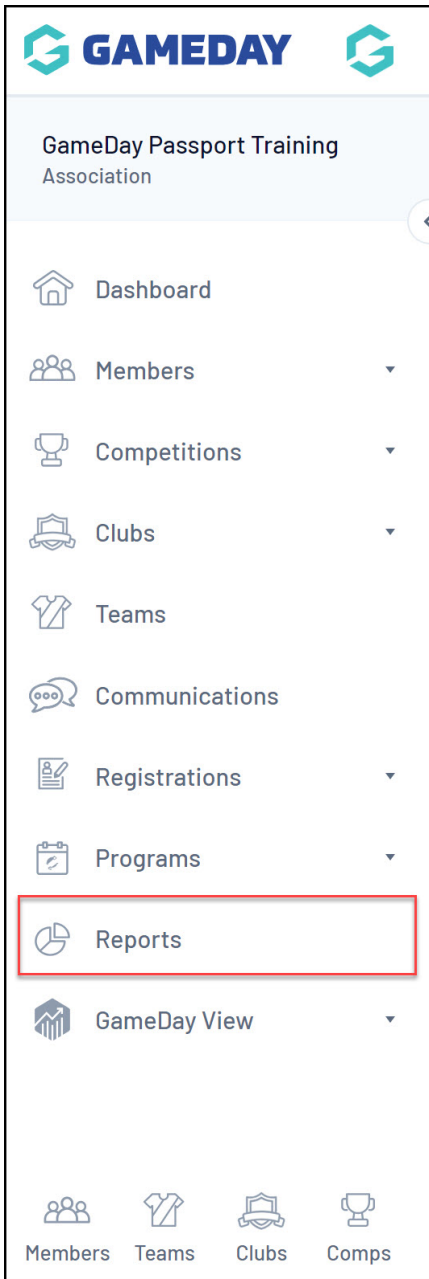
## How do I access a member's Opt-in Unsubscribe URL?

Last Modified on 30/11/2023 2:23 pm AEDT

As an administrator collecting registrations and managing members through Passport, you have the ability to find the unique URL for each member if you have created Opt-Ins in your registration process. This allows you to manually send through a URL to specific members who wish to unsubscribe and are unable to do so through sent correspondence.

To find a member's Unsubscribe URL:

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



2. Click the **MEMBERS** category

**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](#)

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

3. Find the **Advanced Member Report**, then click **CONFIGURE**

**Reports** [Help](#)

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### Members

**Advanced Member** [Configure](#)  
Set your own parameters etc for reporting on Members.  
Saved Reports  [Edit](#) [Run](#)

**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.

3. Select at a minimum the following fields from the left-hand side, using the **ADD** button to place them in the **Selected Fields** section

- Member ID
- First Name
- Family Name
- Opt-in Unsubscribe URL

Find A Field

Personal Details

Parent/Guardian

Contact Details

Interests

Identifications

Financial

**Selected Fields**

<input checked="" type="checkbox"/> Member ID	Filter : <input type="text"/>	Remove
<input checked="" type="checkbox"/> First Name	Filter : <input type="text"/>	Remove
<input checked="" type="checkbox"/> Family Name	Filter : <input type="text"/>	Remove
<input checked="" type="checkbox"/> Opt-in UnsubscribeURL	Filter : <input type="text"/>	Remove

Run Report

Options

#### 4. Click **RUN REPORT**

Find A Field

Personal Details

Parent/Guardian

Contact Details

Interests

Identifications

Financial

**Selected Fields**

<input checked="" type="checkbox"/> Member ID	Filter : <input type="text"/>	Remove
<input checked="" type="checkbox"/> First Name	Filter : <input type="text"/>	Remove
<input checked="" type="checkbox"/> Family Name	Filter : <input type="text"/>	Remove
<input checked="" type="checkbox"/> Opt-in UnsubscribeURL	Filter : <input type="text"/>	Remove

Run Report

Options

5. Your report will then open in a new window, and will include a specific Unsubscribe URL for each member found in the report. If a member wishes to unsubscribe to your communications, this is their specific link to do so.

Returned 3 records



## Advanced Member

Member ID	First Name	Family Name	Opt-in UnsubscribeURL
21378264	Jack	Simon	<a href="https://membership.mygameday.app/3rdparty_unsubscribe.cgi?id=ZW1szWd9xr5awGV3YXJ0QHNdY3J0x3RmLnNeySZgZW1rZXI9MqEaNatbNqQnxnVsyG09Nt">https://membership.mygameday.app/3rdparty_unsubscribe.cgi?id=ZW1szWd9xr5awGV3YXJ0QHNdY3J0x3RmLnNeySZgZW1rZXI9MqEaNatbNqQnxnVsyG09Nt</a>
21489717	Kenneth	Fox	<a href="https://membership.mygameday.app/3rdparty_unsubscribe.cgi?id=ZW1szWd9xr5awGV3YXJ0QHNdY3J0x3RmLnNeySZgZW1rZXI9MqE0ODp3MTxnxnVsyG09Nt">https://membership.mygameday.app/3rdparty_unsubscribe.cgi?id=ZW1szWd9xr5awGV3YXJ0QHNdY3J0x3RmLnNeySZgZW1rZXI9MqE0ODp3MTxnxnVsyG09Nt</a>
21833453	Ian	Goran	<a href="https://membership.mygameday.app/3rdparty_unsubscribe.cgi?id=ZW1szWd9xr5awGV3YXJ0QHNdY3J0x3RmLnNeySZgZW1rZXI9MqE4MaMONTMnxnVsyG09Nt">https://membership.mygameday.app/3rdparty_unsubscribe.cgi?id=ZW1szWd9xr5awGV3YXJ0QHNdY3J0x3RmLnNeySZgZW1rZXI9MqE4MaMONTMnxnVsyG09Nt</a>

3 rows (Examined 7 ...rows)

Report Run Mon Oct 23 05:59:53 2023