



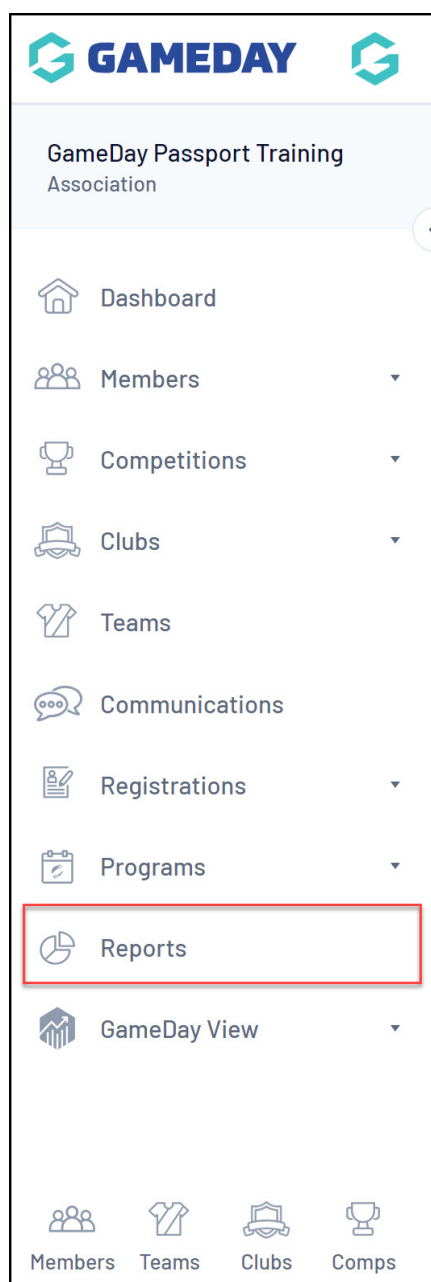
How do I report on member Opt-In responses?

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As an administrator collecting registrations and managing members through Passport, you can pull a report of members who have agreed to your custom communication [Opt-In](#) as part of their registration

To report on member's Opt-In responses:

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**

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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 Agreements?

The screenshot shows a report configuration interface. On the left, there is a 'Find A Field' search bar with 'opt-in' entered. Below it, a list of categories is shown: Personal Details, Parent/Guardian, Contact Details, Interests, and Identifications. The 'Opt-in UnsubscribeURL' field is highlighted with a plus sign. On the right, the 'Selected Fields' section is highlighted with a red border. It contains four rows, each with a checked checkbox, the field name, a 'Filter' input box, and a 'Remove' button with a minus sign. The fields are: Member ID, First Name, Family Name, and Opt-in Agreements?. Below the 'Selected Fields' section is a 'Run Report' button and an 'Options' section.

4. In the **Filter** section for the **Opt-in Agreements** field, select **IS NOT BLANK**

This screenshot is similar to the previous one, but the 'Filter' input box for the 'Opt-in Agreements?' field is now populated with the text 'Is Not Blank'. This input box is highlighted with a red border. The 'Run Report' button and 'Options' section are also visible.

5. Click **RUN REPORT**

Find A Field ^

+ Opt-in UnsubscribeURL

Personal Details v

Parent/Guardian v

Contact Details v

Interests v

Identifications v

Selected Fields

Member ID Filter : Remove -

First Name Filter : Remove -

Family Name Filter : Remove -

Opt-in Agreements? Filter : Remove -

Run Report

Options

5. Your report will then open in a new window, and will include any members who have opted-in to your secondary communications.

Returned 3 records

Advanced Member

Member ID	First Name	Family Name	Opt-in Agreements?
21378264	Jack	Simon	Opt-in to allow GameDay to send marketing communications to your registration email address
21489717	Kenneth	Fox	Opt-in to allow GameDay to send marketing communications to your registration email address
21833453	Ian	Goran	Opt-in to allow GameDay to send marketing communications to your registration email address
3 rows (Examined 7 ...rows)			
Report Run Mon Oct 23 06:08:13 2023			