

Share Saved Report to Levels Below

03/03/2026 1:22 pm AEDT

GameDay enables administrators to create customised reports and share them with organisations sitting below them in the hierarchy (for example, State → Region → Association → Club).

This functionality ensures that all subordinate organisations are collecting and submitting data in a consistent and structured format, making high-level reporting more accurate and efficient.

Why Use This Feature?

- Ensure consistent data collection across all levels
- Standardise report formats for compliance and governance
- Improve data accuracy for board, state, or national reporting
- Reduce manual consolidation and formatting work

The screenshot displays the GameDay Passport Training (Basketball) dashboard. The header includes the title "GameDay Passport Training (Basketball)" and a "Get Started" button. Below the header, there are sections for "Details" (with an "Edit" link) and "Contacts" (with an "Edit" link). The "Details" section shows a placeholder for a logo, the location "VIC, AUSTRALIA," and the email "noreply@mygameday.app", along with an "Add/Edit Logo" button. The "Stats" section features a "Reorder Dashboard" button and a "Data" dropdown menu set to "Last 12 months". A blue information banner states: "Data related to Products, Orders & Order Value is related to Online Payments via supported Payment Gateways." The dashboard contains six data cards for the period 07/03/2025 - 02/03/2026:

Category	Value
Total Active Competitions	1
Total Competition Fixtures	66
Total Active Teams	12
Total Products Sold (My Organisation)	
Total Products Sold	
Total Paid Orders (Your Products)	

2. Click "Reports"

The screenshot shows the MyGameday app dashboard. On the left is a sidebar menu with options: Dashboard, My Organisation (NEW), Finances, Members, Competitions, Clubs, Teams, Communications, Registrations, Programs, Events, Reports (highlighted with an orange circle), and Marketplace. At the bottom of the sidebar are icons for Members, Teams, Clubs, and Comps. The main content area includes a 'Details' section with a warning icon, location 'VIC, AUSTRALIA', email 'noreply@mygameday.app', and an 'Add/Edit Logo' button. Below this is a 'Stats' section with a 'Reorder Dashboard' button and an information banner: 'Data related to Products, Orders & Order Value is related to Online Payments via supported Payment Gateways.' The stats are presented in a grid of six cards:

Stat Name	Value	Period
Total Active Competitions	1	07/03/2025 - 02/03/2026
Total Competition Fixtures	66	07/03/2025 - 02/03/2026
Total Active Teams	12	07/03/2025 - 02/03/2026
Total Products Sold (My Organisation)	0	
Total Products Sold	0	
Total Paid Orders (Your Prod)	0	

3. Select "Copy / Distribute A Report"

The screenshot shows the 'Reports Manager' interface. At the top, there is a search bar, environment indicators ('STAGING / DEVELOPMENT ENVIRONMENT' and '(db: fsp-staging-2021-08-09-cluster.cluster-cu80pxbursrn)'), and user profile 'JH'. The main content area is divided into a left sidebar with report categories and a main content area with instructions and report cards. The 'Copy / Distribute A Report' button in the top right of the main content area is highlighted with an orange circle.

Reports Manager

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.

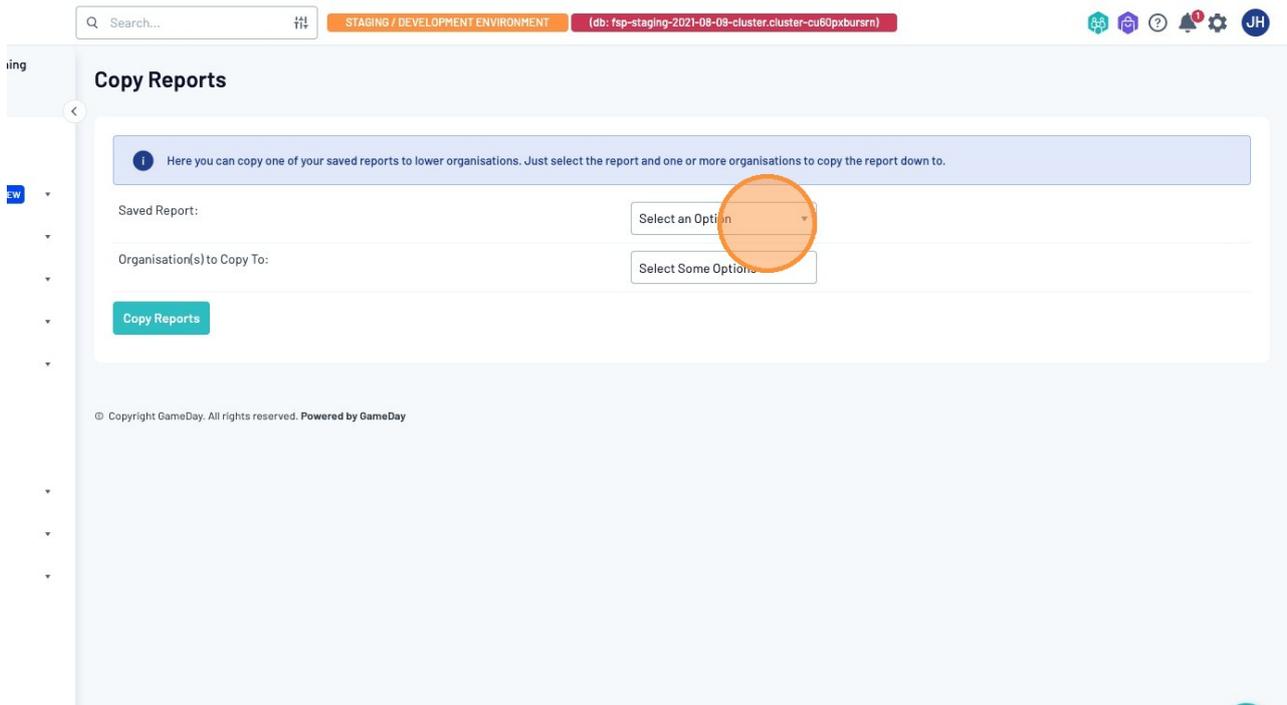
Quick Reports

- Quick Report: Funds Received From Braintree**
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](#)
- Quick Report: Members in current Season** [Run](#)

Popular Reports

- Quick Report: Instalments** [Run](#)

4. From the Copy Reports page, you can select the report you would like to share as well as the specific organisations you wish to share this report with.

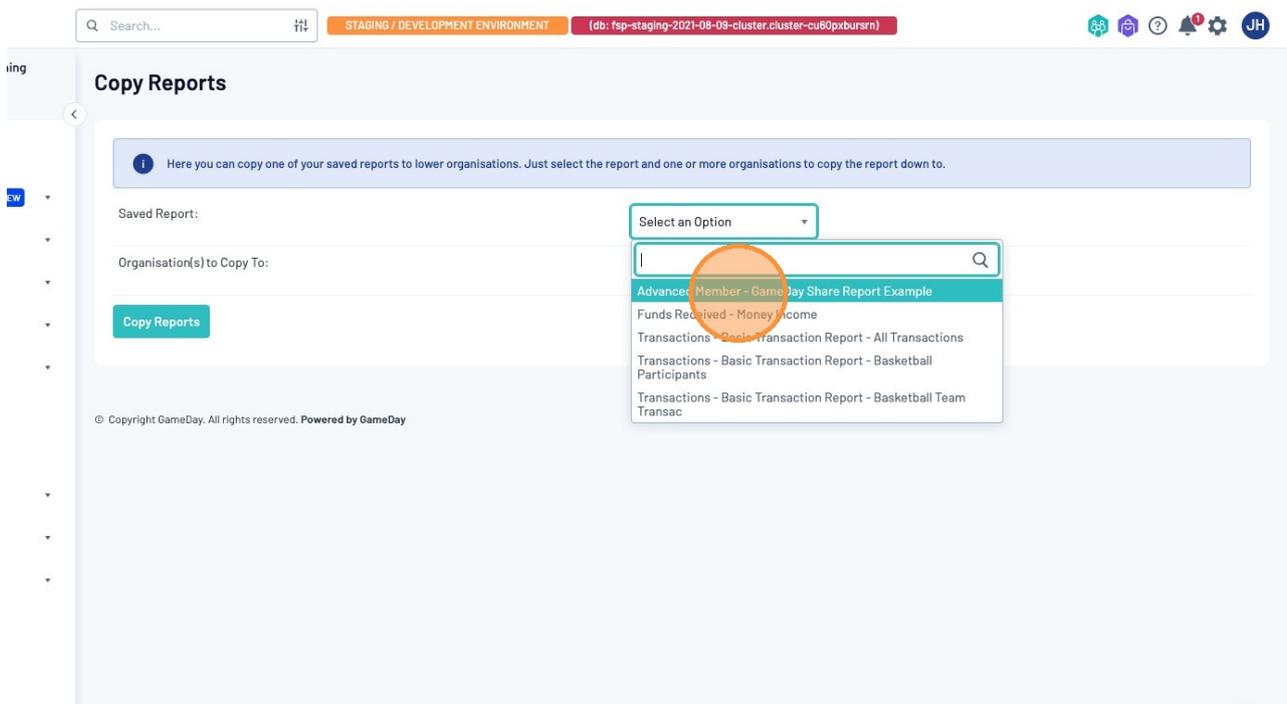


5. In this example, we would like to share an Advanced Member report.

Dropdown Example: "Advanced Member - GameDay Share Report Example"



Note: The naming conventions in the dropdown list are as follows:
[Report Type] - [Saved Report Name]



6. Select the organisation you wish to share the report with, or click the "Copy to All Organisations Below" to share this report with your entire hierarchy

The screenshot shows the GameDay interface for the Baseball Australia National Body. The page title is "Copy Reports". An information box at the top states: "Here you can copy one of your saved reports to lower organisations. Just select the report and one or more organisations to copy the report down to." Below this, there are two main sections: "Select a Saved Report to copy to lower organisations" and "Select a list of organisations to copy the saved report to, or selected 'Copy to all organisations below'". The "Saved Report:" dropdown is set to "Advanced Member - JH TEST Copy 1". The "Copy to All Organisations Below:" section has a radio button selected. The "Organisation(s) to Copy To:" dropdown is set to "Select Some Options". A green "Copy Reports" button is located at the bottom left of the main content area. The footer includes "© Copyright GameDay. All rights reserved. Powered by GameDay" and a help icon.

7. Click "Copy Report"

The screenshot shows the GameDay interface for the GameDay Passport Training (Basketball) Association. The page title is "Copy Reports". An information box at the top states: "Here you can copy one of your saved reports to lower organisations. Just select the report and one or more organisations to copy the report down to." Below this, there are two main sections: "Select a Saved Report to copy to lower organisations" and "Select a list of organisations to copy the saved report to, or selected 'Copy to all organisations below'". The "Saved Report:" dropdown is set to "Advanced Member - GameDay Share Report Example". The "Copy to All Organisations Below:" section has a radio button selected. The "Organisation(s) to Copy To:" dropdown is set to "Club - General Club". A green "Copy Reports" button is located at the bottom left of the main content area and is highlighted with an orange circle. The footer includes "© Copyright GameDay. All rights reserved. Powered by GameDay" and a help icon.

8. To navigate to your newly shared report, click on the "Clubs" menu item

Copy Reports

- Dashboard
- My Organisation **NEW**
- Finances
- Members
- Competitions
- Clubs**
- Teams
- Communications
- Registrations
- Programs
- Events
- Reports
- Marketplace

✓ Success, your reports have been copied

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9. Click "List Clubs"

Copy Reports

- Dashboard
- My Organisation **NEW**
- Finances
- Members
- Competitions
- Clubs
 - List Clubs
 - Pending Clubs **NEW**
 - Club Championships
- Teams
- Communications
- Registrations
- Programs
- Events
- Reports

✓ Success, your reports have been copied

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10. Click on the Magnifying Glass of the organisation you have shared the report with

GameDay Passport Training
(Basketball)
Association

- Dashboard
- My Organisation NEW
- Finances
- Members
- Competitions
- Clubs
 - List Clubs
 - Pending Clubs NEW
 - Club Championships
- Teams
- Communications
- Registrations
- Programs
- Events

Clubs in Association

Showing Name Including

Name	Contact	Club Phone	Club Email
General Club			noreply@mygameday.app

11. Click "Reports"

- Dashboard
 - My Organisation NEW
 - Finances
 - Members
 - Competitions
 - Teams
 - Communications
 - Registrations
 - Events
 - Reports
 - Marketplace
- Members Teams Clubs Comps



Details [Edit](#)

Contacts [Edit](#)

noreply@mygameday.app

Add/Edit Logo

Stats

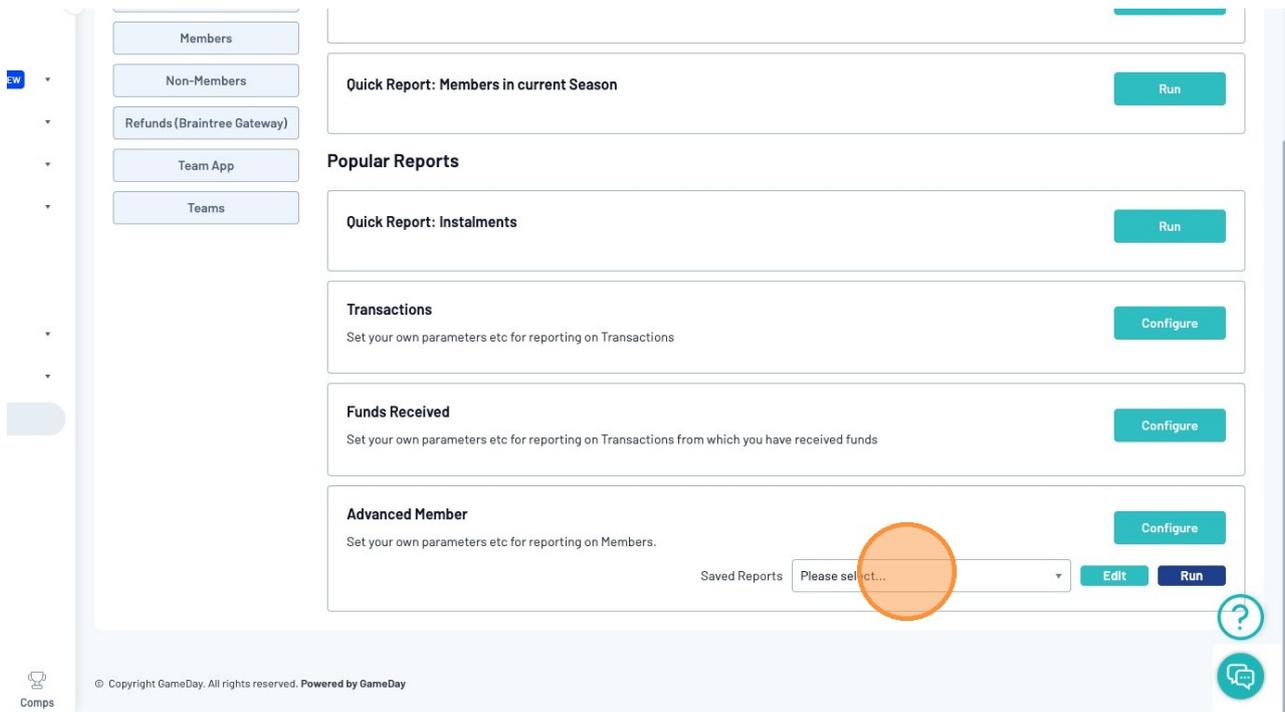
Reorder Dashboard

i Data related to Products, Orders & Order Value is related to Online Payments via supported Payment Gateways.

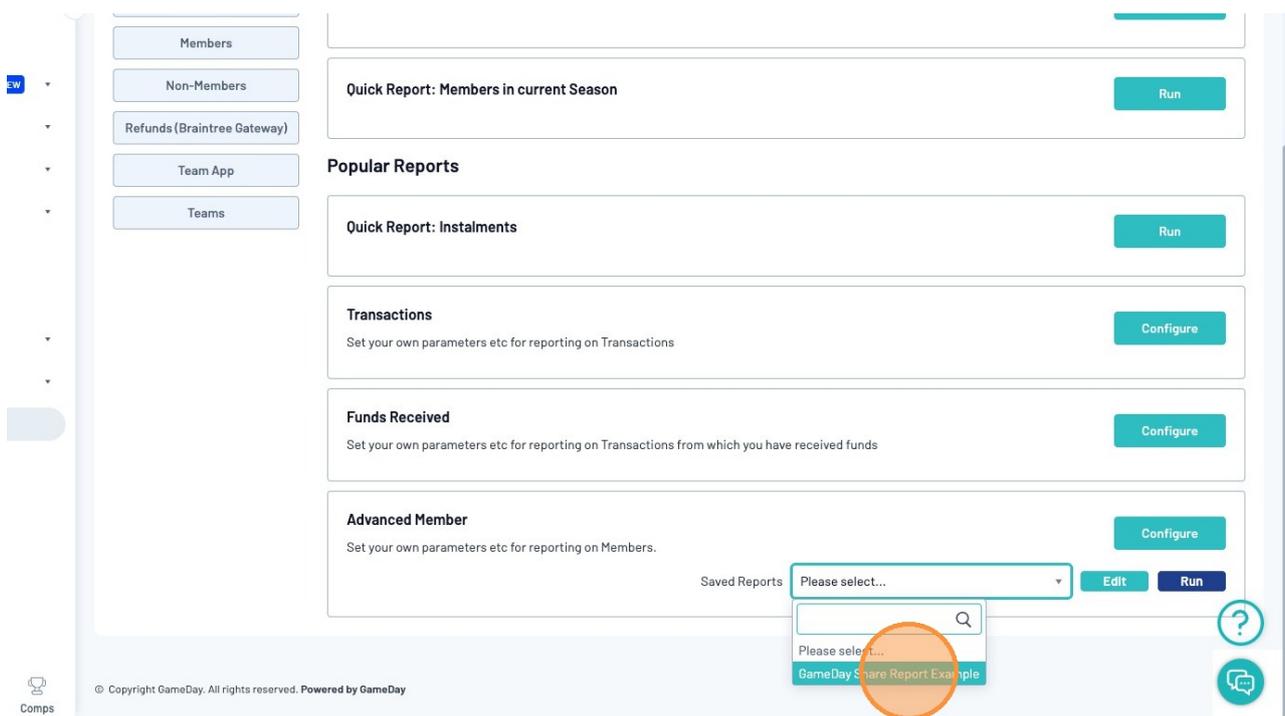
<p>Total Active Competitions</p> <p style="font-size: 2em; font-weight: bold;">1</p> <p><small>Period: 07/03/2025 - 02/03/2026</small></p>	<p>Total Competition Fixtures</p> <p style="font-size: 2em; font-weight: bold;">66</p> <p><small>Period: 07/03/2025 - 02/03/2026</small></p>	<p>Total Active Teams</p> <p style="font-size: 2em; font-weight: bold;">12</p> <p><small>Period: 07/03/2025 - 02/03/2026</small></p>
<p>Total Products Sold (My Organisation)</p> <p style="font-size: 2em; font-weight: bold;">0</p> <p><small>Period: 07/03/2025 - 02/03/2026</small></p>	<p>Total Products Sold</p> <p style="font-size: 2em; font-weight: bold;">0</p> <p><small>Period: 07/03/2025 - 02/03/2026</small></p>	<p>Total Paid Orders (Your Prod)</p> <p style="font-size: 2em; font-weight: bold;">0</p> <p><small>Period: 07/03/2025 - 02/03/2026</small></p>

12. Navigate to the report type.

In this example, we have shared an "Advanced Member" report



13. Click on the Saved Reports dropdown and select "GameDay Share Report Example"



14. Click "Edit" to view the shared report fields and configure further if required

The screenshot shows a reporting dashboard interface. On the left is a sidebar with a blue header containing a 'SW' icon and a list of menu items: Members, Non-Members, Refunds (Braintree Gateway), Team App, and Teams. The main content area is titled 'Popular Reports' and contains several report cards. The first card is 'Quick Report: Members in current Season' with a 'Run' button. The second is 'Quick Report: Instalments' with a 'Run' button. The third is 'Transactions' with a 'Configure' button and the text 'Set your own parameters etc for reporting on Transactions'. The fourth is 'Funds Received' with a 'Configure' button and the text 'Set your own parameters etc for reporting on Transactions from which you have received funds'. The fifth is 'Advanced Member' with a 'Configure' button and the text 'Set your own parameters etc for reporting on Members'. Below the 'Advanced Member' card is a 'Saved Reports' section with a dropdown menu showing 'GameDay Share Report Example', an 'Edit' button, and a 'Run' button. An orange circle highlights the 'Edit' button. At the bottom left is a 'Comps' icon and the text '© Copyright GameDay. All rights reserved. Powered by GameDay'. At the bottom right are help and chat icons.

Note: The naming conventions in the dropdown list is as below:
[Report Type] - [Saved Report Name]