

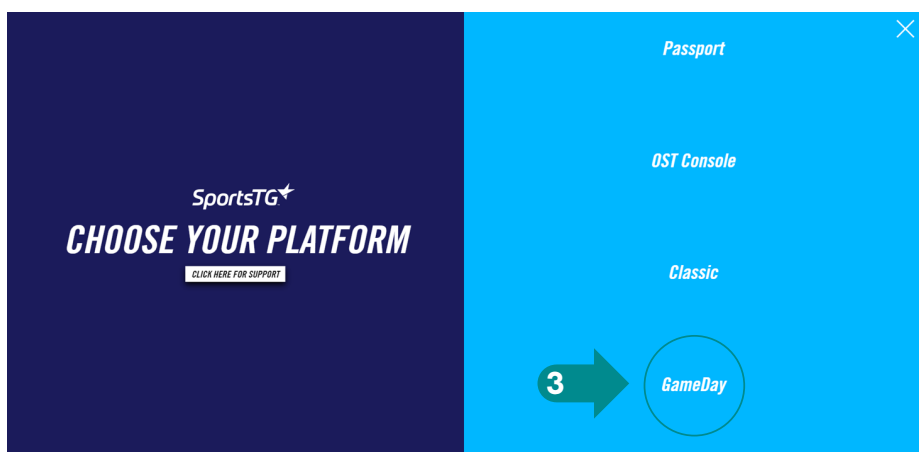
Running a Report

Step 1: Insert www.sportstg.com into your web browser.

Step 2: Click **Log In** at the top left-hand side of your screen.



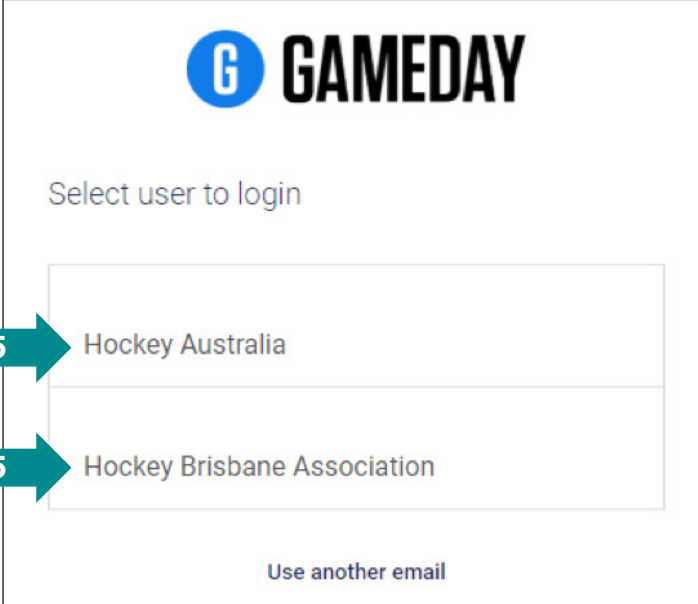
Step 3: Select **GameDay**.



Step 4: Enter email address and click **Next**.

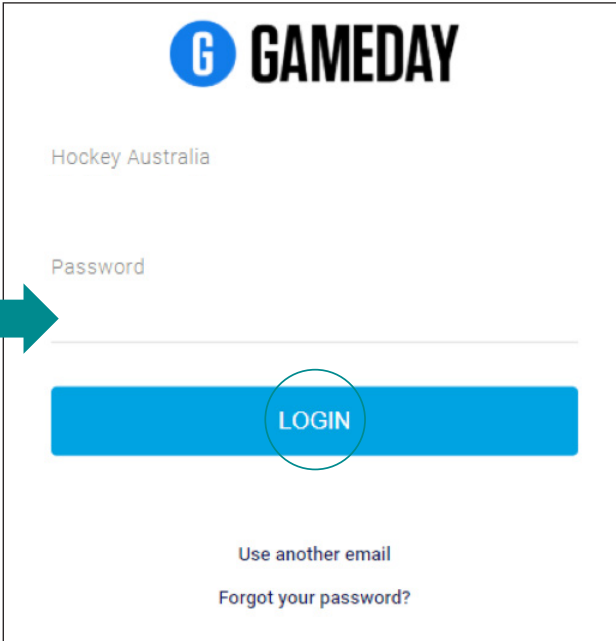
Running a Report

Step 5: Select your entity you wish to log into.



The screenshot shows the GAMEDAY login interface. At the top is the GAMEDAY logo. Below it is the text "Select user to login". There are two input fields, each with a teal arrow and the number "5" pointing to it. The first field contains "Hockey Australia" and the second field contains "Hockey Brisbane Association". Below the fields is a link that says "Use another email".

Step 6: Enter your password and click Login.



The screenshot shows the GAMEDAY login interface. At the top is the GAMEDAY logo. Below it is the text "Hockey Australia". There is a "Password" label above a password input field. A teal arrow with the number "6" points to the password field. Below the password field is a blue "LOGIN" button. Below the button are two links: "Use another email" and "Forgot your password?".

Step 7: Once in the database, click Reports.

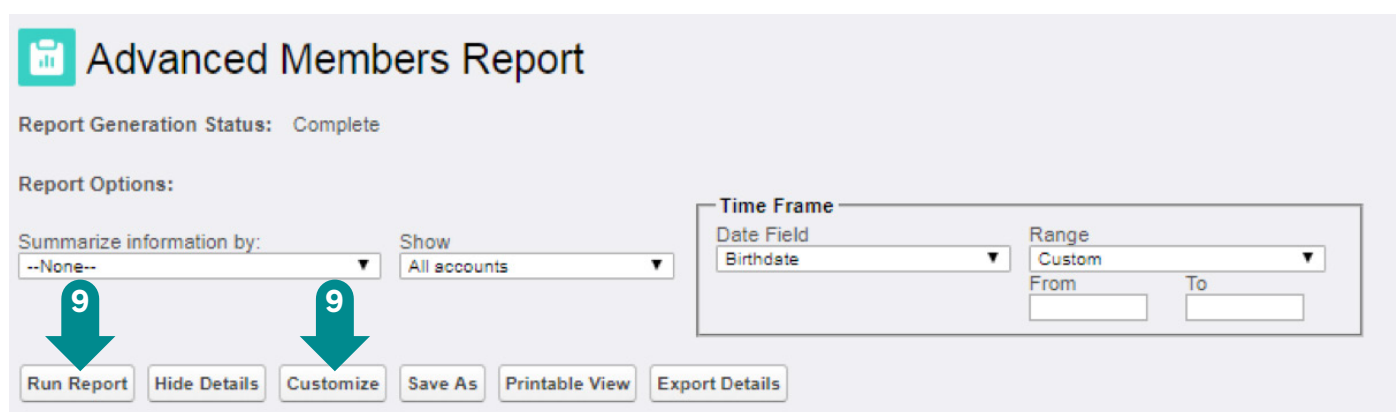
REPORTS

Running a Report

Step 8: Select what type of member report you would like to run. This will take you to the report customisation page.



Step 9: You can leave the report the way it is and **Run Report**, or you can **Customise** it to include data you might want to export.



Running a Report

Step 10: Build your custom report. Choose reporting fields from the fields menu.

The screenshot shows the report builder interface. Callout 10 points to the 'Fields' menu on the left. Callout 11 points to the 'Preview' table. Callout 12 points to the 'Filters' section. Callout 13 points to the 'Run Report' button.

National Number	Member Name	Gender	Birthdate	Email	Mobile Phone	Organisation: Account Name	Financial Status?
-	Hannah Wilcox	Female	22/06/2006	-	0418363983	Hockey Queensland	<input checked="" type="checkbox"/>
229744	Darren Manson	Male	25/04/1971	darren.manson@bluescopesteel.com	-	Hockey Queensland	<input checked="" type="checkbox"/>
191261	Seth Bolton	Male	24/10/2002	becmc@live.com.au	-	Hockey Queensland	<input checked="" type="checkbox"/>
-	Bailey Ouslinis	Male	5/11/2004	-	0419772433	Hockey Queensland	<input checked="" type="checkbox"/>
148448	Patrick Gleadhill	Male	25/09/1990	p.gleadhill@hotmail.com	-	Hockey Queensland	<input checked="" type="checkbox"/>
15806	Trent Jones	Male	9/09/1990	jones-trent@hotmail.com	0424584006	Hockey Queensland	<input type="checkbox"/>
251	Ava Parker	Female	6/10/2004	meaghan.walker@bigpond.com	-	Hockey Queensland	<input checked="" type="checkbox"/>
-	Lucy Fitzpatrick	Female	16/09/2005	-	0411262959	Hockey Queensland	<input type="checkbox"/>
17	Hayley Simmons	Female	15/02/2005	d_fly@bigpond.com	488797076	Hockey Queensland	<input type="checkbox"/>
-	Evie Van Tweest	Female	25/02/2006	-	0437441236	Hockey Queensland	<input type="checkbox"/>
40897	Francesca Walder	Female	5/07/2005	waldertyson@hotmail.com	0427 325 927	Hockey Queensland	<input type="checkbox"/>

Step 11: Drag the reporting field into the report preview section. You can move each of the columns around into the order in which you want them to appear in an excel/csv file.

Step 12: You can also apply filters. This will be useful if you only want to export data that meets certain parameters.

Step 13: When you have finished customising the report, click 'Run Report'

Step 14: On the following page you can save your report, allowing you to use it again at a later date.

The screenshot shows a row of buttons: 'Run Report', 'Hide Details', 'Customize', 'Save As', 'Printable View', and 'Export Details'. Callout 15 points to 'Customize', callout 14 points to 'Save As', and callout 16 points to 'Export Details'.

Step 15: Missed something? Click **Customize** to go back and edit the report.

Step 16: To export, click **Export Details**.

Step 17: You won't need to change the encoding, but you can choose which format your export will be in. Choose between CSV and XLS formats.

The screenshot shows the 'Export Report' dialog. Callout 17 points to the 'Export File Encoding' dropdown menu. Callout 18 points to the 'Export' button. Callout 19 points to the 'Done' button.

Step 18: Click **Export**.

Step 19: Click **Done** to return to the report screen.