Club Reports FAQs

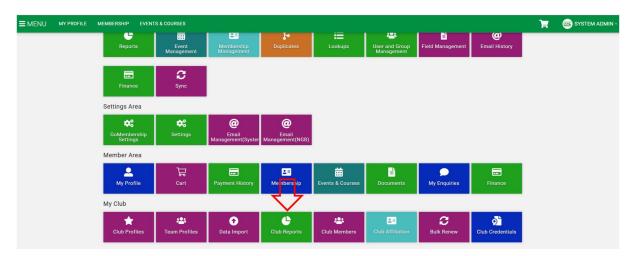## What is Club Reports?

The Club Reports module groups all Club+ data to help you get the information you need out of the system.

How do I access Club Reports?

Once you are logged in, you will find the Club Reports tile in the my Club Area of your Menu.

Which reports do I have access to?

With Club+ you have access to 16 different reports.

- **Credentials & Qualifications**

  - Club Members with Credentials
    Provides a list of all your club members along with associated credential information.

  - Club Member with Qualifications
    Provides a list of all your club members along with associated qualification information.

- **Events**
  - Club Events
    Provides a list of all events linked to your club with the attendee status.

- **Finance**
  - All Payments Details
    Provides a line level overview of payments received by the club, including a breakdown of the payee, payer and products bought.

  - Payment Payout Summary
    Provides an overview of the payouts received to the club from all payment methods.

  - All Payment Details (State)
    Provides a list of all Payment Details Views for Regional/State administrators.

- ○ <u>All Payments Summary</u>
  Provides an overview of payments received to the club.

- ○ <u>All Subscriptions and Instalments</u>
  Provides a list of all Club Member Subscriptions and Instalments.

- ○ <u>Payment Payout Details</u>
  Provides an overview of the payouts received to the club from all payment methods including a breakdown of what payments are in scope for each transfer.

- **Members**

  - ○ <u>Club Members</u>*
    A list of all club members.

  - ○ <u>Club Member Role Breakdown</u>
    A list of all club members broken down by role.

  - ○ <u>Club Members</u>
    All members in your club, including profile information, additional details, membership and additional club information.

  - ○ <u>Club Members (Active Only)</u>
    All active members in your club, including profile information, additional details, membership and additional club information - This will only return active members from your club.

  - ○ <u>Club Member Invites</u>*
    A list of the all club member invites.

- **Membership**

  - ○ <u>Club Members with all memberships</u>
    All members in your club, listing all past and present memberships.

- **Club Teams**

  - ○ <u>Club Teams</u>*
    A list of all club teams along with associated team members.
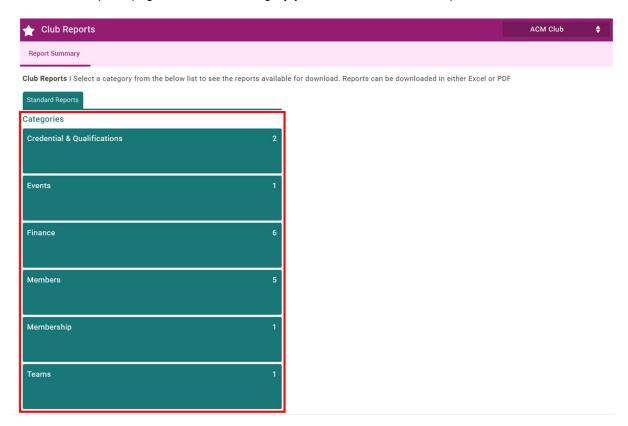

*Club standard reports

How do I download a club report?

In the Club Reports page, click on the category you want to download a report from.

The reports can be downloaded in either Excel or PDF. To download it, click on the Excel or the PDF symbol seen below.