

Club Reports FAQs

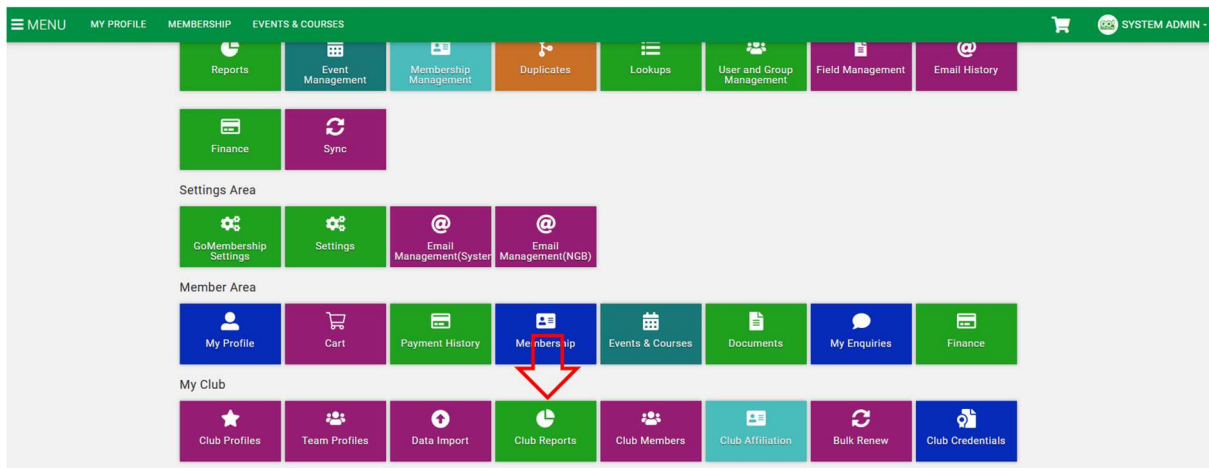
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What is Club Reports?

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.

- All Payments Summary
Provides an overview of payments received to the club.
- All Subscriptions and Instalments
Provides a list of all Club Member Subscriptions and Instalments.
- Payment Payout Details
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**
 - Club Members*
A list of all club members.
 - Club Member Role Breakdown
A list of all club members broken down by role.
 - Club Members
All members in your club, including profile information, additional details, membership and additional club information.
 - Club Members (Active Only)
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.
 - Club Member Invites*
A list of the all club member invites.
- **Membership**
 - Club Members with all memberships
All members in your club, listing all past and present memberships.
- **Club Teams**
 - Club Teams*
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 screenshot shows the 'Club Reports' interface. At the top, there is a purple header with a star icon and the text 'Club Reports', and a dropdown menu set to 'ACM Club'. Below this is a pink bar with 'Report Summary'. The main content area has a heading 'Club Reports | Select a category from the below list to see the reports available for download. Reports can be downloaded in either Excel or PDF'. A 'Standard Reports' tab is active. A list of categories is shown, each in a teal box with a white border. The categories and their counts are: Credential & Qualifications (2), Events (1), Finance (6), Members (5), Membership (1), and Teams (1). A red rectangular box highlights the entire list of categories.

Categories	Count
Credential & Qualifications	2
Events	1
Finance	6
Members	5
Membership	1
Teams	1

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

This screenshot shows the 'Club Reports' interface with the 'Events' category selected. The 'Standard Reports' tab is still active. Below the 'Events' heading, there is a teal button with a left arrow and the text 'Back to Report Categories'. The 'Club Events' report is displayed, with the description 'Lists all events linked to your club with attendee status'. To the right of the description are two icons: an Excel icon and a PDF icon. A red arrow points to the PDF icon. At the bottom of the report card, there is a green badge that says 'Club+ Essential'.