

Running a 2014 Member Email Report

STEP 1

In 'Reports', click 'Members', then 'Configure' in the 'Advanced Member' box.

The screenshot displays a web interface for generating reports. On the left, a vertical sidebar titled "Reports" contains several menu items: Admin Reports, Competition, Contacts, Finance, Members (highlighted with a blue border), Teams, Transfers, and Tribunal. The main content area is titled "Members" and contains five report configuration cards. Each card has a title, a brief description, and a blue "Configure" button. The cards are: "Advanced Member" (Set your own parameters etc for reporting on Members), "Retention Report" (Set your own parameters etc for reporting on Member Retention), "Member Demographic" (Member Demographic Report), "National Accreditation Report" (National Accreditation Report), and "Pending Registrations" (Pending Member Registration status).

STEP 2

Under 'Selected Fields', drag and drop 'First Name' and 'Family Name' from the 'Personal Details' section.

From the 'Contact Details' section, drag and drop 'Email'.

From the 'Seasons' section, drag and drop 'Season', select 'Equals' in the filter box and select '2014'.

Finally, sort your report by 'Family Name' for ease of use, then click 'Run Report'.

The screenshot displays a report configuration interface. On the left is a sidebar with a list of categories: Personal Details, Parent/Guardian, Contact Details, Interests, Identifications, Financial, Medical, Other Fields, Member Type - Player, Member Type - Coach, Member Type -, Member Type - Official, Member Type - Misc, and Seasons. The 'Seasons' category is expanded, showing 'Age Group' and 'Season Member Package'. The main area is titled 'Selected Fields' and contains four items: 'First Name' (with a filter dropdown), 'Family Name' (with a filter dropdown), 'Email' (with a filter dropdown), and 'Season' (with a filter dropdown set to 'Equals' and a text input containing '2014'). Each item has a 'Remove' button with an 'X' icon. Below the 'Selected Fields' section is a green 'Run Report' button. At the bottom is an 'Options' section with the following settings: 'Show' is set to 'Unique Records Only' (selected), 'Summary Data', and 'All Records' are unselected; 'Sort by' is 'Family Name' (selected) and 'Ascending'; 'Secondary sort by' is 'None' and 'Ascending'; and 'Group By' is 'No Grouping'.