

Creating a Custom Report

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Event Registrations
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Display the following data: **Completed Registrations** [Registration Download](#) [Team Manager](#) [Refund Log](#)

Search Options
 First Name:
 Confirmation Number:
 Transaction Date (EST): to

[Completed Registrations](#)
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Registrations 1 - 50 for: 2012 Army Ten-Miler. [Export](#)

	Date (EST)	Category	Last	First	Contact Info	Confirmation #	Team name
Edit View Delete	8/2/2012 1:27 PM	Ten-Miler Team Registration	rusher				DCNG Capital Guardians
Edit View Delete	8/2/2012 12:50 PM	Ten-Miler Team Registration	de Leeuw				Uptown Girls
Edit View Delete	8/2/2012 12:39 PM	Ten-Miler Team Registration	Blevins				DEARNG Aviation (misfits)
Edit View Delete	8/2/2012 10:51 AM	Ten-Miler Registration	Rocha				
Edit View Delete	8/2/2012 10:47 AM	Ten-Miler Team Registration	O'Donnell				You can run.
Edit View Delete	8/2/2012 9:08 AM	Ten-Miler Registration	Checo				
Edit View Delete	8/2/2012 8:57 AM	Ten-Miler Registration	Poyner				

- Step 1: Make sure you are under 'Participants
- Step 2: Select which data you would like to display
- Step 3: Select Registration Download

Step 1: Name your Report

Report Name:

Available Export Fields:

Step 2: Highlight field to export then hit the 'arrow button'

Participant birth date	Participant First Name
Participant telephone daytime	Participant Last Name
Participant email address	Participant gender
Participant line 1	
Participant line 2	
Participant city	
Participant province	
Participant state code	
Participant postal code	
Participant country code	
Confirmation Number	
Transaction Date	
Payment Type	
Amount	
Organizer Fee	
Customer Fee	
Event Category	
Calculated Age	
Team Name	

Up
Down

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Step 3: Select the 'Next' Button

Default Name	Export Name	Question Type	Options
Participant First Name	<input type="text" value="Participant First Name"/>	Free Form Text	
Participant Last Name	<input type="text" value="Participant Last Name"/>	Free Form Text	<input type="checkbox"/> Merge with previous question
Participant gender	<input type="text" value="Participant gender"/>	Single Selection / Radio Button	<input type="checkbox"/> Merge with previous question <input type="checkbox"/> Split each answer as columns More (+)

Choose how you would like to see the answers?

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Preview



Report Name	User Name	Date Created	Last Modified	Command
group	Kailos, Whitney	5/1/2012 9:06:04 AM	5/1/2012 9:06:04 AM	edit remove run
50/50 vs Performance	Mackenzie, Erin	5/7/2012 10:32:57 AM	5/7/2012 10:32:57 AM	edit remove run
Military Grade/Affiliation	McKnight, Earl	5/7/2012 4:43:37 PM	5/7/2012 4:43:37 PM	edit remove run
Erin's Report	Mackenzie, Erin	5/7/2012 4:43:40 PM	5/7/2012 4:43:40 PM	edit remove run

[Create a new report](#)



Once you have created a custom report you can choose to edit the report, remove it or re-run the report