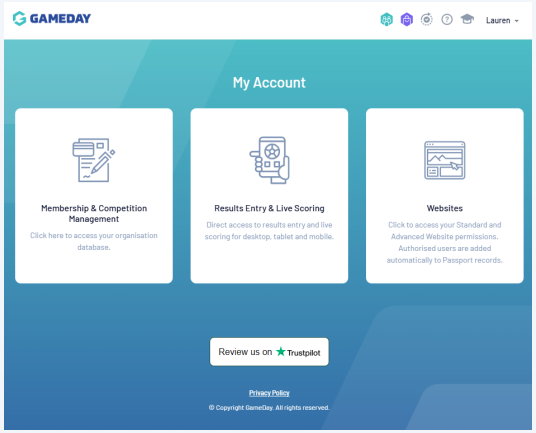
How to Run an Official Report

GAMEDAY | LACROSSE VICTORIA | QUICK REFERENCE GUIDE

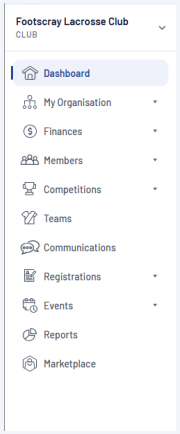
1 Log in to GameDay

Select Membership & Competition Management.



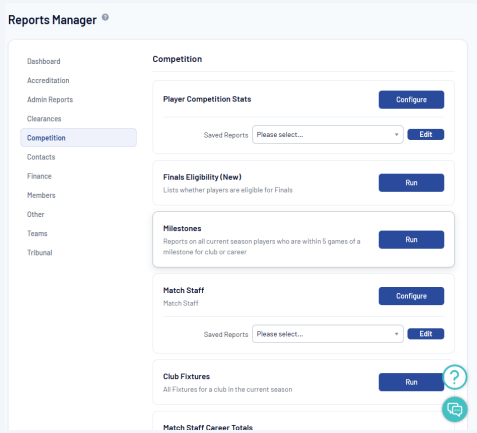
2 Open Reports

Choose Reports from the left-hand menu.



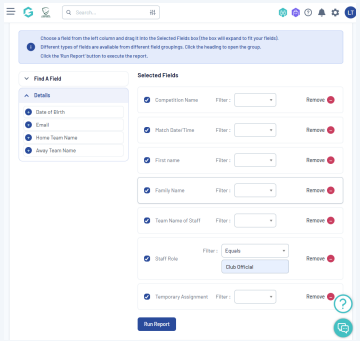
3 Configure Match Staff

Competitions > Match Staff > Configure.



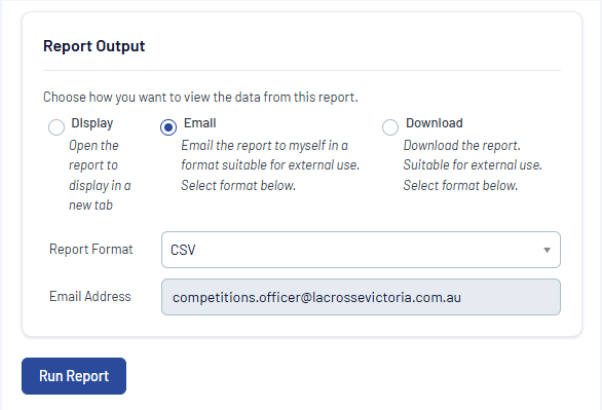
4 Select report fields

Under Details, add: Competition Name, Match Date/Time, First Name, Family Name, Team Name of Staff, Staff Role, Temporary Assignment.
Staff Role filter: Equals "Club Official"



5 Run the report

Under Report Output, choose Email and CSV, then Run Report.



6 Save for next time

Save the configured report for future use.

