Setting up event/course reports

Reports can be easily created for events and courses to extract participant registration details. All information including any additional fields created for an event or course can be reported on.

The following steps outline how to set up event/course reports:

1. After logging in to your revSPORT portal, click events in the left-hand menu. To run a report on one specific event/course proceed to point 2. Skip to point 5 to run a report on multiple events/courses (regatta series, tacker courses, etc).

2. In the events overview, click on the event/course that you want to create the report for.

3. On the right-hand side of the page among the options, click event reports.
4. The attendee report focuses on participant responses to event/course registration forms. The transaction summary report (if you have collected payments online for the event/course) is designed to extract registration payment details. Select the information you want to include by ticking the relevant checkboxes.

After selecting the information you want to include in the report, click on Generate report to create the report.

5. To run an attendance report on multiple events/courses click on reporting among the Event subheadings.

6. To run a finance report on multiple events/courses click on reporting among the Finance subheadings.
Click on the **income transaction report** and select the fields to be reported by ticking the related checkboxes. Note: **Event registrations** checkbox has to be ticked to report event/course payments.

For additional support using the revSPORT system, please contact onlineservices@sailing.org.au