



Running Reports and Downloading Data

There are a number of different reports available within a TeamRaiser Event. The most commonly asked for Reports are *Registration, Team, KPI and Gift/Transaction Report*. Review the description of each report for a better understanding of what each report does. It's also good to run each report to view the data available.

Note: If there are additional columns that would be beneficial to include in the reports email digital@bc.cancer.ca with any requests.

Login to the EMC and select the event you would like to manage.

- Click on the **Reports** tab.
- Click **Run Report**, beside the chosen Report.

Reports

Report Results

Records 1 - 8 of 8 [First](#) [Previous](#) [Next](#) [Last](#)

Q Search Show All Page 1 of 1 To Page

<input type="checkbox"/>	Name & Description	Actions	Category	Type	Last Activity
	Daff_Dash_BC_2016_Coaching Email Report Shows success of email to individual recipients	Run Report	DAFF_DASH_BC_	TeamRaiser	2016/03/02 13:52 by aoldershaw@bc.cancer.ca
	Daff_Dash_BC_2016_Company Report Displays information about the fundraising efforts of the teams associated with each company in the event.	Run Report	DAFF_DASH_BC_	TeamRaiser	2016/03/02 14:45 by aoldershaw@bc.cancer.ca
	Daff_Dash_BC_2016_Gift Report Displays details about a donation transacted within the selected events.	Run Report	DAFF_DASH_BC_	TeamRaiser	2016/03/02 13:38 by aoldershaw@bc.cancer.ca
	Daff_Dash_BC_2016_KPI Report Displays information about the fundraising effort in each event. One event per row	Run Report	DAFF_DASH_BC_	TeamRaiser	2016/04/18 18:56 by aoldershaw@bc.cancer.ca
	Daff_Dash_BC_2016_Participant_Gift_Summary Report Displays the total monetary amount and number of gifts collected by each participant. One participant per row.	Run Report	DAFF_DASH_BC_	TeamRaiser	2016/03/02 14:06 by aoldershaw@bc.cancer.ca
	Daff_Dash_BC_Registration_Details_Report_Updated Displays details about each person registered for the event. Includes additional registration question responses and gift info.	Run Report	DAFF_DASH_BC_	TeamRaiser	2016/04/18 18:49 by aoldershaw@bc.cancer.ca
	Daff_Dash_BC_Sponsorship Report Displays each company who has provided sponsorship donation to a specific event. One company per row (within a single event).	Run Report	DAFF_DASH_BC_	TeamRaiser	2016/03/02 15:01 by aoldershaw@bc.cancer.ca
	Daff_Dash_BC_Team_Performance Report Teams sorted alphabetically by team name. For each team, displays team name, team captain contact information, team creation date, number of team members, team goal, cumulative team member goal and total amount of donations collected.	Run Report	DAFF_DASH_BC_	TeamRaiser	2016/03/02 14:55 by aoldershaw@bc.cancer.ca



- Update the **Report Label**, if required.
- Click **Next**.
- Review the **Summary Details**.
- Click **Run Report**, at the bottom of the page.

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Event Center Event Web Site Event Emails Customer Service **Reports** [+ Switch To Another Event](#)

Reports > Run Report > Daff_Dash_BC_Registration_Details_Report_Updated Daffodil Dash - Columbia Valley 2016

1. Run Report

- a. Edit Runtime Parameters
- b. Identify Result**
- c. Review Criteria Summary

Click Next

* 1. Report Label:
Enter a label to identify the purpose of or data gathered by this report.
Daff_Dash_BC_Registration_Details_Report_Updated

2. Report Description:
Enter a phrase or statement to distinguish this report from others with similar names.
Displays details about each person registered for the event. Includes additional registration question responses and gift info.

Next or Cancel

Edit the Name if required or add the date

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Reports > Run Report > Daff_Dash_BC_Registration_Details_Report_Updated Daffodil Dash - Columbia Valley 2016

1. Run Report

- a. Edit Runtime Parameters
- b. Identify Result
- c. Review Criteria Summary**

Report Summary Info

1. Report Criteria Selected Summary:
Review the columns and other criteria selected for this report. To modify or select additional criteria, click the appropriate task step on the left to return to that step and make your change.

Report Type	
Application:	TeamRaiser
Report:	Registrations

Report Columns	
Public Event Name:	Public Event Name
Participation Type Name:	Participation Type Name
Participant First name:	Participant First name

Report Information

Label:	Daff_Dash_BC_Registration_Details_Report_Updated
Description:	Displays details about each person registered for the event. Includes additional registration question responses and gift info.
Security Category:	DAFF_DASH_BC_
Folder:	British Columbia/Yukon > Community Giving Reports > Daffodil Dash > Daffodil Dash 2016
Shared with:	Not Shared

2. Run Report:
Click Run Report to send this report to the report queue where it will run as scheduled. After it runs, access report results listed on the Report Results tab.

Click Run Report

Run Report



- The Results will appear on the screen.
- Click **Save** (the disk icon), to download the results.
- Click **Download**, under CSV – Comma Separated Values file (this is a type of an excel file).



Report results appear below. Click Print to send the results to a printer or click Download to select a file type in which to save these results to your computer. File types include HTML formatted

Report Results | Report Configuration

Save or Print

Daff_Dash_BC_Registration_Details_Report_Updated
Displays details about each person registered for the event. Includes additional registration question responses and gift info.

Public Event Name	Participation Type Name	Participant First name	Participant Last name	Participant Email	Participant Accept Email	Registration Date	Registration Type
Daffodil Dash - Columbia Valley 2016	Adult	Janis	McKell	jmckell@bc.cancer.ca	false	04/25/16 18:27	Offline
Daffodil Dash - Columbia Valley 2016	Adult	Amanda	Oldershaw	aoldershaw@bc.cancer.ca	true	04/08/16 15:31	Offline
Daffodil Dash - Columbia Valley 2016	Adult	Cheryl	Test	cmaramanda@bc.cancer.ca	true	05/12/16 13:59	Offline

https://secure2.convio.net/?tr.emgmt=download_result&mfcpopup=t&report_result_id=745881&fr_id= - Interne...

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Report Results > Download | Daffodil Dash - Columbia Valley 2016

1. Download

Click Download to select the type of file in which to save the downloaded results and follow the prompts. It might take several minutes to download the results. After the file downloads, click Cancel to close this page.

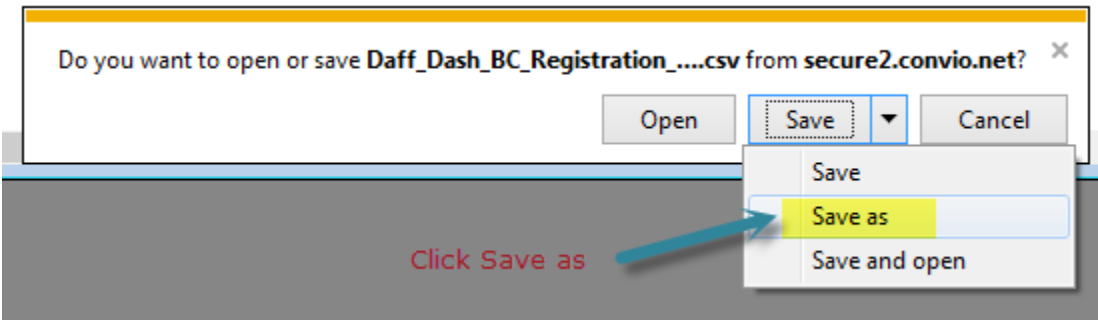
Click Download

- CSV - Comma Separated Values file [Download](#)
- PDF - Adobe Acrobat Portable Document Format [Download](#)
- HTML - Hypertext document [Download](#)

Cancel



- Click **Save as**, under the Save dropdown menu
- **Navigate** to where the file will be saved
- Update the **File Name**, if required.
- Close the download pop-up box
- The file is now saved in the specified location.



An alternative option to download is:

- Click on the **Reports** tab.
- Click on **Report Results** Tab.
- Click on **Download**, under the Actions column, beside the chosen Report.
- Follow the steps as above.

