

# How do I run reports?

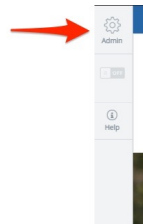
Assistance with viewing and filtering data from the players who have registered at your facility. 1/20/2017



- Step 1: Login to your SportsEngine account
  - » Navigate to [www.pgajlg.com](http://www.pgajlg.com)
  - » In the upper right hand of your screen, click the “Login” button



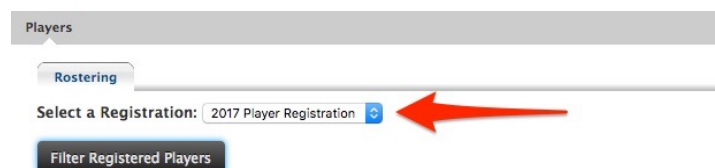
- Step 2: Once logged in, locate the Sport Management tab within the Admin Control Panel
  - » Select the Admin gear icon from the lefthand menu



- » Once in the Admin Control Panel select the ‘Sport Mgmt’ tab, then click on the registration name

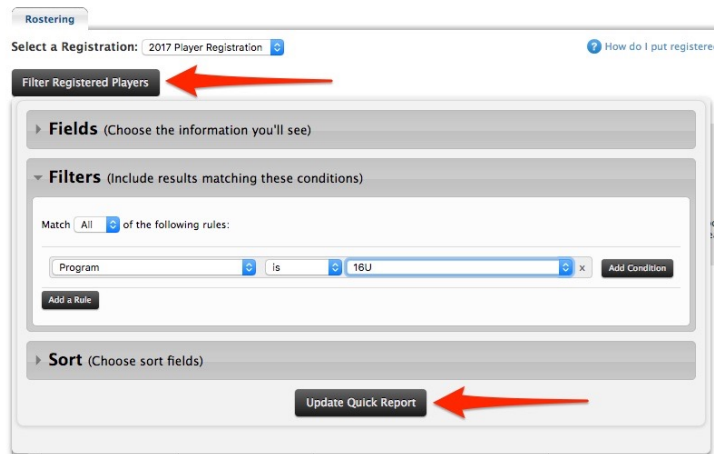


- Step 3: Locate your facility’s registration and team you wish to roster players
  - » From the ‘Select a Registration’ dropdown menu, select the ‘2017 Player Registration’



- Step 4: Run Report

- » Click on Fields and from the question group(s) select which fields to include in the report. These fields will display as report column headers.
- » To filter data, click on 'Filters' then 'Add a Rule'. This feature allows you to add rules to display results that match the specific conditions you set. For example to see a report that only shows players with competitive experience, you would add a rule for 'Experience' is 'Competitive golf'.

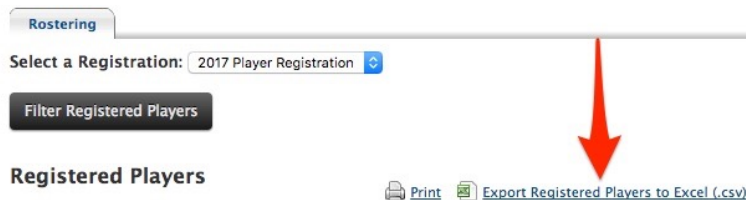


- » Click on 'Update Report' to run the report

- **Note:** Each column header within a report is sortable. Simply click on the column header name to sort that specific field.

- Step 5: Export report to Excel (optional)

- » After the desired changes have been made to the report, click 'Save and Update'
- » Scroll to the top of the report, then from the upper right hand side select 'Export to Excel'



- » The report will then download as a .csv file to your computer that can be opened in Excel or any other comparable program