

## How to view club reports

TEAMWORK OPEN TO ALL COMMITMENT



## How to view club reports

ClubHub allows you to view and download reports relating to the membership of your club. For example, it might be that you want to view a list of your current memberships, or sub-sets of your overall membership such as those people with adult or recreational memberships, or those with committee roles etc.

Viewing reports is simple – here's how:

I. Sign into your British Rowing account



2. Select MENU

Members	<b>Qualifications</b>	Credentials	Enquiries	Ŭ Family	Cli
Events	😴 Bookings	Venue Management	Products	<b>Q</b> Qualification Management	Cred Manac
Q Chat	Documents	C Reports	Event Management	E Membership Management	Boat
E Batch Printing	Field Management	@ Email			

3. Select the CLUB REPORTS tile



4. From here you will now be able to select specific reports from STANDARD and CUSTOMER lists, (standard being generic reports that could relate to any kind of sports club, and customer being those that relate more specifically to rowing clubs)

	MY PROFILE	MEMBERSHIP	EVENTS & COURSES		
	Report Sumr	nary			
	Club Reports   Select a category from the below list to see the reports availa Standard Reports Customer Reports				
(					
	Categories				
	Credential	& Qualifications	2		
	Events		1		
	Finance		5		

5. Once you have selected the appropriate report you can view and download it by selecting either the excel format or pdf format, as shown below

CIUN REPORTS I Select a category from the below list to see the reports available in

