

# ClubRunner

Help Articles > Club Help > Club - Administration Guide > Reports > How do I customize a template report?

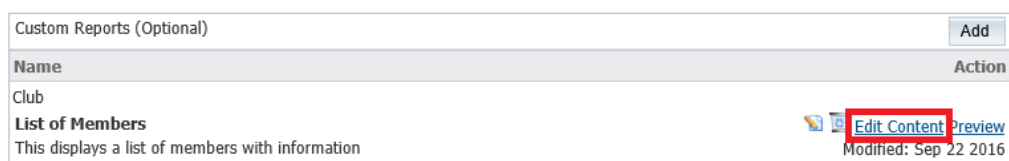
## How do I customize a template report?

Michael C. - 2021-03-23 - Reports

### 4. Building and Customizing Your Report

Once you have saved your report, it is time to begin building and customizing your report.

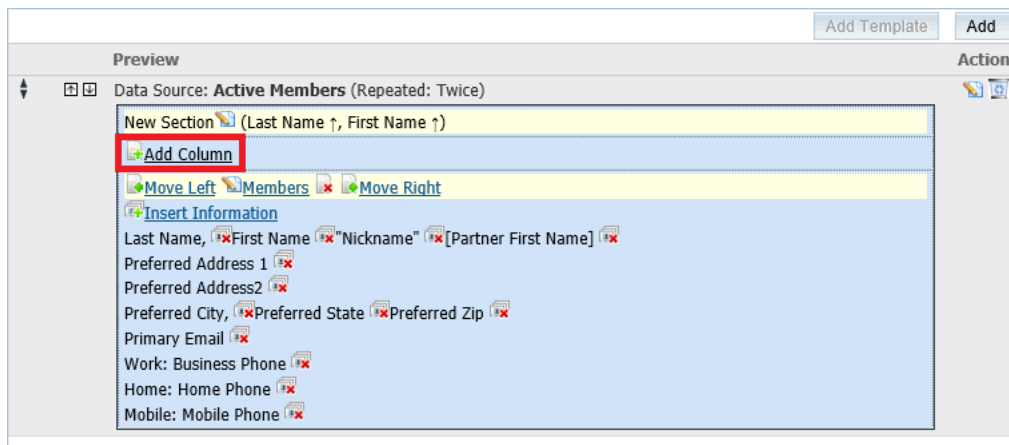
1. Click on the **Edit Content** link to the right of the report you to edit it.



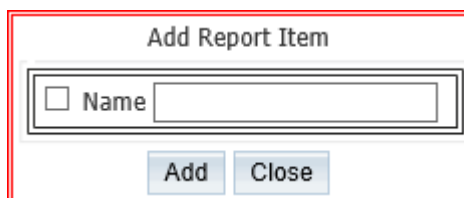
2. Once the page has loaded up, the report designer window will appear. The Report Content Designer will load up the report information onto the page, because you selected a template to work from. Please refer to the screen shot below:



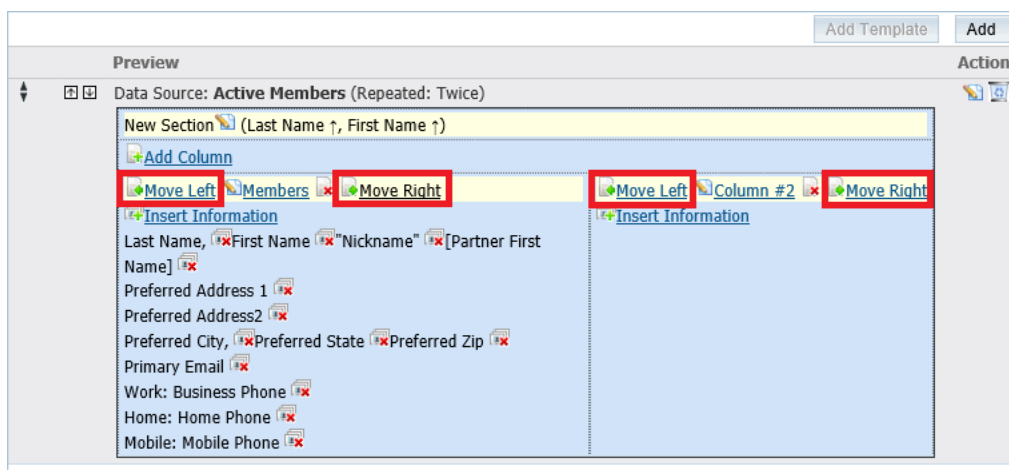
3. Clicking on **Add Column** allows you to create separate columns to divide your report. This works very similar to an Excel spreadsheet.



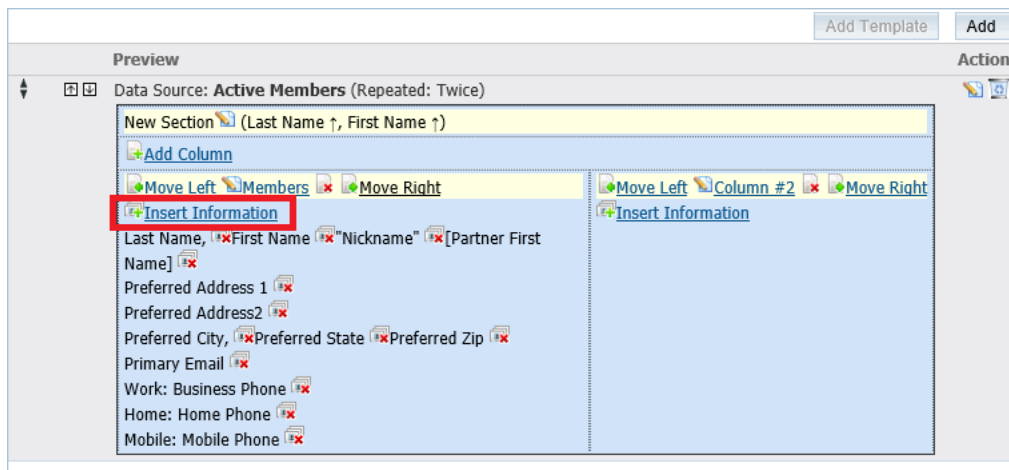
- When you click on **Add Column**, you will notice the **Add Report Item** window opens. Click on the check box next to **Name** to have a title shown at the top of the column (Title of your list) and then type out the name of the column. Finally, click the **Add** button when you're ready to add the column.



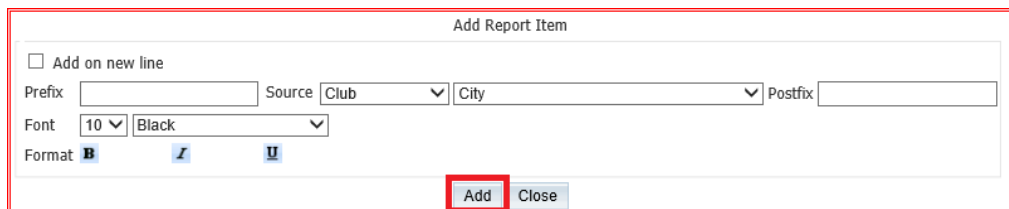
- When adding a column to the report, the item will always appear in separate box split by a line to right. To adjust column order from left to right use the **Move Left** and **Move Right** links.



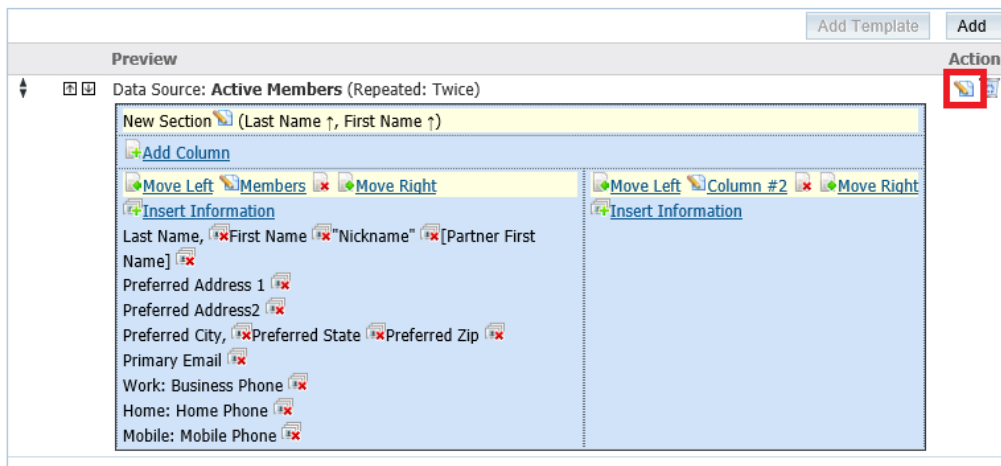
- The **insert information** link provides the ability to select information from ClubRunner.



7. Within the **Add Report Item** window, the following options are available:
- **Add on new line:** Gives you the ability to move the information to the next line (Below the last added info).
  - **Prefix:** Text you wish to appear before the information (Example: "First Name")
  - **Source:** This is the information from the database; this function can grab information from many places in ClubRunner. The chart on the next page shows the source and the fields available.
  - **Postfix:** Text you wish to appear after the information.
  - **Format:** Allows you to apply formatting to bold, underline and/or italicize the font.
8. Using these options, select and enter information you want added to the report. Once all changes have been applied, simply click the **Add** button.



9. Once added, you can delete or edit the information added. To edit, click the words that appear in the box. To delete, click the red X icon.
10. To move the data/field to a different location on the report click on the **edit icon** on the right beside the trashcan.



- This takes you to the **Report Section Designer**. Click on the **edit icon** on the right.

### Report Section Designer

Select Section Data Source

- Active Members**
- Club
- Custom Fields
- Label
- Membership

Section Settings


Select the checkbox below if you would like the Section Name to appear above your data.

Name

Section Repeat:

Groupings allow you to create multi-tiered reports where you can show data related to one source within data from another source. e.g. Display all members within all clubs in a district, grouped by club.

Name	Data Source	Preview	Action
No Grouping			

Name	Section Item Preview	Action
Default Layout	<p>Members</p> <p>Last Name, First Name "Nickname" [Partner First Name]</p> <p>Preferred Address 1</p> <p>Preferred Address2</p> <p>Preferred City, Preferred State Preferred Zip</p> <p>Primary Email</p> <p>Work: Business Phone</p> <p>Home: Home Phone</p> <p>Mobile: Mobile Phone</p>	<p>Column #2</p> 

- This will take you into the **Section Item Designer**. From here you can sort, delete, or edit a column. Click on the **edit icon** on the right beside the trashcan for the column you want to change.

## Section Item Designer

Sorting

Sorting Field	Sort Order	Action
Last Name	Z → A	No
First Name	No	No

Reset To Default   Add Sorting Field

Preview

Members	Column #2
Last Name, First Name "Nickname" [Partner First Name]	
Preferred Address 1	
Preferred Address2	
Preferred City, Preferred State Preferred Zip	
Primary Email	
Work: Business Phone	
Home: Home Phone	
Mobile: Mobile Phone	

Section Item Preview

Members	Column #2
Last Name, First Name "Nickname" [Partner First Name]	
Preferred Address 1	
Preferred Address2	
Preferred City, Preferred State Preferred Zip	
Primary Email	
Work: Business Phone	
Home: Home Phone	
Mobile: Mobile Phone	

- This will take you to the **Column Designer** page. Click on the up or down arrows to move the data/field up or down. Once done, you can click on the **Go Back** button near the bottom of the page.

## Column Designer

Column Settings

Select the checkbox below if you would like the Column Name to appear above your data.

Name

Horizontal Align

Vertical Align

		New Line	Prefix	Value	Postfix	Custom Format	Action
↑	<input type="checkbox"/>	False		Last Name	,	10 Color [Black]	
↓	<input type="checkbox"/>	False		First Name		10 Color [Black]	
↑	<input type="checkbox"/>	False	"	Nickname	"	10 Color [Black]	
↓	<input type="checkbox"/>	False	[	Partner First Name	]	10 Color [Black]	
↑	<input type="checkbox"/>	True		Preferred Address 1		10 Color [Black]	
↓	<input type="checkbox"/>	True		Preferred Address2		10 Color [Black]	
↑	<input type="checkbox"/>	True		Preferred City	,	10 Color [Black]	
↓	<input type="checkbox"/>	False		Preferred State		10 Color [Black]	
↑	<input type="checkbox"/>	False		Preferred Zip		10 Color [Black]	
↓	<input type="checkbox"/>	True		Primary Email		10 Color [Black]	
↑	<input type="checkbox"/>	True	Work:	Business Phone		10 Color [Black]	
↓	<input type="checkbox"/>	True	Home:	Home Phone		10 Color [Black]	
↑	<input type="checkbox"/>	True	Mobile:	Mobile Phone		10 Color [Black]	

Column Preview

Members

Last Name, First Name "Nickname" [Partner First Name]

Preferred Address 1

Preferred Address2

Preferred City, Preferred State Preferred Zip

Primary Email

Work: Business Phone

Home: Home Phone

Mobile: Mobile Phone

[Next: How to Generate a eDirectory Report.](#)

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- [How do I setup a custom report with the eDirectory builder?](#)
- [How do I access the eDirectory builder?](#)
- [How do I download Word & PDF reports using eDirectory Reports?](#)