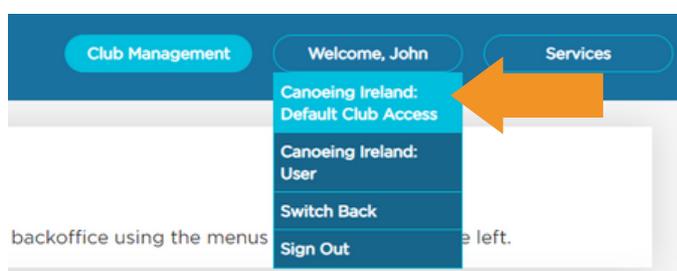


## How to Access Reports

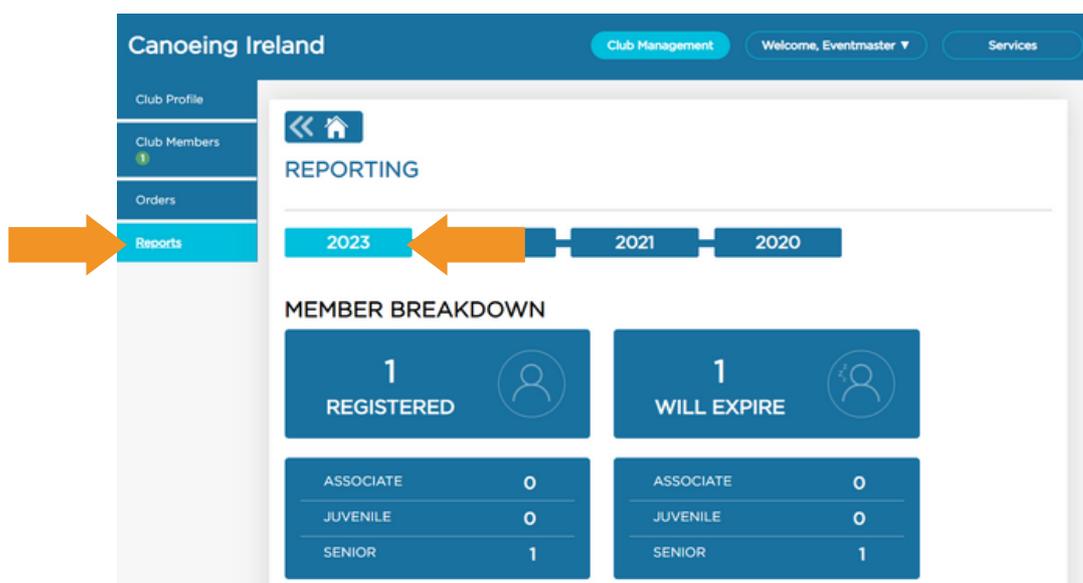
As a Canoeing Ireland Club User, you have access to powerful real-time reporting for your club. Follow the instructions below to navigate your reporting options.

**1** Log into the Canoeing Ireland membership system [HERE](#)

**2** Scroll over where it says Welcome NAME, and select: **Club Access** for Club Administration



**3** On the left hand side click on the reports tab and select the year you would like to view the reports dashboard for from the top menu.



**4** Scroll down to view the full dashboard for that year and the report download options (Continued on Next Page).

## How to Access Reports

- 5** Click on the excel icon for your chosen report to download it. For the Financial details report you can put in a date range using the calendar prompt.

### REGISTRATION BREAKDOWN

<b>1</b> RENEWALS		<b>0</b> NEW MEMBERS	
ASSOCIATE	0	ASSOCIATE	0
JUVENILE	0	JUVENILE	0
SENIOR	1	SENIOR	0

### Reports

All Member Data

←

Financial Details Report

Select date from:

Select date to:

If no date range is selected all data will be downloaded

←

Financial Details Report

Select date from:

Select date to:

If no date range is selected all data will be downloaded

Course Certificates Report

For Active members

←

External Certificates

For Active members

←