



Events reports

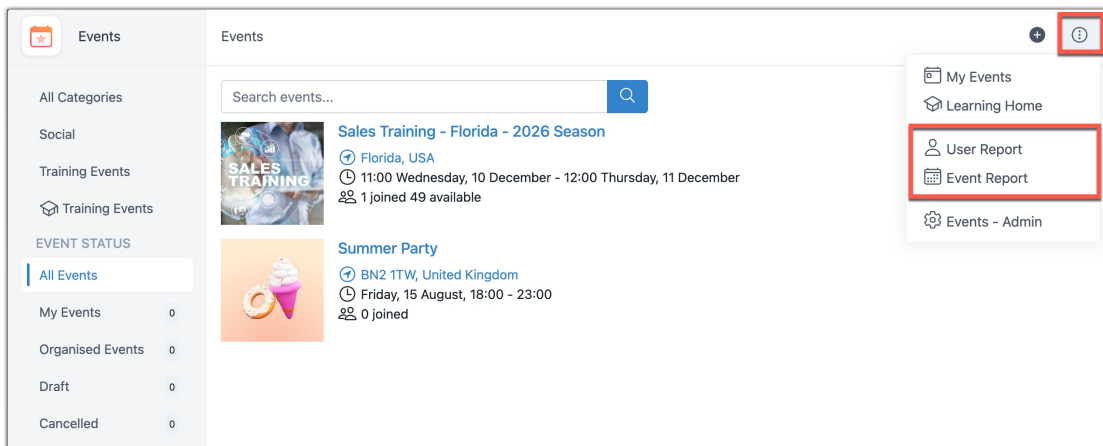
There are two different types of reports for the Events application:

- [User reports](#)
- [Event reports](#)

To access reports in the Events application, you will either need to be an [application administrator](#) of Events or, been given permission by an administrator as detailed in our [Events: Admin overview](#) guide.

Accessing the reports tool

From the front-end of the Event application, users with permission will see the option for **Reports**:



User Reports

The User report is used to run a report on specific users to see which events they have attended.

By default, no filters will be specified when first accessing the report, so data will already be displayed.

- Events > User Report

1

Select User

Select user

▼

Browse

2

User Group

=All=
Company
Development
Finance

3

Date Range

4

Event Category

=All=
Social
Training Events

Filter

Reset

Export to CSV

Name	Event Title	Join Date ▼	Note	Extra Guests
Playground Admin	Sales Training - Florida - 2026 Season	11-01-2025 10:58		
Claromendis Administrator	Corporate Team Building Event	18-02-2019 11:30		
Abigail Clark	Corporate Team Building Event	18-02-2019 11:31		
Alan Metcalfe	Corporate Team Building Event	18-02-2019 11:31		
Charles Johnston	Corporate Team Building Event	18-02-2019 11:31		
Connor Chapman	Corporate Team Building Event	18-02-2019 11:31		
James Terry	Corporate Team Building Event	18-02-2019 11:31		

Once your report has been created, export the data to a CSV if required for offline records or further analysis.

Last modified on 22 September 2025 by [Veronica Kim](#)

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Tags: [events](#), [user guide](#), [report](#)