



Events reports

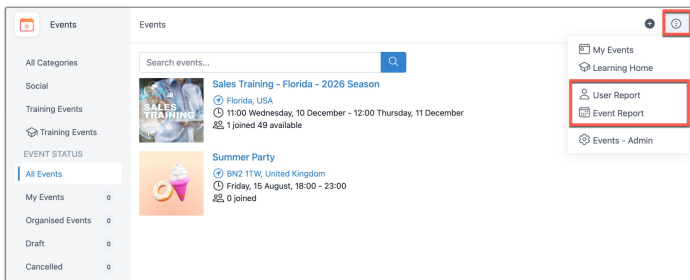
There are two different types of reports for the Events application:

- [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

Select User

1

Select user

Browse

Date Range

3

User Group

2

=All=

Company

Development

Finance

Event Category

4

=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		
Claromontis 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		

By using the filtering options, you can run a report on any existing event:

- 1. **Select User:** Type a name in the search box to search for a specific user.
- 2. **User Group:** Select existing user groups from the drop-down to filter by a certain group of users.
- 3. **Date Range:** Specify the date range the event took place.
- 4. **Events Category:** Select the filter options to run a report by event category.

Once you have placed the necessary filters, you can create the appropriate report. This can then be exported to a CSV using the button for this if needed.

Events Reports

The Events report is used to run a report on a full list of events. The report includes information on the total number of users who have signed up and the date and time of the event.

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

Events > Events Report

Event Category

1

=All=

Social

Training Events

Date Range

2

Event Status

3

=Any=

Draft

Live

Cancelled

Hide recurring event

4

Filter

Reset

Export to CSV

Event name	Start date	End date	Users who can join	Max capacity	Total Views	Total Attendees	Total extra guests	Waiting list
Sales Training - Florida - 2026 Season	10-12-2025 11:00	11-12-2025 12:00	65	50	1	1	0	0
Summer Party	15-08-2025 18:00	15-08-2025 23:00	65		0	0	0	0

Like the user report, you can run a report on any existing event by using the filtering options:

- 1. **Events Category:** Select the filter options to run a report by event category.
- 2. **Date Range:** Specify the date range the event took place.
- 3. **Event Status:** Select the filter options to run a report by specific event status.
- 4. **Hide recurring events:** Check the option to not include recurring events in the report.

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

Created on 31 July 2025 by [Hannah Door](#)

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