How-to: Access and Utilize Reports

Accessing and utilizing reporting will keep you in-the-know on the activity happening throughout all your fundraising pages. In this article, we'll talk about how to access your reports, and which reports you should focus on.

Start by logging in to the fundraising pages portal. Your login link will look similar to this:

https://your-organizations-name.networkforgood.com/admins/sign_in

From the top navigation menu, select **Reports**.

You'll see several reporting options. Each report comes with a description so you'll know what kind of information you can access when you run it.

Here's a breakdown of the most frequently used reports, and what those reports include.

Donation Summary Report

This report will give you a complete summary of your donation history, and contains every piece of information a donor entered when making their gift. Any donations that are made across all your fundraising pages will appear in this report. You can also use this report to sort out donation history by a particular campaign. Click the billing name for a donation to jump to the Donor Overview page.

Event Transaction Summary

This report will give you an itemized list of all the ticket purchases that have been made to any of your Event campaigns. You can use this report to view ticket purchaser information such as email address, phone number, and the transaction's purchase amount and fair market value. You can also sort this report by Event name or search for a particular ticket purchaser.

Fundraiser/Project Summary Information

This report will be most useful to you when you are running a Peer Fundraising campaign. It will provide you with contact information and page details about your fundraisers, including total dollar amount of donations, percent to goal, and the number of donors who've given to each of your fundraiser's pages.

We suggest checking out these reports to get started. They're great for helping you plan out which of your donors and fundraisers you should be contacting and when!

Download your reports by selecting **Export** and selecting a file format. Note that by default most reports are filtered by date to show the current calendar month. You can select new dates to filter by, but be sure to click **Generate Report** when you are done selecting dates so the report will update.