

Registrants Report

Admin reports allows administrators to generate, view, customize, and export complex reports to track any element of their campaign. Learn how to generate and export reports [here](#). There are approximately 15 default reports, all revolving around donation and member information. The "Registrants" report is one of the two most important reports (the other being Donations).

In the reports list, the registrants report is titled "Registrants with Reg Fields, Donation and Contacts Summary Report". As its name suggests, this report displays information related to registrants. That information includes:

- Contact information: Name, email, address, phone
- Registration information: Type, registered by, date, payment amount, discount code
- Fundraising page and goal information
- Team information: Name, fundraising goal
- Amount raised to personal and team goals
- Social activity: Number of contacts, number of emails sent
- Products purchased