

## MEMO: 44-20

**TO:** All Clubs  
**FROM:** Kathryn Pryer  
**DATE:** 9<sup>th</sup> Jul  
**SUBJECT:** Sports TG Reports (canteen roster)

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Dear Colleagues,

A few clubs have requested information on how to download a report for home game fixtures.

The best way to get the most up to date fixtures is through Sports TG. In order to download a Canteen roster you will need to follow these steps:

1. Log into Sports TG
2. Click Reports
3. Click Competition
4. Click Advanced Fixture - configure
5. Drag the following selected items across into selected fields
6. Drag "Season" across – Click filter drop down to "equals" then click "2020"
7. Drag "venue" across
8. Drag "competition name" across
9. Drag "match date" across – Click filter drop down to "equals" then click the date of fixtures you require
10. Drag "match time" across
11. Drag "Team 1" across
12. Drag "Team 2" across
13. Scroll to the Report output section and click email then (CSV on the down arrow) then type in your email address
14. Scroll to the bottom and select Save Report and name it eg. Canteen Roster 2020 (please note you only need to save the report for the first time you create it)
15. Then select Run Report and you should receive an email with the home fixtures in Excel Format

If you have saved the report the following week you follow steps 1 – 3. Then click the drop-down arrow on advanced fixture saved reports and select your report. Then click "Edit" and change the date match date for the week of fixtures you require. Then follow steps 13 and 15 (no need to resave this report).