

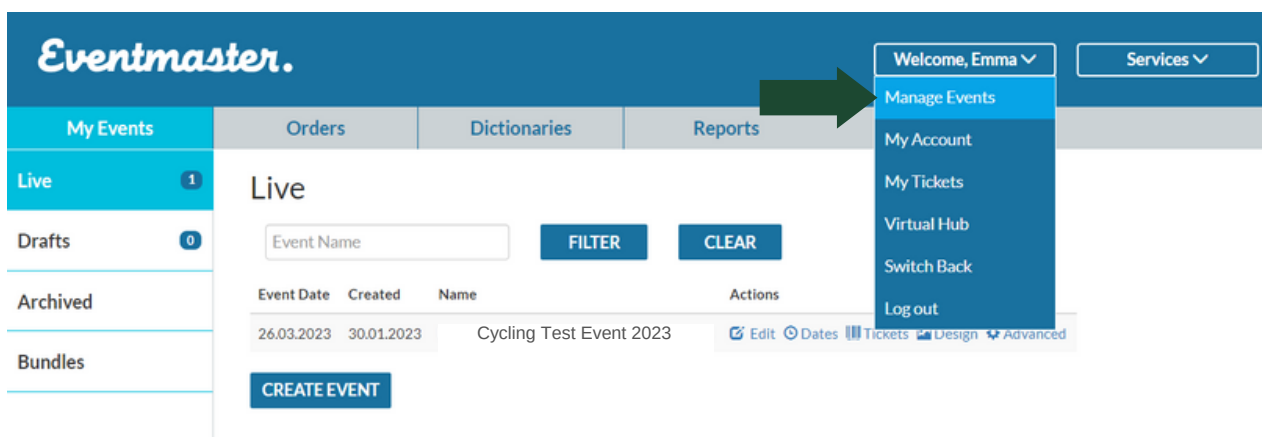
How to Access Event Entries Report



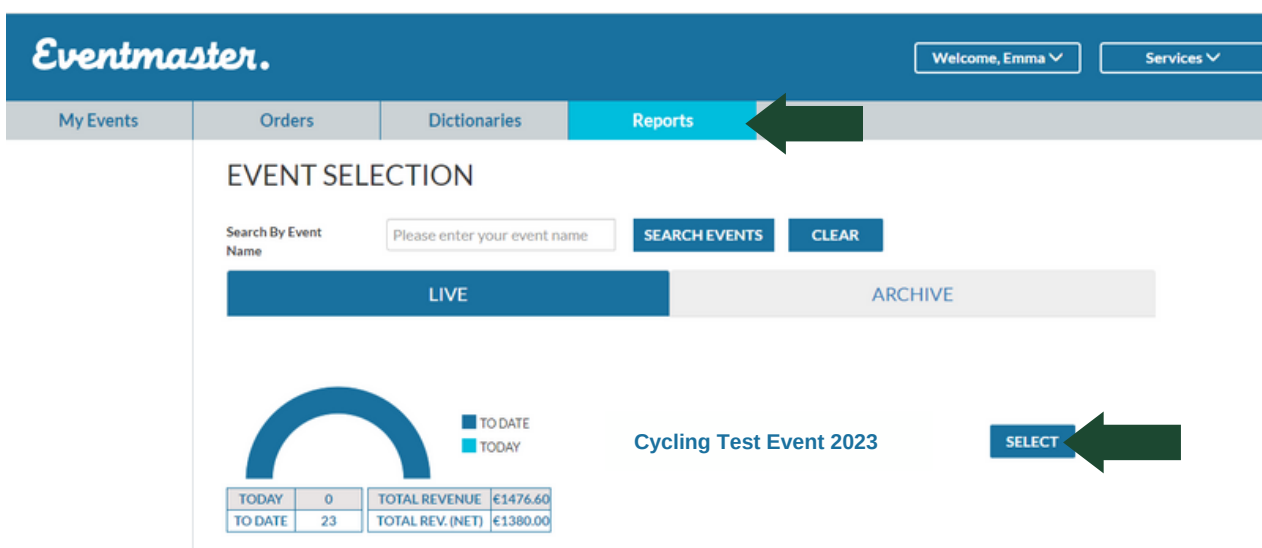
The email address provided in the permit application will automatically be given access to reporting on that Cycling Ireland event within Eventmaster. For other users to be added to your event with report access please contact events@cyclingireland.ie

1 Log into your Eventmaster Organiser Account [HERE](#)

2 Click on **Welcome** and select **Manage Events**



3 Click on Reports from the top menu and click Select for the event you want to view/download the report for.



How to Access Event Entries Report



4 Click on **Booking Reports** from the left side menu and then **Excel** to download the full booking report.

Eventmaster. Welcome, Emma Services

My Events Orders Dictionaries **Reports**

Event Summary [BACK TO EVENTS](#)

Operations Reports

Booking Reports

Scanning Reports

Financial Reports

Marketing Reports

Booking Reports: Cycling Test Event 2023

Booking Details Report

The event booking report contains all data from each transaction for this event relating to tickets/registrations. Click below to export to either EXCEL or PDF

Excel

PDF

Additional Purchases Report

The additional purchases report contains all data from transactions where someone purchased an additional item as part of the booking process. Click below to export to either EXCEL or PDF

Excel

PDF

5 To view a snapshot of total entries, you can click on the **Event Summary** option. This will show you different dashboards and an overview of current entries/ticket sales.

Eventmaster. Welcome, Emma Services

My Events Orders Dictionaries **Reports**

Event Summary [BACK TO EVENTS](#)

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Event Summary: Cycling Test Event 2023

TOTAL BOOKINGS

	TO DATE	TODAY
TO DATE	23	
TODAY	0	
REMAINING	377	
CANCELATIONS	0	

TOTAL REVENUE

	TO DATE	TODAY
TO DATE	€1476.60	
TO DATE (NET)	€1380.00	
TODAY	€0.00	
CANCELATIONS	0	

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