# How to Add a Report to a Member’s Profile

Student Profile · https://a2bmanager.com/docs/how-to-add-reports-to-member-profiles/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/add-reports-to-member-profiles-walkthrough-v3.mp4

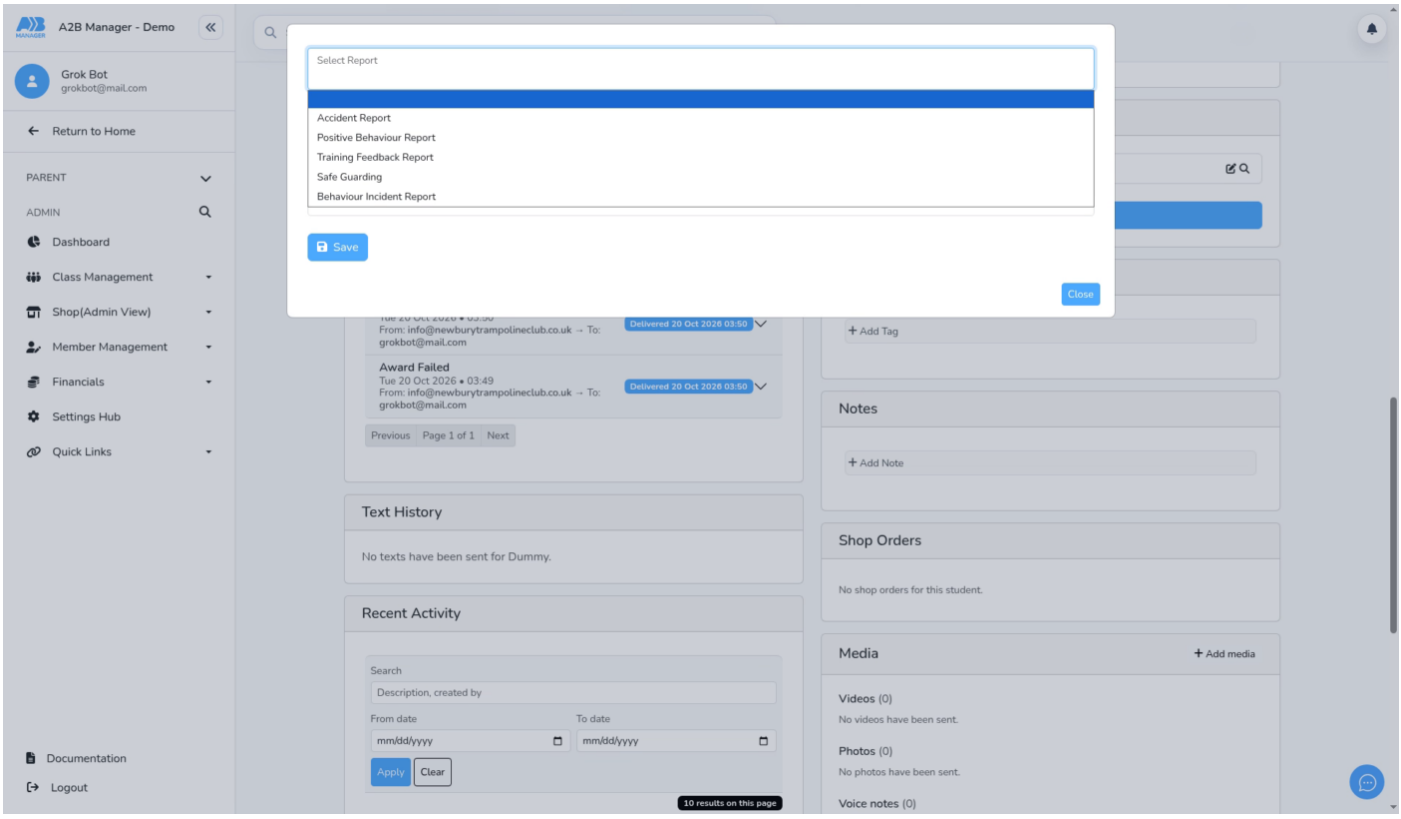
Video walkthrough: adding a report from a member's profile

Add an accident, feedback or other report straight from a member's profile, and email the parent if you want to.

## Adding a report

### Step 1: Click Add Report (0:00)

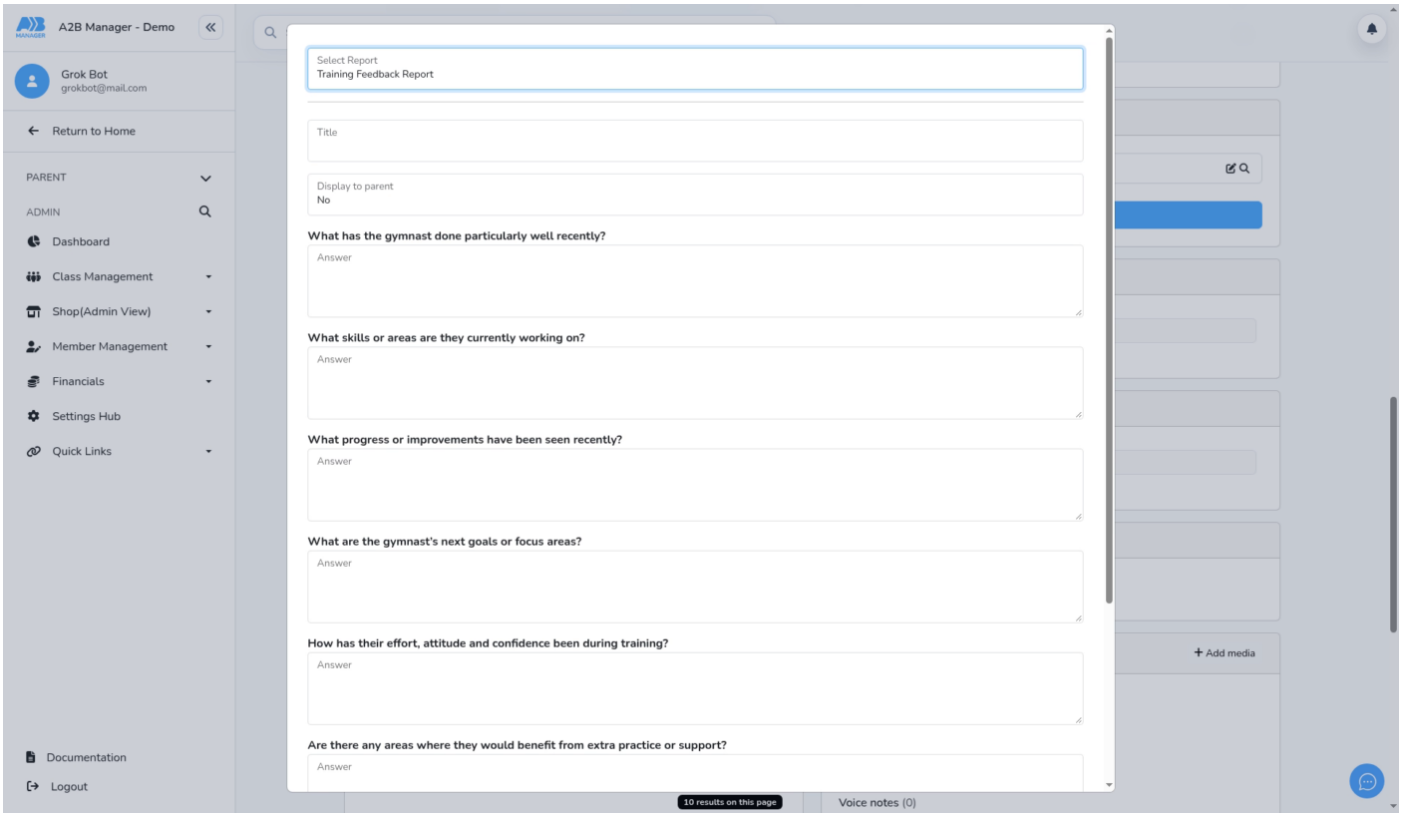
- Open the member's profile and scroll to the **Add Report** card. Click **Add Report**.




Step 1: Add Report

## Step 2: Choose the report type (0:12)

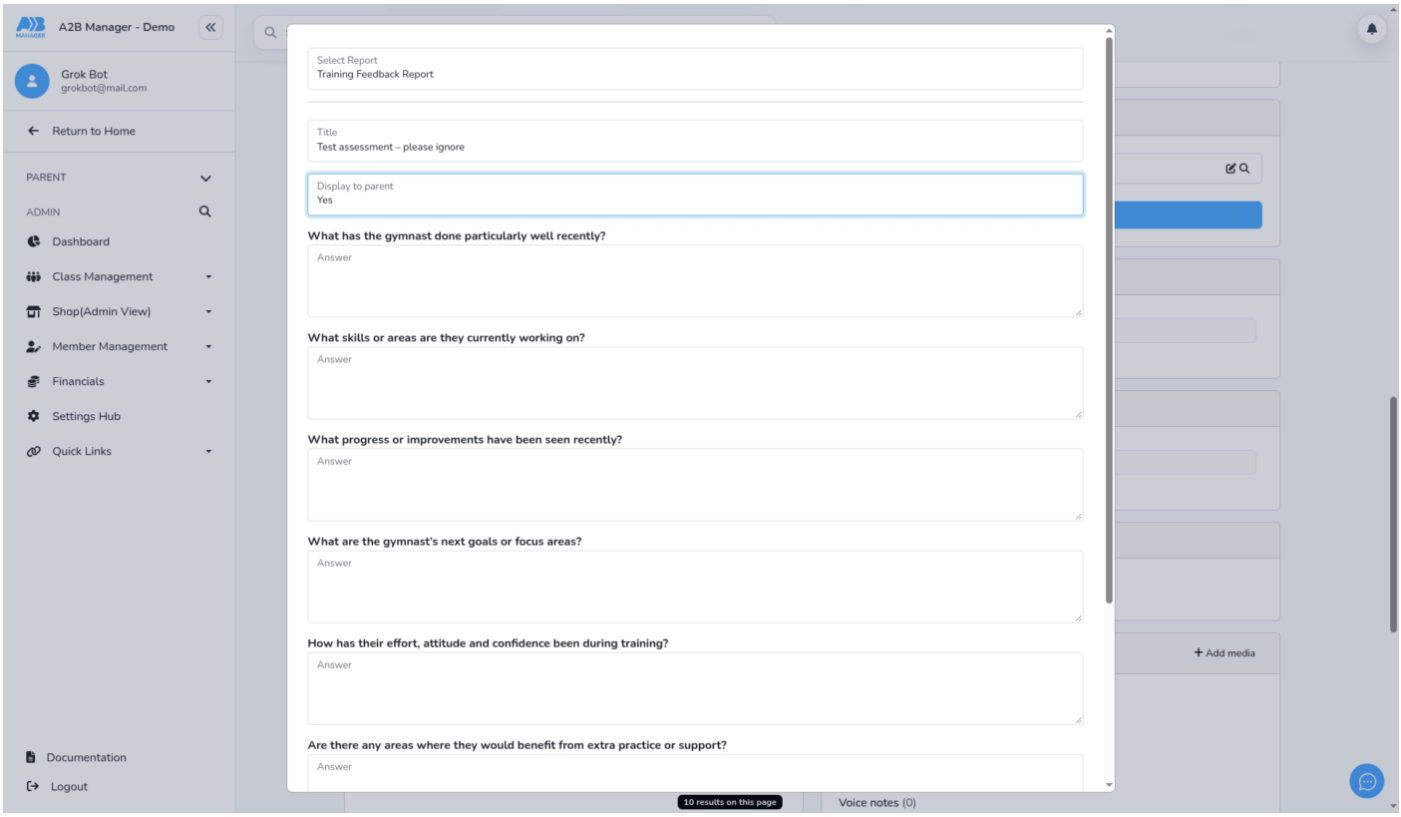
- Pick a report in **Select Report**. The Test-gym demo club has **Accident Report**, **Positive Behaviour Report**, **Training Feedback Report**, **Safe Guarding** and **Behaviour Incident Report**.
- Your club's report types and their questions are set up in Settings Hub.




Step 2: Report types

## Step 3: Title and visibility (0:20)

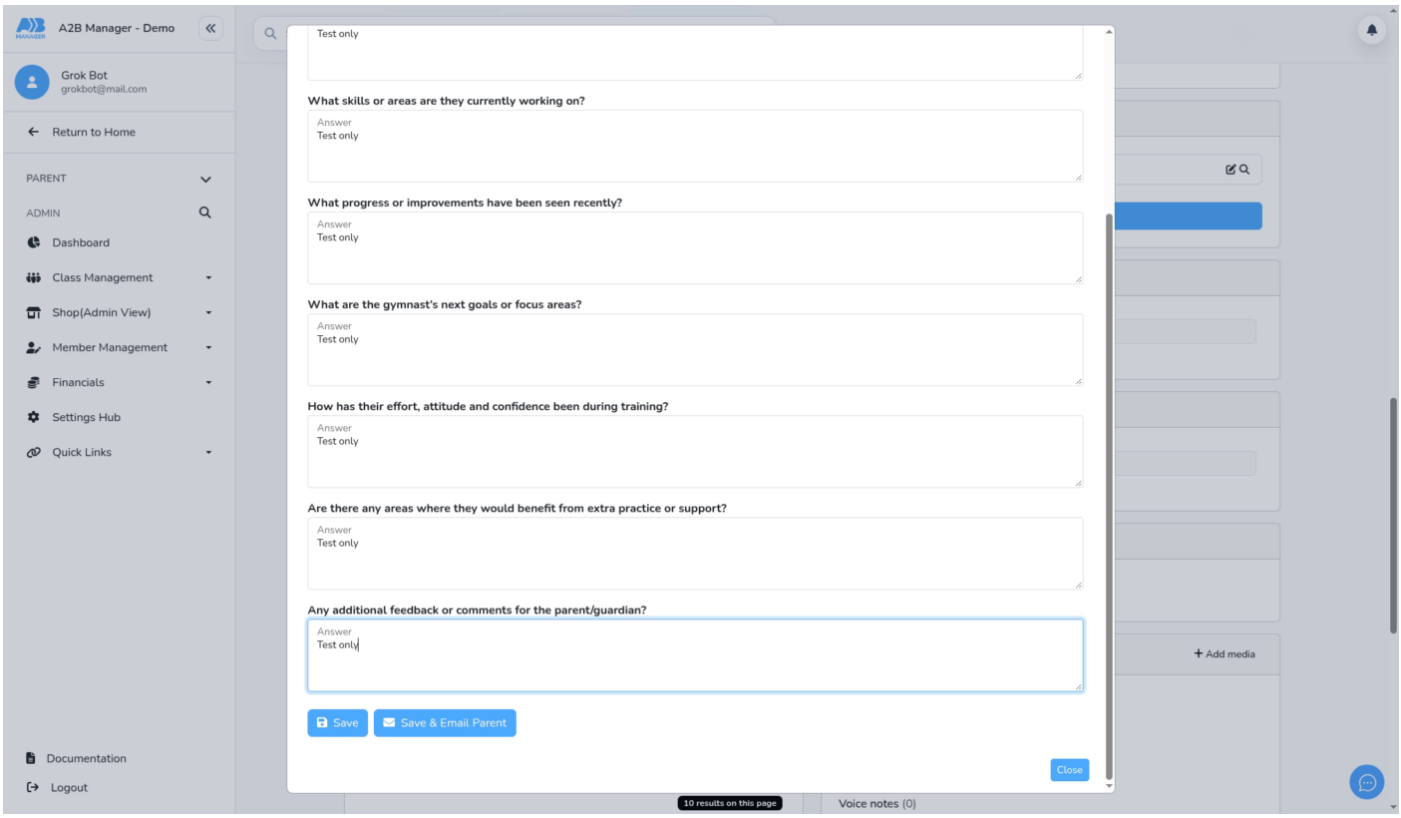
- Enter a **Title**.
- Set **Display to parent** to **Yes** if the parent should see the report. The **Save & Email Parent** button only appears when this is Yes.




Step 3: Title and Display to parent

## Step 4: Answer the questions (0:50)

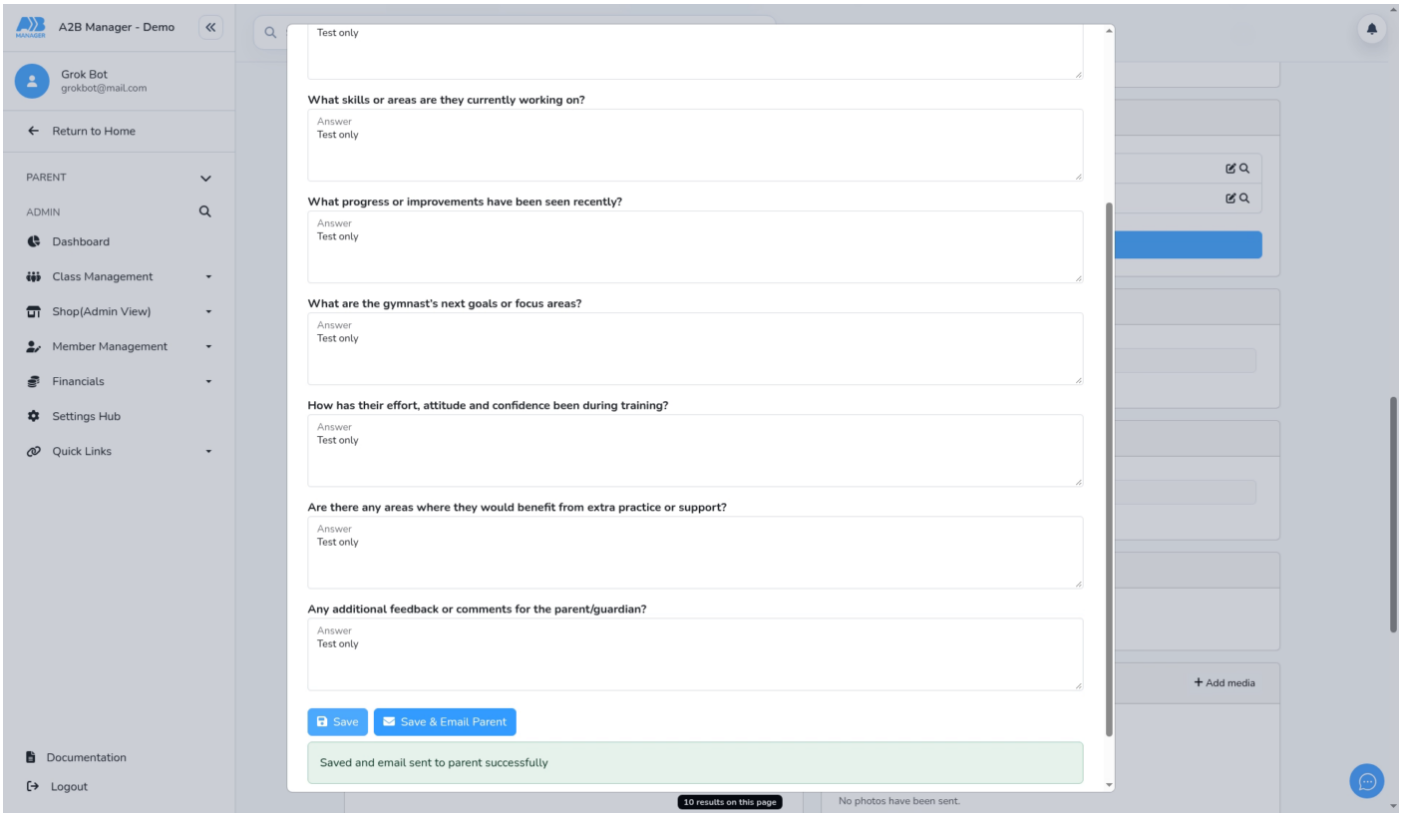
- Answer every question. If any are blank, saving shows **Please Answer all Questions**.




Step 4: Answering the questions

## Step 5: Save and email the parent (1:24)

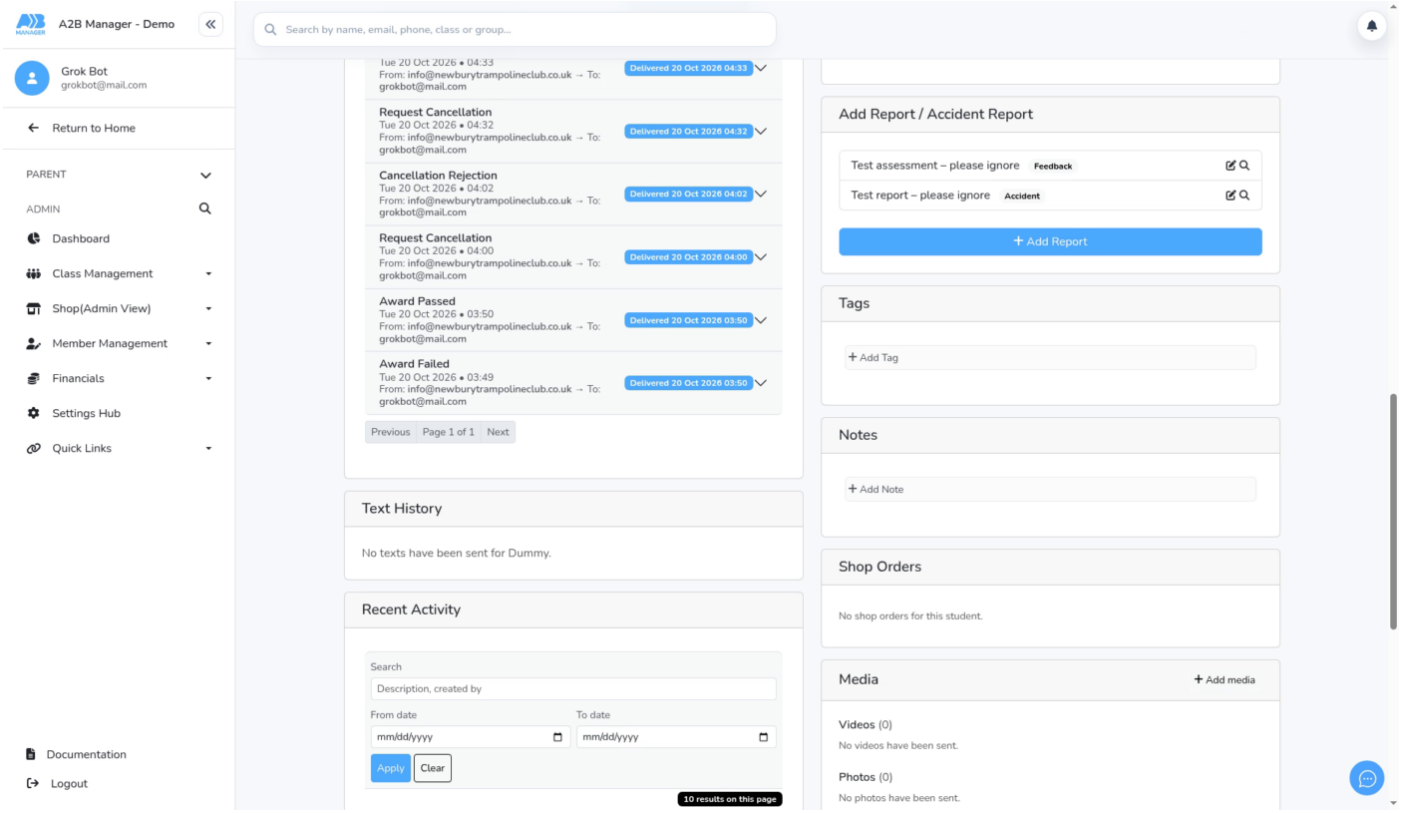
- Click **Save** to save only, or **Save & Email Parent** to also email the parent.
- You'll see **Saved and email sent to parent successfully**.



Step 5: Saved and email sent

## Step 6: Check the profile (1:36)

- Click **Close**. The report is listed in the card with its type. Use the icons to view or edit it.




Step 6: Report on the profile

## The Report Added email

- **Save & Email Parent** sends the **Report Added** email from your club's email address. It also appears in the member's **Email History**.
- Edit it under **Settings Hub** > **Email Templates** > **Report Added**. The default message is: *Dear {ParentFirstName} {ParentLastName}, A new report has been added for {StudentFirstName} {StudentLastName}. Please log into your account to view the report.*

## Good to know

- Reports can't be deleted once saved, so check the details before saving.
- You can also add reports from **Member Management** > **Student Reports**.

Download the PDF guide (optional)