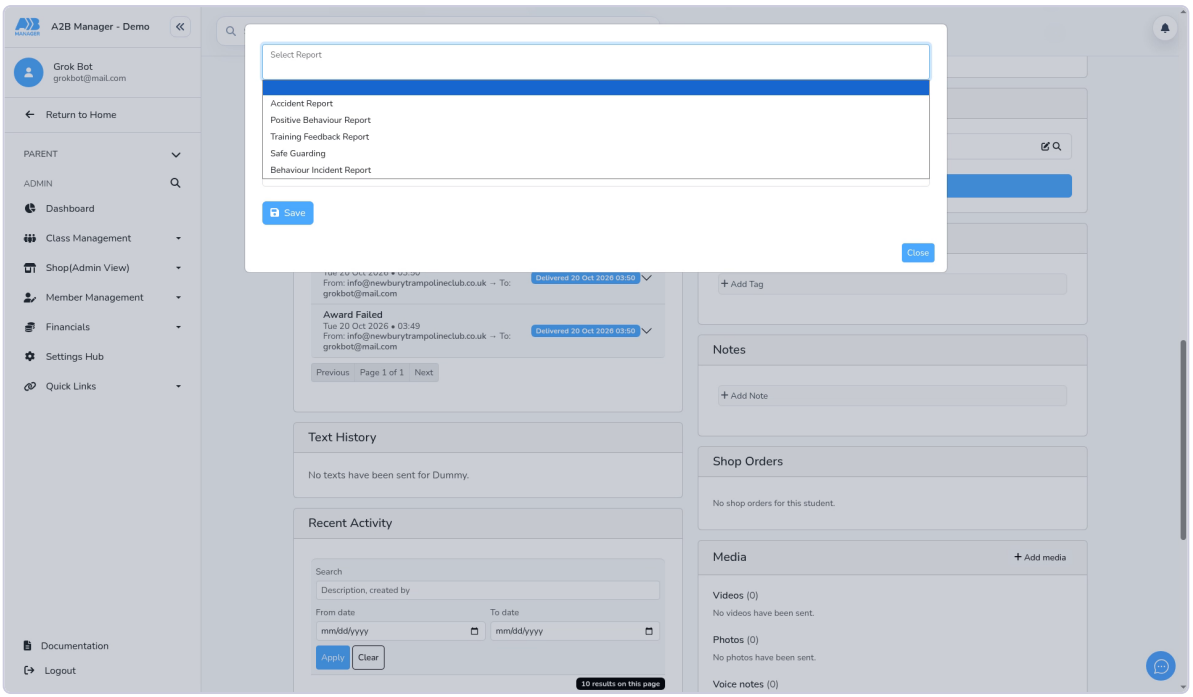
How to Add a Report to a Member's Profile

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

Adding a report

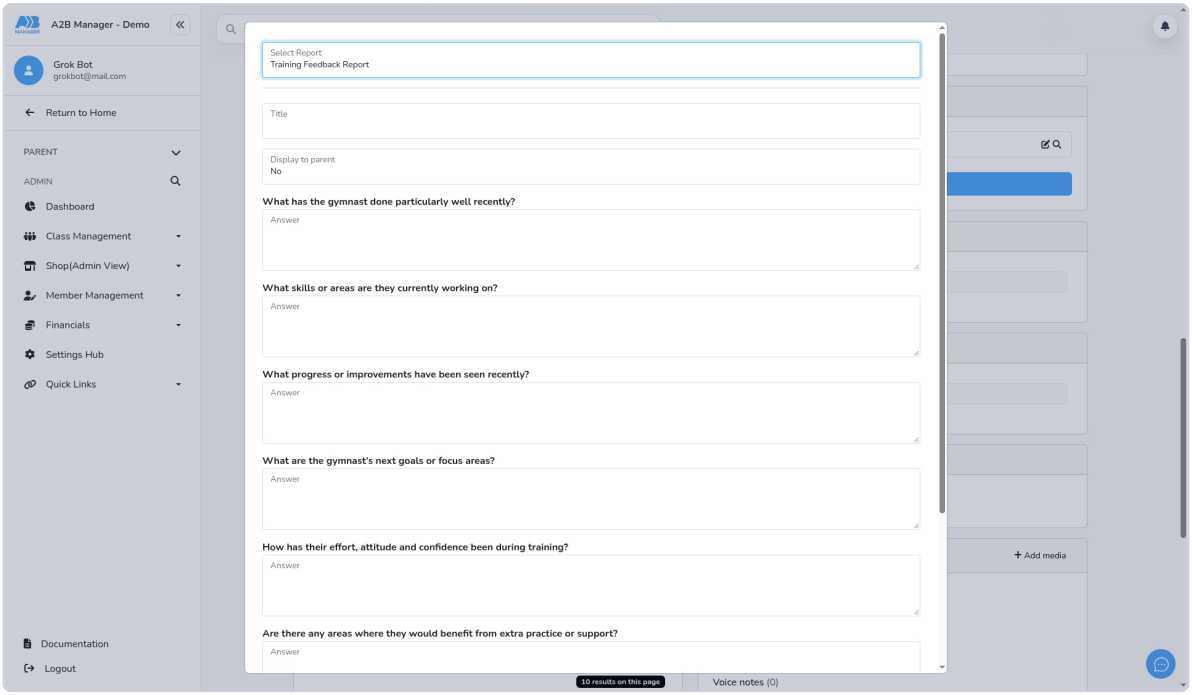
1. Click Add Report (0:00)

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



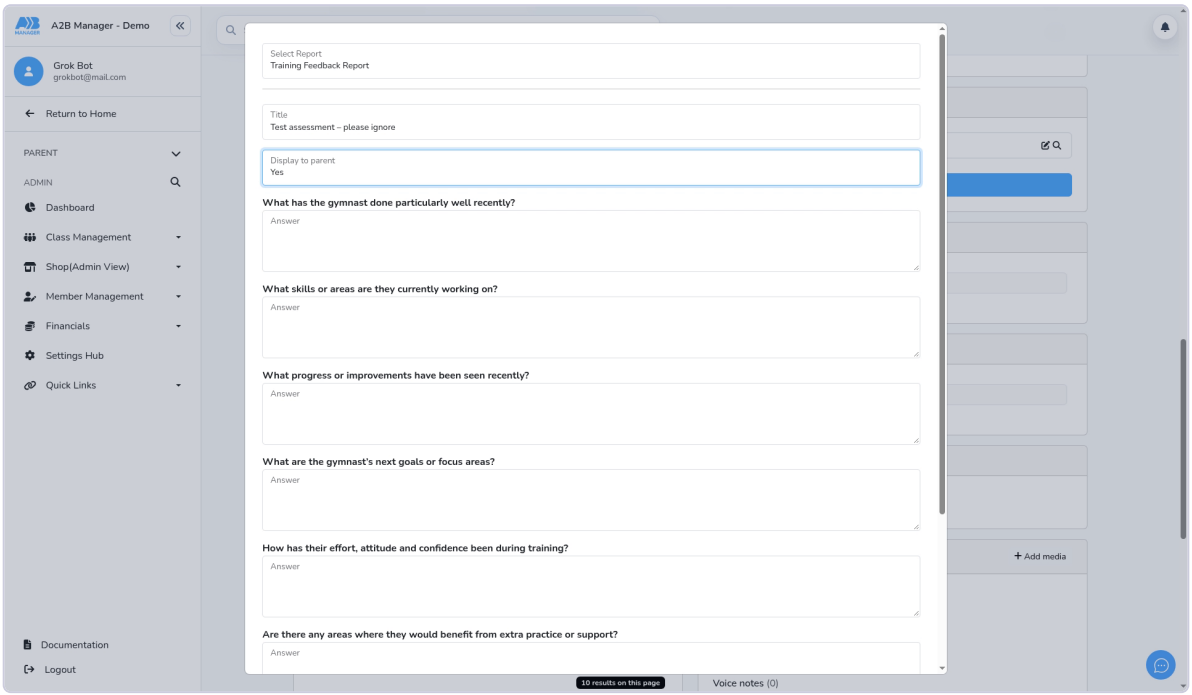
2. Choose the report type (0:12)

- 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.



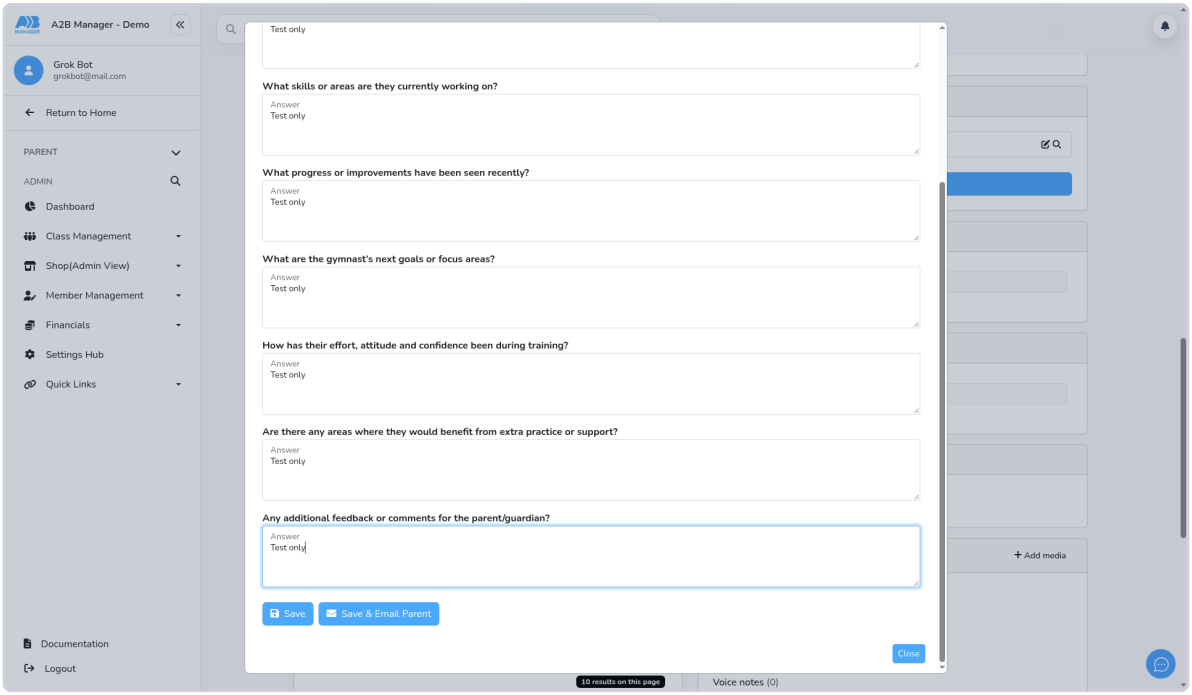
3. Title and visibility (0:20)

- 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.



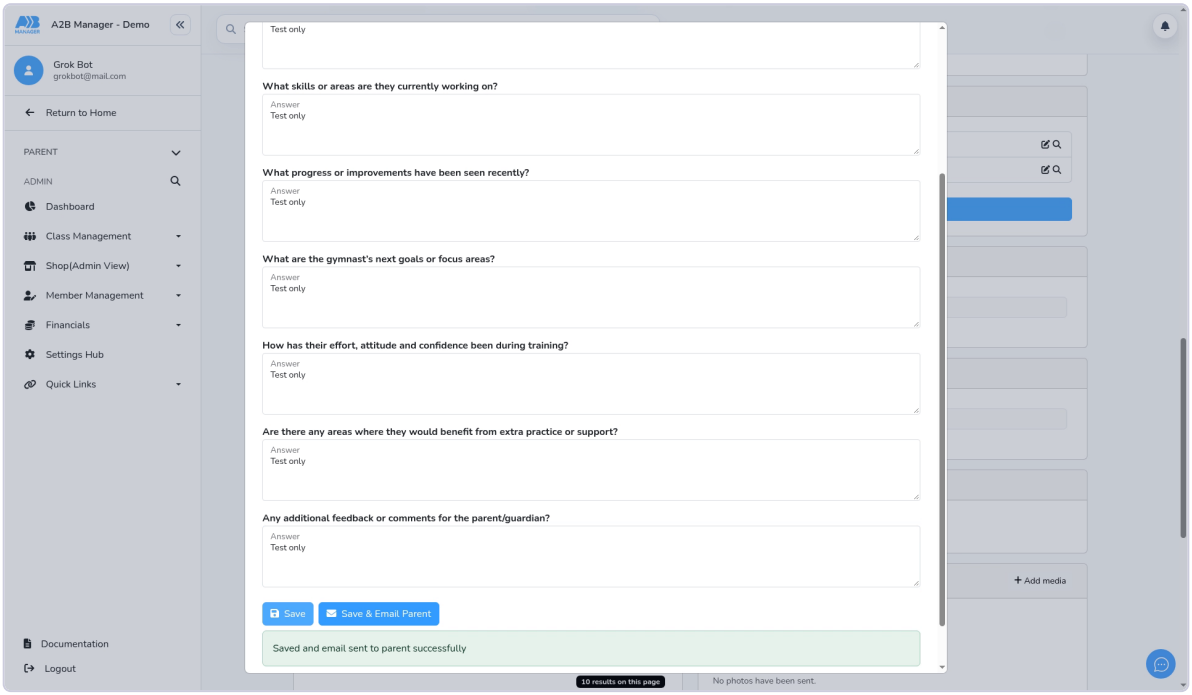
4. Answer the questions (0:50)

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



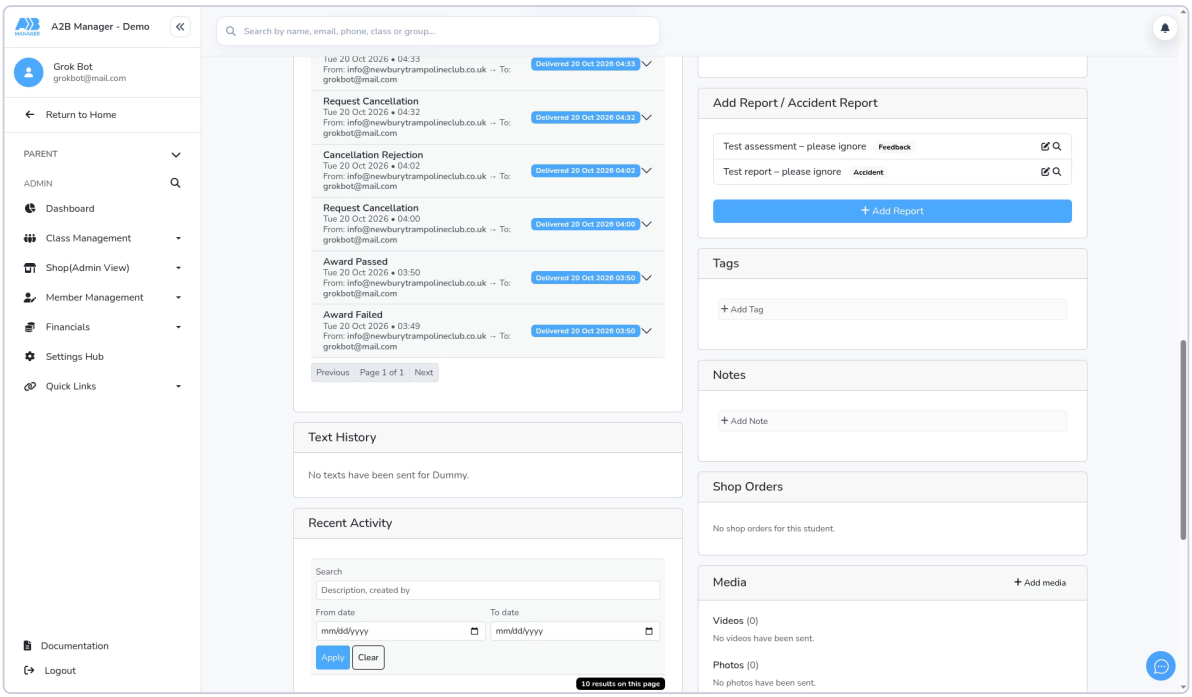
5. Save and email the parent (1:24)

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



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.



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**.