

# Run event reports

Run detailed reports on your attendees and event analytics for one or more events. You can download reports as XLSX or CSV files, or email them to others. You can access reports at any time and up to a year after the event date. To learn more about report types and the data you can include, see [What types of reports can I get on my event?](#)

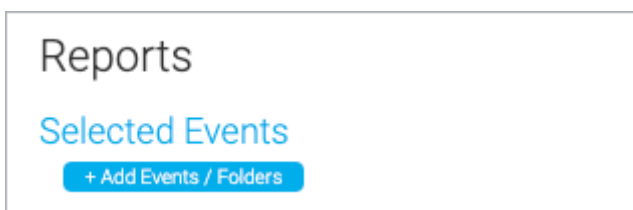
**Note:** Live event reporting data is available 30 minutes after the event concludes.

## To run a report for one or more events:

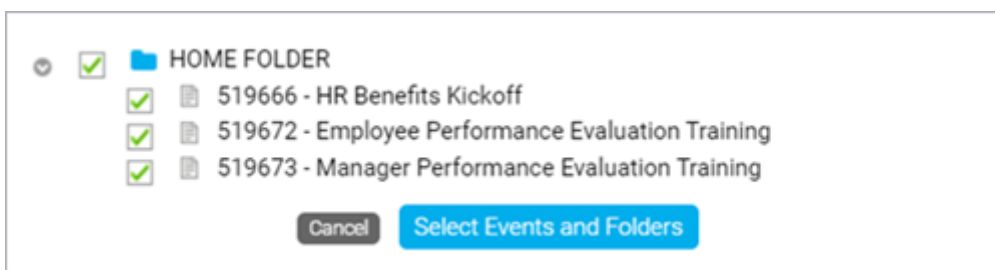
1. Sign in to the Webcast Admin portal.
2. To run a report for a single event, click on an event from the My Events tab, and under the event click **Reports**. You can also run a report from the Event Summary tab when you edit an event.

ID	Name	Status	Expires	Type
519516	Annual Benefits Enrollment	Scheduled for: 05/01/2021 1:00:00 PM EDT	05/01/2021	VIDEO
EDIT REPORTS COPY DELETE VIEW				

To run a report for more than one event, click the **Reports** tab at the top of the page. On the Report tab, under Selected Events, click **Add Events/Folders**.



Select the events and then click **Select Events and Folders**.



3. On the Reports tab, under Report Type, select the report you want to run, click **Select Columns**, and then select data you'd like to include.

**Report Type** ?

**Report Templates** ?

☒ Audience Details

▼ Select Columns

- ☒ Registration Data
- ☒ Q&A Question
- ☒ Survey Data/CE Results
- ☒ Usage

☐ Event Analytics

► Select Report

4. Optional. Expand the Filter Results by section and select the criteria to filter for.

**Tip:** If your event registration form includes a marketing consent option, select **Exclude Unsubscribed Users** to get a current list of registrants who opted in to receive event emails. For more information, see [Add marketing consent tracking to a registration form](#).

▼ Filter Results By ?

☐ Domain or Email

- ☐ Exclude Domains/Emails
- ☐ Include Only Domains/Emails

☒ Attendance

- ☐ No Shows
- ☒ Attendees
- ☒ Live
- ☐ OD
- ☐ SimLive

Viewer Data

- ☐ with Q&A Data
- ☐ with Survey Data

☐ Audience Actions

- ☐ Registrations
- ☐ Viewing Sessions

☐ Source Track Identifier (STI)

☒ Exclude Unsubscribed Users

5. Optional. Under Date Range, select dates to filter the report data by date.

**Date Range**

☐ All dates since creation of selected events

☒ 06/28/2021 to 07/28/2021

6. Click **Run My Report**.

The report opens in a new tab on your browser.

7. At the top of the report, you can export it as an XLSX or CSV file, or send it to others by email.

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