

# Download Events Report

## How to download Events Reports

Each organization can easily download an Events Report which provides details on all of the events they have published at their organization and their sub-organizations. This report is accessible from the Organization / Reports page.

### Orders Reports

Type

Orders Report

Events Report

Registrant Report

Start

End

GENERATE REPORT

TYPE	DATE RANGE	FILENAME	FINISHED
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**Here is a list of the fields included in the report.**

<b>Organization name</b>	<b>Jewish Federation</b>
Event name	Annual Gala
Org ID	392
Event ID	3234
Event Created Date	2022-08-16 10:45:45 EDT
Last Modified Date	2022-09-02 13:54:33 EDT
Event Start Date	2022-09-22 19:00:00 EDT
Event End Date	2022-09-22 21:00:00 EDT
Event Types	
Event Categories	
Event Target Ages	Young Adults
Event Features	
3rd Party Link	no
3rd Party URL	
Is Public	yes
Description English	--
Description HTML English	--
Description French	
Description HTML French	
Event Orders(total number)	\$233
Event Registrations (total number)	\$343
Total sales	\$12,030
Total Donation Amount	\$0
Total Refunded Donation Amount	\$0
Total Refunds	\$54
Total Sales after refunds	\$11,976

## Other Reports

[Download Orders Reports](#)

[Download Registrants Reports](#)