

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.

[My Events Event options with reports button](#)

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**.

[Reporting Select Events with Add Events/Folders button](#)

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

[Reporting Select Available Events and Folder checkboxes](#)

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.

[Reports Audience Details reporting with all Data columns Selected](#)

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](#).

[Additional reporting Filters](#)

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

[Reports- All dates since creation or Date Range option](#)

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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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