

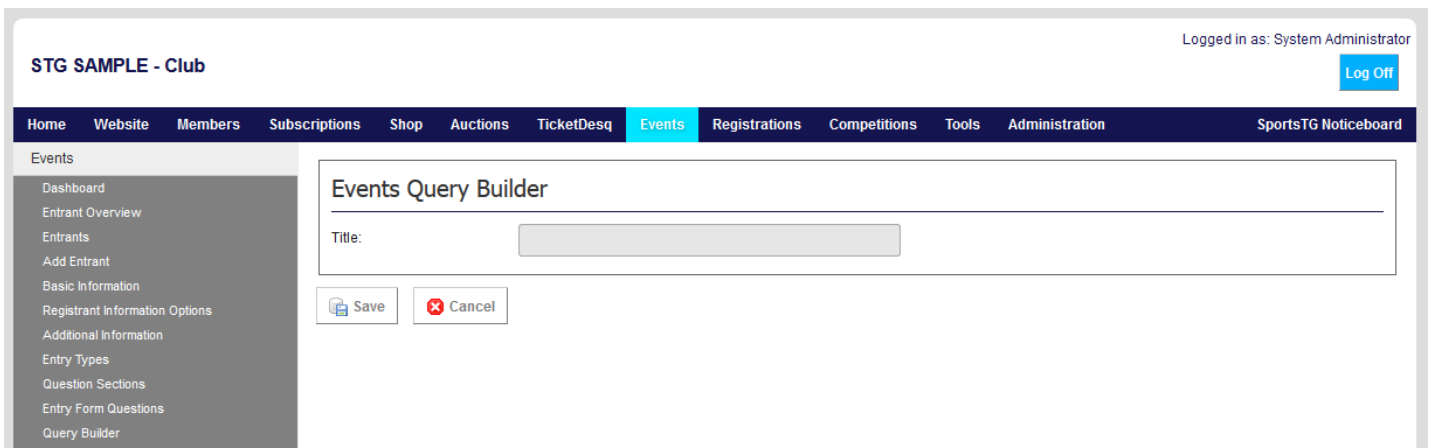
Building a Query

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Quick Steps: Go to **Events > Select Event > Query Builder > Add**, once added, click on **Build** and add any relevant **Filters**.

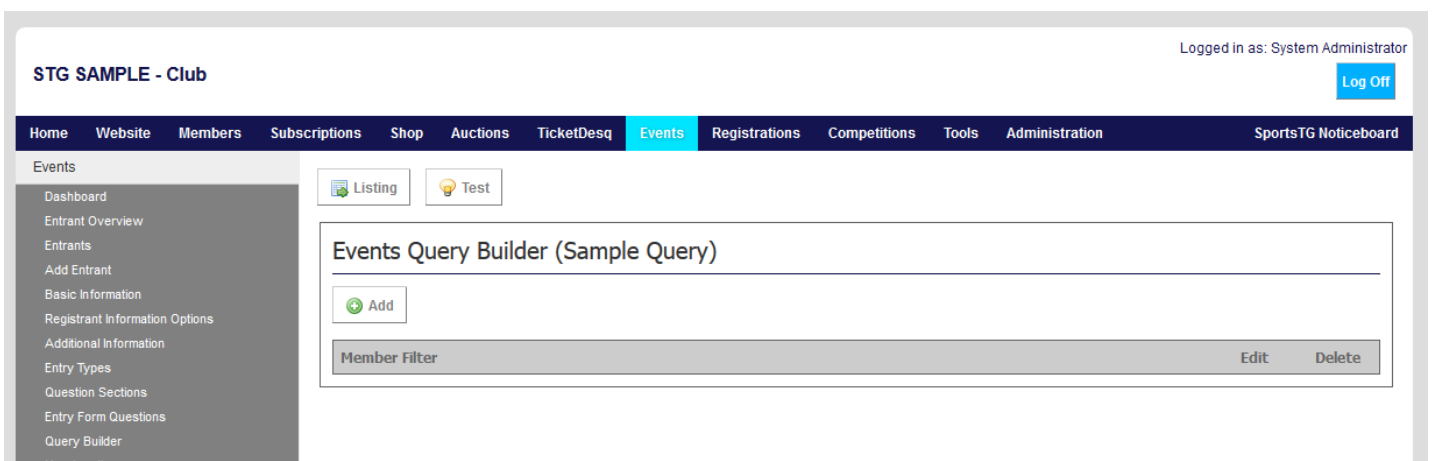
The query builder can be used in many ways by your organisation to run reports on your entrants. It enables you to sort your entrants based upon specialised criteria, defined by the administrator.

1. Within the Management Console, select **EVENTS** from the top menu, then login to your event.
2. Select **QUERY BUILDER** from the side menu.
3. Click **ADD** at the top of the page.
4. Give your new Query a name and then click **SAVE**.



The screenshot shows the 'STG SAMPLE - Club' management console. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The 'Events' menu is active. On the left, the 'Events' sub-menu is open, showing options like 'Dashboard', 'Entrant Overview', 'Entrants', 'Add Entrant', 'Basic Information', 'Registrant Information Options', 'Additional Information', 'Entry Types', 'Question Sections', 'Entry Form Questions', and 'Query Builder'. The main content area is titled 'Events Query Builder' and contains a 'Title:' label with an empty text input field. Below the input field are 'Save' and 'Cancel' buttons.

5. Click on **BUILD** at the top of the page and then click **ADD** to begin building the query.

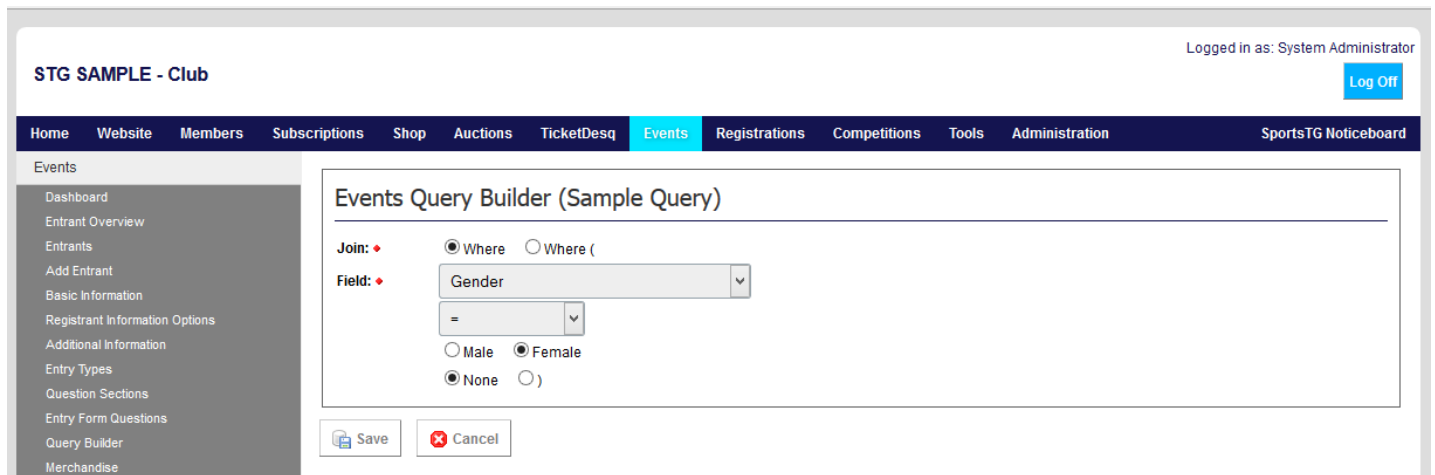


The screenshot shows the 'STG SAMPLE - Club' management console. The user is logged in as 'System Administrator'. The top navigation bar is the same as in the previous screenshot. The 'Events' sub-menu is still open. The main content area is titled 'Events Query Builder (Sample Query)'. At the top of this area are 'Listing' and 'Test' buttons. Below them is an 'Add' button with a green plus icon. At the bottom of the main content area, there is a 'Member Filter' box with 'Edit' and 'Delete' buttons next to it.

6. For each filter select a join, the field and the set of criteria for the field. eg. Where (join) State (field) = Melbourne (criteria).

The first join for the Filter is always WHERE. After the first Filter the administrator sets the next join by selecting either an AND or an OR, in combination with brackets to define sets of criteria.

Click **SAVE**.

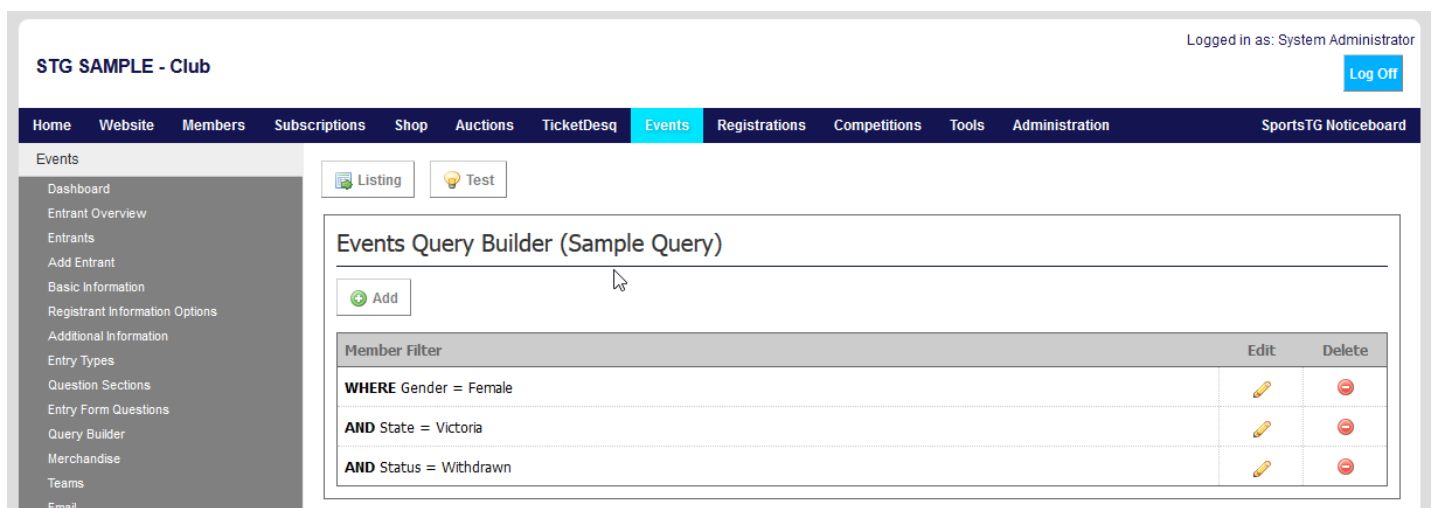


The screenshot shows the 'Events Query Builder (Sample Query)' interface. At the top, it says 'STG SAMPLE - Club' and 'Logged in as: System Administrator'. The navigation menu includes Home, Website, Members, Subscriptions, Shop, Auctions, TicketDesq, Events, Registrations, Competitions, Tools, Administration, and SportsTG Noticeboard. The left sidebar lists various options under 'Events'. The main area shows the query configuration:

- Join: Where Where (
- Field: Gender (dropdown)
- Operator: = (dropdown)
- Criteria: Male Female None)

Buttons for 'Save' and 'Cancel' are visible at the bottom.

7. Test the query by clicking the **TEST** button at the top of the screen, if the query has been correctly built, the system will return "OK" and the number of records that are being drawn from the query.



The screenshot shows the 'Events Query Builder (Sample Query)' interface after testing. At the top, it says 'STG SAMPLE - Club' and 'Logged in as: System Administrator'. The navigation menu is the same. The left sidebar is the same. The main area shows the query configuration and a list of filters:

- Buttons: Listing, Test
- Buttons: Add
- Member Filter table:

Member Filter	Edit	Delete
WHERE Gender = Female		
AND State = Victoria		
AND Status = Withdrawn		

Use the join fields to determine how the different fields are used. Brackets can be used to limit the way that people are selected on the different fields. Use them like you would in a maths equation to select certain criteria over others.

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