Qgiv Registrations Report

The purpose of this report is to list all event registrations from the Qgiv event system with associated registrations details. Each row in the report represents an individual registration (ticket holder).

## Use Case(s)

* An organization wants a list of registrants and donors related their Qgiv event(s)
* An organization wants to see custom field answers related to a Qgiv event it’s registrants
* An organization wants a total participant count

## Filters

|  |  |
| --- | --- |
| **Filter** | **Description** |
| Range | Date Range: Today, Yesterday, This Month, Last Month, This Year, Last Year, Custom Range, All |
| Status | Payment Status: All, Accepted, Pending, Voided, Declined, Errors, Offline |

## Advanced Filters

|  |  |
| --- | --- |
| **Filter** | **Description** |
| Forms | Form Name(s) |
| Form Tags | Forms attached to one or more form tags |
| Source | Source names (All Source, Public Form, Mobile Donation Form, Facebook Donation Form, Virtual Terminal, Mobile VT, SMS, Peer-to-Peer, Kiosk, Givi) |
| Events | Event Transaction Types (Event Registration, Event Donation, Gift Assist) AND events by name |
| Promo Codes | Promo codes used during the Qgiv registration |
| Event Wide Fields | Custom fields answered during the registration process that are event-wide |
| Participant Fields | Custom fields answered during the registration process that are participant-wide |

## Web-Based Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| ID | Transaction ID |
| Date | Transaction Date |
| Name | Constituent Name – Registration # |
| Form | Name of the Form the Event is under |
| Event | Event Name the Registration is under |
| Package | Package Name |
| Type | The type of transaction |
| Amount | Transaction Amount less any refunds |

## Standard Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Transaction | Transaction ID |
| Date | Transaction date (line item 1 only) |
| Transaction Status | Transaction Status |
| Line Item | Transaction line item number |
| Form Name | Form Name |
| Form ID | Form ID |
| Form Type | Qgiv, Political, Peer-to-Peer, Fundraising Hub, Auction |
| Form Data Mapping | Data mapping configured for form |
| Total Amount | Sum of Registration Costs (line item 1 only). This is a $ amount. |
| Amount Refunded | (line item 1 only) This is a $ amount. |
| Event Donation | If a donation was given at the time of registration (only on donation line). This is a $ amount. |
| Gift Assist | If Gift Assist was applied at the time of registration (only on Gift Assist line). This is a $ amount. |
| Event Amount | How much the event costs for the registrant (only on registration line items). This is a $ amount. |
| Attending | If the registrant is going (only on registration line items) |
| Attendee Status | Either registered or checked in; part of the "Checked In" toggle on Registration Edit |
| Event | What event the registration occurred under |
| Package | What package the registrant signed up for (only on registration line items) |
| Quantity | How many packages were purchased (only on registration line items) |
| Unit Cost | How much a single package cost (only on registration line items). This is a $ amount. |
| Fair Market Value | This references the non-tax-deductible portion of the package price (line item 1 only). This is a $ amount. |
| Promo Code | The promo codes utilized while registering (line item 1 only) |
| Promo Codes Used | The number of promo codes applied (line item 1 only) |
| Early Bird Discount | How much is discounted (if set up) when a registrant registers by a certain date (line item 1 only). This is a $ amount. |
| Online/Offline | If payment was given online or offline |
| Payment Method | If applicable, how the package was purchased (American Express, Discover, Visa, MasterCard, PayPal, eCheck) |
| Payment Channel | Standard, Apple Pay |
| Last Four | Last four digits of the purchaser’s credit card, if applicable |
| Check Number | Check number used to buy, if applicable |
| CC Name | Name affiliated with the payment type (credit card name if paid with a credit card, PayPal account name if paid with a PayPal account, checking account name if paid with a check) |
| Company Donation | Indicates donation is from a company |
| Main Contact Salutation | Salutation of the purchaser |
| Main Contact First Name | First name of the purchaser |
| Main Contact Last Name | Last name of the purchaser |
| Main Contact Email | Email of the purchaser |
| Main Contact Email Data Mapping | Data mapping configured for Email |
| OptedIn | Transaction OptIn value |
| Main Contact Phone | Phone of the purchaser |
| Main Contact Company | Company of the purchaser |
| Main Contact Address | Address of the purchaser |
| Main Contact City | City of the purchaser |
| Main Contact State | State of the purchaser |
| Main Contact Zip | Zip of the purchaser |
| Main Contact Country | Country of the purchaser |
| Main Contact Employer | Employer Name |
| Main Contact Employer Email | Employer Email Address |
| Billing Address | Billing address of the purchaser |
| Billing City | Billing city of the purchaser |
| Billing State | Billing state of the purchaser |
| Billing Zip | Billing zip of the purchaser |
| Billing Country | Billing country of the purchaser |
| Anonymous | Transaction anonymous value |
| Associated Info | Any extra associated information that is relevant to the transaction (<https://support.qgiv.com/hc/en-us/articles/115006117807-Associated-Info-Parameter-Tracking>) |
| Source | What module the transaction was processed under (MobileVT, VT, donation form, kiosk, P2P, mobile, SMS, Facebook, Givi) |
| Source ID | Identifier that works in conjunction with source for special donation sources (Designates iOS or Android for Givi, exact Kiosk ID if a kiosk, SMS short code if from a sms source, identifier for MobileVT if from there) |
| Memo | Transaction memo |
| Section | Table section for attendee (requires table management) |
| Table | Table name for attendee (requires table management) |
| Seat | Table seat for attendee (requires table management) |
| Package Number | The package the attendee is part of |
| Ticket ID | The attendee’s ticket ID |
| Attendee First Name | The attendee’s first name |
| Attendee Last Name | The attendee’s last name |
| Attendee Email | The attendee’s email address |
| Attendee Email Mapping | The attendee’s email mapping |
| Attendee Phone | The attendee’s phone number |
| (All event wide, participant custom fields) | Contains data for specific registrants who filled in custom fields |

## Additional Custom Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Time (ET) | Transaction time |
| Transaction Qgiv Fee | Qgiv fee on transaction (line item 1 only) |
| Type | Designation of just an event, or an event donation |
| Created By | The name of the entity creating the transaction (if from Web VT, the VT user logged in; if from the front-end, the front-end user logged in) |
| Kiosk | If processed on a kiosk, the kiosk name |
| IP Address | IP address associated with the transaction |
| Batch Date | The batch date for the particular transaction |
| Deposit Date | The deposit date for the particular transaction |
| Event Data Mapping | Data mapping configured for Event |
| Event ID | Event ID |
| Attendee | Helps distinguish attendee within the same package and same transaction |
| Group | Helps distinguish which package group attendee is in |
| Custom Column | Adds static text to every row |