# How to make a custom report in MotorsportReg

A custom report is recommended for use with MJTiming, as some advanced features are only available this way.

1. Log into MSREG as administrator
2. Select an existing event’s registration list
3. Go to the Reports page
4. Select ***Create new custom report***
5. For report type, select ***Attendees + Assignments***
6. Move the following columns from ***Available Columns*** over to ***Included in Report***
   1. Last Name
   2. First Name
   3. Class
   4. Group
   5. No
   6. Vehicle Year/Make/Model
   7. Color
   8. Total Paid
   9. Emergency Contact
   10. Emergency Phone #
7. Under the column selection boxes, andser the questions as follows:
   1. Include order totals? --> No
   2. include event questions/answers --> Yes
   3. include profile questions/answers --> Yes
   4. include vehicle questions/answers --> Yes
8. Continue through the following pages until you see the resulting report for the event
9. Save the report by clicking the Save button (MJTiming report is a good name)

# MSREG changes to create custom headers

1. Add a new question in an event's registration form and assign the name "XGroup" to the Report Header. Instead of XGroup, you can also use the name “Team” if this is for team or region scoring.
2. Select Text for answer type
3. If you wish a specific list of choices, the check the box "Specify list of allowed answers" and add list of answers (e.g. LADIES/OPEN/CORVETTES/MIATA)
4. ***Allow multiple answers*** should be set to No
5. ***Max answers*** should be set to 1
6. In the report you use for exporting data, be sure to check "Include event questions"